



# NEW Supplier Registration Manual

## Procurement and Contracts Section

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How to register in ADPF-Sourcing as new supplier

V1- 04/02/2026

## Guidelines

1. Registration in the ADPF- Sourcing is mandatory to conduct business with ADPF.
2. Ensure your status is marked as "Approved" to be invited for tenders.
3. Update your trade license before it expires to maintain your qualified status.
4. Keep your user details updated, as all system notifications are sent directly to registered users in the system.
5. Ensure the category of products or services listed is aligned with your trade license.
6. For any inquiries related to supplier registration, please contact supplier registration support [Supplierinquiry@pension.gov.ae](mailto:Supplierinquiry@pension.gov.ae)
7. Link of The ADPF-Sourcing System: [https://spp-ext.pension.gov.ae/OA\\_HTML/jsp/pos/suppreg/SupplierRegister.jsp?oid=BDB7AF1018A39E4A](https://spp-ext.pension.gov.ae/OA_HTML/jsp/pos/suppreg/SupplierRegister.jsp?oid=BDB7AF1018A39E4A)

## Documents required for Registration

1. Trade License/Certificate of Incorporation
2. VAT Certificate for UAE suppliers
3. Bank letter issued to company from Bank showing IBAN
4. Company Profile
5. Attested Power of Attorney for Authorized Signatories
6. Quality, ISO, HSE, or Other Relevant Certifications (if available)
7. Audited Financial Report (if available)



## Supplier Registration – FAQ

1. Who should register?  
Any company wishing to do business with ADPF.
2. How do I register?  
Register through the ADPF-Sourcing Portal and submit all required information.
3. What information is required?  
Company details, legal documents, tax information, bank details, and contact information.
4. How long does approval take?  
A few business days, depending on completeness of submission.
5. Can I update my details later?  
Yes, supplier information can be updated in the portal (approval may be required).
6. What if I forget my password?  
Use the “Forgot Password” option to reset it.
7. What are the password requirements?  
Minimum 13 characters, including one number, one lowercase letter, and one special character.
8. Does registration guarantee approval?  
No, registration does not guarantee supplier approval.
9. Is there a registration fee?  
No, Supplier registration is free.

Stock #

Apr 1 2015



# Part 1: New Supplier Registration



# Page 1: Basic Information - Supplier Registration

ORACLE iSupplier Portal Close

Basic Information Company Details Additional Information Attachments

## Prospective Supplier Registration

Step 1 of 4 **Next**

\* Indicates required field  
Blank label for instruction text

**The Company name should match with exactly with Trade License names, otherwise will be rejected**

- Registration in this System is mandatory to conduct business with ADPF.
- Ensure your status is marked as "Approved" to be invited for tenders.
- Update your trade license before it expires to maintain your qualified status.
- Keep your user details updated, as all system notifications are sent directly to registered users in the system.
- Ensure the category of products or services listed is aligned with your trade license.
- For any inquiries related to supplier registration, please contact supplier registration support [supplier.registration@pension.gov.ae](mailto:supplier.registration@pension.gov.ae)

### Company Name As Per Trade License

\* Company Name

### Company Official Contact Information

**Official Email (use info@xxx.com, not personal like rashid@xxx.com)**

\* Email

First Name

\* Last Name

\* Phone Area Code

\* Mobile Number

Phone Extension

To continue your registration, you need to add all the mandatory fields,

1. Enter the Company Name as per the Trade License.
2. Enter the Official Email addressed to be used for communication
3. Enter the First Name & Last Name of 'Point of Contact'
4. Enter the Phone Area Code & the Mobile Number
5. Click on 'Next' upon completion



# Page 2: Company Details - Additional Details

ORACLE iSupplier Portal Close

Basic Information **Company Details** Additional Information Attachments

## Prospective Supplier Registration: Additional Details

[Save For Later](#) [Back](#) Step 2 of 4 [Next](#)

Blank label for instruction text

Company Name: Avalanche Marketing LLC

Arabic Supplier Name:

Note to Buyer:

Note to Supplier:

### Address Book

1 At least one entry is required.

[Create](#)

Address Name	Address Details	Purpose	Update	Delete
No results found.				

This is the second page in the Supplier Registration process. Supplier has to enter the details in the sections that will be displayed in this page.

