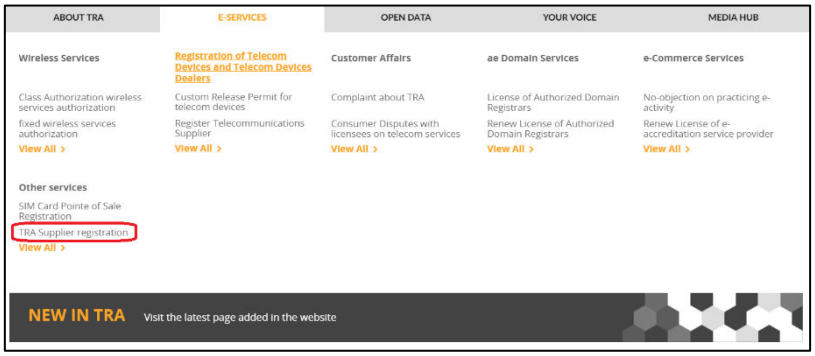
هيئة تنظيم الاتصالات TRA
TELECOMMUNICATIONS REGULATORY AUTHORITY

REGISTER A NEW SUPPLIER 3

SUPPLIER FORM(S) UPDATE 10

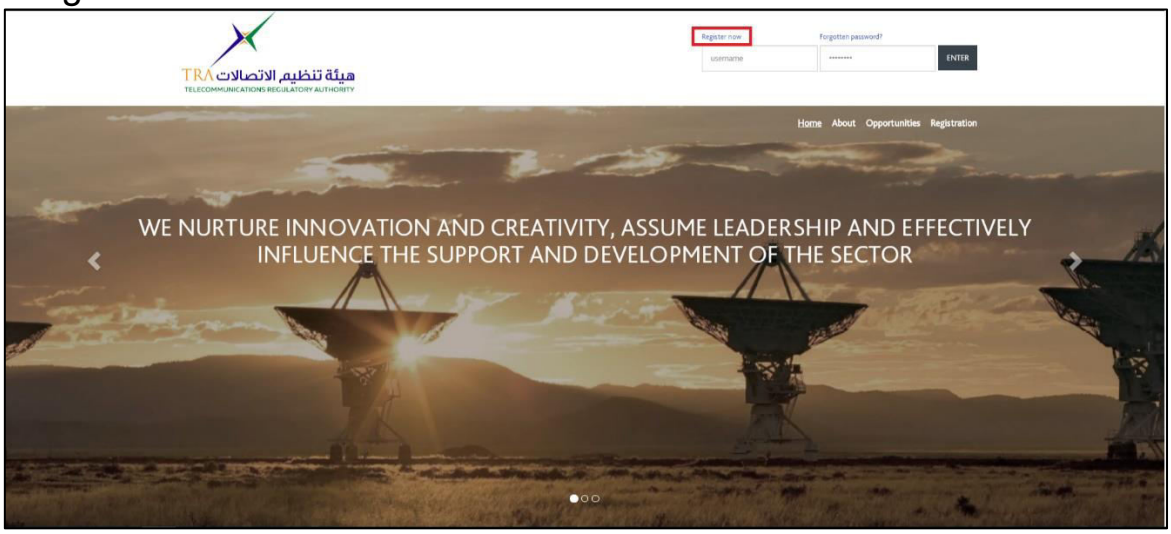
Register a New Supplier

- 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”

