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DO.060 USER REFERENCE MANUAL flydubai Supplier Registration Process flydubai

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Doc Ref: DO 060_FLYDXB_SCM_Supplier Registration Process

DOCUMENT CONTROL

Change Record

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25-Mar-2014	Nishanth Kumar G	Draft1A	Initial Version
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Reviewers

Name	Position
Kalyan Garud	SCM Lead

Distribution

Copy No.	Name	Location
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.

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.

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



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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

fluduhai "iSupplier Portal			
			Close Preferences Personalize Page
	0 Common Dalaite	0	0
Prospective Supplier Registration	Company Details	Additional mormation	Attachments
* Indicates required field			Step 1 of 4 Next
≪TIP Blank label for instruction text			Step I of 1 Hoge
Company Details			
* Company Name * Trade License Registered Country * Trade License Number/Registration Number		_	
Contact Information			
Blank label for instruction text * Email First Name * Last Name Phone Area Code * Office Phone Number		▼	
* Mobile Number			

Step 1 of 4 Next

After Entering the details click on Next.



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			Close Preferences Personalize Page
0	0	0	0
Basic Information	Company Details	Additional Information	Attachments
ipective supplier Registration dicates required field			
			Step 1 of 4 Next
IP ik label for instruction text			
mnany Details			
mpun ocuro			
* Company Name	Radcliffe International		
* Trade License Registered Country	United Arab Emirator		
* Trade License Number/Registered country	3485850500		
Hade Electric Hamber/Registration Hamber	10003333		
ontact Information			
ank label for instruction text	<u></u>		
* Email	sajid@radcliffe.com		
First Name	Mohammed		
* Last Name	Sajid		
Phone Area Code	United Arab Emirates(971)		
* Office Phone Number	453888392		
* Mobile Number	507212582		

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'.

Basic Information	Ompany Details	O Additional Information	Attachments
pective Supplier Registration: Additional Details clabel for instruction text Company Name Tax Country Tax Registration Number Additional Registration Number Note to Buyer (Key points about your Company) Note to Supplier	Raddiffe International AE 34858595999		Save For Later Back Step 2 of 4 M





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

Address Book				
At least one entry is required.				
Create				
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.

Create Address					
* Indicates required field					Cancel
* Address Name			Phone Area Code		
Country	United States of America	T	Phone Number		
* Address Line 1			Fax Area Code		
Address Line 2			Fax Number		
Address Line 3			Email Address		
Address Line 4				R DEO Only Address	
* City/Town/Locality				C REQ ONLY Address	
County					
* State/Region					
Province					
* Postal Code					
					Cancel
					Cance



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fludubai "isupp	olier Portal			
				Close Preferences Personalize Page
Create Address				
* Indicates required field				Cancel Apply
* Address Name	Radcliffe	Phone Area Code		
Country	United Arab Emirates	Phone Number		
* Address Line 1	Street 10 Burdubai	Fax Area Code		
Address Line 2		Fax Number		
Address Line 3		Email Address		
Address Line 4				
* City/Town/Locality	Dubai		RFQ Only Address	
County				
State/Region				
Province				
* Postal Code	45950			

Cancel Apply

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 req	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	V	1		

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

Testimeter married Reld				
Indicates required field				Cancel
Contact Title Mr. 🔻	Phone Area Code	AE		
First Name Mohammed	Phone Number	453999382		
Middle Name	Phone Extension	507212581		
* Last Name Bashir	Alternate Phone Area Code			
Alternate Name	Alternate Phone Number			
Job Title	Fax Area Code			
Department	Fax Number			
* Contact Email bashir@radcliffe.com				
URL				
Supplier User Account				
Create User Account For The Contact				

Click on create user account for the contact





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ludι	Jbai "ISup	plier Portal						
							Close Preferences	Personalize Pa
В	asic Information		Company Details		Additional Information		Attachn	nents
spective Supplie	er Registration: Addition	al Details						
	Ad Note to Buyer (Key	Company Name Tax Country Tax Registration Number ditional Registration Number points about your Company)	Radcliffe International AE 3485859599					
		Note to Supplier						
aaress Book								
: least one entry is	s required.							
dress Name	Add	ress Details				Purpose	Update	Delete
lcliffe	Stre	et 10 Burdubai, Dubai 45950	United Arab Emirates			RFQ Only	1	Û
ontact Directory	Y							
t least one entry is	s required.							
reate		Di ana		Fmail	Requi	res User Account	Undate	Delete
st Name	Last Name	Phone		Lindii				
rst Name hammed	Last Name Sajid	AE-453888392-507212	2582	sajid@radcliffe.com		v	/	

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.



