



REGISTER AS A NEW SUPPLIER .....	3
SUPPLIER PAYMENT (E-DIRHAM).....	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”

ABOUT TRA	SERVICES	OPEN DATA	EPARTICIPATION	MEDIA HUB
Service Manual Guide	Licensing	Regulation	mGovernment	Consumer Affairs
Frequency Spectrum Management	Type Approval	Computer Emergency Response	.ae Domain	eCommerce
<b>TRA Supplier Services</b>	Internet guidelines			



- Click on “Supplier Registration”

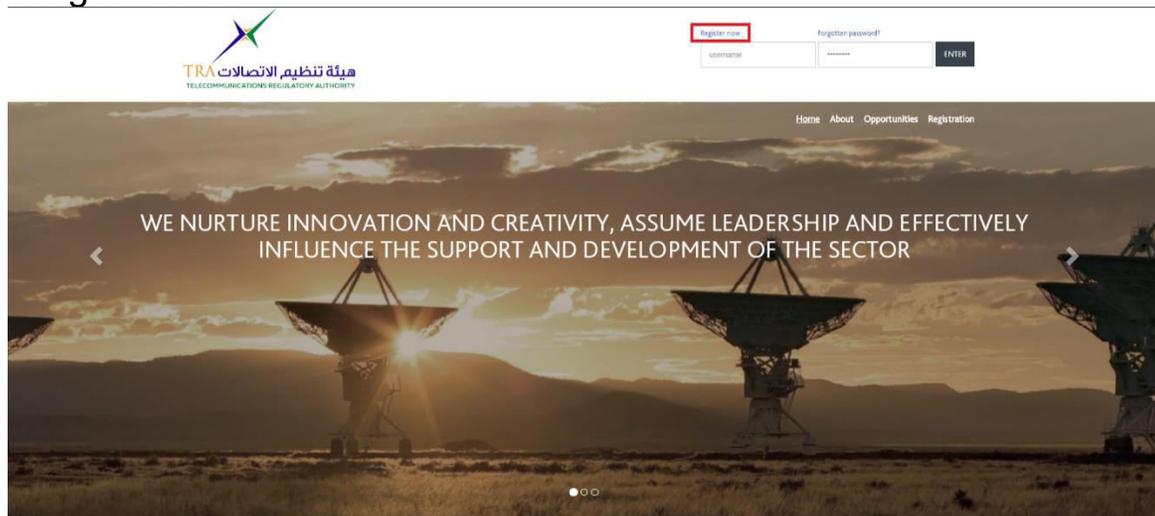
### TRA SUPPLIER SERVICES



- 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

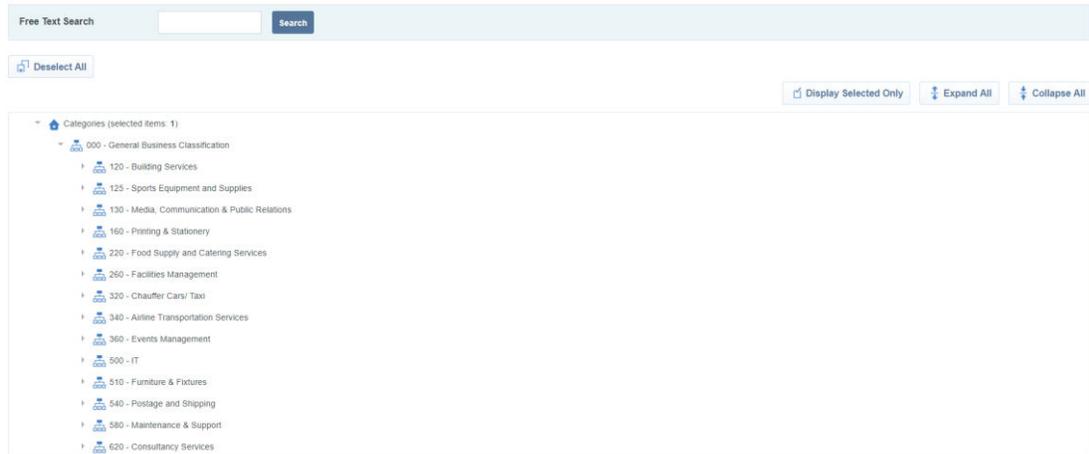
Title	---
Last Name	<input type="text"/>
First Name	<input type="text"/>
Phone Number	<input type="text"/>
Mobile Number (please enter "+" "country code" and "your mobile phone number" with no spaces)	<input type="text"/>
* Email Address IMPORTANT: This email address will be used for access to the site 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”

