

2019

Registration User Guide FutureBuy

DUBAI FUTURE FOUNDATION



Supplier User Guide – Registering as a Supplier

Dear Valued Supplier,

Welcome to “FutureBuy Procurement Portal” user guide.

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

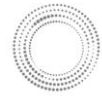
Simply follow the below steps to register your organization as a Dubai Future Foundation supplier.

If you are facing difficulties at any time during the registration process, you can email our help desk for assistance at sourcingsupport@tejari.com.

Alternatively, you can dial +971 800 8363377 (800 Tenders) for telephonic support from Sundays to Thursdays 8:00 AM – 5:00 PM (GMT + 4:00) Abu Dhabi, Muscat.

Sincerely,

Dubai Future Foundation Team



Step 1: Access the FutureBuy link <https://www.futurebuy.ae/web/login.html>

Click on the **Register Today** icon in order to begin your Supplier Account creation process on FutureBuy:

Welcome to
Dubai Future Foundation
eProcurement Portal

Find Opportunities

LOGIN

Enter your username

PASSWORD

Your credentials

Login

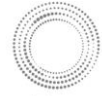
Forgot username/password?

Not Registered?

Register today
Easy supplier registration form

Need assistance?
(800 Tenders) +971 800 836 33 77
sourcingssupport@tejarl.com
Call me back

PAY TO: Game Cooks LTD
WINNERS
AED Five Hundred Thousand
AED 500,000/-
DATE: 27th June 2019
Congratulations!



Step 2: You will be directed to the **User Agreement** page where you will need to read, review and agree to the user agreement. Once reviewed and accepted you will need to click on the **I agree** button and then the **Next** icon.

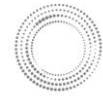
You will be directed to the **Registration Data** page. Dubai Future Foundation strongly recommends you to ensure that the information provided in this page is up to date and accurate, as this information will be included in your future bidding activities on FutureBuy.

The fields marked with red asterisk * are mandatory to fill.

The first section of the **Registration Data** page is called **Organization Details** and you must provide your Company Information in this section:

The screenshot shows the 'Registration Data' page for the Dubai Future Foundation. The page title is 'Registration Data'. There are 'Save' and 'Close' buttons in the top right corner, and a 'Reset' button below them. The 'Organization Details' section contains the following fields:

* Organisation Name	<input type="text"/>
* Address	<input type="text"/>
* Country	UNITED KINGDOM
* 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	---
* Other Organisation Legal Structure	<input type="text"/>
* Trade License Number / Company Registration Number	<input type="text"/>



The second section of the **Registration Form** is called **User Details**, you must provide your Main Contact Person's Details in this section. Please note that in the Email Address field, you can provide multiple email IDs to ensure that owners of these email IDs will receive system generated automated email alerts.

Please make sure that the automatic system generated email alerts are not sent to the provided email ID "Spam" or "Junk" boxes.

Upon completion of the Registration Form, click on the "Save" icon on the top right side of the screen to proceed.

