



Supplier User Guide

Registration



NOT REGISTER?

REGISTER TODAY

EASY SUPPLIER
REGISTRATION FORM

LOGIN

FORGOT USERNAME / PASSWORD?

NEED ASSISTANCE?


(800 TENDERS) +971 800 836 33 77


TenderingSupport-Prep@emaarinfo.com


Call me back

Dear Valued Vendor,

Welcome to 'EMAAR e-Tendering Portal user guide.

This user guide will lead you through 'EMAAR' Registration process and will be delivered through a step-by-step approach.

Please follow the below steps to register your organization as an 'EMAAR' Vendor.

Once you have completed the registration process and EMAAR has approved your application to become a registered Vendor, you will be empowered to participate in EMAAR's online tender opportunities.

If you face difficulties at any time during the registration process, you can email our help desk for assistance at TenderingSupport@emaarinfo.com.

Alternatively you can dial UAE toll-free number [\(800 Tenders\) +971 800 836 3377](tel:+9718008363377) for telephonic support from Sundays to Thursdays 8:00 AM – 5:00 PM (UAE Opening Hours).

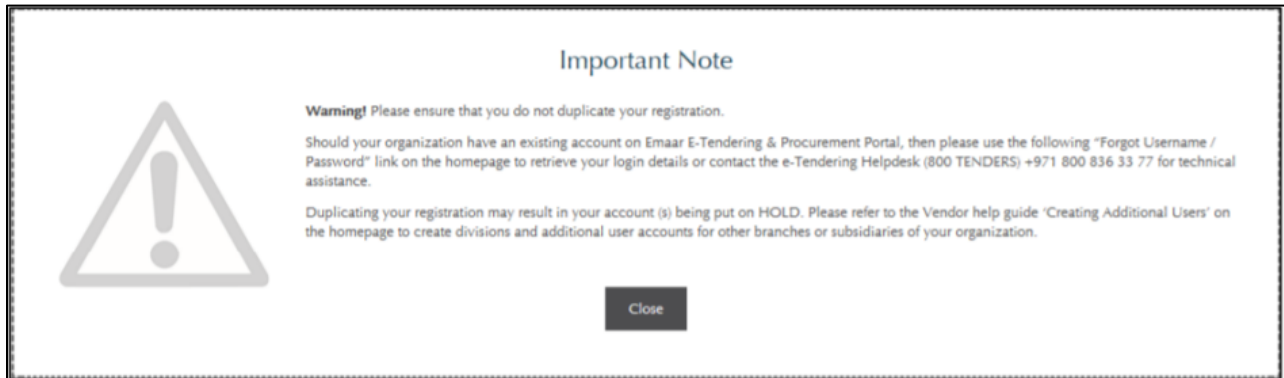
Sincerely,

EMAAR DEVELOPMENT PJSC

Step 1:

Click the invitation link sent by Emaar to register on Emaar E-Tendering & Procurement Portal.

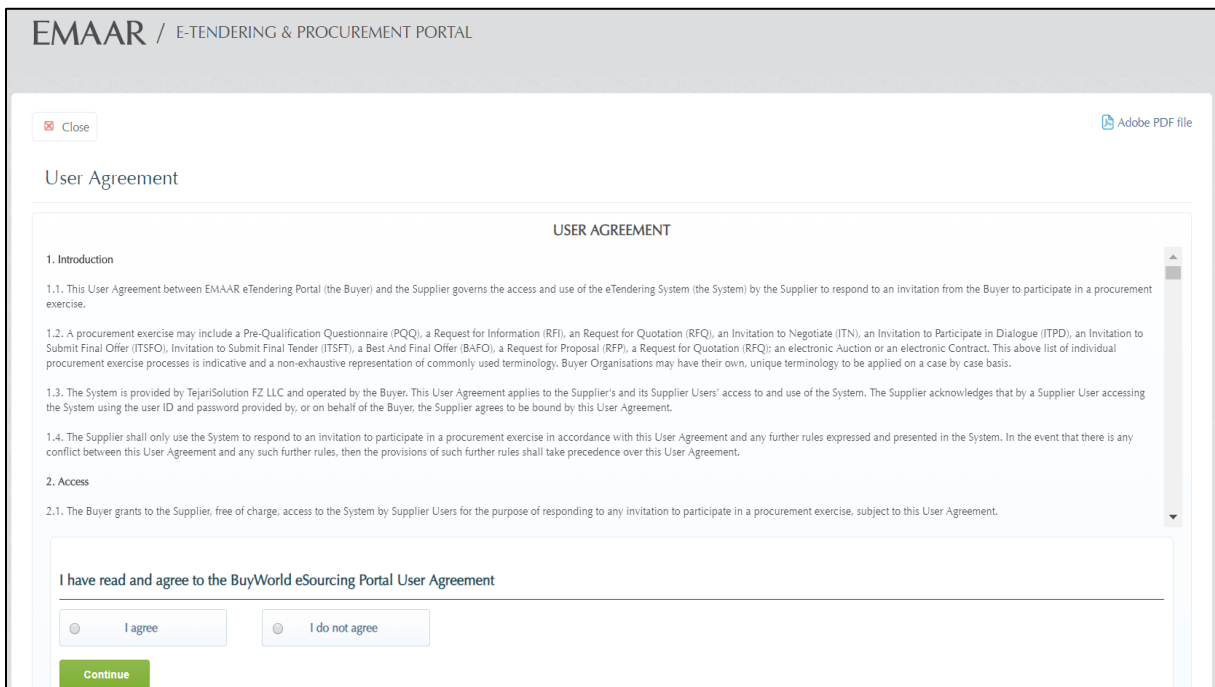
A new browser window detailing Emaar 'User Agreement' will open with a 'Warning Message'.