**Confirm Current Selection**

**Cancel**

- 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,

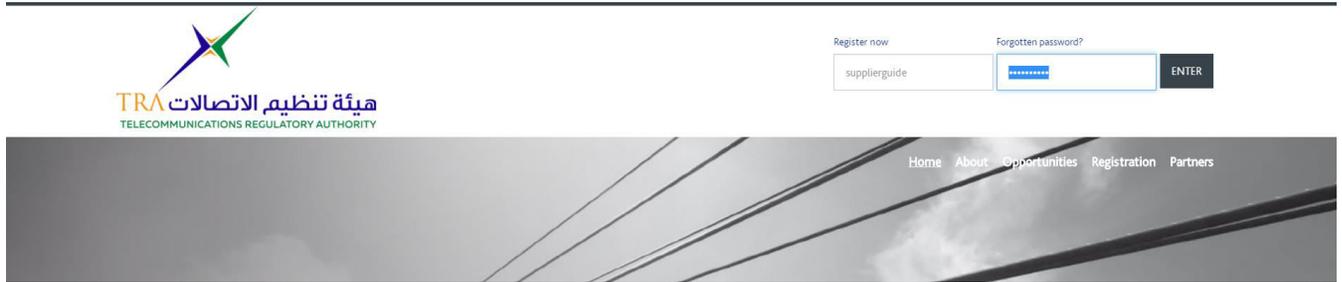
Welcome to TRA Suppliers’ Portal

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 registration form on the TRA Suppliers' Portal. On the left is the TRA logo. On the right, there are two links: "Register now" and "Forgotten password?". Below these are two input fields: the first contains the username "supplierguide" and the second contains a masked password "\*\*\*\*\*". To the right of the password field is an "ENTER" button. At the bottom right of the form area, there is a navigation menu with links for "Home", "About", "Opportunities", "Registration", and "Partners". The background of the form area is a grey image of power lines against a cloudy sky.

- Enter your preferred password in this page

**Specify a new Password in order to proceed**

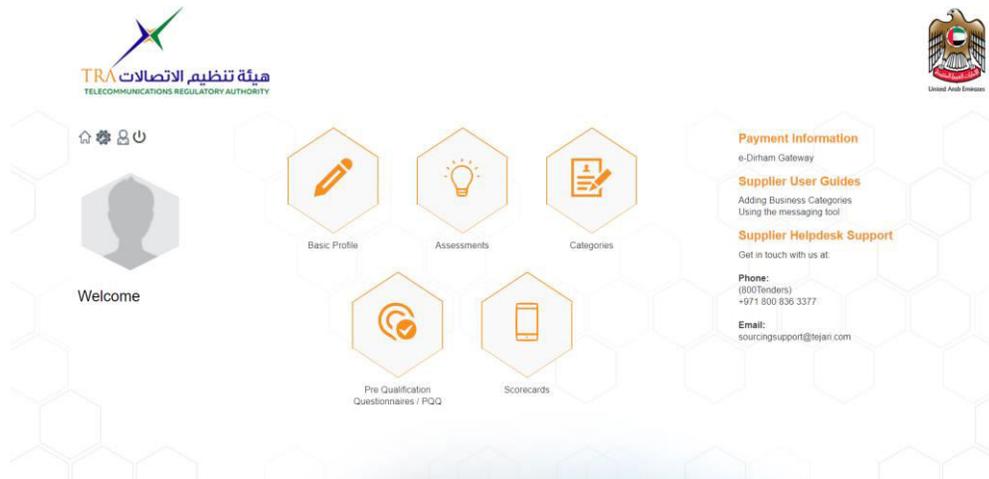
**⚠ For reasons of security you are required to change your Password. Please enter a new Password in the fields below, and click "Submit" to continue.**