1. Click on 'Create' button



# Page 2: Company Details - Address Information

ORACLE iSupplier Portal Close 5 Settings

## Create Address

Cancel Apply

\* Indicates required field

1 \* Country United Arab Emirates

1 \* Address Name Abu Dhabi

2 \* Address Line 1 Al Bateen Area

Address Line 2

Address Line 3

Address Line 4

City

County

State

Province

Postal Code

3 \* Phone Country Code 00971

\* Official Phone Number 504784521

Fax Area Code

Fax Number

4 \* Company Official Email sales@avalance.ae

Purchasing Address

Payment Address

RFQ Only Address

Please make sure to fill all mandatory fields:

1. Enter the Address Name
  2. Enter the Address Line 1 and other information based on the applicability
  3. Enter the Phone Country Code and Official Phone Number
  4. Enter the Company Official Email
  3. Click Apply
- On the next page click on "NEXT" → to be able to reach the page of "Additional Information"



# Page 2: Company Details - Contact and Focal Point

## Company Contact And Focal Point Details(you can add additional in addition to official email id)

At least one entry is required.

1 <b>Create</b>   ...						
First Name	Last Name $\Delta$	Phone	Email	Requires User Account	2 <b>Update</b>	Delete
Jennifer	Kerry	00971-501241236	Kerry@avalanche.ae	✓		

Based on the data provided in the initial page, a Supplier contact is created automatically.

1. Click on 'Create' button → To Create a new contact (if required additional contact details)
2. Click on 'Update' button to review and update the existing contact information.



# Page 2: Company Details - Contact and Focal Point

Contact Title	<input type="text"/>	Phone Area Code	<input type="text" value="00971"/>
First Name	<input type="text" value="Jennifer"/>	* Mobile Number	<input type="text" value="501241236"/>
Middle Name	<input type="text"/>	Phone Extension	<input type="text"/>
* Last Name	<input type="text" value="Kerry"/>	Alternate Phone Area Code	<input type="text"/>
Alternate Name	<input type="text"/>	Alternate Phone Number	<input type="text"/>
Job Title	<input type="text"/>	Fax Area Code	<input type="text"/>
Department	<input type="text"/>	Fax Number	<input type="text"/>
* Contact Email	<input type="text" value="Kerry@avalanche.ae"/>		
Company Website	<input type="text"/>		

## Contact Purpose

<input type="button" value="+ ..."/>	
Purpose	Remove
No results found.	

## Supplier User Account

Create User Account For The Contact

## Addresses For the Contact

<input type="button" value="+"/> <input type="button" value="🗨️"/> <input type="button" value="✏️"/> <input type="button" value="⋮"/>		
Address Name	Address Details	Remove
No results found.		

Review and update the existing contact information

1. Click Apply

Activate Windows  
Go to Settings to activate Windows.

1



# Page 2: Company Details - Business Classifications

## Business Classifications

Please select one of Business Classification

...


* Classification	1 Applicable
International Suppliers	<input type="checkbox"/>
UAE Registered Company with VAT applicable	<input checked="" type="checkbox"/>
UAE Registered Company with VAT not applicable	<input type="checkbox"/>



Supplier must select their business classification.



# Page 2: Company Details - Product and Services

 TIP Date format example: 22-Oct-2025

## Products and Services(As Per Trade License Activities)

At least one entry is required.

1 **Create** ...

Code	Products and Services	Delete
No results found.		







3

## Add Products and Services: : (Avalanche Marketing LLC)

Cancel **Apply**


- Browse All Products & Services
- Search for Specific Code and Product

...

Code	Products and Services	View Sub-Categories	Applicable
ADPF-Building & Construction	ADPF-Building & Construction		<input type="checkbox"/>
ADPF-Design & Creative Services	ADPF-Design & Creative Services		<input type="checkbox"/>
ADPF-Facilities Mgmt Services	ADPF-Facilities Mgmt Services		<input type="checkbox"/>
ADPF-Marketing & PR Services	ADPF-Marketing & PR Services		<input checked="" type="checkbox"/>
ADPF-Mgmt Consulting Services	ADPF-Mgmt Consulting Services		<input checked="" type="checkbox"/>
ADPF-Parent Category	ADPF-Parent Category		<input type="checkbox"/>
ADPF.Marketing & PR Services	ADPF.Marketing & PR Services		<input type="checkbox"/>

2

1. Click on 'Create' to add the list of Products & Services provided by the supplier based on the Trade License Certificate
2. Select the applicable values as shown in the screenshot

 **(Important: Selecting incorrect categories may result in not being invited to future RFx. Please ensure the selected categories match your trade/commercial license activities.)**

3. Click on 'Apply' upon completion.



# Page 2: Company Details - Bank Details

## Banking Details

1. Click on 'Create' for Banking Details section to create a new bank account to the Supplier profile.

1 **Create** ...

