

2020

Supplier Registration Guide



مطار الشارقة
Sharjah Airport

Sharjah Airport eProcurement Portal

<https://sharjahairport.tejarl.com>

5/1/2020

Supplier User Guide – Register on the Portal

Dear Valued Supplier,

Welcome to the “Sharjah Airport eProcurement Portal” user guide.

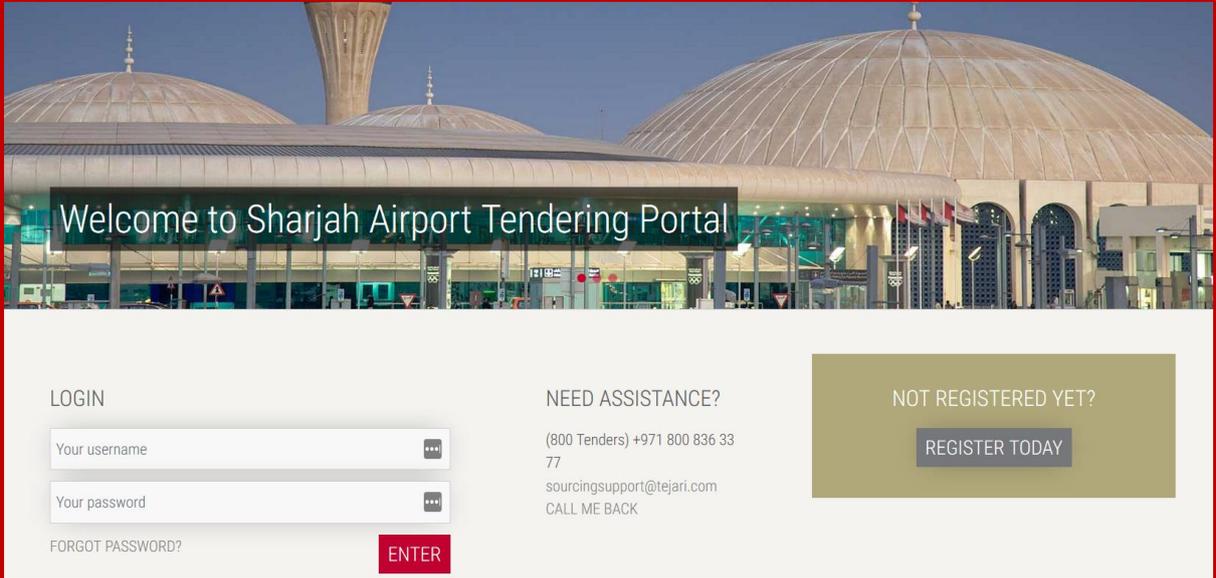
This user guide will lead you through Sharjah Airport Registration process and will be delivered through a step-by-step approach.

Simply follow the bellow steps to register your organization as a **supplier** with Sharjah Airport.

If you are facing difficulties at any time during the registration process, 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.

Step 1: Register as a Supplier

Visit <https://sharjahairport.tejari.com> and click on the “**Register Today**” button.



Welcome to Sharjah Airport Tendering Portal

LOGIN

Your username

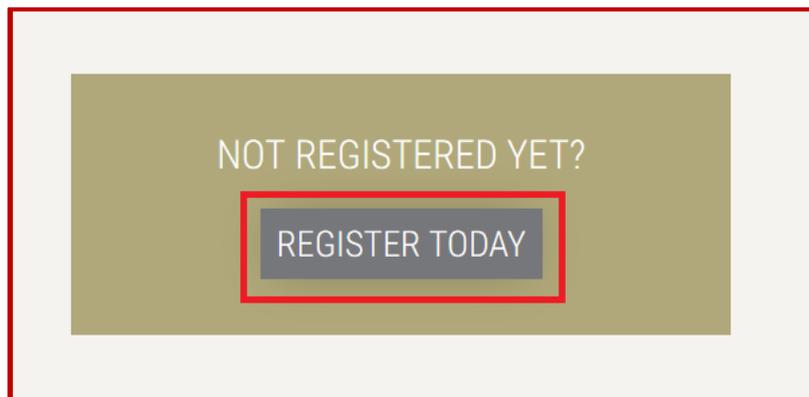
Your password

FORGOT PASSWORD?