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			Cancal Appl
TIP Please refer to sub-categories for selection of produ	ct and services		Calloer
Browse All Products & Services			
Seach for Specific Code and Product			
ada	Droducte and Convicoe	View Sub-Categories	Applicable
Adhesives & sealants	Adhesives & sealants	View Sub Categories	Applicable
Advertising Broadcast advertising	Advertising Broadcast advertising	20	6
Advertising Print advertising	Advertising Print advertising	· 次	
Nircraft Components power systems	Aircraft Components power systems	···· 次	
Aircraft GSE services equipment	Aircraft GSE services equipment		
Airport Services Aviation Fuel & Oil	Airport Services Aviation Fuel & Oil		
Airport Services Cargo Handling	Airport Services Cargo Handling	the second se	
Airport Services Ground Handling Service	Airport Services Ground Handling Service	in the second se	
Airport Services Land & Park Charges	Airport Services Land & Park Charges	读	
Airport Services Overflying Charges	Airport Services Overflying Charges	in the second se	
		() Devid	1.10 × No.410

dd Products and Services: Aircraft Com	oonents power systems :Aircraft Components power systems (Radcliffe Internat	tional)	
			Cancel Ap
TTD of C			
TIP Please refer to sub-categories for s	Products and Services	View Sub-Categories	Applicable

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

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	Î





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

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
No results found.								

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

fuduhai	plier Portal		and the second se	
inquotei .			Close Preferences Persona	alize Page
Add Products and Services: : (Radcliffe Interna Create Bank Account	ational) >			
* Indicates required field	≪TIP Check for * Country	your Bank & Branch name under Exi Account is used for foreign payments Account definition must include bank and branch informatio	isting Bank option prior to create using the new bank option Cancel	Apply
Bank			Branch	
New Bank Existing Bank Show Bank Details ✓TIP Please Attach an Evidence for	Bank Name Bank Number or Banking Details(Ex: Bank Statement	t, A/C Statement & Cancelled Check)	New Branch Existing Branch Branch Number Branch Number BIC Branch Type ABA Show Branch Details	
Bank Account				
* E Show Account Details	Account Number Check Digits IBAN		* Account Name * Currency	
Comments				
Note to Buyer		ß		
	WTIP Check for	your Bank & Branch name under Exi	isting Bank ontion prior to create using the new bank ontion Cancel	Annly

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 <a> 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.



