



OUM

# DO.060 USER REFERENCE MANUAL

flydubai

## Supplier Registration Process



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**Approvals:**

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## DOCUMENT CONTROL

### Change Record

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### Reviewers

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1		
2		

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## Introduction

This document will provide the information required to efficiently use the Oracle Advanced Procurement module as a tool for transaction processing and information retrieval for meaningful analysis of data.

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## Objective

The objective of System Operating Procedure (SOP or DO.060) is to provide hands on to the suppliers to perform Supplier registration activities till they become familiar and convergent with the flydubai processes.

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## Approach

This document only covers the process to be adopted or steps to be followed in performing certain activities in Oracle Applications as outlined as below. This document covers aspects such as:

1. Navigation paths in flydubai oracle applications
2. Flow of Inquiry of each process

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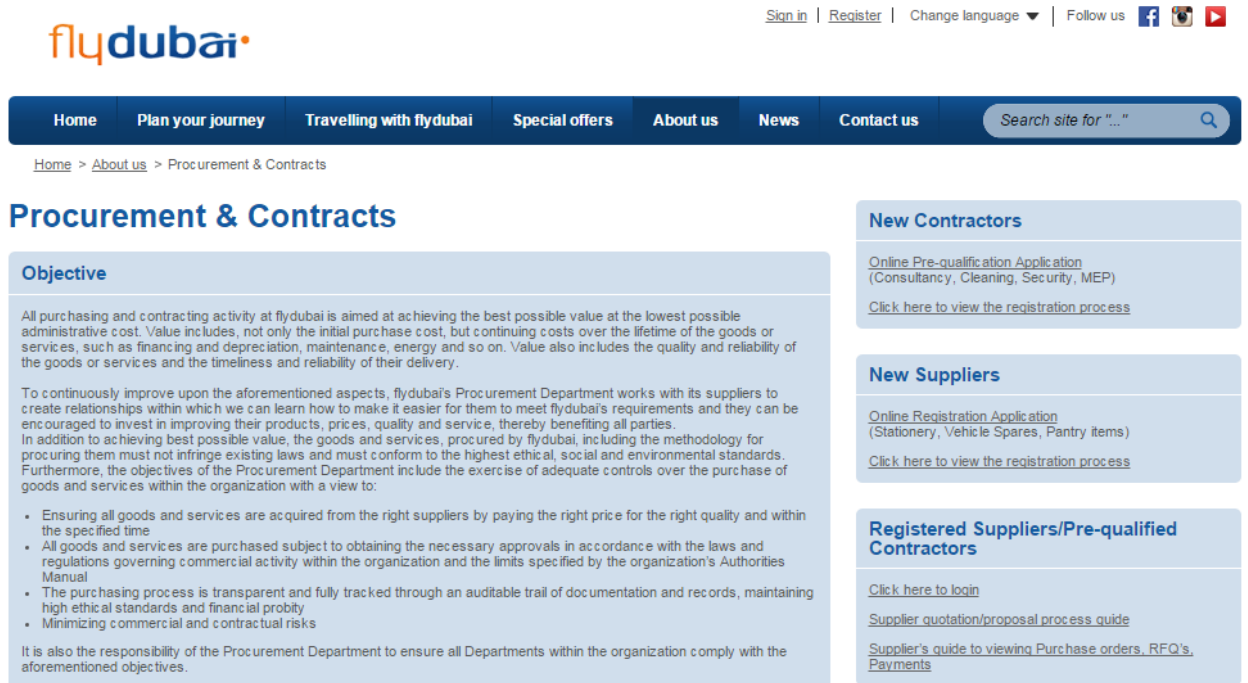
## Process Overview

- Supplier has to visit flydubai portal to register himself as a registered supplier in flydubai organization
- Supplier has to click on the link given at flydubai portal to register. There would be two links provided at portal one with 'Registration' and one for 'Login'
- Contractors/Consultants/ Service Providers can click on Prequalify link, Suppliers Of Goods/Commodities/Consumables can click on registration link.
- Login can be used for login to the flydubai oracle iSupplier portal using supplier user credentials shared by flydubai once approved
- Supplier has to enter all the mandatory fields started '\*' and the other information has to enter which is optional but required for registration
- Supplier has to be ready with the scan copies of the following documents before registration
  - 1> Trade license
  - 2> 3 yrs. audited balance sheet and P&L statement
  - 3> Product catalog brochure
  - 4> Health & Safety or Other Certifications
  - 5> Copy of Insurance Policies