NEED ASSISTANCE?

(800 Tenders) +971 800 836 33 77
sourcingssupport@tejari.com
CALL ME BACK

NOT REGISTERED YET?



A new browser window detailing the Sharjah Airport eProcurement Portal **User Agreement** will open up. Please Note that you may be required to set your browser to 'Temporarily allow pop-up' windows.

Step 2: Read and Accept the User Agreement

After you click on "Register Now", you are required to review the Sharjah Airport **User Agreement** carefully and click on "**I agree**" and click "**Next**" to proceed with your registration.

Suppliers' Stipulations to use Purchases Portal of Ajman Free zone

1- Preamble

1-1 This document describes the stipulations to be followed by the user (supplier) who is dealing with Ajman Free Zone through the e-purchase portal of Ajman Free Zone (the buyer) and who is authorized to access and use of e-purchase system (system) at the invitation of Ajman Free Zone to participate in the purchase process.

1-2 The user (the supplier) hereby pledges that he had carefully reviewed this document and agreed to follow all instructions and stipulations. He undertakes to achieve optimal use according to the service system and bears full responsibility for any errors occurring due to misuse, whether by him or any of his subordinates. He releases the AFZ liability from any losses that may rise due to misuse of the process / system. He also releases the AFZ liability from any damages, directly or indirectly, or other special, consequential or economic damages because of this use.

1-3 Purchase process may include a Pre-Qualification Questionnaire (PQQ) or a Request For Information (RFI) or a Request for Quotation (RFQ) or an Invitation to Negotiate (ITN), or an Invitation to Participate in Dialogue (ITPD) or an Invitation to Submit Final Offer (ITSFQ) or an Invitation to Submit Final Tender (ITST) or Best and Final Offer (BAFO) or a Request for Proposal (RFP) or a Request for Quotation (RFQ) or E-auction or E-Contract. This above list of individual purchases is a reference and description not comprehensive of commonly used terms. The buyer's institution may have its own terms applied in each case.

1-4 This system was provided by Tejar Solutions FZ LLC to be used by Ajman Free Zone. These stipulations apply to the supplier and its employees proposed to use the system. The supplier acknowledges the access of his employees to the system using the ID and password of the supplier that was provided to him as per his agreement to be bound by this document.

1-5 The supplier shall only use the system to respond to an invitation to participate in a purchase process in accordance with the requirements of this system and any other rules that have been clarified or included in the system or by the AFZ.

2- Access

2-1 Ajman Free Zone allows to supplier, free of charge, to access to the system by supplier's users for the purpose of responding to any invitation to participate in the purchase process.

2-2 Ajman Free Zone may immediately reject the access to the system by the supplier and / or one or more of his users by providing written notice to the supplier in the event of any of the following events:

2-2.1 If the supplier commits any material breach of any of its obligations under this document; and

2-2.2 If the supplier fails to rectify, or is still committing any breach of any of its obligations set forth in these stipulations after it has been notified in writing to rectify or stop this breach within ten (10) business days.

3.2 Without prejudice to any other rights of the AFZ, the AFZ shall have the right to suspend access to the system without prior notice due to any technical or legal reasons.

3. Registration

3.1 In order to grant access to the system, the supplier shall register any person he wants to be his user by providing the required registration data as well as user identification and password.

3.2 User ID and password are specifically belong to the supplier's user and non-transferable. The supplier shall ensure that all users will not disclose user ID or password to third parties. In the event that the supplier or any of its users aware that the user and / or password have been disclosed or discovered by any third party, he should immediately notify the Free zone Purchases Department.

3.3 The supplier shall, just in case, specify a user name to manage access to the system on behalf of other supplier's users provided that the supplier shall notify the Free zone Purchases Department with his name and the means of communication.

3-4 The supplier shall immediately notify the Free Zone Purchasing Department if any user left the work with him, or is no longer provided to access to the system. The AFZ maintains shall have the right to turn off the "user ID" and "Password" for any user if there was no access for a period of sixty (60) days.