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************************************	coption prior to create using the new bank option Cancel Apply
* Country United Arab Emirates T	
Account is used for foreign payments Account definition must include bank and branch information.	
Bank	Branch
🛛 New Bank	New Branch
Existing Bank	O Existing Branch
Bank Name	Branch Name
TIP Please Attach an Evidence for Banking Details(Ex: Bank Statement, A/C Statement & Cancelled Check)	Branch Type ABA 🔻
	<u> </u>
Bank Account field:	
nter the following:	
1. Account Number	
2. Account Name	
2 IDAN (If Evict)	
S. IDAN (II EXIST)	
4. Currency	
Ontionally you may enter Additional details in details field	
eate Bank Account	
* Country United Arab Emirates ▼	ank option prior to create using the new bank option <u>Cance</u> A
Account definition must include bank and branch information.	Branch
~	
New Bank Strikter Benk	 New Branch Existing Branch
C Existing Bank	
Bank Name UNB Bank Number	Branch Name Dubai Branch Number
Existing Bank Bank Name Bank Number Bank Number Show Bank Details TIP Please Attach an Evidence for Banking Details/Ex: Bank Statement, A/C Statement & Cancelled Check)	Branch Name Dubal Branch Number BIC Branch Tume ARA V
Bank Name UNB Bank Number Bank Name Bank Number Bank Number Bank Number Please Attach an Evidence for Banking Details(Ex: Bank Statement, A/C Statement & Cancelled Check)	Branch Number Branch Number BIC Branch Type Show Branch Details
Bank Name UNB Bank Number Dank Details Show Bank Details TIP Please Attach an Evidence for Banking Details(Ex: Bank Statement, A/C Statement & Cancelled Check) Bank Account	Branch Number Branch Number BIC Branch Type Show Branch Details
Bank Name UNB Bank Number Details STIP Please Attach an Evidence for Banking Details(Ex: Bank Statement, A/C Statement & Cancelled Check)	Branch Name Branch Number BIC Branch Type ABA ▼ Show Branch Details
Bank Name Bank Number Bank Number Bank Number Bank Number Strip Please Attach an Evidence for Banking Details(Ex: Bank Statement, A/C Statement & Cancelled Check) Stank Account Account Number Check Digits Bank Bank Bank Number Bank Bank Number Ban	Branch Name Branch Number BIC Branch Type ABA ▼ Show Branch Details * Account Name Radcliffe * Currency UAE Dirham ▼
Bank Name UNB Bank Number	Branch Name Dubal Branch Number BIC Branch Type ABA • Show Branch Details
Show Bank Details Show Bank Details Account Number * Account Number Check Digits Bank Show Account Details Comments	Branch Number Branch Number BIC Branch Type 35how Branch Details * Account Name * Currency UAE Dirham ▼
Show Bank Details Show Bank Details Final Please Attach an Evidence for Banking Details(Ex: Bank Statement, A/C Statement & Cancelled Check) Bank Account Account Number Check Digits IBAN Show Account Details Comments Note to Buyer	Branch Number Branch Number BIC Branch Type Show Branch Details
Show Bank Details Show Account Account Details Show Account Details Note to Buyer Account Account Account Account Details Note to Buyer Account Account Account Account Account Account Details Account	Branch Number BIC Branch Type → Show Branch Details * Account Name Radcliffe * Currency UAE Dirham ▼
Show Bank Details Show Account Account Number Account Number Show Account Details Show Account Details Comments Note to Buyer Control of the process of the proces	Branch Number Branch Number BIC Branch Type ABA V Show Branch Details * Account Name Radcliffe * Currency UAE Dirham V
Bank Name Bank Number Ban	Branch Number Branch Number Branch Type Branch Type Branch Type Branch Type ABA • • Show Branch Details * Account Name * Account Name * Currency UAE Dirham • • ank option prior to create using the new bank option Cancel Ap
Show Bank Details Show Account Account Number Check Digits Bank Show Account Details Note to Buyer Note to Buyer Note to Buyer Check for your Bank & Branch name under Existing Bank	Branch Number Branch Number Branch Type Branch Type Branch Type Branch Type ABA • * Account Name * Account Name * Currency UAE Dirham • ank option prior to create using the new bank option Cancel Ag
Show Bank Details Show Bank Details TIP Please Attach an Evidence for Banking Details(Ex: Bank Statement, A/C Statement & Cancelled Check) Bank Account * Account Number 388399298 Check Digits 1BAN TIP Check for your Bank & Branch name under Existing Ba	Branch Number Branch Number Branch Type Branch Type Branch Type ABA • * Account Name Radcliffe * Currency UAE Dirham • ank option prior to create using the new bank option Cance Ag
Show Bank Details Show Bank Details Show Account * Account Number Check Digits Bank Bank Netro Buyer Note to Buyer Show Account Details Comments Note to Buyer Show Account Particle Note to Buyer Show Account Particle Show Account Particle Show Account Details Comments Show Account Details Sh	Branch Number BIC Branch Type Branch Type Branch Type ABA V * Account Name Radcliffe * Currency UAE Dirham V * Account Name Radcliffe * Currency UAE Dirham V
Bank Name Bank Number Bank Number Show Bank Details TIP Please Attach an Evidence for Banking Details(Ex: Bank Statement, A/C Statement & Cancelled Check) Bank Account * Account Number Bank Number Bank Name Check Digits BAN Show Account Details Comments Note to Buyer Check for your Bank & Branch name under Existing Ba	Branch Number BIC Branch Type Branch Type ABA ▼ * Account Name Radcliffe * Currency UAE Dirham ▼ ank option prior to create using the new bank option Cancel Ag
Show Bank Details Show Bank Details Show Bank Details Account * Account Number Bank Number Bank Account * Account Number Bank Digits Bank Account Details Comments Note to Buyer Note to Buyer Check for your Bank & Branch name under Existing Bank	Branch Number BC Branch Number Branch Type Branch Type ABA • • Show Branch Details * Account Name * Account Name * Currency UJAE Dirham • • ank option prior to create using the new bank option Cancel Ar
Show Bank Details Show Bank Details Account * Account Number Check for your Bank & Branch name under Existing Bank * TIP Check for your Bank & Branch name under Existing Bank	Branch Number BC Branch Type Branch Type Branch Type Branch Type Branch Type ABA • * Account Name * Currency UAE Dirham • ank option prior to create using the new bank option Cancel Ag
Show Bank Details Show Bank Details Public Bank Number Bank Number Check Digits Bank Statement, A/C Statement & Cancelled Check) Sank Account * Account Number Check Digits Ban Somments Note to Buyer Note to Buyer Check for your Bank & Branch name under Existing Ba	Branch Number BC Branch Type Branch Type Branch Type Branch Type ABA ▼ * Account Name * Currency UAE Dirham ▼ ank option prior to create using the new bank option Cancel Ag
Bank Name Bank Name Bank Name Bank Name Discrete State Statement Account * Account Number Bank Big 388399298 Check Digits Ban Bank Bank Check Digits Bank Check Digits Bank Check for your Bank & Branch name under Existing Ba	Branch Number Br Branch Number Branch Type Branch Type ABA • • Account Name Radcliffe • Currency UAE Dirham • ank option prior to create using the new bank option Cancel Ar
Bank Name Bank Name Bank Name Bank Name Dis Bank Name Dis Bank Name Dis	Branch Number BIC Branch Type Branch Type ABA ▼ * Account Name Radcliffe * Currency UAE Dirham ▼ ank option prior to create using the new bank option Cancel A





