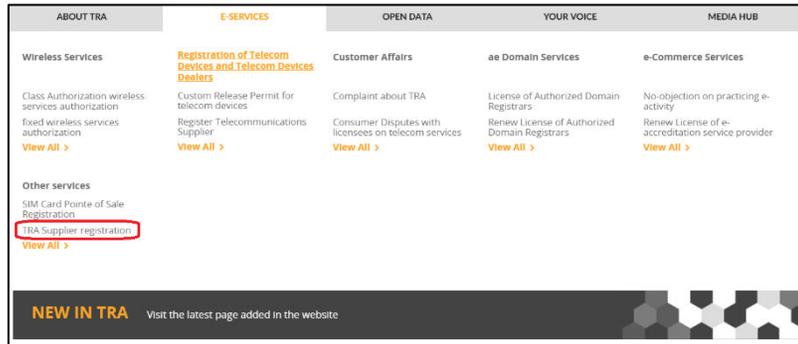




| | |
|-------------------------------|----|
| REGISTER A NEW SUPPLIER | 3 |
| SUPPLIER FORM(S) UPDATE..... | 10 |

Register a New Supplier

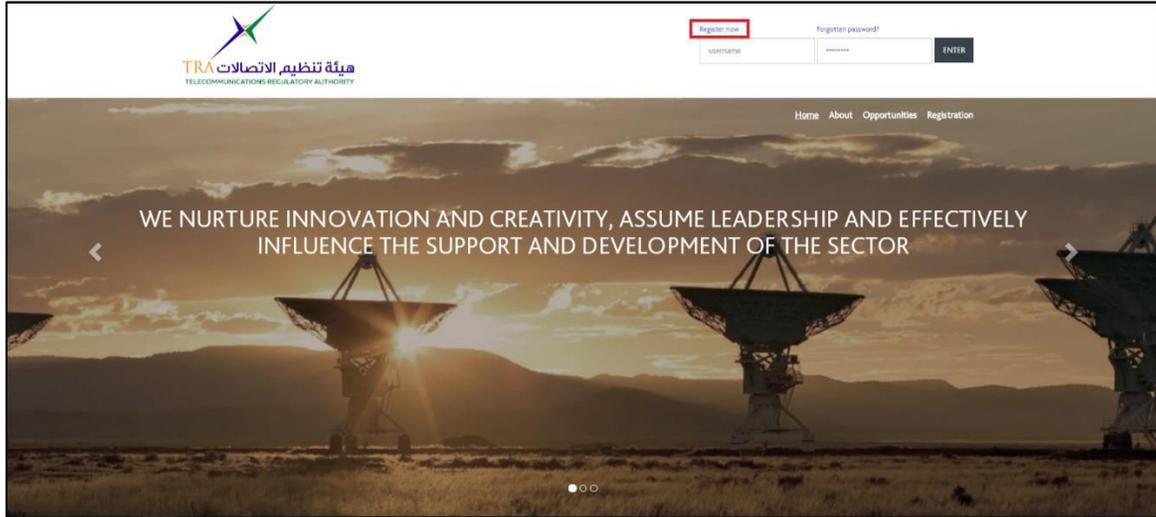
- Go to TRA website. <https://www.tra.gov.ae>
- Or visit <https://www.tra.tejari.com>
- From the main page click on “Services” on the Main Menu
- Click on “TRA Supplier Services”



- Read the “required documents” and “Term and Condition” section in the page below and click on “Start Service”



- Log in page of the Supplier Registration portal will appear. Click on “Register Now”



- A “Registration Data” page will appear, and you must fill only the fields with a Red Asterisk next to it (*).
 - Organization Details Section

| Organisation Details | |
|--|------------------------|
| * Organisation Name | <input type="text"/> |
| Address | <input type="text"/> |
| City | <input type="text"/> |
| Country | UNITED ARAB EMIRATES ▼ |
| Region | --- ▼ |
| ZIP/Postal Code | <input type="text"/> |
| Main Organisation Phone Number | <input type="text"/> |
| Organisation Fax Number | <input type="text"/> |
| Organisation Email Address | <input type="text"/> |
| Web site | <input type="text"/> |
| Trade License Number / Company Registration Number | <input type="text"/> |
| External Code | <input type="text"/> |

○ User Details Section

| User Details | |
|--|----------------------|
| Title | --- |
| Last Name | <input type="text"/> |
| First Name | <input type="text"/> |
| Phone Number | <input type="text"/> |
| Mobile Number (please enter "+" "country code" and "your mobile phone number" with no spaces) | <input type="text"/> |
| * Email Address IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ';' (semicolon) to separate multiple addresses. | <input type="text"/> |
| * Username (please do not forget your username) | <input type="text"/> |
| * Preferred language for use in system interface | --- |

- Click on “Save” on the top right side of the page.