4-Invitation to Participate

4-1 The AFZ shall, through the system, send an invitation to participate in a specific purchase process to prospective suppliers who were registered and activated on the system. Also, the data and information relating to the specific purchase process shall be available to all the invitees' suppliers.

4-2 The AFZ must configure the system which goes along with every purchase process. The configuration settings specified for purchase process should be displayed on the system to be reviewed by the invitees' suppliers. The supplier should be bound by these configuration settings.

4.3 All materials displayed through the system and related to these purchases shall remain the property of the Free Zone and must be used only for the purposes of these purchases.

5- Supplier Obligations

5-1 The supplier should circulate these stipulations, the subject of this document, to all his subordinates in order to ensure the proper use for the system.

5-2 The supplier should exert his reasonable efforts and skills to perform his obligations in accordance with these stipulations.

5-3 The supplier should provide its users with the equipment and software necessary to access and use the system.

5-4 The supplier should provide a platform to ensure the security of the system should exert his efforts to protect the system from viruses when accessed and used by supplier users.

5-5 The supplier should use of the system for legitimate purposes only. He should, in all cases, comply with all the relevant rules and regulations applicable at the AFZ.

5-6 In particular, the supplier agrees that he will not:

5-6-1 deal with any information provided on the system in a way that will lead to inaccurate and misleading display for the information displayed;

5-6-2 Offer, communicate or publish any information on or via the system which are or may be harmful or obscene or defamatory or otherwise illegal;

5-6-3 Use the system in a way which causes or may cause a violation of the rights of any party / other parties.

5-6-4 Use any routine software or device to interfere or attempt to interfere electronically or manually in the operation of the system, including, download or make files that contain viruses or corrupt data available through any means.

5-7 The supplier agrees that the supplier users will work as authorized agents for or on behalf of the supplier to respond to any invitation to participate in the purchases process on the system.

5-8 The supplier shall be responsible for any unauthorized or erroneous or misleading response to an invitation to participate in the purchases process that are sent using the ID and password of any supplier users.

5-9 The supplier undertakes and ensures the following:

5-9-1 all information he provides is accurate, complete and accurately represents the supplier's potentials.

5-9-2 that he has the right, through actual ownership or otherwise, to provide the product or service that is the subject of any response to any invitation to participate in the purchases process.

Step 3: Complete the Registration Page

Complete the Registration page by filling in your **Organization Details** and the **User Details**.

You must put the e-mail address of the individual who will be responsible for the tendering activities carried out on Sharjah Airport eProcurement Portal.

Kindly note that the temporary password and all portal notifications will be sent to the same e-mail address that was specified in the user details section.

Once you have entered all your details in the registration page, click on **Save** to be directed to the **Basic Profile page**.