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

Bank Account					
€ Show Account Details	* Account Number Check Digits IBAN	388399298		* Account Name * Currency	Radcliffe UAE Dirham T
Comments					
Note to Buyer			<u>a</u>		

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

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

0	0		0
Basic Information	Company Details	Additional Information	Attachments
ier Profile Attributes			
icates required held			Save For Later Back Step 3 of 4
istration			
plier Registration details			
* Value of Single Largest Contract you can undertake		* The Total number of Employees in your Company	
	Value of Single Largest Contract you can undertake		The Total number of Employees in your Company
* Total Insurance Cover of your Company		* Total number of years your Company has been in Business	
	Total Insurance Cover of your Company		Total number of years your Company has been in
* The Annual Turnover of your Company	s Q	a Tudo House Posto Base	Business
	The Annual Turnover of your Company	Trade License Expiry Date	Trade License Expiry Date (example: 23-Aug-2015)
			Save For Later Back Step 3 of 4
			Save For Later Back Step 3 of 4 Close Preferences Personaliz
Basic Information	Company Details	Additional Information	Save For Later Back Step 3 of 4 Close Preferences Personaliz Attachments
Basic Information	Company Details	Additional Information	Save For Later Back Step 3 of 4 Close Preferences Personaliz Attachments
Basic Information ter Profile Attributes cates required field	Company Details	Additional Information	Save For Later Back Step 3 of 4 Close Preferences Personaliz Attachments Save For Later Back Step 3 of 4
Basic Information icrease required field istration	Company Details	Additional Information	Save For Later Back Step 3 of 4 Close Preferences Personaliz Attachments Save For Later Back Step 3 of 4
Basic Information ier Profile Attributes icates required field istration	Company Details	Additional Information	Save For Later Back Step 3 of 4 Close Preferences Personaliz Attachments Save For Later Back Step 3 of 4
Basic Information Basic Information Informatio Information Information Information Informa	Company Details	Additional Information	Save For Later Back Step 3 of 4 Close Preferences Personaliz Attachments Save For Later Back Step 3 of 4 Above 1000
Basic Information Basic Information Basic Information Basic Information Basic Information Bit Profile Attributes Bit Attribut	Company Details AED 5 Million and above Image: Contract you can underside a second secon	Additional Information * The Total number of Employees in your Company	Save For Later Back Step 3 of 4 Close Preferences Personaliz Attachments Attachments Save For Later Back Step 3 of 4
Basic Information Basic Information	Company Details AED 5 Million and above Image: Contract you can undersite AED 3 Million and above Image: Contract you can undersite AED 3 Million and above	Additional Information * The Total number of Employees in your Company * Total number of years your Company has been in Business	Save For Later Back Step 3 of 4 Close Preferences Personaliz Attachments Attachments Save For Later Back Step 3 of 4 Above 1000 The Total number of Enployees in your Company 20 years and above
Basic Information Basic Information Information Information Information Information Information Information Information Plier Registration details * Value of Single Largest Contract you can undertake * Total Insurance Cover of your Company	Company Details Company Details	Additional Information * The Total number of Employees in your Company * Total number of years your Company has been in Business	Save For Later Back Step 3 of 4 Close Preferences Personaliz Attachments Attachments Save For Later Back Step 3 of 4 Attachments Step 3 of 4 Step 3 of 4 Attachments Step 3 of 4 Step 3 of 4 Attachments Step 3 of 4 Step 3 of 4 Attachments Step 3 of 4 Step 3 of 4 Attachments Step 3 of 4 Step 3 of 4 Attachments Step 3 of 4 Step 3 of 4 Attachments Step 3 of 4 Step 3 of 4 Attachments Step 3 of 4 Step 3 of 4 Attachments Step 3 of 4 Step 3 of 4 Attachments Step 3 of 4 Step 3 of 4 Attachments Step 3 of 4 Step 3 of 4 Attachments Step 3 of 4 Step 3 of 4 Attachments Step 3 of 4 Step 3 of 4 Attachments Step 3 of 4 Step 3 of 4 Attachments Step 3 of 4 Step 3 of 4
Basic Information Basic Information Besic Information	Company Details Company Details	Additional Information * 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	Save For Later Back Step 3 of 4 Close Preferences Personaliz Attachments Attachments Save For Later Back Step 3 of 4 Attachments Step 3 of 4 Deve 1000 Q The Total number of Employees in your Company 20 years and above Q Total number of Hars your Company has been in Backers Q 31-Aun-2016 Step 3
Basic Information Basic Infor	AED 5 Million and above Value of Single Largest Contract you can undertake (AED 3 Million and above Total Insurance Cover of your Company AED 10 Million and above The Annual Tumover of your Company	Additional Information * The Total number of Employees in your Company * Total number of years your Company has been in Business * Trade License Expiry Date	Save For Later Back Step 3 of 4 Close Preferences Personaliz Attachments Attachments Save For Later Back Step 3 of 4 Save For Later Back Step 3 of 4 Attachments Construction Construction Backets Step 3 of 4 Construction Attachments Construction Construction Attachments Construction Construction Backets Step 3 of 4 Construction Backets Construction