## Chapter 1 – Supplier Registration Process

**Step1:** The Supplier visits the flydubai portal to register

Supplier click on the Registration link given at flydubai portal



The screenshot shows the flydubai website interface. At the top right, there are links for [Sign in](#), [Register](#), and a language selection dropdown. Social media icons for Facebook, Instagram, and YouTube are also present. The main navigation bar includes [Home](#), [Plan your journey](#), [Travelling with flydubai](#), [Special offers](#), [About us](#), [News](#), and [Contact us](#). A search bar is located on the right side of the navigation bar. Below the navigation bar, the breadcrumb trail reads [Home](#) > [About us](#) > [Procurement & Contracts](#). The main heading is **Procurement & Contracts**. Under this heading, there is a section titled **Objective** with the following text: "All purchasing and contracting activity at flydubai is aimed at achieving the best possible value at the lowest possible administrative cost. Value includes, not only the initial purchase cost, but continuing costs over the lifetime of the goods or services, such as financing and depreciation, maintenance, energy and so on. Value also includes the quality and reliability of the goods or services and the timeliness and reliability of their delivery." This is followed by a paragraph: "To continuously improve upon the aforementioned aspects, flydubai's Procurement Department works with its suppliers to create relationships within which we can learn how to make it easier for them to meet flydubai's requirements and they can be encouraged to invest in improving their products, prices, quality and service, thereby benefiting all parties. In addition to achieving best possible value, the goods and services, procured by flydubai, including the methodology for procuring them must not infringe existing laws and must conform to the highest ethical, social and environmental standards. Furthermore, the objectives of the Procurement Department include the exercise of adequate controls over the purchase of goods and services within the organization with a view to:" followed by a bulleted list: 

- Ensuring all goods and services are acquired from the right suppliers by paying the right price for the right quality and within the specified time
- All goods and services are purchased subject to obtaining the necessary approvals in accordance with the laws and regulations governing commercial activity within the organization and the limits specified by the organization's Authorities Manual
- The purchasing process is transparent and fully tracked through an auditable trail of documentation and records, maintaining high ethical standards and financial probity
- Minimizing commercial and contractual risks

Below the list, it states: "It is also the responsibility of the Procurement Department to ensure all Departments within the organization comply with the aforementioned objectives." On the right side of the page, there are three blue boxes: **New Contractors** with links for [Online Pre-qualification Application \(Consultancy, Cleaning, Security, MEP\)](#) and [Click here to view the registration process](#); **New Suppliers** with links for [Online Registration Application \(Stationery, Vehicle Spares, Pantry items\)](#) and [Click here to view the registration process](#); and **Registered Suppliers/Pre-qualified Contractors** with links for [Click here to login](#), [Supplier quotation/proposal process guide](#), and [Supplier's guide to viewing Purchase orders, RFQ's, Payments](#).

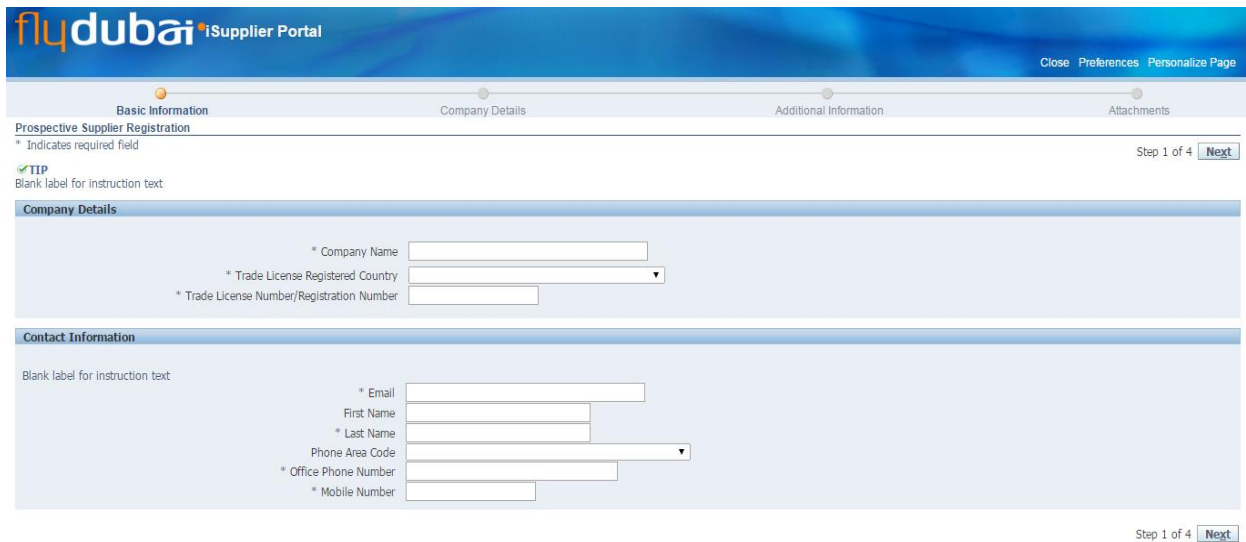
**Step2:** Once click on the above link below page opens enter the following mandatory values in the same page.