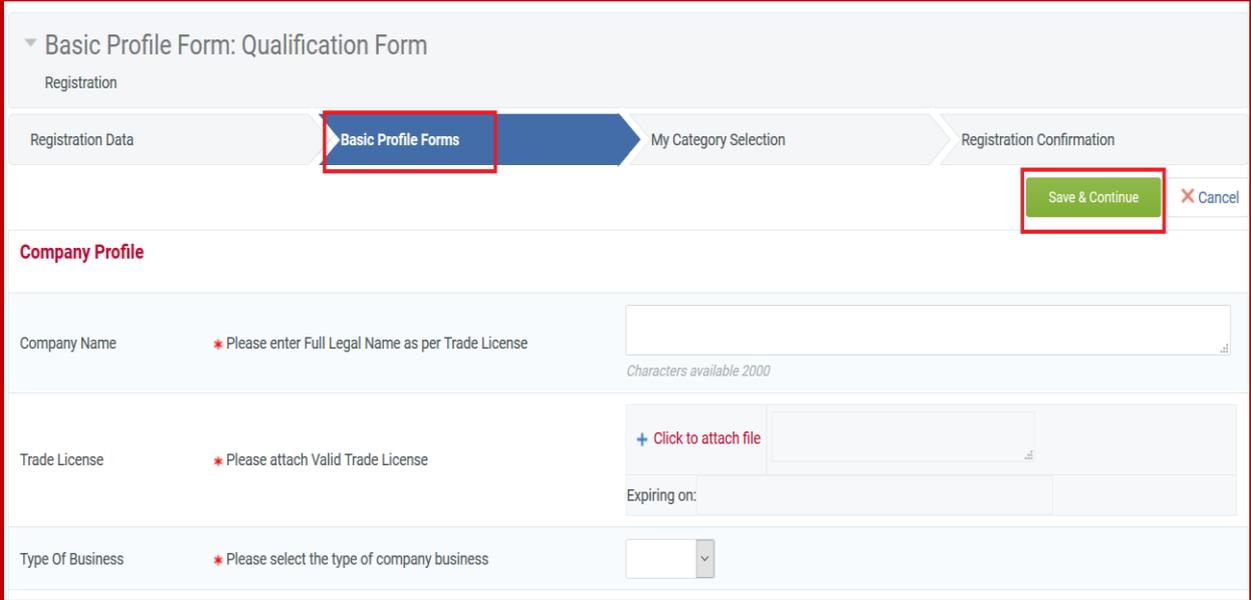
Registration Data	Basic Profile Forms	My Category Selection	Registration Confirmation
			<input type="button" value="Save"/> <input type="button" value="Close"/> <input type="button" value="Reset"/>
Organisation Details			
* Organisation Name	<input type="text"/>		
* Address	<input type="text"/>		
City	<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"/>		
Trade License Number / Company Registration Number	<input type="text"/>		

User Details	
Title	--
* Last Name	<input type="text"/>
* First Name	<input type="text"/>
* Telephone	<input type="text"/>
* Mobile <small>(please enter "+" "country code" and "your mobile phone number" with no spaces)</small>	<input type="text"/>
* Email <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	--
* Time Zone	(GMT 0:00) Western Europe Time, London, Lisbon

Step 4: Complete the Basic Profile Page

Complete your registration by filling out the Basic Profile and choosing your categories.

Please ensure that you have fully completed the below forms; uncompleted forms will not allow you the opportunity to be qualified and ultimately you will lose access to the tendering opportunities.



Basic Profile Form: Qualification Form

Registration

Registration Data Basic Profile Forms My Category Selection Registration Confirmation

Save & Continue Cancel

Company Profile

Company Name * Please enter Full Legal Name as per Trade License
Characters available 2000

Trade License * Please attach Valid Trade License
+ Click to attach file
Expiring on:

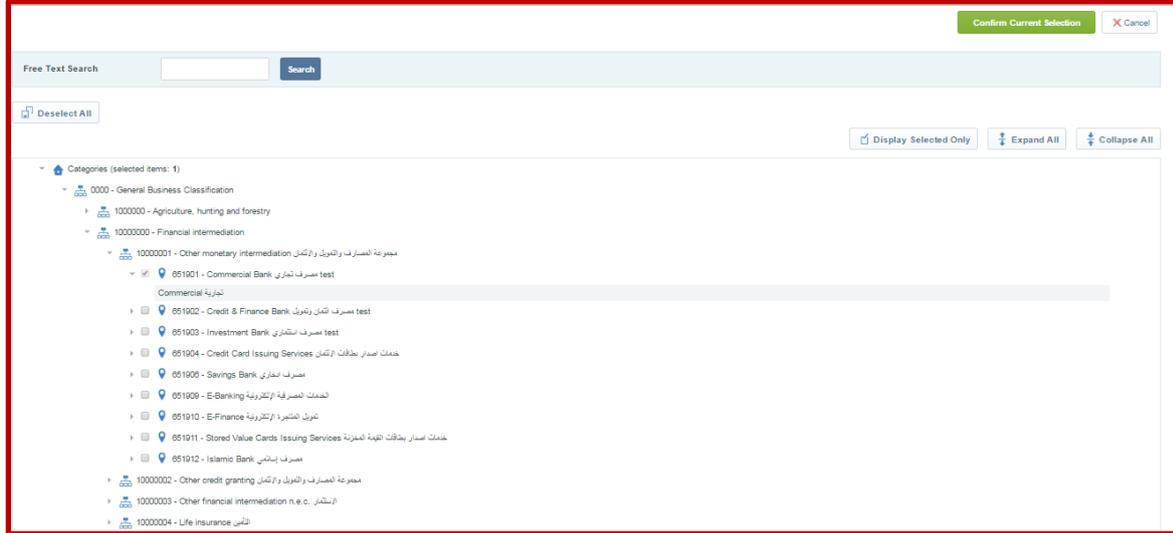
Type Of Business * Please select the type of company business

Questions marked in (*) red asterisks are mandatory and should be completed.