This pop up is to ensure that Vendor DO NOT register on Emaar E-Tendering Portal if they are already registered. Vendors with a registered account can use the same account/login details to access Emaar E-Tendering Portal.

Click "Close" to access the 'Emaar User Agreement'.

Review the 'Emaar User Agreement' carefully. If you agree to the 'User Agreement' and wish to continue to register as a Vendor, Tick the 'I agree' box and click "Continue".

A screenshot of the Emaar E-Tendering & Procurement Portal's User Agreement page. The header shows "EMAAR / E-TENDERING & PROCUREMENT PORTAL". There is a "Close" button in the top left and an "Adobe PDF file" icon in the top right. The main heading is "User Agreement". Below it is a scrollable area titled "USER AGREEMENT" containing several numbered sections: "1. Introduction" with four sub-points, and "2. Access" with one sub-point. At the bottom, there is a statement "I have read and agree to the BuyWorld eSourcing Portal User Agreement" followed by two radio buttons: "I agree" (which is selected) and "I do not agree". A green "Continue" button is located at the bottom left of the form area.

Step 2:

Complete the 'Vendor Registration Form' accurately.

The accuracy of this information is critical; it will be included in all your bidding responses to EMAAR.

We therefore strongly encourage you to ensure that the information which you have provided is up to date and accurate.

Fields that are marked with a red asterisk (*) are mandatory.
Such fields must be completed in order to complete the registration form.

When you have filled the required data fields, click on the "Save" button at the top of the page.

Registration Data

Registration Data > Basic Profile Forms > My Category Selection > Registration Confirmation

[Save](#) [Close](#)

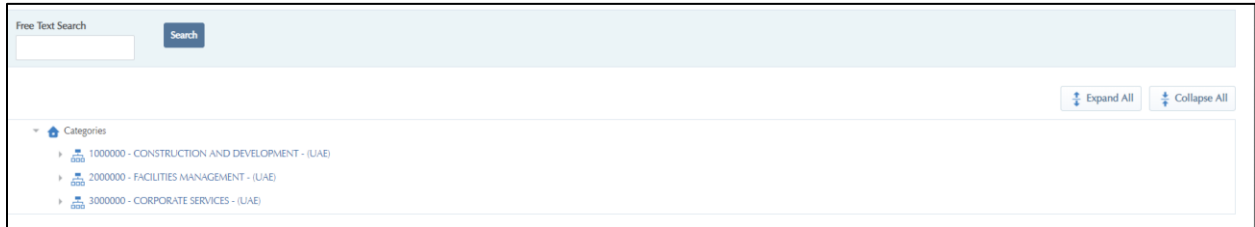
Organisation Details

[Reset](#)

* 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"/>
* Organisation Legal Structure	--- ▼

Step 3:

Now that you have completed & saved the Vendor Registration page, you will be directed to the **'Category Tree**. You must select the Category under the division you wish to register with.



Based on your Category selection, you will require to fill specific details related to the area of business such as the form below. There are three different department in Emaar that handle tendering and purchasing.