**Company Details:**

1. Company Name
2. Trade License Registered Country
3. Trade License Number/Registration Number

**Contact Information:**

1. Email
2. First Name
3. Last Name
4. Phone Area Code
5. Office Phone Number
6. Mobile Number



After Entering the details click on Next.

**flydubai** iSupplier Portal

Close Preferences Personalize Page

Basic Information Company Details Additional Information Attachments

Prospective Supplier Registration

\* Indicates required field

Step 1 of 4 **Next**

✓ TIP  
Blank label for instruction text

**Company Details**

\* Company Name Radcliffe International

\* Trade License Registered Country United Arab Emirates

\* Trade License Number/Registration Number 3485859599

**Contact Information**

Blank label for instruction text

\* Email sajid@radcliffe.com

First Name Mohammed

\* Last Name Sajid

Phone Area Code United Arab Emirates(971)

\* Office Phone Number 453888392

\* Mobile Number 507212582

Step 1 of 4 **Next**

**Step3:** Enter all the Key points about your Company which you want to inform the buyer in 'Note to Buyer' field.

Enter if you have any other registration number as well in 'Additional Registration Number'.

**flydubai** iSupplier Portal

Close Preferences Personalize Page

Basic Information Company Details Additional Information Attachments

Prospective Supplier Registration: Additional Details

Blank label for instruction text

Save For Later Back Step 2 of 4 **Next**

Company Name Radcliffe International

Tax Country AE

Tax Registration Number 3485859599

Additional Registration Number

Note to Buyer (Key points about your Company)

Note to Supplier



**Step4:** In Address Book click on Address button to Enter Address details



Address Name	Address Details	Purpose	Update	Delete
No results found.				

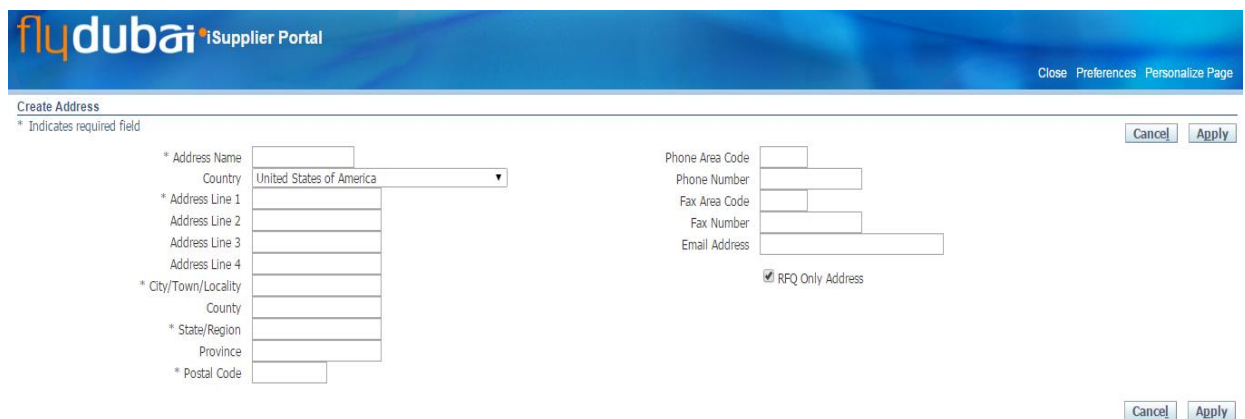
**Step4.1:** Enter all the mandatory fields marked with '\*'.

1. Address Name
2. Country
3. Address Line1
4. City/Town/Locality
5. State/Region
6. Postal Code

Optionally can enter

7. Phone area code
8. Phone number
9. Fax Area Code
10. Fax Number
11. Email Address

Once enter the entire details click Apply.



**flydubai** Supplier Portal

Create Address

\* Indicates required field

\* Address Name

Country

\* Address Line 1

Address Line 2

Address Line 3

Address Line 4

\* City/Town/Locality

County

\* State/Region

Province

\* Postal Code

Phone Area Code

Phone Number

Fax Area Code

Fax Number

Email Address

RFQ Only Address

Cancel Apply

Cancel Apply

**flydubai** iSupplier Portal Close Preferences Personalize Page

**Create Address**  
\* Indicates required field

\* Address Name: Radcliffe  
Country: United Arab Emirates  
\* Address Line 1: Street 10 Burdubai  
Address Line 2:   
Address Line 3:   
Address Line 4:   
\* City/Town/Locality: Dubai  
County:   
State/Region:   
Province:   
\* Postal Code: 45950

Phone Area Code:   
Phone Number:   
Fax Area Code:   
Fax Number:   
Email Address:   
 RFQ Only Address

**Step5:** Contact details shall be carried from first page of supplier registration if you want to add more contact details please click on Create in Contact directory

**Contact Directory**

At least one entry is required.