Click on “**Save and Continue**” to proceed with selecting your business categories.

Step 5: Selecting Business Categories

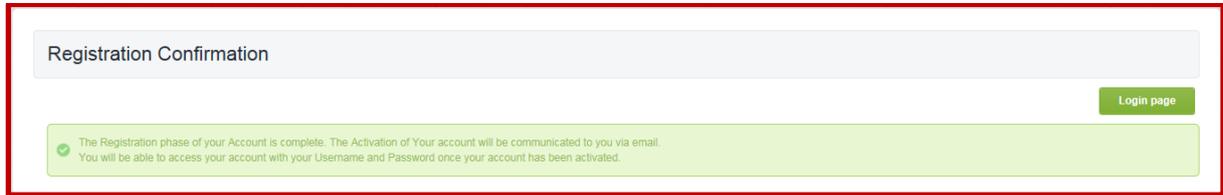
After you have completed and saved the **Basic profile** you will be prompted to complete your company classification by choosing all the categories that are relevant to your organization’s line of business.



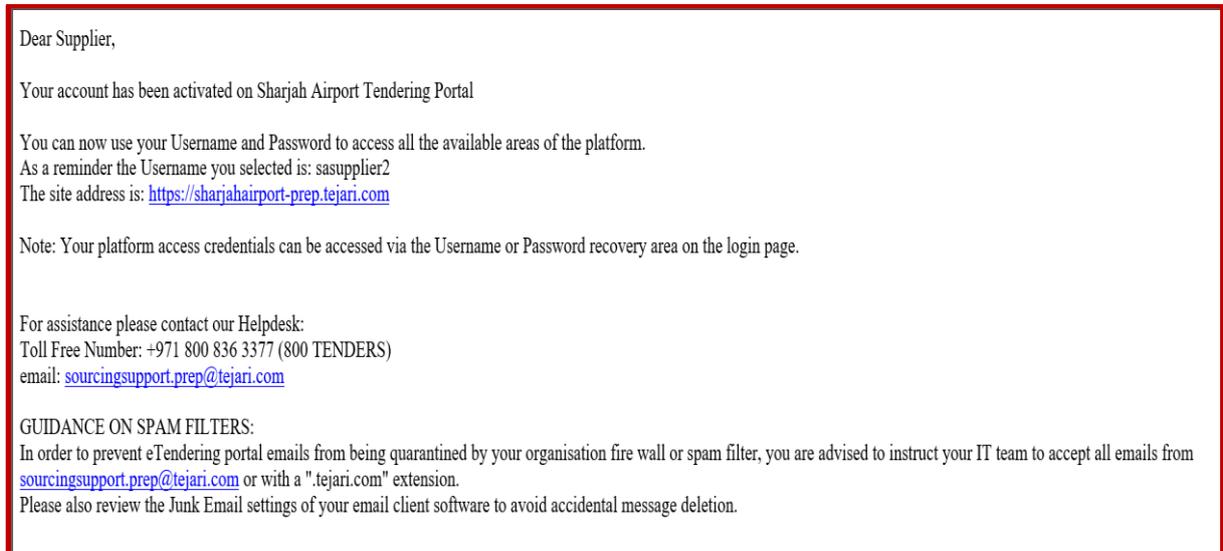
Once you have completed your selection proceed to clicking on **“Confirm Current Selection”**.

Step 6: Registration Completion

Once you have completed the registration process you will receive the below message:



Please note that in the meantime Sharjah Airport Supplier Registration team will review your application.



Technical Support

If you are facing difficulties at any time during the registration process, 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.

You can also email us on sourcingsupport@tejari.com