- After clicking on “Save”, you will be redirected to fill in your “Basic Profile” information which includes two major sections, “Company Information” and Financial Details” Sections.

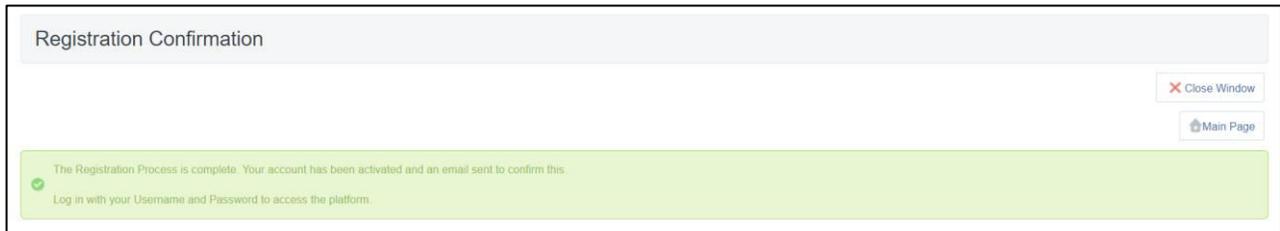
- After filling all the mandatory questions in the Basic Profile, you will be asked to choose your business category.



- After selecting your Category(s), click on “Confirm Current Selection”



- The system will give you a confirmation that your profile now is active on the portal and you have the ability to log in.



- You will receive an email with you “Temporary Password” which you need to use once, and the portal will request you to choose a new password of your choice.

Dear supplier guide,

Welcome to TRA Suppliers' Portal

You have now successfully registered

Your Password is: 3818693450

- On the landing page of the portal, you will insert the username you chose on the portal and the temporary password given in the email.



The screenshot shows the landing page of the TRA Suppliers' Portal. On the left, there is the TRA logo and name in Arabic and English. On the right, there is a registration form with a "Register now" link, a "Forgotten password?" link, a text input field containing "supplierguide", a password input field with masked characters, and an "ENTER" button. Below the form, there is a navigation menu with links for "Home", "About", "Opportunities", "Registration", and "Partners". The background of the page features a grayscale image of power lines against a cloudy sky.

- Enter your preferred password in this page

Specify a new Password in order to proceed

**⚠ For reasons of security you are required to change your Password.
Please enter a new Password in the fields below, and click "Submit" to continue.**

Passwords must contain at least 5 characters
ⓘ Password must be different from login!
The new password must be different from the previous 3 passwords

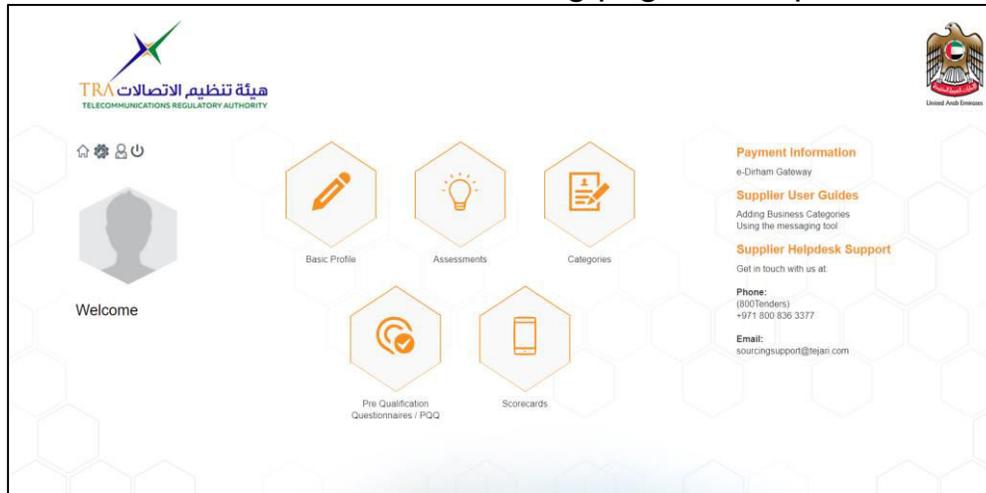
New Password

Confirm Password

Submit

✕ Cancel

- You will land on the second landing page of the portal.