Registration Data of Structure

Trade License Number / Company Registration Number Save Close

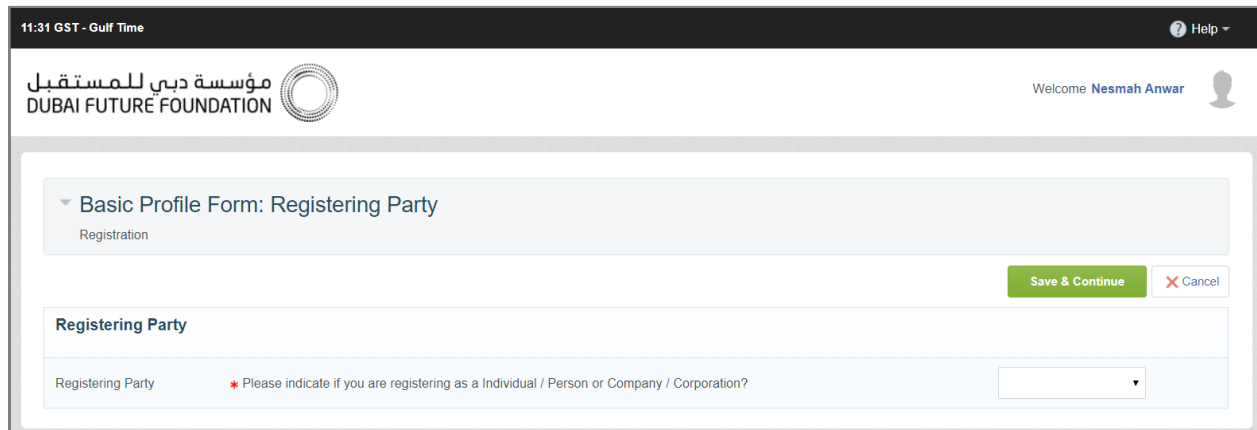
User Details

Title	---
* First Name	<input type="text"/>
* Last Name	<input type="text"/>
* Phone Number	<input type="text"/>
Mobile Number <small>(please enter "+" "country code" and "your mobile phone number" with no spaces)</small>	<input type="text"/>
* Email Address <small>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.</small>	<input type="text"/>
* Username <small>(please do not forget your username)</small>	<input type="text"/>
User Verification Question <small>Please specify a question that will help verify your identity should the need arise (e.g. Your mother's maiden name?)</small>	<input type="text"/>
Answer to Your User Verification Question <small>(The helpdesk may request this information in order to verify your identity).</small>	<input type="text"/>
* Preferred language for use in system interface	---

Step 3: You will then appear on the **Basic Profile Form: Registering Party** screen.

You will need to identify yourself as:

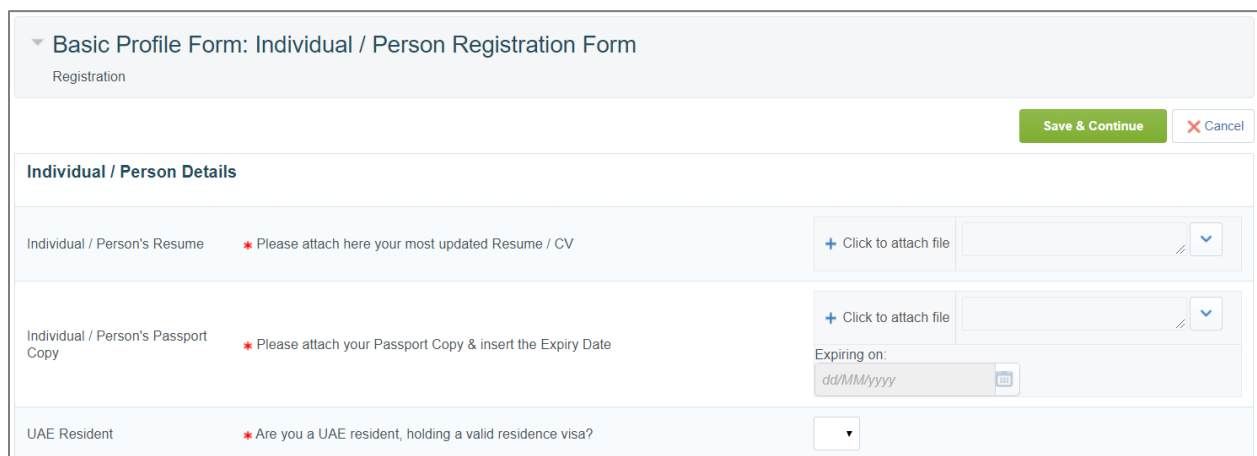
1. **“Individual / Person”** in the case you are a Freelancer, Individual Business with **no** issued Trade License.
2. **“Company / Corporation”** in the case you are registering an established corporation business **with a** valid Trade License.

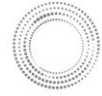


Based on the response you provided you will be presented with additional forms to be filled:

For Individual / Person, you will need to provide the following (The fields marked with red asterisk * are mandatory to fill):

1. Resume / CV
2. Passport Copy
3. Emirates ID & Visa Copy (Applicable to UAE Residences only)
4. Banking Details
5. NDA





Basic Profile Form: Individual / Person Registration Form

UAE Resident Are you a UAE resident, holding a valid residence visa? Save & Continue

Banking Details

Bank Name * Please insert the Bank Name Characters available 2000

Beneficiary Address * Please insert the Beneficiary Address Characters available 2000

Bank Address * Please insert the Bank Address Characters available 2000

Bank Account Number * Please insert the Bank Account Number Characters available 2000

Swift Code * Please insert the Swift Code Characters available 2000

IBAN Number Please insert the IBAN Number Characters available 2000

Routing Number Please insert the Routing Number (If Applicable) Characters available 2000

Non-Disclosure Agreement (NDA)

Non-Disclosure Agreement (NDA) * Please download, complete and attach a copy of the signed DFF Non-Disclosure Agreement (NDA)

Once done, click on the **Save & Continue** icon.