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
No results found.								

Prospective Supplier Registration: Current Status >

## Create Bank Account

Cancel **Apply**

\* Indicates required field

2 \* Country **United Arab Emirates**

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

### Bank

New Bank  
 Existing Bank

3 \* Bank Name **Abu Dhabi Commercial Bank**

Bank Number   
Tax Payer ID

Show Bank Details

### Branch

New Branch  
 Existing Branch

4 \* Branch Name **Main**

Branch Number   
BIC   
Branch Type **SWIFT**

Show Branch Details

### Bank Account

5 \* Account Number **1018420213301**

Check Digits

6 \* IBAN **AE65003001018420213301**

Show Account Details

7 \* Account Name (As per bank letter) **Avalance Marketing LLC**

\* Currency **UAE Dirham**

### Comments

Note to Buyer

2. Select the Bank Country
3. Select the Bank Name from the list of options
4. Select the Bank Branch from the list of options
5. Enter the Bank Account Number
6. Enter the IBAN Number
7. Enter the Account Name & Currency
8. Click on Apply





# Page 2: Company Details - Bank Details

## 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
101842012320	UAE Dirham	Account Name	Abu Dhabi Commercial Bank PJSC		Main			

Save For Later Back Step 2 of 4 Next

1 2 3

Bank Account created in the previous slide is visible on the registration profile.

1. Click on the Edit button to review & update
2. Click on Delete button to delete the bank account entry from the registration profile
3. Click on Next to proceed to the next steps of the registration.



# Page3: Additional Information - Supplier Profile Attributes

**Supplier Profile Attributes** Save For Later Back Step 3 of 4 Next

\* Indicates required field

**Tax Registration** 1

\* Date of Tax Registration  \* Tax Registration Number

**License and Owner Details** 2

\* Date of Establishment  \* Trade License Expiry Date   
\* Trade License Number / Certificate of Inc-operation Number   
If other, please write   
\* Trade License / Certificate of Inc-operation Issuing Authority  \* Organization Legal Structure   
\* Trade License Issuance Location   
If other, please write   
\* Official Email   
\* Official Phone Number

**Business Details** 3

\* Choose your company's primary type of business:  \* Specify main goods, services, or manufactured products that company provides

**Experience** 4

\* Years of experience   
\* Number of clients in Public Sector   
\* Number of clients in Private Sector   
\* Major Clients (list key private and government entities served)   
\* Number of clients in Semi Government Sector   
\* International Experience/Branches

Activate Windows  
Go to Settings to activate Windows.

Supplier must enter all Mandatory requirements:

1. Enter the Tax Registration details as shown
2. Enter the License and Owner Details
3. Enter the Business details
4. Enter the Experience details as shown in the screenshot
5. Click on Next



# Page3: Additional Information - Supplier Profile Attributes

1

## Legal Authorization

\* I'm authorized to register company & accept terms for & on behalf of Supplier.

\* Position of the Authorized Person under POA

\* Name of the Person Authorized to provide Supplier Information for Registration

2

## Financial & Legal Status

\* Has your company faced bankruptcy or failed financial duties in last 5 years?

\* Has your company faced misconduct or conviction for fraud, corruption, etc.?

"If 'Yes', please provide relevant details below."

If 'Yes' to Business Standing, please provide details in the space below.

3

## Compliance & Certifications

\* Do you have Business Continuity (BCM) plan for response, recovery and training?

\* Do you have EHS (Environment, Health & Safety) Certificate?

\* Do you have a pre-screening policy and process for new joiners in place?

\* Do you have ICV certificate?

4

## Conflict of Interest

\* Are you aware of any conflict of interest affecting your service to ADPF?

Did you/ or your staff work in ADPF?

\* I declare all known conflicts; will inform ADPF of any future changes.

If 'Yes', list ADPF relative(s): Name(s) and Position.

If Yes, list ADPF Staff Name(s)

Supplier must enter all the additional information to be qualified as an approved Supplier.

1. Enter the Legal Authorization details as shown in the screenshot
2. Enter the Financial and Legal status as shown in the screenshot
3. Enter the Compliance & Certifications details as shown in the screenshot
4. Enter the Conflict-of-Interest details as shown in the screenshot



# Page3: Additional Information - Supplier Profile Attributes

Agreements & Acknowledgements **1**

\* I agree to the ADPF Procurement Portal User Agreement (see attachment).

\* I agree to the ADPF Supplier Code of Conduct (see attachment).