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Mohammed	Sajid	AE-453888392-507212582	sajid@radcliffe.com	✓		

**Step5.1:** Enter the following mandatory information marked with '\*'

Click on create user account for the contact

**flydubai** iSupplier Portal Close Preferences Personalize Page

**Create Contact**  
\* Indicates required field

Contact Title: Mr.  
First Name: Mohammed  
Middle Name:   
\* Last Name: Bashir  
Alternate Name:   
Job Title:   
Department:   
\* Contact Email: bashir@radcliffe.com  
URL:   
Phone Area Code: AE  
Phone Number: 453999382  
Phone Extension: 507212581  
Alternate Phone Area Code:   
Alternate Phone Number:   
Fax Area Code:   
Fax Number:   
 Create User Account For The Contact

**flydubai** Supplier Portal

Close Preferences Personalize Page

Basic Information **Company Details** Additional Information Attachments

Prospective Supplier Registration: Additional Details  
Blank label for instruction text

Save For Later Back Step 2 of 4 Next

Company Name: Radcliffe International  
Tax Country: AE  
Tax Registration Number: 3485859599  
Additional Registration Number:   
Note to Buyer (Key points about your Company):   
Note to Supplier:

**Address Book**

At least one entry is required.  
Create

Address Name	Address Details	Purpose	Update	Delete
Radcliffe	Street 10 Burdubai, Dubai 45950 United Arab Emirates	RFQ Only		

**Contact Directory**

At least one entry is required.  
Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Mohammed	Sajid	AE-453888392-507212582	sajid@radcliffe.com	✓		
Mohammed	Bashir	AE-453999382-507212581	bashir@radcliffe.com	✓		


**Step6:** Click on create to add Products and services.

**Products and Services**

At least one entry is required.  
Create

Code	Products and Services	Delete
No results found.		

**Step7.1:**

Please choose the Main Product and click on Sub-Categories for the symbol 

It will direct you to select all the sub-categories of the products, select all the desired products and services by clicking on apply.

**flydubai** iSupplier Portal Close Preferences Personalize Page

Add Products and Services: (Radcliffe International) Cancel Apply

TIP Please refer to sub-categories for selection of product and services  
 Browse All Products & Services  
 Search for Specific Code and Product

Code	Products and Services	View Sub-Categories	Applicable
Adhesives & sealants	Adhesives & sealants		<input type="checkbox"/>
Advertising Broadcast advertising	Advertising Broadcast advertising		<input type="checkbox"/>
Advertising Print advertising	Advertising Print advertising		<input type="checkbox"/>
Aircraft Components power systems	Aircraft Components power systems		<input checked="" type="checkbox"/>
Aircraft GSE services equipment	Aircraft GSE services equipment		<input type="checkbox"/>
Airport Services Aviation Fuel & Oil	Airport Services Aviation Fuel & Oil		<input type="checkbox"/>
Airport Services Cargo Handling	Airport Services Cargo Handling		<input type="checkbox"/>
Airport Services Ground Handling Service	Airport Services Ground Handling Service		<input type="checkbox"/>
Airport Services Land & Park Charges	Airport Services Land & Park Charges		<input type="checkbox"/>
Airport Services Overflying Charges	Airport Services Overflying Charges		<input type="checkbox"/>

Previous 1-10 Next 10  
Cancel Apply

**Step7.2:**

**flydubai** iSupplier Portal Close Preferences Personalize Page

Add Products and Services: Aircraft Components power systems :Aircraft Components power systems (Radcliffe International) Cancel Apply

TIP Please refer to sub-categories for selection of product and services

Code	Products and Services	View Sub-Categories	Applicable
Aircraft power systems	Aircraft power systems		<input type="checkbox"/>

[Return to Parent Category](#) Cancel Apply

Added list of Products and services shall be listed under Products and services window.

**Products and Services**

At least one entry is required.

Code	Products and Services	Delete
Aircraft Components power systems.Aircraft power systems	Aircraft Components power systems.Aircraft power systems	

**Step8:** To enter the banking details click on creates option in Banking Details Section.

Banking Details								
At least one entry is required.								
<input type="button" value="Create"/>								
Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
No results found.								

**Step8.1:** Create option opens the banking details page enter the following details:

**flydubai** iSupplier Portal Close Preferences Personalize Page

Add Products and Services: (Radcliffe International) >

**Create Bank Account**

\* Indicates required field ✔TIP Check for your Bank & Branch name under Existing Bank option prior to create using the new bank option

\* Country:

Account is used for foreign payments  
Account definition must include bank and branch information.