Note: The Vendor Registration Team will now review your profile and once the internal review is done, you might receive a notification to update a specific form on your profile.

Supplier Form(s) Update

- Once the vendor registration department has finalized your company profile review, the reviewer might send you a request to update a specific form on your profile in case a document is unclear or insufficient. You will receive the below notification form the system to update the form(s). click on the link provided in the notification to access the form(s).

Qualification Assessment Form Review Requested by Buyer Organisation TELECOMMUNICATION REGULATORY AUTHORITY on TRA Suppliers' Portal

Retention Policy 18 Month Retention (1 year, 5 months) Expires 7/6/2020

Dear edirham24,

The Buyer Organisation TELECOMMUNICATION REGULATORY AUTHORITY has requested that you complete any required data and review Qualification Assessment Forms on TRA Suppliers' Portal

Assessment Group Name: Qualification Assessment

Buyer Comment (optional):

To access the Form Questions (provided your access allows you) click the following link and enter your Username and Password <https://tra-prep.tejari.com/esop/guest/login.do?qu=767731660168464AED79>

Or browse as follows:

- Connect to <https://tra-prep.tejari.com>
- Enter your Username and Password
- Select Assessments in the My Organisation area
- Click Editable Assessments
- Select the Forms to be reviewed and completed
- Click 'Return Forms to Buyer' to send the Forms back to the Buyer.

- Once you log in to the portal you will notified with the below. Click on "OK" to proceed editing the form(s).

tra-prep.tejari.com says

The Buyer Organisation has requested you update or review Forms associated to this Assessment.

Click 'OK' to Go directly to Editable Forms

- Please click on the form which is provided in the screenshot to proceed on editing the form. Also, please note that the Reviewer will be notified once you have accessed the form to review it.

Request by Buyer Organisation: TELECOMMUNICATION REGULATORY AUTHORITY

Request Received On: 13/01/2019 12:19

Return Status: Forms To Be Returned To Buyer

Details Messages (Unread 0)

Editable Forms

Editable Forms Return Forms To Buyer

| | Title | Supplier Form Status | | Document Expiry Date (First to Expire) | Last Modification Date | Form Editing Allowed on | Forms Viewed |
|---|-------------------------|----------------------|----------|---|------------------------|-------------------------|--------------|
| | | Mandatory | Optional | | | | |
| 1 | Basic Profile Questions | Active | 0% | 23/12/2019 | 23/12/2018 10:25 | 13/01/2019 12:19 | No |

Total 2 Page 1 of 1

- Click on “Edit”.

Details Messages (Unread 0)

Editable Forms

Form Information Edit

Last Supplier Modification Date
23/12/2018 10:25

Editable Forms

Form Editing
Editable by Supplier

Current Editing Allowed
13/01/2019 12:19 Last Editing Stopped

- A page with your responses are now editable and you can change them.

| Title | Description | Response |
|-----------------------|-----------------------|--------------------------------------|
| Contact Title | Contact Title | Mr. <input type="text" value="bae"/> |
| Contact Last Name | Contact Last Name | ron |
| Contact First Name | Contact First Name | 04223232 |
| Contact Phone Number | Contact Phone Number | 050 123112 |
| Contact Mobile Number | Contact Mobile Number | 123@123.com |
| Contact Email Address | Contact Email Address | |

- Once you have made all the changes, please click on “Save and Continue”

Save and Continue

- The system will provide the below options after you have done editing the form(s); however, if you are done and you want to send the forms back to the supplier, please click on “Return Forms to Buyer”.

Note

All Forms have been reviewed and all mandatory fields completed

Return all listed Forms to the Buyer or go back to the Forms and Return them later