FAQ-Vendor Registration

1. How do I go online and register myself as a vendor?

You can either visit ENOC's website to access the registration URL.
OR
An invitation will be sent by the buyer, which will contain the registration URL. You can click on the URL to access the registration page.

2. How do I register?

To begin your registration, you will need to follow the link specified in your Invitation e-mail.
Once you click the registration URL, you will find the guidelines for registration on the Home Page of the website

3. What is the minimum mandatory information to be provided for supplier registration?

To ensure the successful completion of your registration request, following are the minimum mandatory requirements to be submitted

    a) Company Name
    b) Primary Contact
        First Name
        Last Name
        e-mail ID
    c) Address:
        Country
        Address Line 1
        Emirate
        PO Box
        Address Name
    d) Trade License Details:
        Trade License Number
        Issuing Authority
    Validity Date (for UAE based suppliers)
    e) Products & services
    f) Remittance Details:
        Bank
        Bank Branch
        Account Number
        IBAN Number
        Payment Currency

4. Which are the documents to be provided at the time of registration?

    a) Pre-qualification questionnaire (Mandatory- *Please refer to the registration guidelines*)
    b) Trade License (Mandatory- *For UAE based suppliers*)

    c) Company Profile (Optional)

If any other documents are required such as No Objection Certification (NOC) from government authorities, the buyer or the vendor management team representative will be subsequently informing you

5. Are there any other documents or details to be provided at the time of registration?

Depending on the products and services your company currently supplies and/or wishes to supply, you might be asked to provide additional information about your company.

6. How do I attach a document(s)?

Please follow the guidelines provided in the link on the home page for the vendor registration.

Note:

Please note submitting a **Request for Registration** does **not** qualify you as an approved vendor with ENOC. You may or may not be contacted based on evaluation by specialists and the nature of the requirement.

ENOC is not liable to process any requests unless it is in line with the business requirements and found to be an added value.

Upon completion of the online registration request, your submitted details will be reviewed and assessed. After completion of evaluation process, you will receive the user account and password to *iSupplier Portal*. For further information on iSupplier Portal please refer to "FAQ-iSupplier Portal"