Bank	Branch
<input checked="" type="radio"/> New Bank <input type="radio"/> Existing Bank  Bank Name: <input type="text"/> Bank Number: <input type="text"/>  <input type="button" value="Show Bank Details"/> ✔TIP Please Attach an Evidence for Banking Details(Ex: Bank Statement, A/C Statement & Cancelled Check)	<input checked="" type="radio"/> New Branch <input type="radio"/> Existing Branch Branch Name: <input type="text"/> Branch Number: <input type="text"/> BIC: <input type="text"/> Branch Type: ABA <input type="text"/> <input type="button" value="Show Branch Details"/>

**Bank Account**

\* Account Number:  \* Account Name:   
 Check Digits:  \* Currency:   
 IBAN:

**Comments**


Note to Buyer:

✔TIP Check for your Bank & Branch name under Existing Bank option prior to create using the new bank option

Enter the following details in Create Bank Account Section.

1. Country

**In Bank filed:**

1. Search for the Bank or Branch Exist in the List of Values in oracle by clicking on  option against Existing Bank or Branch.
2. If not please click New Bank and Enter the Bank and Branch details to create
3. If you have more details about Bank/Branch please click on Show more details and enter the fields where you have information available.

Create Bank Account

\* Indicates required field

**TIP** Check for your Bank & Branch name under Existing Bank option prior to create using the new bank option Cancel Apply

\* Country

Account is used for foreign payments  
Account definition must include bank and branch information.

Bank	Branch
<input type="radio"/> New Bank <input checked="" type="radio"/> Existing Bank	<input checked="" type="radio"/> New Branch <input type="radio"/> Existing Branch
Bank Name <input type="text"/> Bank Number <input type="text"/>	Branch Name <input type="text"/> Branch Number <input type="text"/> BIC <input type="text"/> Branch Type <input type="text" value="ABA"/>
<a href="#">Show Bank Details</a> <b>TIP</b> Please Attach an Evidence for Banking Details(Ex: Bank Statement, A/C Statement & Cancelled Check)	<a href="#">Show Branch Details</a>

In Bank Account field:

Enter the following:

1. Account Number
2. Account Name
3. IBAN (If Exist)
4. Currency

Optionally you may enter Additional details in details field.

Create Bank Account

\* Indicates required field

**TIP** Check for your Bank & Branch name under Existing Bank option prior to create using the new bank option Cancel Apply

\* Country

Account is used for foreign payments  
Account definition must include bank and branch information.

Bank	Branch
<input checked="" type="radio"/> New Bank <input type="radio"/> Existing Bank	<input checked="" type="radio"/> New Branch <input type="radio"/> Existing Branch
Bank Name <input type="text" value="UNB"/> Bank Number <input type="text"/>	Branch Name <input type="text" value="Dubai"/> Branch Number <input type="text"/> BIC <input type="text"/> Branch Type <input type="text" value="ABA"/>
<a href="#">Show Bank Details</a> <b>TIP</b> Please Attach an Evidence for Banking Details(Ex: Bank Statement, A/C Statement & Cancelled Check)	<a href="#">Show Branch Details</a>

Bank Account	
* Account Number <input type="text" value="388399298"/> Check Digits <input type="text"/> IBAN <input type="text"/>	* Account Name <input type="text" value="Radcliffe"/> * Currency <input type="text" value="UAE Dirham"/>
<a href="#">Show Account Details</a>	

Comments
Note to Buyer <input type="text"/>

**TIP** Check for your Bank & Branch name under Existing Bank option prior to create using the new bank option Cancel Apply

Enter any comments wanted to write to buyer and Click on Apply.

**Bank Account**

\* Account Number: 388399298  
 Check Digits:   
 IBAN:

\* Account Name: Radcliffe  
 \* Currency: UAE Dirham

[Show Account Details](#)

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**Comments**

Note to Buyer:

**TIP** Check for your Bank & Branch name under Existing Bank option prior to create using the new bank option

**Step9:** Click next to enter Supplier Registration details. All the fields are mandatory and need to be entered.

**flydubai iSupplier Portal** Close Preferences Personalize Page

Basic Information      Company Details      **Additional Information**      Attachments

Supplier Profile Attributes  
\* Indicates required field   Step 3 of 4

---

**Registration**

**Supplier Registration details**

\* Value of Single Largest Contract you can undertake    
Value of Single Largest Contract you can undertake

\* Total Insurance Cover of your Company    
Total Insurance Cover of your Company

\* The Annual Turnover of your Company    
The Annual Turnover of your Company

\* The Total number of Employees in your Company    
The Total number of Employees in your Company

\* Total number of years your Company has been in Business    
Total number of years your Company has been in Business

\* Trade License Expiry Date    
Trade License Expiry Date (example: 23-Aug-2015)

Step 3 of 4

**flydubai iSupplier Portal** Close Preferences Personalize Page

Basic Information      Company Details      **Additional Information**      Attachments

Supplier Profile Attributes  
\* Indicates required field   Step 3 of 4

---

**Registration**

**Supplier Registration details**

\* Value of Single Largest Contract you can undertake    
Value of Single Largest Contract you can undertake

\* Total Insurance Cover of your Company    
Total Insurance Cover of your Company