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

4000		i i ortai					Close Preferences	Personalize P
Basic Info	ormation		Company Details		Additional Information		Attachme	nts
IP "Kindly attach th 1.Company Prof 2.Valid UAE Trac 3.Company struc 4.Financial Audit	ne following docur ile de License/Registi cture t statement for th	ments based on you ration document e last 3 years	r geographical locatio	on"				
tachments								
Add Attachment	_	Description	Category	Last Undated By	Last Updated	Usage	Update	Delete
le	Туре	Description	eacegoil	more observes of				

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

fluduba	•iSupplier Portal		
ngaasa			Close Preferences Personalize Page
Add Products and Services: : (Rado Add Attachment	cliffe International) > Create Bank Account >		
Add Desktop File/ Text/ URL 🔻]		Cance <u>i</u> Add Another Apply
Attachment Summary Informa	ation		
T Descripti Catego	Itle 3 Years Financial Audit statement 3 Years Financial Audit statement 0 To Buyer		
Define Attachment			
Type ● File ○ URL ○ Text	Choose File Additionalibutes.docx		
			Cance] Add Another Apply





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

						Close Pr	eferences Pers	onalize Pa
Basic Information		Company Details		Additional Informa	tion		Attachments	
Confirmation Attachment 3 Years Financial Audit state	ment has been added	successfully but not committed; it would be co	ommitted when you commi	t the rest of the current transa	ction.			
TIP "Kindly attach the following 1.Company Profile	documents base	d on your geographical location"						
TTP "Kindly attach the following 1.Company Profile 2.Valid UAE Trade License/R 3.Company structure 4.Financial Audit statement f Attachments	documents base egistration docu or the last 3 yea	d on your geographical location" ment ars						
"IP "Kindly attach the following 1.Company Profile 2.Valid UAE Trade License/R 3.Company structure 4.Financial Audit statement I Attachments	documents base egistration docu for the last 3 yea	d on your geographical location" ment ars						
TTP "Kindly attach the following 1.Company Profile 2.Valid UAE Trade License/R 3.Company structure 4.Financial Audit statement to Attachments Add Attachment	documents base egistration docu for the last 3 yea	d on your geographical location" ment ars						
TIP "Kindly attach the following 1.Company Profile 2.Valid UAE Trade License/R 3.Company structure 4.Financial Audit statement i uttachments Mdd Attachment ie	documents base egistration docu for the last 3 yea	d on your geographical location" ment ars Description	Category	Last Updated By	Last Updated	Usage	Update	Delet

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

	Close Professace Demonstra Page
- a communation for registration pour 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'.