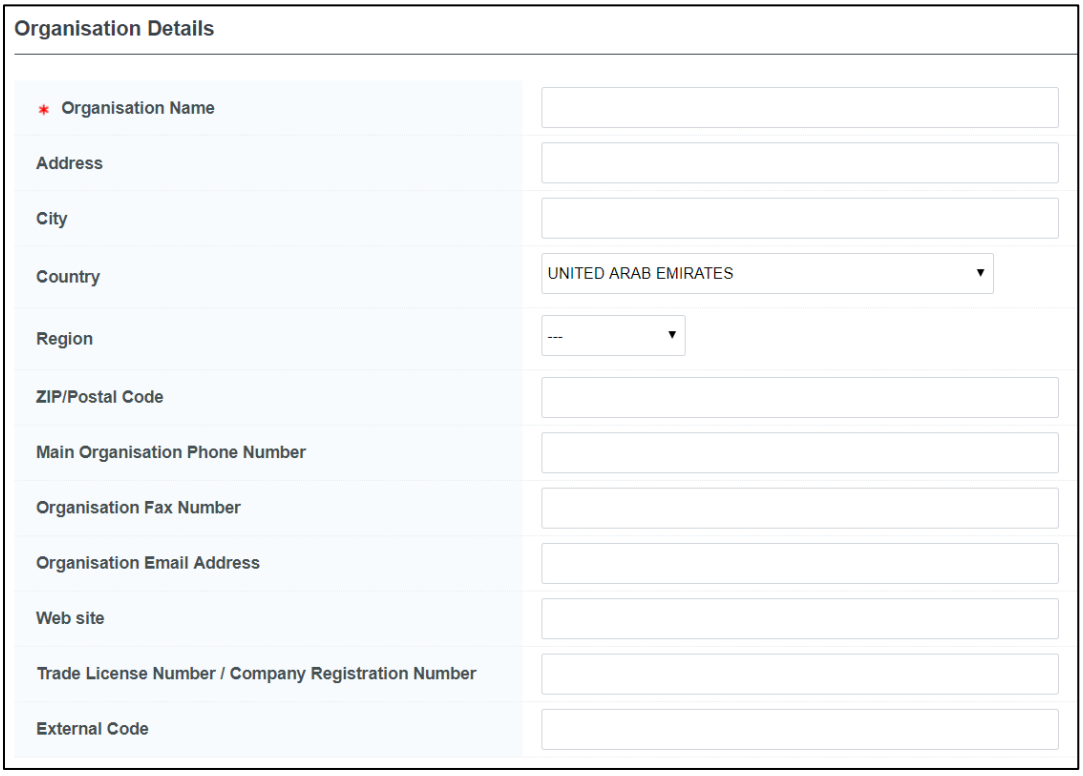


- Read the “required documents” and “Term and Condition” section in the page below and click on “Start Service”

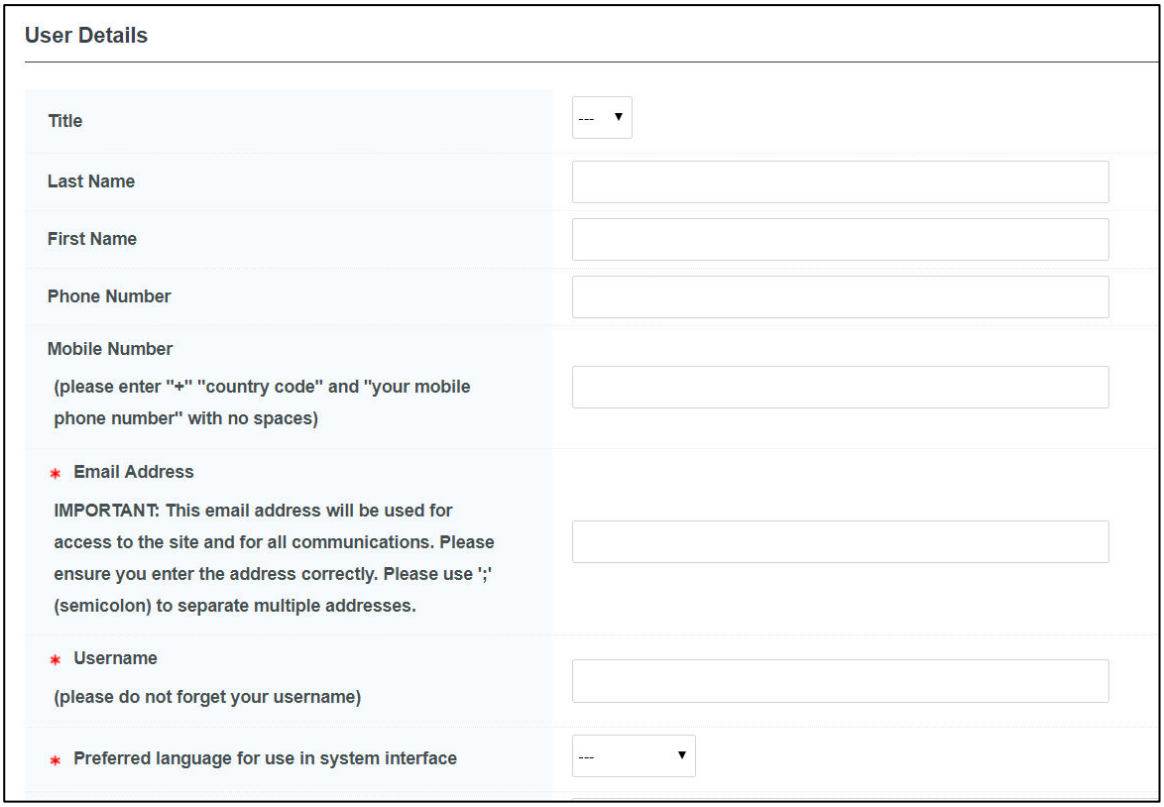
- Log in page of the Supplier Registration portal will appear. Click on “Register Now”