\* The Annual Turnover of your Company    
The Annual Turnover of your Company

\* The Total number of Employees in your Company    
The Total number of Employees in your Company

\* Total number of years your Company has been in Business    
Total number of years your Company has been in Business

\* Trade License Expiry Date    
Trade License Expiry Date (example: 23-Aug-2015)

Step 3 of 4

**Step10:** Click next to add attachments. All the agreed attachments shall be attached here.

**flydubai** iSupplier Portal

Close Preferences Personalize Page

Basic Information Company Details Additional Information **Attachments**

Submit Back Step 4 of 4

✓ TIP "Kindly attach the following documents based on your geographical location"

1. Company Profile
2. Valid UAE Trade License/Registration document
3. Company structure
4. Financial Audit statement for the last 3 years

**Attachments**

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Submit Back Step 4 of 4

Click on Attachments Add Attachment page opens Browse and attach the desired files and then Apply.

**flydubai** iSupplier Portal

Close Preferences Personalize Page

Add Products and Services: (Radcliffe International) > Create Bank Account >

Add Attachment

Cancel Add Another Apply

Add Desktop File/ Text/ URL

**Attachment Summary Information**

Title 3 Years Financial Audit statement

Description 3 Years Financial Audit statement

Category To Buyer

**Define Attachment**

Type  File  URL  Text

Choose File Additional ...ibutes.docx

Cancel Add Another Apply



**Step11:** Once enter all the details please review once and click on Submit.

**flydubai iSupplier Portal** Close Preferences Personalize Page

Basic Information Company Details Additional Information **Attachments**

**Confirmation**  
Attachment 3 Years Financial Audit statement has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

**TIP** "Kindly attach the following documents based on your geographical location"  
 1. Company Profile  
 2. Valid UAE Trade License/Registration document  
 3. Company structure  
 4. Financial Audit statement for the last 3 years

**Attachments**

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
<a href="#">3 Years Financial Audit statement</a>	File	3 Years Financial Audit statement	To Buyer	GUEST	23-Aug-2015	One-Time		

Submit Back Step 4 of 4

**Step12:** Confirmation Receives as your registration request submitted for approval.

**flydubai iSupplier Portal** Close Preferences Personalize Page

**Confirmation**  
Thank you for registering your company. Your registration has been submitted for approval and you will be notified of your registration status via email in due course.

**Step13:** Based on the flydubai Procurement guidelines, an email notification will be sent to you, please click the same and the below page will open up and click on 'Respond'.

**flydubai iSupplier Portal** Close Preferences Personalize Page

Prospective Supplier Registration: Current Status

Thank you for registering with us. Here's the current status of your registration request.

**Registration Details and Status**

Company Name **Radcliffe International** Status **Supplier to Provide Details**

**Contact Information**

Email **sajid@radcliffe.com** Phone Area Code **AE**  
 First Name **Mohammed** Phone Number **453888392**  
 Last Name **Sajid** Phone Extension **507212562**

**Status History**

Date	Status	Note
23-AUG-2015	Supplier to Provide Details	
23-AUG-2015	Submitted	

Respond

**Step14:** Please enter the Country name once again as Validation in the first page and click Next button.

**flydubai** iSupplier Portal

Close Preferences Personalize Page

Basic Information Company Details Additional Information Assessments Attachments

Prospective Supplier Registration

\* Indicates required field

Step 1 of 5 [Next](#)

**TIP**  
Blank label for instruction text.

**Company Details**

\* Company Name Radcliffe International

\* Trade License Registered Country United Arab Emirates

\* Trade License Number/Registration Number 3485859599

**Contact Information**

Blank label for instruction text

\* Email bashir@radcliffe.com

First Name Mohammed

\* Last Name Bashir

Phone Area Code United Arab Emirates(971)

\* Office Phone Number 453999382

\* Mobile Number 507212581

Step 1 of 5 [Next](#)

**Step15:** Validate all the details on the Second page and modify if there are any errors.

**flydubai** iSupplier Portal

Close Preferences Personalize Page

Basic Information Company Details Additional Information Assessments Attachments

Prospective Supplier Registration: Additional Details

Blank label for instruction text

Save For Later Back Step 2 of 5 [Next](#)

Company Name Radcliffe International

Tax Country AE

Tax Registration Number 3485859599

Additional Registration Number

Note to Buyer (Key points about your Company)

Note to Supplier

**Address Book**

At least one entry is required.

Create

Address Name	Address Details	Purpose	Update	Delete
Radcliffe	Street 10 Burdubai, Dubai 45950 United Arab Emirates	RFQ Only		

**Contact Directory**

At least one entry is required.

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Mohammed	Bashir	AE-453999382-507212581	bashir@radcliffe.com	✓		
Mohammed	Sajid	AE-453888392-507212582	sajid@radcliffe.com	✓		

**Contact Directory**

At least one entry is required.