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

New Password

Confirm Password

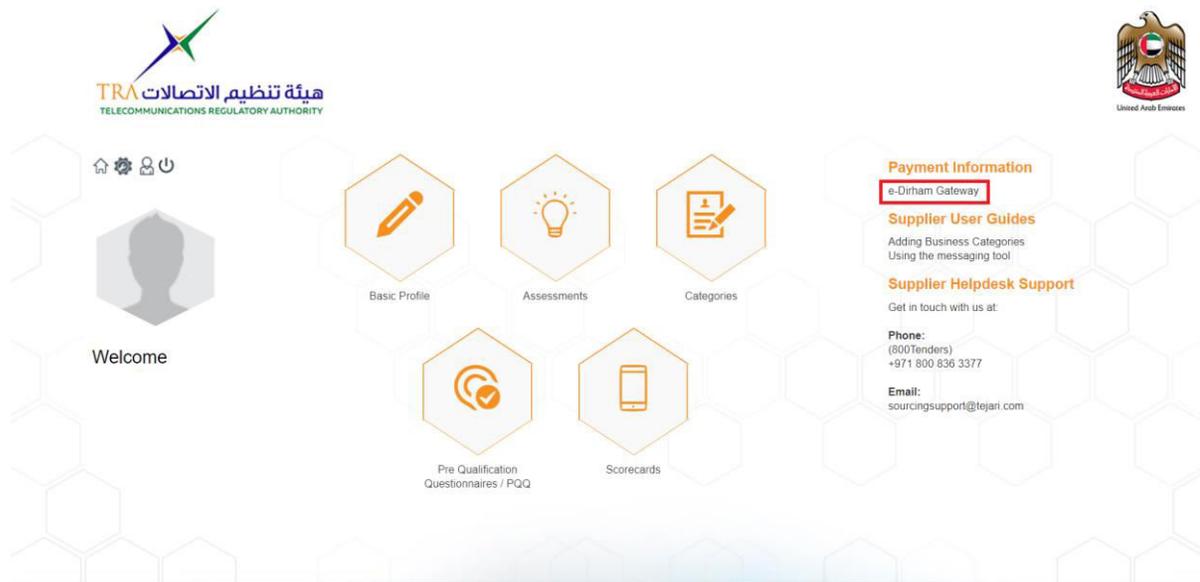
- You will land on the second landing page of the portal.



**Note: The Vendor Registration Team will now review your profile and once the internal review is done, you will receive a payment link to complete your annual registration payment.**

## Supplier Payment (e-Dirham)

- Once the vendor registration department has finalized your company profile review, they will send you a link which will reach to your email to pay the annual registration fees.
- Log into the portal and click on “e-Dirham Gateway”



- Please read the “Terms and Conditions” and click on “Agree” to proceed to the ePayment Gateway.

- You will be redirected to the e-Dirham page and proceed to choose which type of card you will use to pay in. Then click on Confirm



**Payment Methods Types**

Please select one of the payment methods

+	eDirham G2 Cards
+	Non-eDirham Cards
+	eD-Wallet



- A page with the amount details will be displayed. Click on confirm.



**e-Service Inquiry Confirmation**

e-Service English Name	variable amount
e-Service Arabic Name	variable amount
e-Service Fees	AED 0.00
Price	AED 100.00
Merchant Fees	AED 0.00
e-Dirham Fees	AED 3.00
Dynamic Fees - VAT Fees	AED 5.00
Amount to be paid	AED 108.00



- Insert the card details to proceed with the payment and click on “Submit”

### Payment Details

**Payment Information**

Entity Name	TRA	Logo Not Available
Order Unique Number	1525090753899	
Amount	AED 108.00	
Description	variable amount	
e-Dirham Service	Pay-Web	
Order Date/Time	2018/04/30 04:38:40 PM	

**Co-branded VISA Card Payment**

Card Number	<input type="text" value="4588609901004317"/>	*	
Pass Code	<input type="password" value="*****"/>	*	

\* Required



- The e-Dirham will require you to click on “Confirm” again to complete the payment.

### Payment Details

**Payment Information**

Entity Name	TRA	Logo Not Available
Order Unique Number	1525090753899	
Amount	AED 108.00	
Description	variable amount	
e-Dirham Service	Pay-Web	
Order Date/Time	2018/04/30 04:38:40 PM	

**Confirm External Card Payment Data**

Card Number	4588609901004317	*	
Pass Code	***	*	



- E-Dirham will notify you with the payment success and provide you with the Receipt ID which you can use with TRA to affirm payment.

### Payment Details

**Payment Information**

Entity Name	TRA	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">           Logo Not Available         </div>
Order Unique Number	1525090753899	
Amount	AED 108.00	
Description	variable amount	
e-Dirham Service	Pay-Web	
Order Date/Time	2018/04/30 04:38:40 PM	

This page will be automatically submitted if the [CONTINUE] button is not clicked within [15] seconds

Receipt ID	180000395426
Status Code	0000
Status Message	Transaction was processed successfully.

Continue
Save
Print



learn more



learn more



Click to Validate

- You will receive an email notification from the portal to confirm your payment.

TRA Suppliers' Portal

Dear Vendor,

Thank you for registering on the TRA Suppliers' Portal.

Please see below **receipt** details:

- **Receipt number:** 180000795203

- **Amount:** 108

- **Date & Time of the Payment:** 16/08/2018 13:37

This email can be considered as an official **receipt**.

-----

- You will receive another email containing the URL and log ins for the Tendering portal.