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



- User Details Section

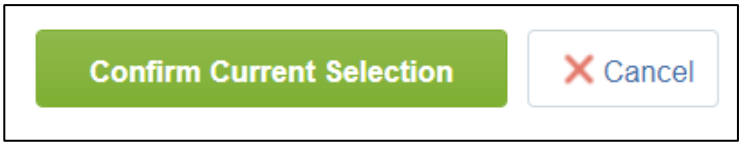


- Click on “Save” on the top right side of the page.

- 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,

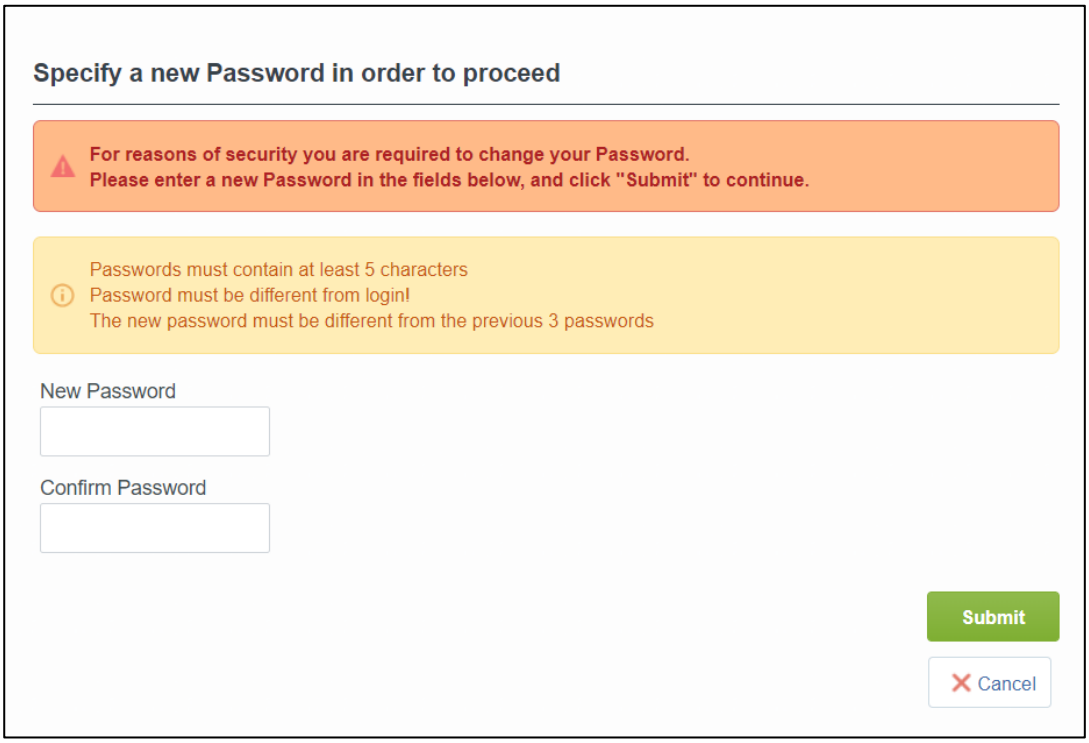
Welcome to TRA Suppliers’ Portal

You have now successfully registered

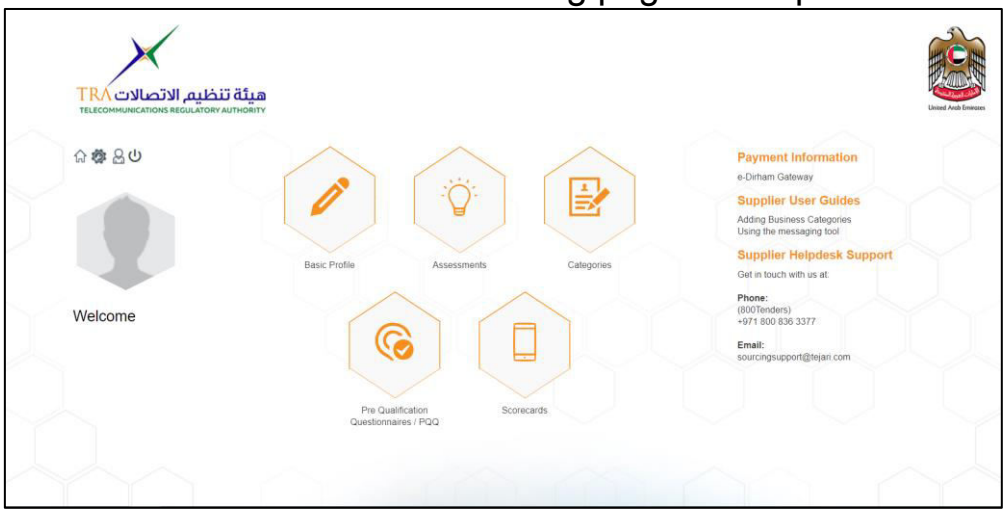
Your Password is: 3818693450

- 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.