[Create](#)

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Mohammed	Bashir	AE-453999382-507212581	bashir@radcliffe.com	✓		
Mohammed	Sajid	AE-453888392-507212582	sajid@radcliffe.com	✓		

**Products and Services**

At least one entry is required.

[Create](#)

Code	Products and Services	Delete
Aircraft Components power systems.Aircraft power systems	Aircraft Components power systems.Aircraft power systems	

**Banking Details**

At least one entry is required.

[Create](#)

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
XXXXX9298	UAE Dirham	Radcliffe	UNB		Dubai			

[Save For Later](#) [Back](#) Step 2 of 5 [Next](#)

**Step16:** Don't change any details in the Third page and Click 'Next'.

**flydubai iSupplier Portal**

Close Preferences Personalize Page

Basic Information Company Details **Additional Information** Assessments Attachments

**Supplier Profile Attributes**

\* Indicates required field [Save For Later](#) [Back](#) Step 3 of 5 [Next](#)

**Registration**

**Supplier Registration details**

* Value of Single Largest Contract you can undertake	<input type="text" value="AED 5 Million and above"/>	* The Total number of Employees in your Company	<input type="text" value="Above 1000"/>
* Total Insurance Cover of your Company	<input type="text" value="AED 3 Million and above"/>	* Total number of years your Company has been in Business	<input type="text" value="20 years and above"/>
* The Annual Turnover of your Company	<input type="text" value="AED 10 Million and above"/>	* Trade License Expiry Date	<input type="text" value="31-Aug-2016"/>

[Save For Later](#) [Back](#) Step 3 of 5 [Next](#)

**Step17:** In the Pre-Qualification and Evaluation Assessment page, please click on the icon.

**flydubai iSupplier Portal**

Close Preferences Personalize Page

Basic Information Company Details Additional Information **Assessments** Attachments

[Save For Later](#) [Back](#) Step 4 of 5 [Next](#)

**Pre-Qualification and Evaluation Assessment**

Title	Radcliffe	<a href="#">Update</a>
-------	-----------	------------------------

[Save For Later](#) [Back](#) Step 4 of 5 [Next](#)

**Step18:** Enter responses for all the Questions, and Enter 'Not Applicable' as and where required and the click 'Continue' once you have responded to all the questions.

**flydubai** iSupplier Portal Close Preferences Personalize Page

Create Response: 38005 (Assessment 1113)

Title Radcliffe

Time Left 7 days 23 hours  
Close Date 31-Aug-2015 11:20:12

**Header**

Supplier **Radcliffe International**  
Assessment Currency **AED**  
Response Currency **AED**  
Price Precision **Any**

Response Valid Until **31-Aug-2015**

Reference Number  
Note to Buyer

**Attachments**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

**Questionnaire**

**Questionnaire**

[Expand All](#) | [Collapse All](#)

Focus Title	Target Value	Response Value
<ul style="list-style-type: none"> <li>[-] Questionnaire</li> <li>[-] General</li> </ul>		
Number of years in current business in UAE market		20 years and above ▾
Number of years in current business in International markets		20 Years and Above ▾
Details of Parent Company (if any)		Not Applicable
Details of the other Associated Companies (if any)		Not Applicable
Sponsor		Not Applicable
Company Organization Chart (Attachment required)		Attached the Company Organization chart in the Attachments page
Representative Offices in UAE		Yes ▾
<ul style="list-style-type: none"> <li>[-] Financial</li> </ul>		
Paid Up Capital		AED 1 Million and above ▾
Authorised Capital		AED 1 Million and above ▾
Issued Capital		AED 1 Million and above ▾
Gross turnover in previous 5 years		AED 10 Million and above ▾
<ul style="list-style-type: none"> <li>[-] Company Resources</li> </ul>		
Name and Position of Contact Person		Mohammed Sajid, Business Development Manager