It is preferred to select ensure that when you select your category it exists within the department you wish to register under.

- a. Construction and Development
- b. Facilities Management
- c. Corporate Services

If you are registering for Facility Management Categories, please ensure to select the categories under the Main Category **FACILITIES MANAGEMENT – (UAE)**.

All vendors registering under Facilities Management must complete a full General Questionnaire listed in the screenshot below and a category specific form.

FM - SECTION A - ORGANISATION INFORMATION
FM - SECTION B - RESOURCES / KEYPERSONNEL
FM - SECTION C - FINANCIAL
FM - SECTION D - LEGAL AND CONTRACTUAL
FM - SECTION E – CAPABILITIES , EXPERIENCE AND REFERENCES
FM - SECTION F – MONITORING AND CONTROL SYSTEMS
FM - SECTION G – HEALTH SAFETY AND ENVIRONMENT
FM - SECTION H – OTHER INFORMATION

Answer all the questions accurately.

Questions that are marked with a red asterisk (*) are **mandatory**.

When you have answered all the questions and wish to proceed, click on the **“Save and continue”** button at the top of the page to continue to next section of the basic profile.

Step 4:

Once you complete filling all the forms, please click on “Save and Continue”

The screenshot displays a registration form with a progress bar at the top indicating the current step is 'My Category Selection'. The form is divided into two main sections:

- Form: Emaar Facilities Management - Confidentiality Undertaking**
 - Category linked: 601 - Integrated Facilities Management (IFM)
 - Confidentiality Undertaking**

Label	Description	Response
1. EMAAR Facilities Management PQQ Process Steps	Please see the attached Pre-Qualification Questionnaire Details To register as a vendor on Emaar Facilities Management E-TENDERING Portal, a prospective vendor has to provide all the information/documents/certificates as per the attached. Kindly confirm you have read the attached and is ready with the available information to start to register as a vendor.	[Dropdown menu]
2. Confidentiality Undertaking - FM	Download the attached, sign and upload the scanned copy	+ Click to attach file [File input]
- Form: General Vendor Pre-Qualification - Facilities Management**
 - Category linked
 - General Vendor List Qualification for FM Services**

Label	Description	Response
1. Pre-Qualification Questionnaire	PQQ for General Vendor List Qualification for FM Services Across Emaar Estate / Assets	[Dropdown menu] General Vendor Pre-Qualification.docx
2. Confidentiality Undertaking	Download the attached, sign and upload the scanned copy	+ Click to attach file [File input] Download Template

At the bottom, there is a section labeled 'SECTION A - ORGANISATION INFORMATION'.

Step 5:

A message confirming your successful registration will appear.

The screenshot shows a 'Registration Confirmation' message box. At the top, a progress bar indicates the current step is 'Registration Confirmation'. The message contains the following text:

- The Registration process is complete. Log in with your username and password to access the platform.
- The Activation of your account & access to Tenders will be evaluated and communicated to you via email following Emaar Pre-qualification process.

Buttons for 'Close Window' and 'Main Page' are visible in the top right corner.

Now, you have successfully registered on EMAAR portal. Go to your registered email address 'Inbox' to retrieve your password which has just been emailed to you from TenderingSupport@emaarinfo.com.

Step 6:

Go to your registered email address 'Inbox' to retrieve the new password which has just been emailed to you from TenderingSupport@emaarinfo.com on your account activation.

Dear Smart Construction,

Welcome to EMAAR eTendering & Procurement Portal

You have now successfully registered to use <https://tendering-prep.emaar.ae>

Your Password is: 1484127186

For assistance please contact our Helpdesk:

Toll Free Number: +971 800 836 3377 (800 TENDERS)

email: TenderingSupport-Prep@emaarinfo.com

GUIDANCE ON SPAM FILTERS:

In order to prevent eTendering portal emails from being quarantined by your organisation fire wall or spam filter, you are advised to instruct your IT team to accept all emails from TenderingSupport-Prep@emaarinfo.com or with a "emaarinfo.com" extension.

Please also review the Junk Email settings of your email client software to avoid accidental message deletion.

Now, you have successfully registered, and your account is active on Emaar Procurement Portal. your company now can bid for any Emaar proposals once invited.

The rest of the profile questionnaires will be sent to you when your company is invited to any RFQ/P on the system.

*****END*****