- Enter your preferred password in this page



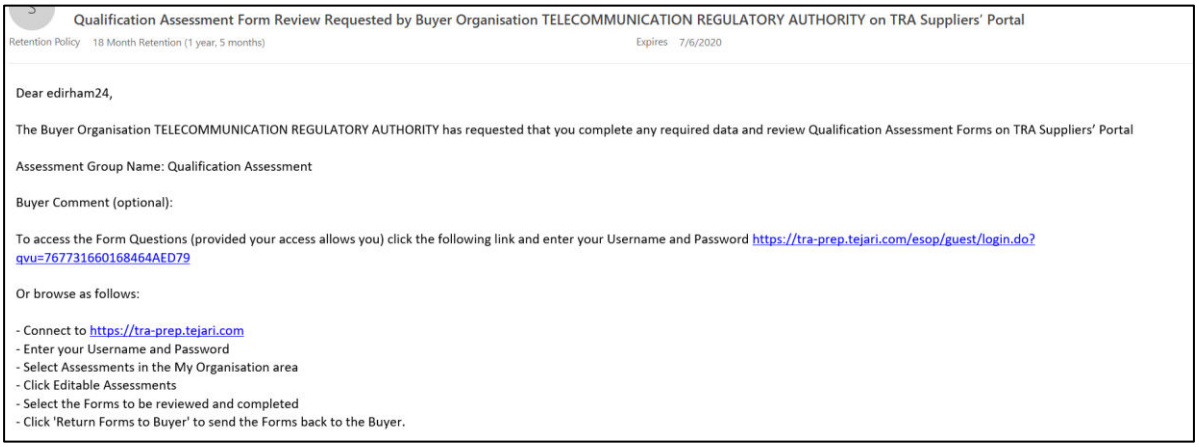
- You will land on the second landing page of the portal.



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

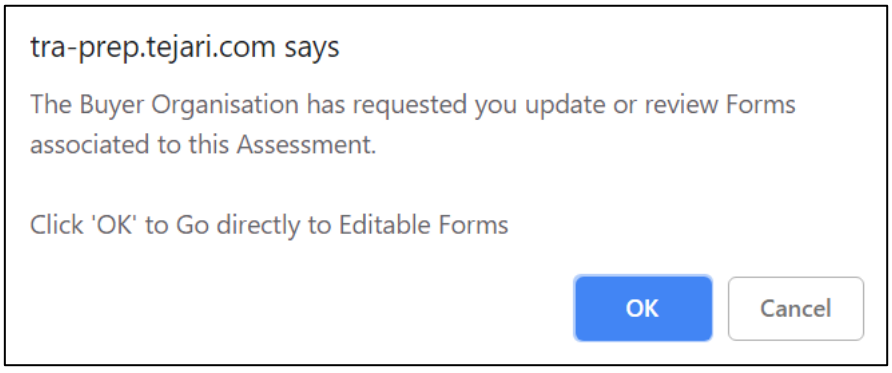
Buyer Comment (optional):

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?qvu=767731660168464AED79

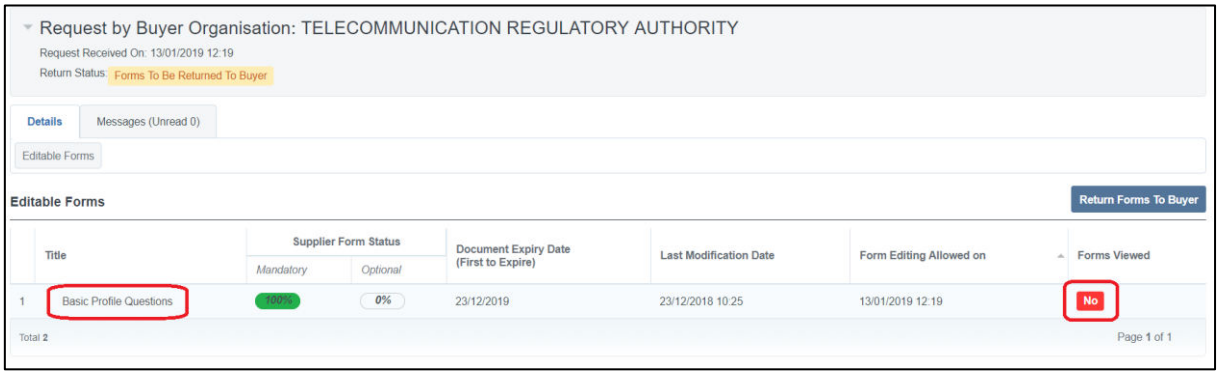
Or browse as follows:

- 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).

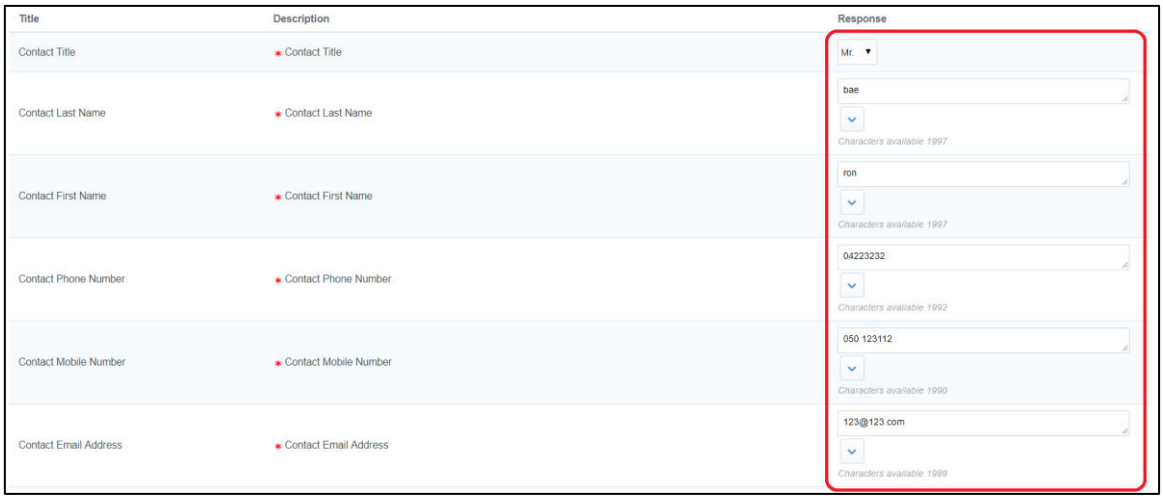


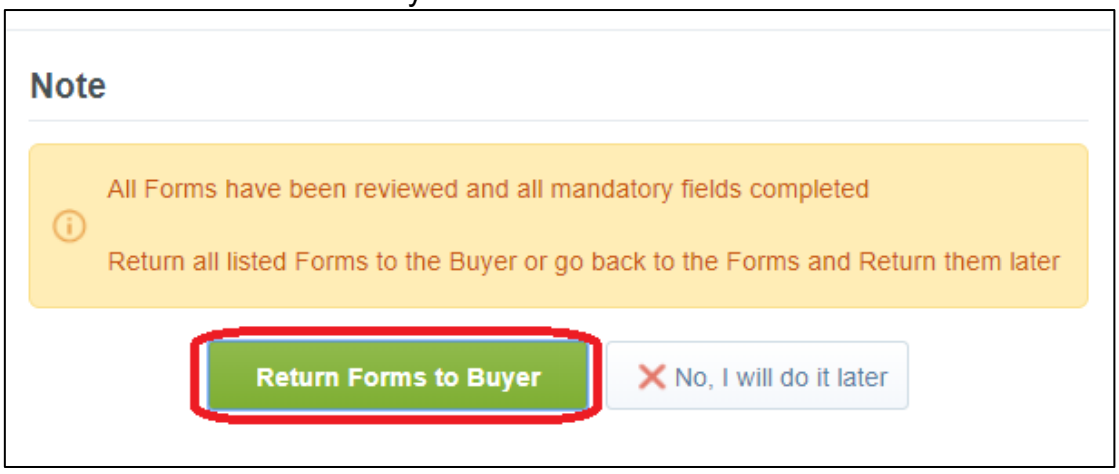
- Please click on the form which is provided in the screenshot to proceed on editing the form. Also, please note that the Reviewer will be notified once you have accessed the form to review it.



- Click on “Edit”.

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



- Once you have made all the changes, please click on “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”.