



Supplier- Profile Updating Manual

Procurement and Contracts Section

How to Manage/Update Supplier Profile in ADPF-Sourcing Portal

V1- 04/02/2026

Guidelines

1. Registration in the ADPF-Sourcing is mandatory to conduct business with ADPF.
2. Use Official/Email ID rather than individual private emails for main user
3. Ensure your status is marked as "Qualified" to be invited for tenders.
4. Update your trade license before it expires to maintain your qualified status.
5. Keep your user details updated, as all system notifications are sent directly to registered users in the system.
6. Ensure the category of products or services listed is aligned with your trade license.
7. For any inquiries related to supplier registration, please contact supplier registration support supplier.registration@pension.gov.ae

Documents required for Registration

1. Trade License/Certificate of Incorporation
2. VAT Certificate for UAE suppliers (if available)
3. Bank letter issued to company from Bank showing IBAN
4. Company Profile
5. Attested Power of Attorney for Authorized Signatories
6. Company certificates such as Environment, Health & Safety, ICV etc. (if available)
7. Any Other required documents

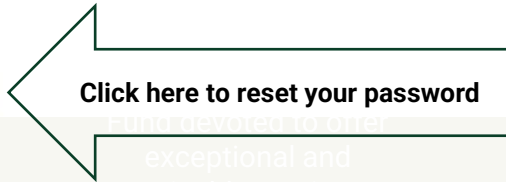
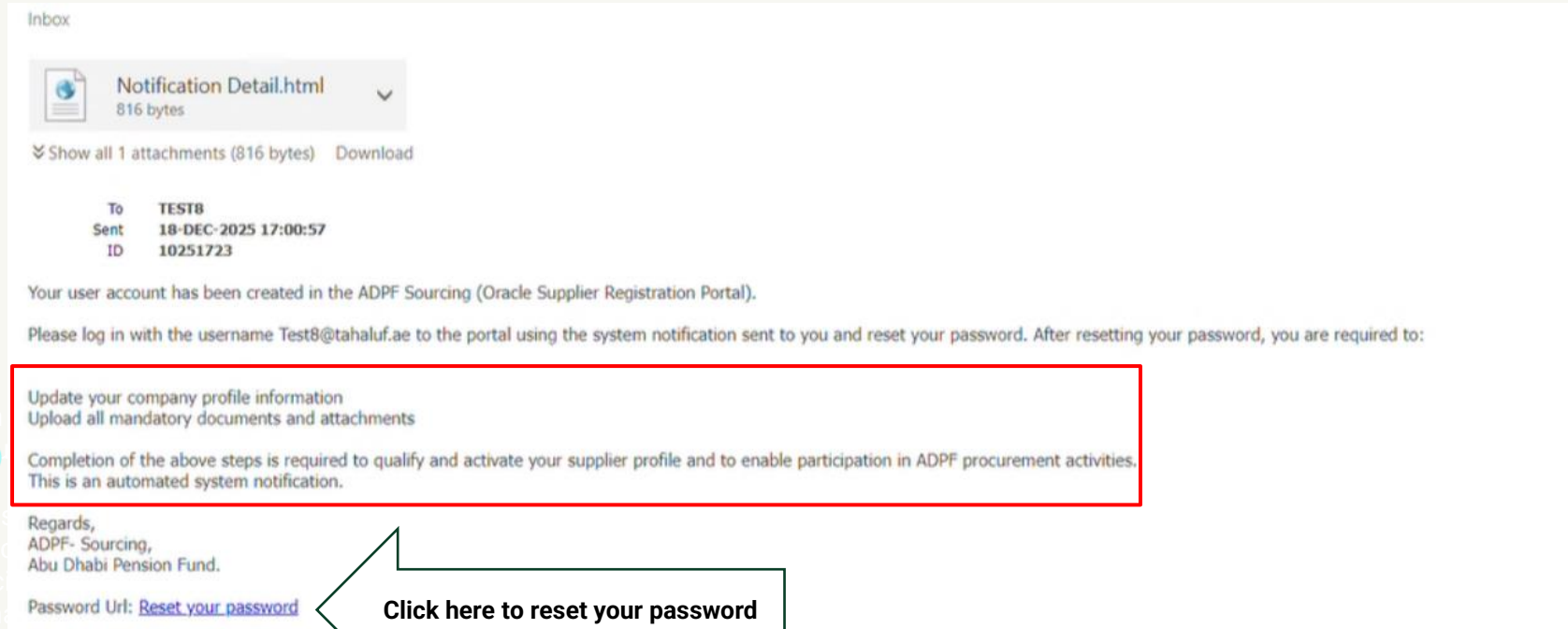


Supplier Registration – FAQ

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.



You will receive – Email with username and reset password



Title

Access the ADPF Supplier Portal URL

1. Enter the Username
2. Enter the Password



Manage/Update - Reset Password

ORACLE

Reset Password

* Indicates required field

Please enter your username and passwords below. The password you enter below will be used to replace your old password.

* User Name

* Password

(5 characters or more)

* Confirm Your Password

Confirm Password

Enter your provided Username & New Password

Note: Password must comply with security standards: a minimum of 13 characters, including at least one number, one lowercase letter, and one special character.



Manage/Update - Supplier Profile

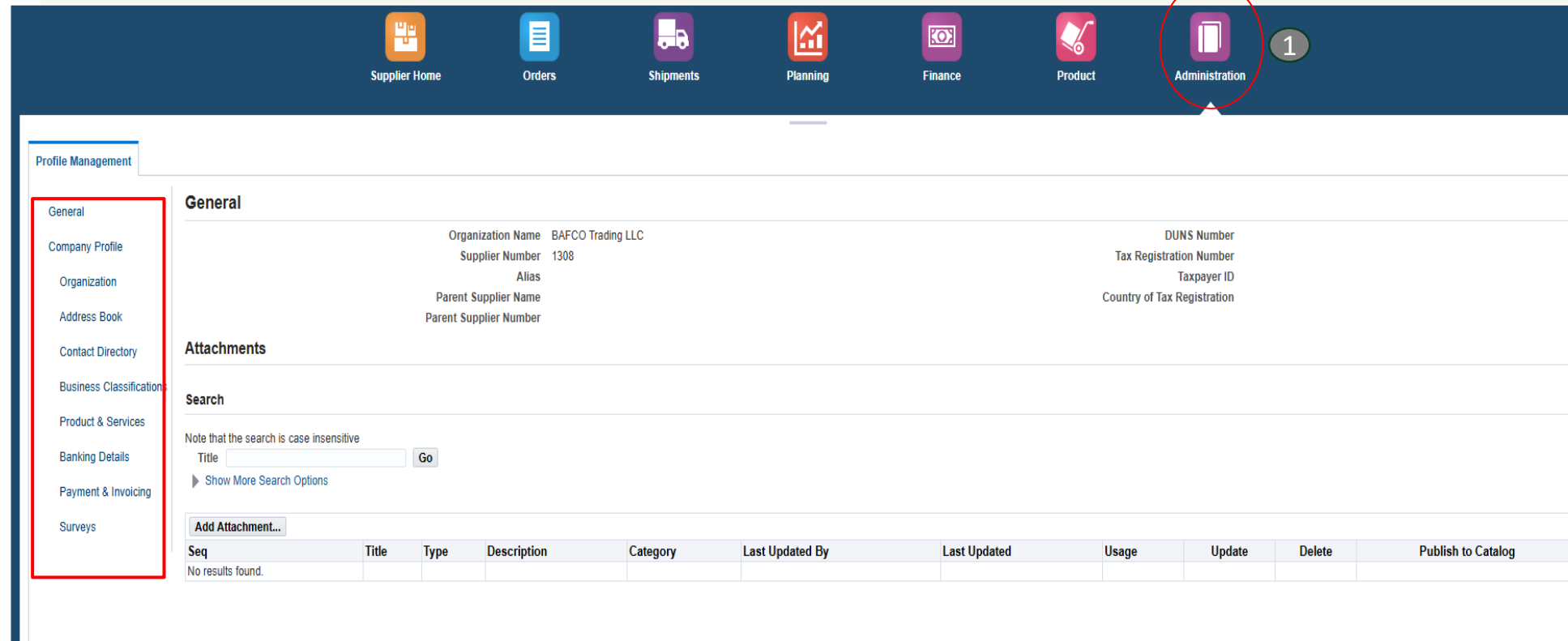
The screenshot shows the Oracle E-Business Suite interface. At the top, there is a dark blue header with the text "ORACLE E-Business Suite" on the left and navigation icons (star, gear, and a notification bell with a yellow circle containing the number 5) on the right. Below the header is a search bar with the text "Enterprise Search" and a dropdown menu set to "Contract Documents". To the right of the search bar is a "Go" button and a "Search Results Display Preference" dropdown set to "Standard".

The main content area is titled "Home" and is divided into two columns. The left column is titled "Navigator" and contains a "Personalize" button and two folder icons: "iSupplier Portal Full Access" (highlighted with a red box and a small circle containing the number 1) and "Sourcing Supplier". The right column is titled "Worklist" and contains an "Advanced Worklist for Notifications" button. Below this is a table with columns "From", "Type", and "Subject".

1. Click on the 'iSupplier Portal Full Access' to manage the Supplier Profile



Manage/Update - Supplier Profile



Supplier Home Orders Shipments Planning Finance Product Administration 1

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classification

Product & Services

Banking Details

Payment & Invoicing

Surveys

General

Organization Name BAFCO Trading LLC DUNS Number
Supplier Number 1308 Tax Registration Number
Alias Taxpayer ID
Parent Supplier Name Country of Tax Registration
Parent Supplier Number

Attachments

Search

Note that the search is case insensitive

Title Go

▶ Show More Search Options

Add Attachment...

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

1. Click on the 'Administration' tab to access the profile management options in order to fill all required fields in all tabs.



Manage/Update - General (Attachments)

Profile Management

1 **General**

- Company Profile
- Organization
- Address Book
- Contact Directory
- Business Classifications
- Product & Services
- Banking Details
- Payment & Invoicing
- Surveys

General

Organization Name: TAHALUF AL EMARAT TECHNICAL SOLUTIONS - L.L.C - S.P.C
Supplier Number: 2327
Alias:
Parent Supplier Name:
Parent Supplier Number:

DUNS Number:
Tax Registration Number:
Taxpayer ID:
Country of Tax Registration:

Attachments

Search

Note that the search is case insensitive

Title

▶ Show More Search Options

Add Attachment...

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

Attachments that are missing should be attached following the below tab

1. Click on Add Attachment



Manage/Update - Supplier Profile (Attachments)

The screenshot shows the 'Add Attachment' dialog box with the following fields and buttons:

- Attachment Type: File
- Title: [Text Field]
- Description: [Text Field]
- *Category: [Dropdown Menu]
- *File: Choose File (No file chosen)
- Buttons: Cancel, Add Another, Apply

The screenshot shows the 'Add Attachment' dialog box with a 'Confirmation' message and a list of attachment categories. A red box highlights the list of categories, and a blue box highlights the 'File' option in the dropdown menu.

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.

Add Attachment

Attachment Type: File

Title: [Text Field]

Description: [Text Field]

*Category: [Dropdown Menu]

*File: [Text Field]

1- Trade License / Business License (Mandatory: UAE companies)

2- Bank Letter with Company Name and IBAN (Mandatory for all suppliers)

3- Company Profile (Mandatory for all suppliers. Please provide details)

4- Owner(s) or Authorized Signatory ID (Passport and/or Emirates ID for UAE residents)

5- VAT Registration Certificate (If registered for VAT for UAE suppliers)

6- Power of Attorney / Authorization Letter (If the person is not the owner or an authorized signatory)

7- Audited Financial Statements (If available; alternatively, please provide recent financial statements)

8- Quality, ISO, HSE, or Other Relevant Certifications

Miscellaneous

Others

To Buyer

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.



Manage/Update - Organization Information

1. Click on the 'Organization' tab to access the Organization Information
2. At the end SAVE



Manage/Update - Organization Information

The screenshot displays the 'Organization Information' management interface. At the top, a dark blue navigation bar contains icons for 'Supplier Home', 'Orders', 'Shipments', 'Planning', 'Finance', 'Product', and 'Administration'. On the left, a 'Profile Management' sidebar lists various sections, with 'Organization' circled in red. The main content area features a yellow 'Confirmation' banner stating 'Changes to Organization have been saved'. Below this, the 'Organization' section is active, with the 'Business Details' tab highlighted and circled with a '1'. A red box highlights the tabs for 'Experience', 'Legal Authorization', 'Financial & Legal Status', 'Compliance & Certifications', 'Conflict of Interest', and 'Agreements & Acknowledgements', with a '2' circled above them. The form fields include 'Choose your company's primary type of business' (Trading), 'Annual Revenue' (Upto 2 Millions), 'Number of Employees' (6-50), and a text area for 'Specify main goods, services, or manufactured products that company provides.' (Trading). A 'Save' button is circled with a '3', and a callout box points to the form fields with the text 'Update each field as applicable'.

The Supplier can access all the sections/questions that are filled during the registration process.

1. Click on the 'Business Details' tab to access the respective questions.
2. Similarly, Supplier can click on all the available tabs next the 'Business Details' to view/update where-in applicable.
3. At the end SAVE







Manage/Update - Address Book

Profile Management

- General
- Company Profile
- Organization
- Address Book**
- Contact Directory
- Business Classifications
- Product & Services

Address Book

Create | ... 3

Address Name ▲	Address Details	Country ▲	Status ▲	Update	Remove
Abu Dhabi	Abu Dhabi	United Arab Emirates	Current		
Dubai	Dubai Complex Umm Hurair Road 15556	United Arab Emirates	Current	 2	

1. Click on 'Address Book' to access the existing address information
2. Click on 'Update' to review/update the existing address information
3. Click on 'Create' to create a new Supplier 'Address'



Manage Supplier Profile– Address Book

Administration: Profile Management: Address Book >

Create Address

* Indicates required field

Supplier Name BAFCO Trading LLC

Country United Arab Emirates **1**

2 * Address Name New Address 3

* Address Line 1 Lane 3

Address Line 2

Address Line 3

Address Line 4

City

County

State

Province

Postal Code

Supplier Number 1308

Phone Area Code 00971 **3**

Phone Number 6317008

Fax Area Code

Fax Number

Email Address

Purchasing Address

Payment Address

RFQ Only Address

Cancel Save **4**

Update as applicable

Address Purpose

+ ...

Purpose	Remove
No results found.	

Note

Note

Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.

1. Select the Address Country
2. Enter the 'Address Name' for quick identification and enter the address information as applicable
3. Enter the Phone Area Code and Phone Number
4. Click on Save to complete the new address creation



Manage Supplier Profile– Contact/focal point Creation

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory 1

Business Classifications

Product & Services

Banking Details

Payment & Invoicing

Surveys

Contact Directory : Active Contacts

Create 3

First Name △	Last Name △	Phone Number △	Email △	Status △	User Account	Remove	Addresses	Update
Hanan	Sweis	050-8004313	hanan@baico.com	Current	✓			2

Add additional focal point as applicable

1. Click on 'Contact Directory' to view the existing contact information that was used during the Supplier Registration.
2. Click on 'Update' button to review / update any information if applicable
3. Click on 'Create' button to create an additional focal points (In case required to add multiple focal points)



Manage Supplier Profile– Contact Creation

Administration: Profile Management: Contact Directory >

Create Contact

* Indicates required field

Cancel Save

4

1 Contact Title
First Name
Middle Name
* Last Name Joy
Alternate Name
2 Job Title
Department
Contact Email sales@plantar.ae
Url

Phone Area Code 00971
Phone Number 508965236 3
Phone Extension
Alternate Phone Area Code
Alternate Phone Number
Fax Area Code
Fax Number

Contact Purpose

+ ...

Purpose	Remove
No results found.	

1. Enter the First Name and Last Name
2. Enter the Contact Email
3. Enter the Phone Area Code & Phone Number (Mobile number for the focal point)
4. Click on 'Save' to save the newly created contracted information.

Confirmation
Joy has been added to your Contact Directory.

Contact Directory : Active Contacts

Create | ...

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Joy		00971-508965236	sales@plantar.ae	Pending 2				
Hanan	Swais	050-8004313	hanan@bafco.com	Current 1	✓			

► Contact Directory : Inactive Contacts

1. The 'Approved' contact will have the status as 'Current'.
2. The new contact created will undergo approvals and will have the status as 'Pending' and upon approvals, will turn to 'Current'



Manage Supplier Profile– Business Classification

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Banking Details

Payment & Invoicing

Surveys

Business Classifications

Cancel Save

Certification

I certify that I have reviewed the classification below and they are current and accurate.

Last Certified By

TIP Date format example: 30-Sep-2025

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
UAE Registered Company with VAT applicable	<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
International Suppliers	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
UAE Registered Company with VAT not applicable	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

Cancel Save

1. Click on 'Business Classification' to view / update the applicable information
2. During the registration, Supplier have selected the option based on the Company profile. **PLEASE DO NOT MODIFY**
3. Enter the new Certificate Number
4. Enter the Certifying Agency
5. Enter the Expiry Date
6. Click on 'Save'



Manage Supplier Profile– Products & Services

The screenshot displays the 'Administration' menu in the top navigation bar. The left sidebar shows the 'Profile Management' section with 'Product & Services' highlighted and circled in red, marked with a '1'. The main content area is titled 'Products and Services' and features an 'Add' button with a dropdown arrow, marked with a '2'. Below this is a table with the following structure:

<input type="checkbox"/>	Code	Products and Services	Date Added	Approval Status	View Sub-Category
No results found.					

1. Click on 'Products & Services' → This is to add the list of Products & Services that are applicable as per the Trade License. During the registration all the Products & Services selected will be available here. Supplier can add more based on the Trade License.
2. Click on 'Add' button to add a new Products & Services to the Supplier profile.



Manage Supplier Profile– Products & Services

Administration: Profile Management: Product & Services >

Add Products and Services: : (BAFCO Trading LLC)

Cancel **Apply**

Browse All Products & Services
 Search for Specific Product & Service

Rows 1 to 30

Code	Products and Services	View Sub-Categories	Applicable
ADPF-Courier & Postal Services	ADPF-Courier & Postal Services		<input type="checkbox"/> Applicable
ADPF-Cybersecu...	ADPF-Cybersecurity		<input type="checkbox"/> Applicable
ADPF-Design & Creative Services	ADPF-Design & Creative Services		<input type="checkbox"/> Applicable
ADPF-Education & Institutions	ADPF-Education & Institutions		<input type="checkbox"/> Applicable
ADPF-Electronics & IT	ADPF-Electronics & IT		<input type="checkbox"/> Applicable
ADPF-Event Mgmt Services	ADPF-Event Mgmt Services		<input checked="" type="checkbox"/> Applicable
ADPF-Facilities Mgmt Services	ADPF-Facilities Mgmt Services		<input checked="" type="checkbox"/> Applicable
ADPF-Financial Services	ADPF-Financial Services		<input checked="" type="checkbox"/> Applicable
ADPF-General Services	ADPF-General Services		<input type="checkbox"/> Applicable
ADPF-IT & Telecom	ADPF-IT & Telecom		<input type="checkbox"/> Applicable

1. Select the required product & services category (Should be selected as per your Trade License category)
2. Click on 'Apply' to add the new values to the profile
3. Supplier can notice the 'Approval Status' of the newly added 'Products & Services' as 'Pending Approval'. Upon ADPF internal approvals, the Approval status will be 'Approved'.



Manage Supplier Profile– Banking Details

Banking Details Cancel Save

View: General Accounts

TIP Date format example: 30-Sep-2025

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update
▶	1001423688	AE940230000001001423688	UAE Dirham	COMMERCIAL BANK OF DUBAI PSC	21-Oct-2019		1	⬆	⬇	Approved	✎
▶	1011008172001	AE230260001011008172001	UAE Dirham	Emirates NBD Bank PJSC	22-Nov-2015		2	⬆	⬇	Approved	✎
▶	1011001691255016	AE570271011001691255016	UAE Dirham	First Gulf Bank	09-May-2016		3	⬆	⬇	Approved	✎

1. Click on 'Banking Details' section to view the existing Banking details.
2. Click on 'Update' to review or update the existing banking details
3. Click on 'Create' to add a new bank account to the Supplier profile.



Manage Supplier Profile – Banking Details

Administration: Profile Management: Banking Details >

Create Bank Account

* Indicates required field

* Country 1

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

Bank **Branch**

New Bank Existing Bank 2

Bank Name 3

Bank Number

Tax Payer ID

[▶ Show Bank Details](#)

New Branch Existing Branch 4

Branch Name 5

Branch Number

BIC

Branch Type

[▶ Show Branch Details](#)

Bank Account

Account Number 6

Check Digits

IBAN 7

[▶ Show Account Details](#)

Account Name

Currency 8

Account Status

Comments

Note to Buyer

Cancel Save 9

1. Select the Bank Country from the available list of values
2. Choose the option – Existing Bank
3. Select the bank from the available list of values
4. Choose the option – Existing Bank Branch
9. Click on 'Save' to add the new bank account to the Supplier profile.

5. Select the bank branch from the available list of values
6. Enter the Account Number
7. Enter the IBAN Number
8. Enter the Account Name & Currency

Note: IBAN Number is mandatory if the Country is UAE and IBAN should have 23 digits in it.



Manage Supplier Profile – Banking Details

Profile Management

General
Company Profile
Organization
Address Book
Contact Directory
Business Classifications
Product & Services
Banking Details
Payment & Invoicing
Surveys

Confirmation
Bank account 12457855 has been added to your company profile. The account information will be routed to an administrator who will review the details and carry out any account verification that is required. You will be notified once the review is complete.

Banking Details Cancel Save

View: General Accounts

TIP Date format example: 30-Sep-2025

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update
▶	1001423688	AE94023000001001423688	UAE Dirham	COMMERCIAL BANK OF DUBAI PSC	21-Oct-2019		1	⬆	⬇	Approved	✎
▶	1011008172001	AE230260001011008172001	UAE Dirham	Emirates NBD Bank PJSC	22-Nov-2015		2	⬆	⬇	Approved	✎
▶	1011001691255016	AE570271011001691255016	UAE Dirham	First Gulf Bank	09-May-2016		3	⬆	⬇	Approved	✎
▶	12457855	AE650030010184202132001	UAE Dirham	FIRST ABU DHABI BANK - FIRST GULF BANK	30-Sep-2025		4	⬆	⬇	New	✎

1

1. The newly created bank account information will have the status as 'New'. Upon ADPF internal approvals, the status will be as 'Approved'.





Thank You