CONTRACT CONTRACTOR IN CONTRACTOR	ion: Current Status	
oppositio cuppior riogicou	ion. Current status	Bos
hank you for registering with u	s. Here's the current status of your registration request.	1160
Registration Details and St	atus	
	Company Name Radcliffe International	Status Supplier to Provide Details
Contact Information		
	Email sajid@radcliffe.com First Name Mohammed	Phone Area Code AE Phone Number 453888392
	Last Name Sajid	Phone Extension 507212582
Status History		
Date	Status	Note
3-AUG-2015	Supplier to Provide Details	
(3-AUG-2015	Submitted	
		Dec
		Inc.





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

fludubat Supplier Portal				
			Ci	ose Preferences Personalize Page
Basic Information Compar) ny Details	Additional Information	Assessments	Attachments
* Indicates required field				Stop 1 of 5 Novt
IIP Blank label for instruction text				Step I OF J NEXL
Company Details				
* Company Name * Trade License Registered Country * Trade License Number/Registration Number	Radcliffe International United Arab Emirates 3485859599			
Contact Information				
Blank label for instruction text * Email First Name * Last Name Phone Area Code * Office Phone Number * Mobile Number * Mobile Number	bashir@radcliffe.com Mohammed Bashir United Arab Emirates(971) 453999382 507212581			
				Step 1 of 5 Next

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

fludu		ier Portal					
					c	Close Preferences	Personalize Page
	0)	0	•		•
Basic I	nformation	Compar	y Details	Additional Information	Assessments	Atta	chments
Prospective Supplie	r Registration: Additional L	Details					
	Addit Note to Buyer (Key poi	Company Name Tax Country Tax Registration Number tional Registration Number ints about your Company) Note to Supplier	Radcliffe International AE 3485859599		Save For I	<u>ater Back</u> st	ep 2 or 5 <u>Next</u>
Address Book							
At least one entry is	required.						
Create							
Address Name	Addres	ss Details			Purpose	Update	Delete
Radcliffe	Street :	10 Burdubai, Dubai 45950	United Arab Emirates		RFQ Only	1	Î
Contact Directory At least one entry is	required.						
Create							
First Name	Last Name	Phone		Email	Requires User Account	Update	Delete
Mohammed	Bashir	AE-453999382-507212	581	bashir@radcliffe.com	*	1	Î
Mohammed	Sajid	AE-453888392-507212	582	sajid@radcliffe.com	*	1	



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

Basic Information	Ompany Details	Additional Information	Assessments	Attachments
rofile Attributes				
s required field			Save For Later	Back Step 3 of 5
ation				
r Registration details				
* Value of Single Largest Contract you can unde	rtake AED 5 Million and above	* The Total number of Employees in your Company	Above 1000	
	Value of Single Largest Contract you can undertake		The Total number of Employees in your Co	mpany
* Total Insurance Cover of your Com	pany 🛛 AED 3 Million and above 🔄 🔍	* Total number of years your Company has been in Business	20 years and above	<u> </u>
8 The American Transmiss of Linear Com	Total Insurance Cover of your Company		Total number of years your Company has I Business	been in
The Annual Tumover of your con	The Annual Turnover of your Company	* Trade License Expiry Date	e 31-Aug-2016 🗐	
			Trade License Expiry Date (example: 23-Au	ug-2015)
			12 2 2 2 1	
			Save For Later	Back Step 3 of 5
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Basic Information	Company Details	Additional Information	Assessments	Attachments
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lification and Evaluation Assessme	ent			
				Update
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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.