<input checked="" type="checkbox"/> <b>Company Experience</b>		
Has your Company supplied products/services to flydubai before	No	
Has Company provided the products/service on offer for at least the last 10 years	Yes	
Please provide details of all Contracts for the last 3 years	AED 50 Million and above	
<input checked="" type="checkbox"/> <b>Contracting capacity &amp; Status</b>		
Contract Value ability	AED 50 Million and above	
	Deal with a Premier Airlines in the EMEA region	
Details of the largest single Contract that you have undertaken to date		
Company Contracts suspension and termination history	No	
Legal action history	No	
Sub-Contracting required	No	
<input checked="" type="checkbox"/> <b>Warranties/Guarantees/Insurances</b>		
Design Capability	Yes	
Design capability covered by Professional Indemnity	Yes	
Indemnity insurance	AED 10 Million and above	
Risk Insurance	AED 50 Million and above	
Product and Third Party Liability Insurance	AED 50 Million and above	
Insurance claims in the past 3 years	Yes	
Product Insurance Policy duration	Yes	
Products suitable to use in UAE	Yes	
Parent Company Guarantee	Yes	
Laws of the UAE	Yes	
<input checked="" type="checkbox"/> <b>Performance Bond Capacity</b>		
Bank Performance Guarantee	Yes	
Total Performance Bond Securities Capacity	AED 5 Million and above	
Outstanding Performance Bond Securities value	AED 5 Million and above	
<input checked="" type="checkbox"/> <b>Quality Control</b>		
Current Quality Manual	Yes	
Inspection Procedures	Yes	
Traceability Procedures	Yes	
Accreditation ISO 9001	Yes	
Accreditation ISO 14001	Yes	
Access to Quality records	Yes	
<input checked="" type="checkbox"/> <b>Health and Safety</b>		
Health & Safety Environmental Policy	Yes	
	Attached in the Attachments page	
Contact details for Health and Safety	Mohammed Bashir	
Reporting Manager		
<input checked="" type="checkbox"/> <b>Health and Safety</b>		
Health & Safety Environmental Policy	Yes	
	Attached in the Attachments page	
Contact details for Health and Safety	Mohammed Bashir	
Reporting Manager		
Accident Statistics	Yes	
OHSAS 18001	Yes	

**Step19:** Recheck all the responses and then click Submit.

**flydubai iSupplier Portal** Close Preferences Personalize Page

**Warning**  
Buyer has requested for you to submit a single, best response. Multiple responses for this Assessment are not allowed.

Create Response 38005: Review and Submit (Assessment 1113)

Header	
Title	Radcliffe
Supplier	Radcliffe International
Assessment Currency	AED
Response Currency	AED
Price Precision	Any
Time Left	7 days 23 hours
Close Date	31-Aug-2015 11:20:12
Response Valid Until	31-Aug-2015
Reference Number	Note to Buyer

**Attachments**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

**Questionnaire**

[Show All Details](#) | [Hide All Details](#)

**Details Section**

- [Show](#) General
- [Show](#) Financial
- [Show](#) Company Resources
- [Show](#) Company Experience
- [Show](#) Contracting capacity & Status
- [Show](#) Warranties/Guarantees/Insurances
- [Show](#) Performance Bond Capacity

**Step20:** Click 'Next' on this page.

**flydubai iSupplier Portal** Close Preferences Personalize Page

Basic Information    Company Details    Additional Information    **Assessments**    Attachments

Step 4 of 5

**Pre-Qualification and Evaluation Assessment**

Title	Update
Radcliffe	<input type="button" value="Update"/>

Step 4 of 5

**Step21:** Attach all the documents which are required in **Step 18** and click 'Submit'

**flydubai iSupplier Portal** Close Preferences Personalize Page

Basic Information    Company Details    Additional Information    Assessments    **Attachments**

Step 5 of 5

**TIP** "Kindly attach the following documents based on your geographical location"

1. Company Profile
2. Valid UAE Trade License/Registration document
3. Company structure
4. Financial Audit statement for the last 3 years

**Attachments**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
3 Years Financial Audit statement	File	3 Years Financial Audit statement	To Buyer	GUEST	23-Aug-2015	One-Time	<input type="button" value="Update"/>	<input type="button" value="Delete"/>

Step 5 of 5

**flydubai** iSupplier Portal Close Preferences Personalize Page

Create Response: 38005 (Assessment 1113) >  
Add Attachment

Cancel Add Another Apply

Add Desktop File/ Text/ URL

**Attachment Summary Information**

Title: Company Organization Chart  
Description:   
Category: To Buyer

**Define Attachment**

Type:  File  URL  Text  
Choose File: Organization Chart.pptx

Cancel Add Another Apply

**flydubai** iSupplier Portal Close Preferences Personalize Page

Basic Information Company Details Additional Information Assessments **Attachments**

**Confirmation**  
Attachment Company Organization Chart has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

Submit Back Step 5 of 5

**TIP** "Kindly attach the following documents based on your geographical location"

1. Company Profile
2. Valid UAE Trade License/Registration document
3. Company structure
4. Financial Audit statement for the last 3 years

**Attachments**

Add Attachment...									
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	
Company Organization Chart	File		To Buyer	GUEST	23-Aug-2015	One-Time			
3 Years Financial Audit statement	File	3 Years Financial Audit statement	To Buyer	GUEST	23-Aug-2015	One-Time			

Submit Back Step 5 of 5

**flydubai** iSupplier Portal Close Preferences Personalize Page

**Confirmation**  
Thank you for registering your company. Your registration has been submitted for approval and you will be notified of your registration status via email in due course.

## Open and Closed Issues for this Deliverable

### Open Issues

ID	Issue	Resolution	Responsibility	Target Date	Impact Date

### Closed Issues

ID	Issue	Resolution	Responsibility	Target Date	Impact Date



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## Signatures

Flydubai  
Customer

TransSys  
Supplier

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_