\* All mandatory fields are filled; info provided is correct and valid

Agreement Files

User Agreement  
Supplier - Code Of Conduct

Save For Later Back Step 3 of 4 **Next** **2**

Supplier must enter all the additional information to be qualified as an approved Supplier.

1. Click on YES Acknowledging the acceptance of user agreement & supplier- code of conduct.  
(Supplier can download the Agreement and Conde of Conduct files attached to the registration process)
2. Click on Next to proceed with the next steps in the registration process.



# Page 4: Add Attachments

Basic Information      Company Details      Additional Information      **Attachments**

Submit Back Step 4 of 4

Please add the file name same as the category name in the attachment area

### Attachments

1

Add Attachment

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

### Attachment Notes

- 1. Trade License / Business Registration Certificate  
Mandatory: UAE companies must provide Trade/Commercial License
- 2. Bank Details Letter  
Mandatory: Bank letter should be issued by the bank and the company name should match the name on the trade license.
- 3. Company Profile  
Provide detailed information including company background, contact details, past project experience, client testimonials, key personnel, and any relevant certifications or awards.
- 4. Owner(s) or Authorized Signatory ID  
Mandatory: Passport and/or Emirates ID for UAE residents; Passport or National ID for foreign owners/signatories
- 5. VAT Registration Certificate  
Mandatory: Provide VAT Certificate If registered for VAT in UAE / if not registered provide official letter stamped by your company
- 6. Power of Attorney / Authorization Letter  
Mandatory: Power of Attorney supporting documents
- 7. Audited Financial Statements  
If available; alternatively, please provide recent bank statements
- 8. Quality, ISO, HSE, or Other Relevant Certifications  
Provide the available certificates

This is the final section of the registration process and supplier must attach all the required and applicable documents to the Supplier registration profile highlighted in RED color.

1. Click on Add Attachment



# Page 4: Add Attachments

**Add Attachment**

Confirmation  
Attachment 2025-10-22 19:... has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

Attachment Type: File

Title:

Description:

\*Category: 1  2

- \*File
- 1- Trade License Certificate
- 2- Bank Letter with Company Name and IBAN
- 3- Company Profile
- 4- Authorized Signatory ID
- 6- Power of Attorney / Authorization Letter
- 7- Audited Financial Statements
- 8- Quality, ISO, HSE, or Other Relevant Certifications
- Miscellaneous
- Others
- To Buyer

**Add Attachment**

Confirmation  
Attachment 2025-10-22 19:... has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

Attachment Type: File

Title:

Description:

\*Category:

\*File:  Choose File No file chosen

Buttons: Cancel, Add Another, Apply

1. Select the applicable category of the document that is being attached
2. Click on 'Choose File' > Select the file
3. Click on 'Add Another' to attach more documents
4. Click on 'Apply' after attaching all the documents.



# Page 4: Registration Confirmation

Basic Information      Company Details      Additional Information      **Attachments**

Please add the file name same as the category name in the attachment area

**Attachments**      **Submit**      **Back**      Step 4 of 4

1

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
70	2025-10-22 19:37:26 PR Vie...	File	2024-12-31 14:49:43 PR Vie...	8- Quality, ISO, HSE, or Other Relevant Certifications	GUEST	22-Oct-2025	One-Time		
60	2025-10-22 19:37:16 BRD - ...	File	2025-09-09 10:19:20 BRD - ...	7- Audited Financial Statements	GUEST	22-Oct-2025	One-Time		
50	2025-10-22 19:37:03 PR Vie...	File	2024-12-31 14:49:43 PR Vie...	6- Power of Attorney / Authorization Letter	GUEST	22-Oct-2025	One-Time		
40	2025-10-22 19:35:51 FA Soft...	File	2024-12-18 22:12:13 FA Soft...	4- Authorized Signatory ID	GUEST	22-Oct-2025	One-Time		
30	2025-10-22 19:35:42 PO His...	File	2024-12-31 14:49:49 PO His...	3- Company Profile	GUEST	22-Oct-2025	One-Time		
20	2025-10-22 19:35:33 PR Vie...	File	2024-12-31 14:49:43 PR Vie...	2- Bank Letter with Company Name and IBAN	GUEST	22-Oct-2025	One-Time		
10	2025-10-22 19:35:25 Caterin...	File	2024-10-23 17:19:13 Caterin...	1- Trade License Certificate	GUEST	22-Oct-2025	One-Time		

**ORACLE iSupplier Portal**

1 **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.

1. Click on Submit button after uploading all the mandatory and applicable documents
2. A confirmation is displayed on the supplier registration submission.
  - End of the process.





**Thank You**