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reate	Response: 3800	5 (Assessment 1113)									01000		
Jouro	110300130.0000	5 (Assessment 1115)					Cancel	View Asses	sment Resp	ond by Spr	eadsheet	Save Dra	ft Continu
		Title	Radcliffe					Time Left	7 days 23 hou	rs			
Head	er							Close Date	31-Aug-2015	11:20:12			
		Supplier	Radcliffe International				Respo	nse Valid Until	31-Aug-2015				
		Assessment Currency Response Currency	AED				Defe	ronco Numbor	(example: 23-Aug-201	5)			
		Price Precision	Any				Nere	Note to Buyer		5			
Attac	hments												
Add	Attachment	Type	Description	Category	Last Und	ated By		batchnll tac		lleane		Undate	Delete
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Quest	tionnaire												
Quest	ionnaire												
Evon		.u											
		<u>ui</u>											
Focus	Title				Target Value	Response Value							
	Questionnaire												
\$	General Number	of years in current bus	siness in UAE market			20 years and above	•						
	Number	of years in current bus	siness in International markets			20 Years and Above	•						
						Not Applicable							
	Detaile	f Damak Canada (if a											
	Details c	or Parent Company (ir a	any)			Not Applicable							
	Details o	of the other Associated	Companies (if any)			Not Applicable							
						Not Applicable							
	Sponsor	r											
						Attached the Comp	any Organizati	on chart in the	Attachments page	1			
	Compan	y Organization Chart (A	Attachment required)			Nes .							11
	Represer	ntative offices in UAE				res V							
	Paid Up	Capital				AED 1 Million and a	above 🔻						
	Authoris	ed Capital				AED 1 Million and a	above 🔻						
	Gross tu	irnover in previous 5 ye	ears			AED 1 Million and a	above	Ŧ					
¢	Company R	Resources											
						Mohammed Sajid, E	Business Devel	opment Manage	эг.				
			Domon										





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\$	Company Experience	
	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
\$	Contracting capacity & Status	
	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 suspenion and termination history	No 🔻
	Legal action history	No 🔻
	Sub-Contracting required	No 🔻
4	Warranties/Guarantees/Insurances	
	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 🔻
	roduct Insurance Policy duration	Yes 🔻
	Products suitable to use in UAE	Yes 🔻
	Parent Company Guarantee	Yes
	laws of the UAF	Yes V
-	Performance Bond Capacity	
-	Bank Performance Guarantee	Yes V
	Total Performance Bond Securities Canacity	AED 5 Million and above
	Outstanding Performance Bond Securities value	AED 5 Million and above
4	Outline Control	
Ψ.	Ourrent Quality Manual	Yes V
	Inspection Procedures	Vac V
	Tracability Procedures	Vor V
	Accorditation ICO 0001	
	Accreditation ISO 9001	
	Accreditation ISO 14001	
•	Access to Quality records	
Ψ	Health & Cafety Environmental Delicy	Ven
		Attached in the Attachments page
	Contact details for Health and Safety	
		Mohammed Bashir
	Reporting Manager	
A	Uplith and Safety	
¥	Health & Safety Environmental Policy	Voc V
	House & Jalety Environmental Policy	Attractional in the Attractmente and
		Attached in the Attachments page
	Contact details for Health and Safety	
		Monammed Bashir
	Reporting Manager	
	Accident Statistics	Yes
	OHSAS 18001	Yes

 Cancel
 View Assessment
 Respond by Spreadsheet
 Save Draft
 Continue

Step19: Recheck all the responses and then click Submit.



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					Cancel Back	Validate Save Dr	aft Printable V	iew Submit
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As I Attachments	Title R Supplier R sessment Currency A Response Currency A Price Precision A	tadcliffe tadcliffe International ED ED uny			Time Left 7 days Close Date 31-Aug Response Valid Until 31-Aug Reference Number Note to Buyer	23 hours 5-2015 11:20:12 5-2015		
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<u> </u>								
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Show Company Experience	e							
Show Contracting capacit	y & Status							
H Show Warranties/Guarante	ees/Insurances							

Step20: Click 'Next' on this page.

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Qualification and Evaluation Assessme	nt				
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Save For Later Back Step 4 of 5 Next

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

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Add Attachment								
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Submit Back Step 5 of 5



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Doc Ref: DO 060_FLYDXB_SCM_Supplier Registration Process

Open and Closed Issues for this Deliverable

Open Issues

ID	Issue	Resolution	Responsibility	Target Date	Impact Date

Closed Issues

ID	lssue	Resolution	Responsibility	Target Date	Impact Date



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Signatures	
Flydubai	TransSys
Customer	Supplier
Signature:	Signature:
Name:	Name:
Position:	Position:
Date:	Date: