



المؤسسة العليا للمناطق الاقتصادية المتخصصة
HIGHER CORPORATION FOR SPECIALIZED ECONOMIC ZONES

Aug 2016
Version 5



NEW SUPPLIER REGISTRATION GUIDE

This guide is to help registering to Zonescorp supplier portal to allow suppliers to list their products and services and to allow Zonescorp procurement department to consider them in future tenders if their products and services are relevant for any of our projects. Once registered, supplier will be contacted to participate in future tenders subject to Zonescorp tendering committee decision. In case of any problem please contact us at: zonespcd@zonescorp.com

To start the process, please open a web browser and navigate to the below:

www.zonescorp.com → [eservices](#) → [i-Supplier Services](#) → click on the link “Register”

The following page will appear, Please accurately fill in the requested information about your company; the step numbers are shown in the screenshots that follow:

A. Company Details

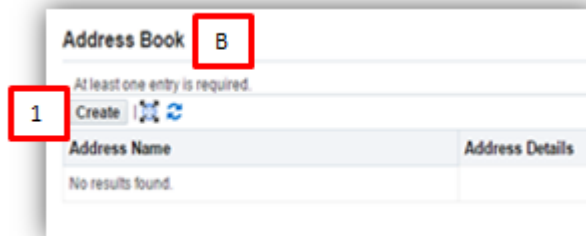
1. Enter the **Company Name** (full name of the company as per the trade license or other legal establishment document).
2. Enter the **Trade License Number**.
3. Enter the **Email Address** (It is extremely important that the email address is a valid email)
4. Enter the **First Name** of the contact person.
5. Enter the **Last Name** of the contact person. *This is a required field to be filled/entered.*
6. Enter the **Phone Area Code** of the contact person phone number.
7. Enter the **Phone Number** of the contact person.
8. Enter the **Phone Extension** of the contact person.
9. Click “**Next**” button.

By clicking the **Next** button, the basic information step of the registration process has been completed and you are now to proceed to the following step.

B. Address Book

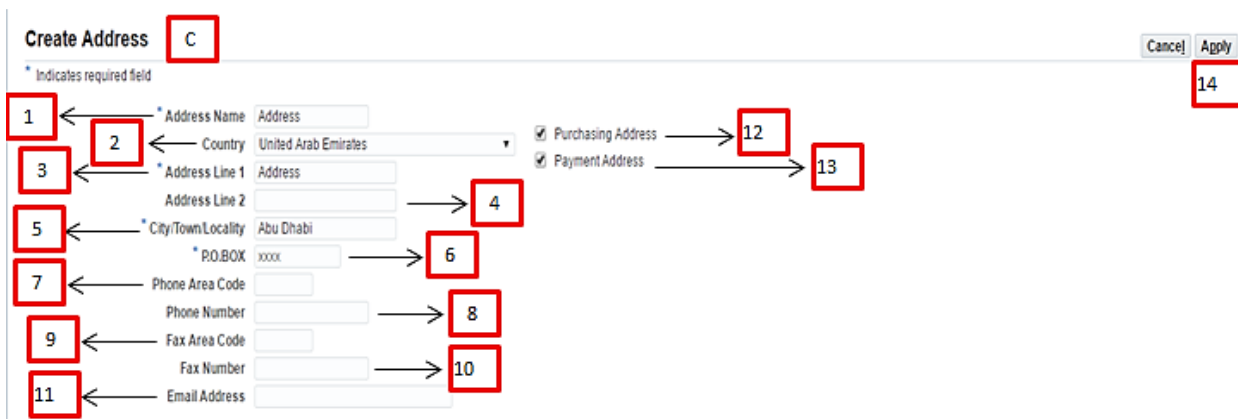
1. Click “**Create**” Button.

By clicking the **Create** button under the **Address Book** Section you will reach to the page in which you need to create the address of the Supplier by filling the details below:



C. Create Address

1. Enter the **Address Name** for the supplier; this is a required field to be filled.
2. Choose from the **Country List** in which the supplier operates.
3. Enter the **Address Line 1** for the supplier’s address in which it is a required field to be filled.
4. Enter the **Address Line 2** (this is an optional field in case further elaboration is needed).
5. Enter the **City of Locality** in which the supplier operates.
6. Enter the **P.O.BOX** of the supplier.
7. Enter the **Phone Area Code** for the supplier.
8. Enter the **Phone Number** for the supplier.
9. Enter the **Fax Area Code** for the supplier.
10. Enter the **Fax Number** for the supplier.
11. Enter the **Email Address** for the supplier.
12. Select the **Purchasing Address** check box (by checking this box, the supplier purchasing address will be included in Purchase Orders).
13. Select **Payment Address** check box (by checking this box, the supplier payment address will be included in invoices).
14. Click **Apply** button.





D. Products and Services

1. Click “**Create**” button

By clicking the **Create** button under the **Products and Services** section you will reach to the page in which you need to create the products and services the company provides by following the steps below;

Products and Services **D**

At least one entry is required.









Create |  

1	Products and Services
No results found.	

2. Select “**Browse All Products and Services**” radio button.
3. Select the Applicable Products and Services check box.
4. Click View Sub-Categories Button to select more detailed information about the product and service

Add Products and Services: (Company) Cancel Apply

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

Code	Products and Services	View Sub-Categories	Applicable
000	Default		<input type="checkbox"/>
001	Printer Cartridges		<input type="checkbox"/>
002	Develop Machines and Iyocera Cartridges		<input type="checkbox"/>
003	Stationery Items		<input type="checkbox"/>
004	Kitchen Items		<input type="checkbox"/>
005	IT Items	 4	<input checked="" type="checkbox"/> 3
006	Marketing Items		<input type="checkbox"/>
008	Kitchen Equipments		<input type="checkbox"/>

5. Select the Applicable particular Product and Services
6. Click **Apply** button

Add Products and Services: 005 :IT Items (Company) Cancel Apply 6

Code	Products and Services	View Sub-Categories	Applicable
0001	Key Board		<input checked="" type="checkbox"/>
0002	Mouse		<input checked="" type="checkbox"/>
0003	Scanner		<input checked="" type="checkbox"/>
0004	Netshelter		<input checked="" type="checkbox"/>
0005	Develop Tray Sorter		<input type="checkbox"/>
0006	TV (JVC) (OLD)		<input type="checkbox"/>
0007	DVD (JVC) (OLD)		<input type="checkbox"/>
0008	Photocopy Machine (KM-C850D)		<input type="checkbox"/>



E. Banking Details

1. Click **Create** button


By clicking the **Create** button under the **Banking Details** Section you will reach to the page in which you need to create the bank details of the Supplier by filling the details below;

Banking Details E

At least one entry is required.

1 **Create**  

Bank Account Number	Currency	Bank Account Name
No results found.		

2. Choose from the **Country List** in which the supplier bank operates; *this is a required field to be filled.*
3. In case the account is used for **foreign** payment, select the check box.
4. Select the “**Existing Bank**” Radio Button.
5. Click the  icon for “Bank Name” field.

Add Products and Services : (Company) >
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 **Branch**

New Bank New Branch
 Existing Bank Existing Branch

Bank Name 5
 Bank Number

Branch Name
 Branch Number
 BIC
 Branch Type ABA

▶ Show Bank Details ▶ Show Branch Details

Bank Account

Account Number Account Name
 Check Digits Currency
 IBAN

6. Click "GO" button.
7. Click "Quick Select" button for the required bank name.

Search and Select: Bank Name Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

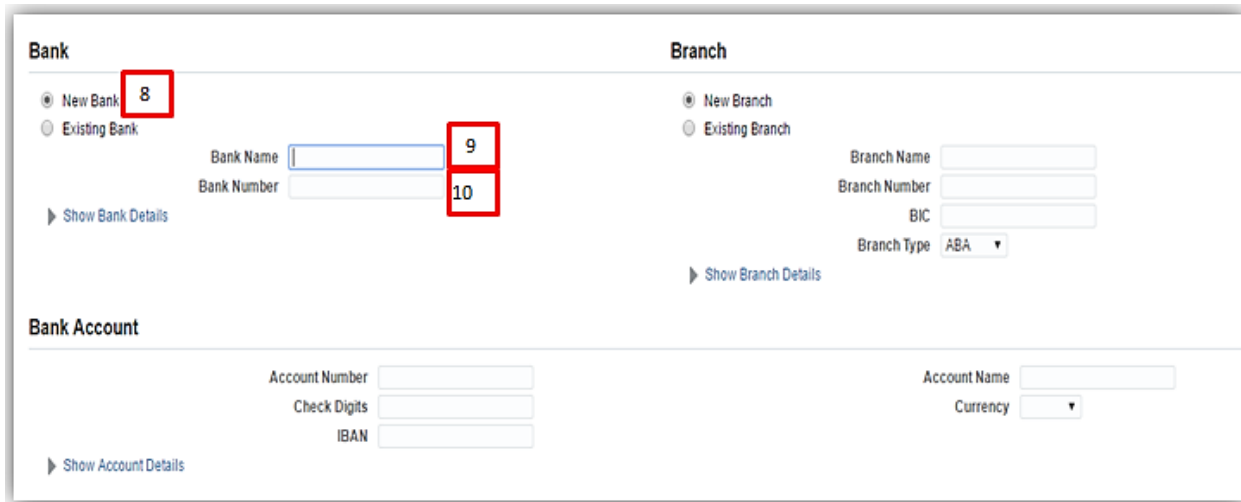
Search By Bank Name 6

Results

◀ Previous 1-10 Next 10 ▶

Select	Quick Select	Bank Name	Bank Number
<input checked="" type="radio"/> 7		ADCB	
<input type="radio"/>		CBD	
<input type="radio"/>		UNB	
<input type="radio"/>		Hilal Bank	
<input type="radio"/>		NBAD	
<input type="radio"/>		FGB	
<input type="radio"/>		Arab Bark Plc	

- In case you did not find the required bank from the previous list, click “**New Bank**” radio button
- Enter the bank name
- Enter the bank number (Optional)



Bank

New Bank **8**

Existing Bank

Bank Name **9**

Bank Number **10**

Show Bank Details

Branch

New Branch

Existing Branch

Branch Name

Branch Number

BIC

Branch Type ABA ▼

Show Branch Details

Bank Account

Account Number


Account Name

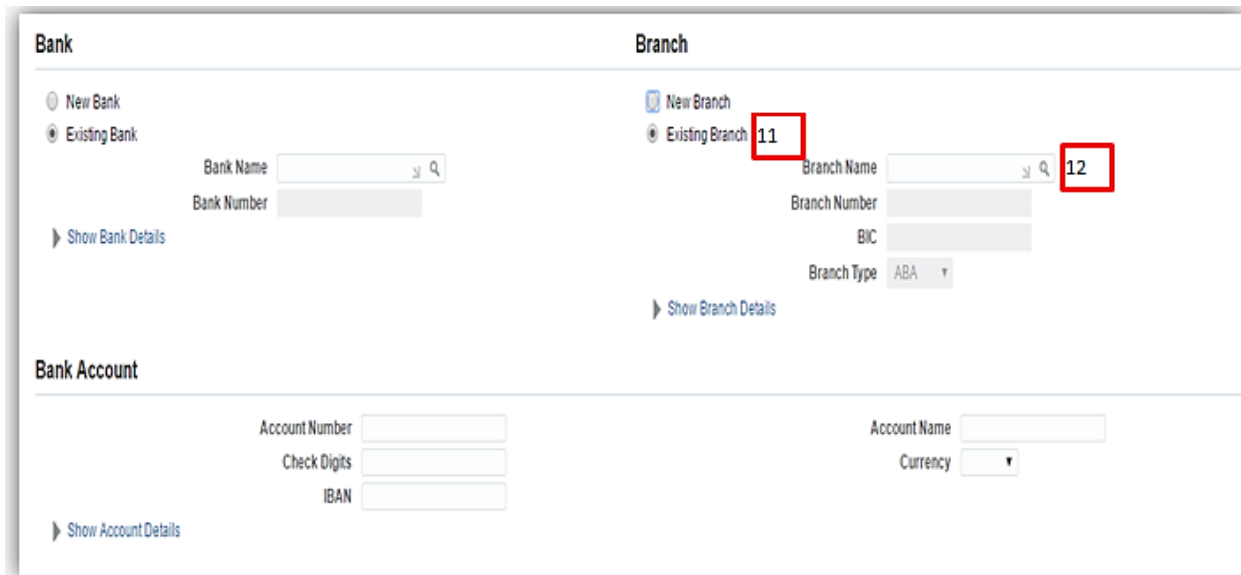
Check Digits

Currency ▼

IBAN

Show Account Details


- Click Existing Branch radio button.
- Click  icon for the “**Branch Name**” Field.



Bank

New Bank

Existing Bank

Bank Name 


Bank Number

Show Bank Details

Branch

New Branch

Existing Branch **11**

Branch Name  **12**

Branch Number

BIC

Branch Type ABA ▼

Show Branch Details

Bank Account

Account Number

Account Name

Check Digits

Currency ▼

IBAN

Show Account Details

- Click “**GO**” button.
- Click “**Quick Select**” button for the required branch name.

Search and Select: Branch Name

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Branch Name 13

Results

Select	Quick Select	Branch Name	Branch Number	Bank Name	Bank Number	BIC	Branch Type
<input type="radio"/>		ICAD		ADCB			SWIFT
<input checked="" type="radio"/>		Musaffah		ADCB			SWIFT
<input type="radio"/>		Abu Dhabi		ADCB			ABA

[About this Page](#)

15. In case you did not find the required branch from the previous list, click **"New Branch"** radio button.
16. Enter the branch name.
17. Enter the branch number (this is an optional field to be filled).
18. Enter BIC **"Business Identifier Codes"** (this is an optional field to be filled).
19. Select Branch Type (this is an optional field to be filled).

Bank

New Bank
 Existing Bank

Bank Name

Bank Number

[Show Bank Details](#)

Branch

New Branch 15
 Existing Branch

Branch Name 16

Branch Number 17

BIC 18

Branch Type ABA 19

[Show Branch Details](#)

Bank Account

Account Number

Check Digits

IBAN

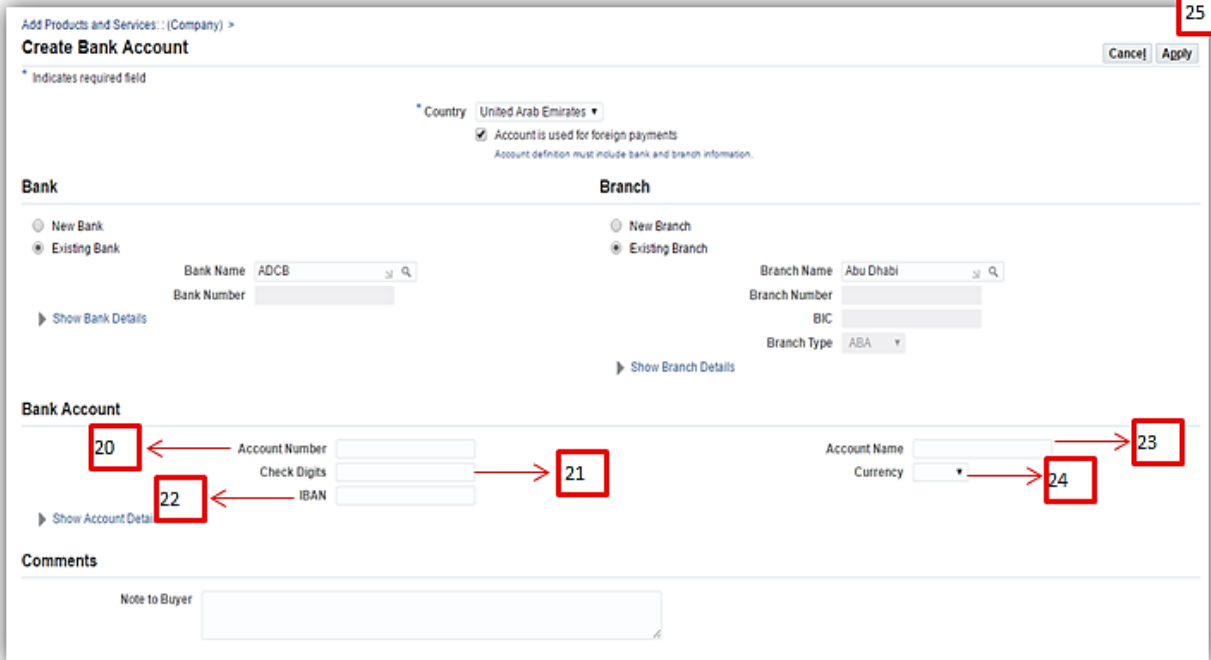
Account Name

Currency ▼

[Show Account Details](#)


20. Enter the **Account Number** for the bank account.
21. Enter the **Check Digits** for the bank checks. (This is an optional field to be filled).
22. Enter the **IBAN Number** for the bank account.
23. Enter the **Account Name** for the bank account.
24. Choose from the **Currency List** in which the supplier bank account is formed.
25. Click the **Apply** button.

By clicking the **Apply** button under the banking details section you will have filled in the required details for the Supplier Bank.



The screenshot shows the 'Create Bank Account' form. At the top right, the number 25 is in a red box next to the 'Apply' button. In the 'Bank Account' section, callout 20 points to the 'Account Number' field, 21 to the 'Check Digits' field, 22 to the 'IBAN' field, 23 to the 'Account Name' field, and 24 to the 'Currency' dropdown menu. The 'Bank' section shows 'Existing Bank' selected with 'Bank Name' set to 'ADCB'. The 'Branch' section shows 'Existing Branch' selected with 'Branch Name' set to 'Abu Dhabi' and 'Branch Type' set to 'ABA'. The 'Country' is set to 'United Arab Emirates' and 'Account is used for foreign payments' is checked.

26. Click **Next** button to navigate to the next page.



The screenshot shows the 'Prospective Supplier Registration: Additional Details' form. At the top right, the number 26 is in a red box next to the 'Next' button. The form has a progress bar at the top with 'Basic Information', 'Company Details', and 'Attachments'. The 'Company Details' section is active, showing 'Company Name' as 'Company', 'Trade License No.' as '00000', and 'Alternate Supplier Name' as an empty field. There is a 'Note to Buyer' text area and a 'Note to Supplier' label at the bottom.

F. Attachment

Please note that the following documents are required by zones and should be attached to this registration request:

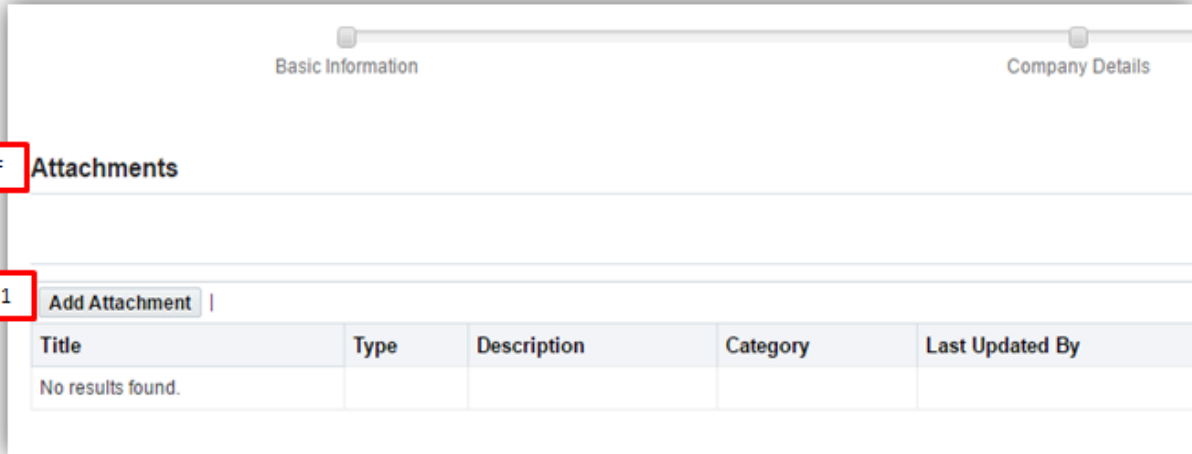
Mandatory

- Company profile
- Copy of the trade License
- Copy of power of attorney

Optional

- List of Equipment
- Number of senior and junior staff
- Warehouses
- Financial statement

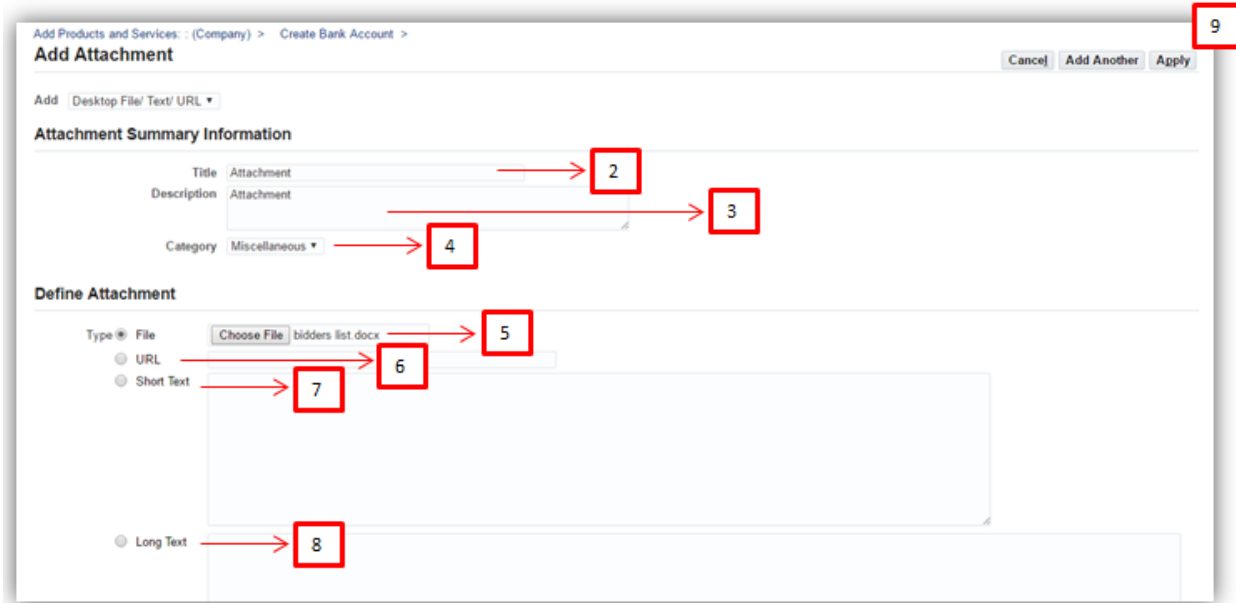
1. Click “**Add Attachment**” button.