For Company / Corporation, you will need to provide the following (The fields marked with red asterisk * are mandatory to fill):

1. Company Details
 - a. Trade License
 - b. Issuing Authority
 - c. Company Profile
2. Banking Details
3. NDA

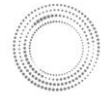
Company Details

Established Date * Please insert the company's Established Date dd/MM/yyyy

Trade / Business License Document * Please attach a copy of the Company's Valid Trade / Business License & insert the Expiry Date Expiring on: dd/MM/yyyy

Issuing Authority * Please mention the Issuing Authority of the Company's Trade License Characters available 2000

Company Profile * Please attach a copy of the Company's Profile



Basic Profile Form: Dubai Future Foundation Registration Form

Beneficiary Address * Please insert the Beneficiary Address Characters available 2000 **Save & Continue** **Cancel**

Bank Address * Please insert the Bank Address Characters available 2000

Bank Account Number * Please insert the Bank Account Number Characters available 2000

Swift Code * Please insert the Swift Code Characters available 2000

IBAN Number Please insert the IBAN Number Characters available 2000

Routing Number Please insert the Routing Number (If Applicable) Characters available 2000

Tax Registration Number Please insert the Tax Registration Number - Applicable to UAE Based Companies ONLY Characters available 2000

VAT Registration Certificate Please attach a copy of the Company's VAT Certificate (If applicable) + Click to attach file

Non-Disclosure Agreement (NDA)

Non-Disclosure Agreement (NDA) * Please download, complete and attach a copy of the signed DFF Non-Disclosure Agreement (NDA) + Click to attach file

Once done, click on the **Save & Continue** icon.

Step 4: Once you have completed filling the Basic Profile Forms, you will be directed to the final step of the Supplier Account Registration process – the **Category** selection.

In this screen, you are provided with the **Category Tree**. Expand the **Category Tree** and select the company's relevant business activities.

After selecting the relevant categories, click on **Confirm Current Selection** icon.

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

Confirm Current Selection **Cancel**

Free Text Search **Search**

Deselect All

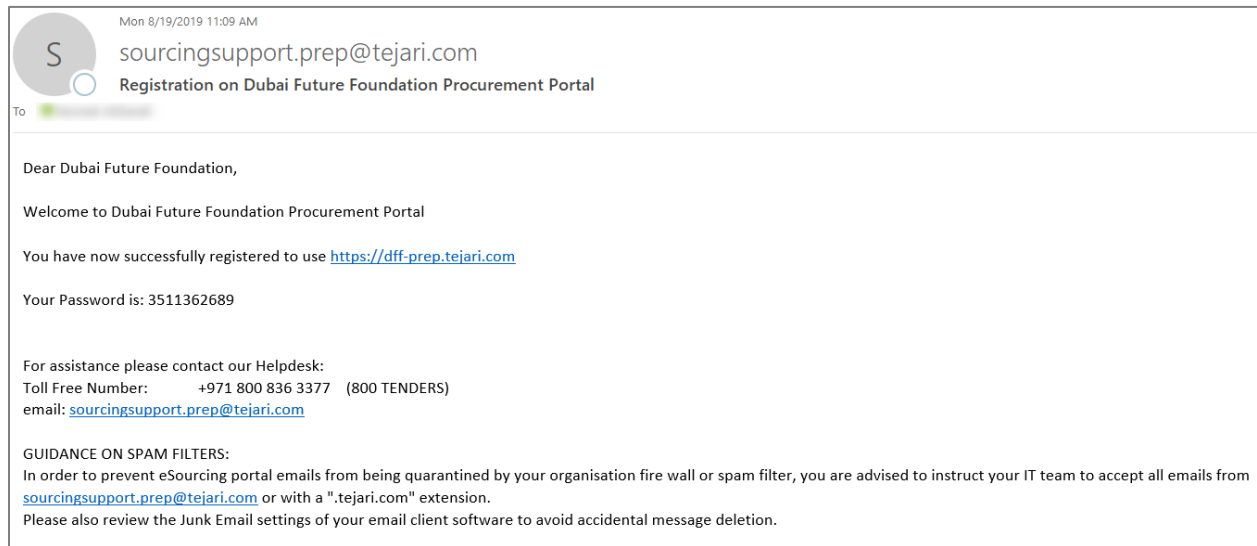
Display Selected Only **Expand All** **Collapse All**

Categories (selected items: 2)

- 03000000 - Agricultural, farming, fishing, forestry and related products
- 09000000 - Petroleum products, fuel, electricity and other sources of energy
 - 09100000 - Fuels
 - 09200000 - Petroleum, coal and oil products
 - 09300000 - Electricity, heating, solar and nuclear energy
- 14000000 - Mining, basic metals and related products
- 15000000 - Food, beverages, tobacco and related products
- 16000000 - Agricultural machinery

Step 5: An email with temporary password must be sent to the email ID(s) provided during registration.

Please login to your **Supplier Account** using the temporary password.



You will be required to modify your system generated password and set up your own permanent password:

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 8 characters
Password must be different from login!
The new password must be different from the previous 3 passwords
Passwords must contain both letters and numbers

New Password

Confirm Password

For further help and support, please contact our Helpdesk team on +971 800 8363377 (800 Tenders) for telephonic support or email sourcing support@tejari.com from Sundays to Thursdays 8:00 AM – 5:00 PM (GMT + 4:00) Abu Dhabi, Muscat.