Title	Type	Description	Category	Last Updated By
No results found.				

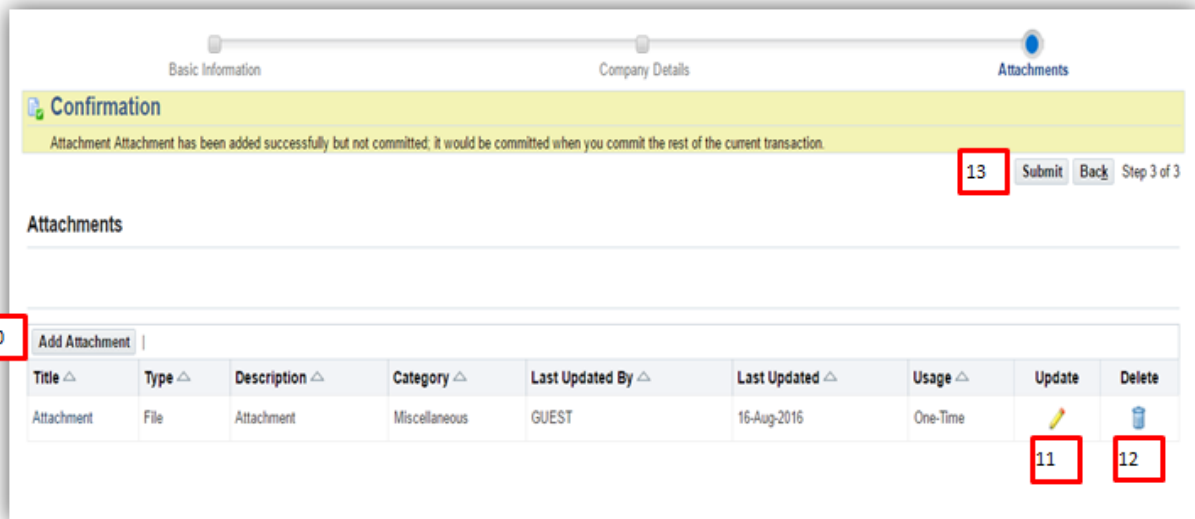
2. Enter the **Attachment Title**.
3. Enter the **Attachment Description**.
4. Select the category “**Miscellaneous**”.
5. Select Type “**File**” and click “**Choose File**” button to select and upload the required file.
6. In case the attachment is **URL**, select URL radio button and enter the link.
7. In case the attachment is **short text**, select the short text radio button and enter the required text.
8. In case the attachment is **long text**, select the long text radio button and enter the required text.
9. Click the **Apply** button.

By clicking the **Apply** button under the Attachments you will have uploaded all required attachments for the Supplier Registration



The screenshot shows the 'Add Attachment' form. Callouts are placed as follows: 2 points to the Title field, 3 to the Description field, 4 to the Category dropdown, 5 to the 'Choose File' button, 6 to the file name 'bidders list.docx', 7 to the 'File' radio button, 8 to the 'Long Text' radio button, and 9 to the 'Apply' button.

10. To add new attachment, click “**Add Attachment**” button.
11. To **update existing attachment**, click the update Symbol.
12. To delete an existing attachment, click the delete symbol.
13. To submit for approval, click the **submit** button.



The screenshot shows the 'Confirmation' page. Callout 10 points to the 'Add Attachment' button in the table. Callout 11 points to the update icon (pencil) in the 'Update' column. Callout 12 points to the delete icon (trash) in the 'Delete' column. Callout 13 points to the 'Submit' button.

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Attachment	File	Attachment	Miscellaneous	GUEST	16-Aug-2016	One-Time		

Congratulations! You have successfully submitted your registration with Zones Corp as a Supplier.

Once your registration request is approved, you will be notified via Email with all registration details (user name and password and link to access Zonescorp supplier portal)