



UNITED ARAB EMIRATES  
Ministry of  
Finance and Industry

# **USER'S GUIDE** To The Purchasing System

The Fastest and Easiest Way to  
Register in the Purchase Department

**STEP BY STEP**



## Ministry of Finance and Industry

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### **Abu Dhabi :**

P.O.Box : 433, Abu Dhabi

Tel : 02 6726000

Telex : 221937

Fax : 02 6768414

### **Dubai :**

P.O.Box : 1565, Dubai

Tel : 04 3939000

Telex : 45722

Fax : 04 3939738

### Website

[www.mofi.gov.ae](http://www.mofi.gov.ae)

**Q1** How can I register in the Ministry's website?

**A1** For registration in the supplier's register please apply the following:

1. Log on to <http://egov.uae.gov.ae>
2. Click on the link "New User" as in the following

Welcome to the Ministry of Finance and Industry

<div style="background-color: #D9E1F2; padding: 5px; text-align: center; margin-bottom: 10px;">Click to enter</div> <p>User name: <input style="width: 100%;" type="text"/></p> <p>Password: <input style="width: 100%;" type="password"/></p> <div style="background-color: #D9E1F2; padding: 5px; text-align: center; margin-top: 10px;"> <input type="button" value="ENTER"/> </div>	<p><a href="#">New User</a></p> <p><a href="#">Forgot our password?</a></p> <p><a href="#">More Information</a></p> <p><a href="#">Service settings</a></p> <p><a href="#">Call us</a></p>
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3. "Registration Information" window will pop up. Click on the link "click here" as detailed in the following:

Registration

- Username and password should be selected to gain access to the site and enjoy the services provided here. You need to enter such information each time you log on to the site.
- Personal information stored in our database such as names, addresses and other information related to the user shall not be disclosed to any other person unless authorized by the user.
- Information is protected by a Firewall and passwords for each user protecting information from piracy and unauthorized use. The system shall be confined to certain employees within a framework of laws set by the Ministry.
- For further information, please send us at:  

[E-mail: webmaster@uae.gov](mailto:webmaster@uae.gov)

If you are a new user, please [click here](#) to register. You will be allowed to apply for a factory license or register in the database of suppliers/contractors

If you are already registered, you can log on to tender bids by clicking [Enter Site](#) and choose tenders/ practices.

Thanks

4. A " General Information – Registration" window will pop up. Fill in the required information and press.

General Information – Registration		
* Delivery date	<input type="text" value="27/1/2002"/>	
* Name of the company/Est.	<input type="text"/>	
* Legal entity	<input type="text" value="Limited liability Company"/>	
Address	<input type="text"/>	
* Tel No. 1	<input type="text"/>	
Tel No. 2	<input type="text"/>	
Fax No.	<input type="text"/>	
* P.O.Box	<input type="text"/>	
* Emirate	<input type="text" value="Emirate of Abu Dhabi"/>	
* City	<input type="text" value="City of Abu Dhabi"/>	
* Area	<input type="text" value="Abu Dhabi"/>	
* E-mail Address	<input type="text"/>	
(username & password will be sent to this address)		
General Manager Information		
* Name	<input type="text"/>	
* Nationality	<input type="text" value="UAE"/>	
Password security (in case the password is forgotten, this information will retrieve it)		
* Secret Question	<input type="text"/>	
* Answer	<input type="text"/>	
Information preceded by * are required for registration		
<input type="button" value="Continue"/>	<input type="button" value="Back"/>	<input type="button" value="Cancel"/>

**Note:**

Please make sure that the information provided is correct or the registration process will fail

## Cases which might face the user:

- Information preceded by “\* “ is required to complete registration. In case of not adding such information, the following pop up window will show on top of the page:

**General Information - Registration**

The following errors occurred while registration

- Name of the company
- Tel No.
- P.O. Box
- E-mail
- The e-mail address you chose is already in use.
- Name of the general manager.
- Secret question
- Answer is incorrect

\* Delivery date:

\* Name of the Company/ Est.

\* Legal entity:

\* Address:

- The following information should be added and then press  .
- In case of entering the wrong e-mail address, the following message will pop up:

**General Information - Registration**

The following error occurred while registering the form:

- E-mail address in invalid

\* Delivery date:

- In case you the same e-mail address is re-inserted, the following message will pop up:

**General Information - Registration**

The following error occurred while registering the form:

- The E-mail address you entered is already in use.

\* Delivery date:

\* Name of the Company/ Est.

- Please insert a valid e-mail address and press  .

5- When registration is complete, a welcome window will appear in the name of the registered company. Press "register in the purchase system" as follows:

Welcome to E-government- the Ministry of finance and Industry

Teting Company

{ 2002/01/27 }

- Register at Industry System
- Register at Purchase System
- Modify the Company's register
- Exit

Press here

6- "Registration Information" window will show up. On agreeing with the terms, please check the box below as follows:

**Registration Information-Purchase Department**

\* AED 1000 for registering at the Purchase Department for the first time. Annual renewal will be AED 500.

\* Registration would allow the user to gain access to all rate applications from all ministries complying with the Ministerial Decree no. 2000/20

\* Registration is confined to companies/ establishments 100 percent owned by nationals or at least 51%

\* Registering at the ministry of finance and industry does not entail registering at the following ministries: health, interior, and defense as it has a special registration.

I have read and agreed to the abovementioned conditions

Click here

7- "Contractor/ Supplier Registration" page will show up. Please fill the required data correctly then press  .

Contractor/ Supplier Registration	
Name	Teting Company
P.O.Box	123
Address	Dubai
City	Abu Dhabi
Tel	1234567
E-mail	test@testing.com
Address	Tester
Please Enter the following information	
Bank	<input type="text" value="Choose the BANK"/>
Bank Account	<input type="text"/>
Trade License No.(department)	<input type="text"/>
Expiry Date (mm/dd/yyyy)	<input type="text"/>
Commercial Register No. (dept.)	<input type="text"/>
Expiry Date (mm/dd/yyyy)	<input type="text"/>
Chamber membership (dept)	<input type="text"/>
Expiry Date (mm/dd/yyyy)	<input type="text"/>
The occupation of the national partner	<input type="text"/>
The type of activity	<input type="text" value="Furniture"/> <input type="text" value="Stationary"/>
<input type="button" value="Submit"/>	

#### Note:

Please make sure that the information added is correct or the registration process will fail

## Cases which might face the user:

- Information preceded by \* is required to complete registration. In case of not adding such information, the following pop up screen will show on top of the page:

Please enter the following information

Bank name may not be blank  
Account # must not be blank  
Commercial License must not be blank.  
Commercial License Expiry date is invalid.  
Membership number of the Chamber of Commerce must not be blank.  
Expiry date of the membership certificate of the Chamber of Commerce is in valid.  
Work place of the national partner must not be blank.  
You must choose the activity.

Bank	Choose BANK ▼
Account #	

- Please fill in the required information and press  .
- The program audits the dates entered. Therefore, please make sure you enter the valid dates otherwise the following messages will show:

Please enter the following information

Trade License No is invalid  
Chamber membership expiry date is invalid.

* Bank	National Bank of Abu Dhabi ▼
* Account #	55
* Commercial license No. (Department)	4
* Expiry date (mm/dd/yyyy)	44
* Commercial Register No. (Dept.)	44
* Expiry date (mm/dd/yyyy)	44
* Membership No. in the Chamber of Commerce (Dept.)	44
*Expiry date (mm/dd/yyyy)	44

Please fill in the required information and press  .

8- "Registration/Owners Name and Nationality " will appear. Please fill in the required information for each shareholder then press  .

Registration (Owners' Name and Nationality)			
* Full name:	* Nationality	* Percentage of Shareholding	
<input type="text"/>	United Arab Emirates ▼	<input type="text"/>	<a href="#">submit</a> <a href="#">delete</a>
<p>Information preceded by * is required for registration            Please enter the information of the owner and press "submit".            Total percentage of shareholding shall not exceed 100%            Press "continue" after entering the information</p>			
<input type="button" value="Continue"/>			

Note:
Please make sure that the information added is correct or the registration process will fail

### Cases which might face the user:

- Information preceded by \* is required to complete registration. In case of not adding such information, the following pop up screen will show on top of the page:

Registration (Owners' Name and Nationality)			
<p><b>This application cannot be processed</b></p> <ul style="list-style-type: none"> <li>Please enter the full name.</li> <li>Please enter a numerical value in the percentage of shareholding.</li> </ul>			
* Full name:	* Nationality	* Percentage of Shareholding	
<input type="text"/>	UAE ▼	<input type="text"/>	<a href="#">add</a> <a href="#">delete</a>

- Therefore, please fill in the required information and press "add" when adding a new shareholder.
- If the correct name is entered but the percentage of shareholding is not, the following message will appear:

## Registration (Owners' Name and Nationality)

This application cannot be processed

- Please enter a numerical value in the percentage of shareholding.

* Full name:	* Nationality	* Percentage of Shareholding	
Ali Abdulla	UAE		<a href="#">add</a> <a href="#">delete</a>

- If the percentage entered exceeds 100%, the following message will appear:

## Registration (Owners' Name and Nationality)

This application cannot be processed

- The percentage of shareholding must not exceed 100%

* Full name:	* Nationality	* Percentage of Shareholding	
Ali Abdulla	UAE	200	<a href="#">add</a> <a href="#">delete</a>

- The system audits the entered names of the shareholders in order not to accept repeated names; the following alarm message will continue to appear if this is the case:

## Registration (Owners' Name and Nationality)

This application cannot be processed

- The following name cannot be used because it is already registered.

* Full name:	* Nationality	* Percentage of Shareholding	
Ali	UAE	20	<a href="#">delete</a>
Ali Abdulla	UAE	80	<a href="#">add</a> <a href="#">delete</a>

- UAE nationals must acquire the higher percentage otherwise the registration process will fail and the following message will appear:

## Registration (Owners' Name and Nationality)

This application cannot be processed

- The percentage of shareholding for nationals must be at least 51% or 100% for GCC nationals.

* Full name:	* Nationality	* Percentage of Shareholding	
Mohammad Ali	UAE	40	<a href="#">Delete</a>
John Mc Fedian	Canada	60	<a href="#">Delete</a>

- Therefore, please fill in the required information and press  .

9- "Fund Sources" page will appear. Please fill in the required valid information and press

.

Fund Sources – Ministry of Finance and industry					
Description	Nationals (51%)	GCC (0%)	Foreigners (49%)	Total	
Paid Capital	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
		<input type="button" value="Continue"/>	<input type="button" value="Delete"/>		

#### Note:

Please make sure that the information added is correct or the registration process will fail

### Cases which might face the user:

- You have to make sure that the percentage and value of the national shareholding are identical seemingly for the foreign and the GCC shareholding. The following messages will appear:

**This application cannot be processed**  
**The national value and national participation are not identical.**  
**The foreign value and foreign participation are not identical.**  
**Please enter the fund resources correctly then click "Continue"**

Fund Sources – Ministry of Finance and industry					
Description	Nationals (70%)	GCC (0%)	Foreigners (30%)	Total	
Paid Capital	<input type="text" value="70"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="70"/>	
		<input type="button" value="Continue"/>	<input type="button" value="Delete"/>		

- Therefore, please fill in the required information and press  .

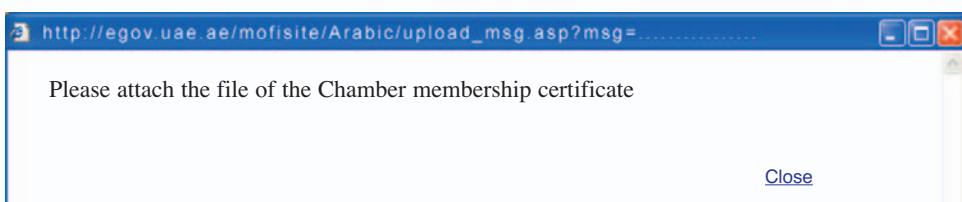
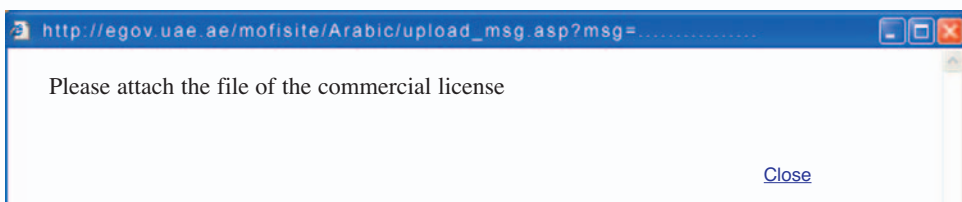
10 – "Load file" page will appear. Please upload the required files and press  .

Load File – Ministry of Finance and industry		
Please write the name of the files and the location of each file to be sent. In case you are not sure of the location, click "browse" to choose it, then press "upload"		
Commercial license from a municipality (or competent authority)	<input type="text"/>	<input type="button" value="Browse ..."/>
Chamber membership certificate or the competent authority	<input type="text"/>	<input type="button" value="Browse ..."/>
Commercial Registration certificate from a municipality or a competent authority	<input type="text"/>	<input type="button" value="Browse ..."/>
Authorization of Signature	<input type="text"/>	<input type="button" value="Browse ..."/>
Partnership contract (copy)	<input type="text"/>	<input type="button" value="Browse ..."/>
Registration Certificate in commercial agencies (if found)	<input type="text"/>	<input type="button" value="Browse ..."/>
<input type="button" value="upload"/>		
* Vocational companies do not require a commercial registration file.		
* Individual Companies do not require a copy of the partnership agreement.		

Note:
<ul style="list-style-type: none"><li>• Please make sure that the information added is correct or the registration process will fail.</li><li>• Vocational companies do not require a commercial registration file.</li><li>• Individual Companies do not require a copy of the partnership agreement.</li></ul>

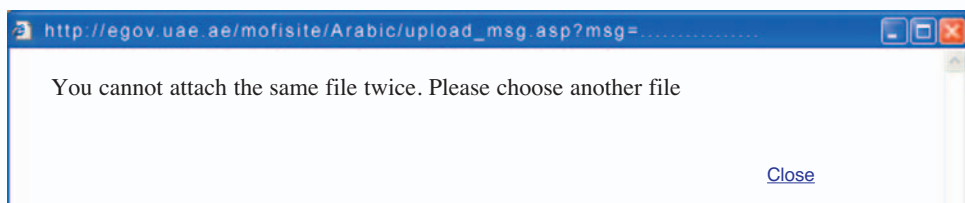
### Cases which might face the user:

- Spaces of uploading the files are required to complete registration. In case of not adding such information, the following pop up screen will show on top of the page:





- Names cannot be repeated:



- User must make sure that the files exist and not empty otherwise the following messages will pop up:

**The following file(s) can not be uploaded.**

"Test1" - The file is empty or does not exist .

"Test2" - The file is empty or does not exist .

"Test3" - The file is empty or does not exist .

"Test4" - The file is empty or does not exist .

"Test5" - The file is empty or does not exist .

11- "Registration Charge" Page will appear. Please fill in the correct information and press

### Registration Charge

AED 1000 will be paid annually (first time). Please enter the data for payment and press "agree"

Total: AED 1000

### Payment Information

Electronic Dirham/ Smart Card

(payment shall be made in the Ministry of Finance and Industry)

Electronic Dirham/ Smart Card

Smart Card No:

Password:

By this, the registration process is concluded. The following message will appear then:

Registration in Purchase System – Ministry of Finance and Industry

Thank you for using the system

**Q3:** How can I modify my company's details on the website of Ministry of Finance and Industry after completing the registration process and after obtaining a username and password?

**A3:** After obtaining a username and a password:

- 1- Log on to the ministry's website; enter your username and password and click "Enter".

Welcome to Governmental e-services

Members	Governmental Services
Username <input type="text"/>	Ministry of Finance and Industry
Password <input type="text"/>	Ministry of Economy and Commerce
<input type="button" value="Enter"/>	Forgot password?
	Contact us

- 2- Click on "Modify Company Register", perform all the required modifications and click "Continue".

**Q4:** How can I change my password on the website of Ministry of Finance and Industry?

**A4:** There are two ways by which you can change your password:

**FIRST:**

- 1- If you forgot your password, go to e-government website <http://egov.uae.gov.ae>
- 2- Click the link "Forgot password?" as shown below:

Welcome to Governmental e-services

Members	Governmental Services
Username <input type="text"/>	Ministry of Finance and Industry
Password <input type="text"/>	Ministry of Economy and Commerce
<input type="button" value="Enter"/>	Forgot password?
	Contact us

- 3- Enter you username then click “Continue”
- 4- Enter the answer to the secret question and the new password.

## SECOND :

- 1- you can change your password after going to the website of the Ministry of Finance and Industry, enter your username and password and then clock the link "Modify Company Register"

<b>Remark:</b>
You can change the secret question and its answer as well.

**Q5:** What should I do if I forget my username on the website of Ministry of Finance and Industry?

### A5:

- 1- If you forget your username, go to the e-government website <http://egov.uae.gov.ae>
- 2- Click the link “Forgot password”.
- 3- Click the link “If you forgot your username and password click here to receive them on your email”.
- 4- Enter your email and the username and password will be sent to you.

### Q6:

### A6:

- 1- To renew your registration, go to the website of Ministry of Finance and industry and click on the link “Renew registration” as per the illustrations.
- 2- A window of “Contractors/Suppliers” through which you can change the details of your company or activities.
- 3- Then, click “Renew your registration now”
- 4- A window of “Pay for registering in Suppliers/Contractors system”. Enter your payment details and then click “OK”.
- 5- Your application will be processed until the registration process is completed.

**Q7:****A7:**

- 1- Go to the e-government website <http://egov.uae.gov.ae>
- 2- Click on the link “Practices”.
- 3- Click “Approve” so that all the available practices from all the federal ministries, which are compatible with the activities of your company will be displayed as the following illustration:
- 4- Click on the link of the practice number so that the following illustration:
- 5- When you click “OK”, a window of the general and special terms and conditions of practices; when you approve of them, the page of entering the rate will be displayed as follows:
- 6- When you enter rates for the first time, “Next” will be appear; when you click on it, the new date will be saved. if you go to the same page again to perform modifications to the entered rates, click on "Modify" and after all the desired modifications are completed, click on “Save” to save the modifications.

**Q8:****A8:**

- 1- Go to the e-government website: “<http://egov.uae.gov.ae>” and then click on the link "Tenders".
- 2- When you log on to the system, click on the link “Tenders”.
- 3- Click on the “Approve” button in order for all the tenders that are compatible with the activities of your company appear as follows:
- 4- Click on the link of the tender number to go to the following page:
- 5- The number of purchasing times shall be determined in the Quantity entry. click “Update” button so that the total amount shall be computed and then click “Purchase” button so the following page will appear:
- 6- The client must enter the smart card number and the password. After clicking on "OK", the steps of purchasing the tender are completed, in the numbers of times which the client entered. The clients will now be entitled to receive the tender and enter his rates.
- 7- When you click on the link “Deliver”, the delivery details will be displayed. The client shall click on the procedure number and hence the following page will be displayed.
- 8- When you click “OK”, the page of the general and special terms and conditions of the tender. when you accept the terms and conditions, a

- page of the tender rates will appear as follows:
- 9- When you enter rates for the first time, "Next" will be appear; when you click on it, the new date will be saved. If you go to the same page again to perform modifications to the entered rates, click on "Modify" and after all the desired modifications are completed, click on "Save" to save the modifications.

## **Employees Purchase System**

Purchase Order Details	
No.	11010401
Status	<input type="radio"/> Local <input type="radio"/> International
Emirate	<input type="radio"/> Abu Dhabi <input type="radio"/> Dubai
Delivery Location	<input type="text"/>
Delivery Period	<input type="text"/> Days
Order Date	<input type="text"/> Days <input type="text"/> Month <input type="text"/> Year
Order Condition	<input type="text"/> Select Condition
Select Condition	<input type="text"/>
Tender Announcing Date	<input type="text"/> Days <input type="text"/> Month <input type="text"/> Year
Tender opening date	<input type="text"/> Days <input type="text"/> Month <input type="text"/> Year
Job condition in the order	<input type="radio"/> Ministry of Finance <input type="radio"/> Ordering Ministry
Type of Procedure	<input type="text"/> Select Procedure
Procedure No.	<input type="text"/>
Select One Type Only	<input type="radio"/> General and Special Terms <input type="radio"/> General and Special Terms and Books
Activities	<input type="text"/> Select Activity
<input type="button" value="Next"/>	

Purchase Order Details	
No.	11010401
Status	<input checked="" type="radio"/> Local <input type="radio"/> International
Emirate	<input checked="" type="radio"/> Abu Dhabi <input type="radio"/> Dubai
Delivery Location	Abu Dhabi
Delivery Period	11 Days
Order Date	25 ▼ 2 ▼ 2004 ▼
Order Condition	New ▼
Select Condition	New ▼
Tender Announcing Date	25 ▼ 2 ▼ 2004 ▼
Tender opening date	28 ▼ 2 ▼ 2004 ▼
Job condition in the order	<input checked="" type="radio"/> Ministry of Finance <input type="radio"/> Ordering Ministry
Type of Procedure	Practice ▼
Procedure No.	11
Select One Type Only	<input type="radio"/> General and Special Terms <input type="radio"/> General and Special Terms and Books
Activities	House Ware ▼
Next	

Category	Item	Code	Unit	QTY	Balance	Summary	Details	Notes
Capital Expenses	Air Cond.	Split Unit	Nos	10	0	Purchase, supply, install, operate and maintain A/C units Purchase, supply, install, operate and maintain A/C units for the hall of Ahmad Bin Rashid for primary Education in Um Al Quwain as per the following terms: Split A/C Units 2 tons Good air handling Easy maintenance and operation Washable air filter Of good type	Purchase, supply, install, operate and maintain A/C units Purchase, supply, install, operate and maintain A/C units for the hall of Ahmad Bin Rashid for primary Education in Um Al Quwain as per the following terms: Split A/C Units 2 tons Good air handling Easy maintenance and operation Washable air filter Of good type	
Category							Select category	▼
Item							Select item	▼
Code							Select code	▼
Unit								
QTY								
Balance								
Summary								
Details								▼
Notes								▼
<input type="button" value="Add"/> <input type="button" value="Done"/>								

Rates Variation									
Order No.	112301	Tender opening date	23/02/2003						
Subject									
Select Company	All Companies								
Company name	1st rate	2nd rate	3rd rate	4th rate					
Client supply period	1st country of origin	2nd country of origin	3rd country of origin	4th country of origin					
	1st Application	2nd Application	3rd Application	4th Application					
	1st supply period	2nd supply period	3rd supply period	4th supply period					
Description	xxxxx1111	QTY	100	Unit	Nos				
Horizon Trading	1	10	100	100					
day									
Client's remarks									
Catalogue	<a href="#">Click here to display the Company's Catalogue</a>								

Accept

Rates Award						
Order No.	1	Tender opening date	08/11/2002			
Subject	Stationary Supply					
Select Company	All Companies					
Description	Purchase A4 Paper	QTY	10	Unit	Nos	
Company name	1st Rate	2nd Rate		3rd Rate	4th Rate	
Client supply period	1st Country of origin	2nd Country of origin		3rd Country of origin	4th Country of origin	
	1st model	2nd Model		3rd Model	4th Model	
Horizon Trading Ltd	○ 10					
11 days	Abu Dhabi					
	MS10					

Accept

Rates Award						
Order No.	1	Tender opening date	08/11/2002			
Subject	Stationary Supply					
Select Company	<input type="text" value="All Companies"/>					
Description	Purchase A4 Paper	QTY	10	Unit	Nos	
Company name	1st Rate	2nd Rate		3rd Rate	4th Rate	
Client supply period	1st Country of origin	2nd Country of origin		3rd Country of origin	4th Country of origin	
Horizon Trading Ltd	1st model	2nd Model		3rd Model	4th Model	
11 days	<input checked="" type="radio"/> 10					
	Abu Dhabi					
	MS10					

Defining Rate awards reasons					
Order No.	112301	Tender opening date	22/02/2003		
Subject	Office Furniture				
Description	1111				
Company name	International Trading Co.		Unit	Nos	
QTY	100	Rate	11	Amount	1100
Reason of Award	Lowest rate				
	Select reason				
Description	Least Rate				
Company name	Quality Technical Committee	Unit	Nos		
QTY	Sample	Rate	22	Amount	220
Reason of Award	Non-partiality				
	Least Conformant rate				
	Only Rate				

Accept

Rate awards reasons					
Order No.	112301	Tender opening date	22/02/2003		
Subject	Office Furniture				
Description	1111				
Company name	International Trading Co.		Unit	Nos	
QTY	100	Rate	11	Amount	1100
Reason of Award	Least Rate				
Description	jhsd22222222				
Company name	International Trading Co.		Unit	Nos	
QTY	100	Rate	22	Amount	220
Reason of Award	Least Rate				

Modify



Select Order/ Contract  
PO of the Chosen Ministry

Select Ministry	<input type="text" value="Select Ministry"/>
Tender Opening Date	<input type="text" value="Day"/> <input type="text" value="Month"/> <input type="text" value="Year"/>
Procedure Order	<input type="text" value="Select Procedure"/>

Approve

- Employees Purchase System
- Ministries Registration
- PO Entry
- Approved Orders
- Non-approved Orders
- Select Order/ Contract
- Prepare Order**
- Direct Order
- Print Contract
- Bank Guarantees
- PO Print
- Quit



### Select Order/ Contract PO of the Chosen Ministry

Select Ministry

Tender Opening Date

Procedure Order

Approve

Click Order No. to display details

Stationary Supply	08/11/2002	<u>1</u>	Ministry of Finance & Industry
Print Papers	08/11/2002	<u>2</u>	Ministry of Finance & Industry

- Employees Purchase System
- Ministries Registration
- PO Entry
- Approved Orders
- Non-approved Orders
- Select Order/ Contract**
- Prepare Order
- Direct Order
- Print Contract
- Bank Guarantees
- PO Print
- Quit



- Employees Purchase System
  - Ministries Registration
    - PO Entry
    - Approved Orders
    - Non-approved Orders
    - Select Order/ Contract
    - Prepare Order
    - Direct Order
    - Print Contract
    - Bank Guarantees
    - PO Print
    - Quit

Select Contract or Order						
Order No.	112301	Tender opening date	22/02/2003			
Subject	Officer Furniture					
Description	xxxxxx11111					
Company Name	International Trading Co.					
QTY	100	Rate	11	Unit	Amount	Nos.
Select Contract/ Order	<input type="text" value="Select Contract/ Order"/>	Contract/ Order No.		<input type="text"/>		
Contract Type	<input type="text" value="Select Contract Type"/>					
Description	yyyyyyyy22222					
Company Name	International Trading Co.					
QTY	10	Rate	22	Unit	Amount	Nos.
Select Contract/ Order	<input type="text" value="Select Contract/ Order"/>	Contract/ Order No.		<input type="text"/>		
Contract Type	<input type="text" value="Select Contract Type"/>					

Accept

Select Contract or Order					
Order No.	1				
Subject	Stationary supply				
Description	Purchasing A4 paper				
Company Name	Horizon Trading Ltd.				
QTY	10	Rate	10	Unit	Nos.
				Amount	100
Select Contract/ Order	<input type="text" value="Contract"/>	Contract/ Order No.		<input type="text" value="2"/>	
Contract Type	Purchase, supply, deliver, install, operate and maintain Computers				

Accept



- Employees Purchase System
  - Ministries Registration
  - PO Entry
  - Approved Orders
  - Non-approved Orders
  - Select Order/ Contract
  - Prepare Order
  - Direct Order
  - Print Contract**
  - Bank Guarantees
  - PO Print
  - Quit

Contract Selection			
Select Ministry	Ministry of Finance and Industry ▼		
Date	Day ▼	Month ▼	year ▼
Procedure	Practice ▼		
<input type="button" value="Approve"/>			

Click contract no. to display details			
Company name	Subject	Order no.	Contract no.
Horizon Trading Ltd.	Printing paper	<u>2</u>	<u>1</u>
Horizon Trading Ltd.	Stationary supply	<u>1</u>	<u>2</u>

Contract No.	1	Ministry	11	Ministry of Finance and Industry	Portal	xxxxxx
Order No.	2	Dept.	1	Ministry of Finance and Industry	Item	Overheads
Company name	Horizon Trading Ltd.				Date	09/11/2002
S/r	Item	Description	Unit	QTY	Unit price	Amount
1	2	Printing paper	Nos.	100	200	20,000
<a href="#">Display contract</a>					<a href="#">Print Portal Two</a>	

Item 2							
Number 1							
Date	09/11/2002			Ministry	11	Ministry of Finance	
To M/s	Horizon Trading Ltd.	No.	21005218	Dept.	1	Dept. of Ceremonies and Hospitality	
Kindly deliver the following items to the ministry store	Ministry of Finance and Industry			Portal	2	Overheads	
PO No.	2			Item	10	Culture	
Bid	No.	2		Date	09/11/2002		
S/r	Item and description			Unit	QTY	Unit price	Amount
						AED	
1	Printing paper			Nos.	100	200	20,000
Total amount	Dirhams twenty thousand only						20,000

Print this contract

### Contract Printing

<input type="radio"/>	.....	In his capacity as the Assistant Undersecretary for Properties and Purchases Affairs
<input checked="" type="radio"/>	.....	In his capacity as the Director of Purchases Dept.
<input type="radio"/>	.....	In his capacity as the Director of Purchases Dept.
	Company's authorized signatory	<input type="text" value="Samir Al Ruhayes"/>
	Designation	<input type="text" value="Financial Manager"/>
	Maintenance period	<input type="text" value="100"/>
<input type="button" value="Modify"/> <input type="button" value="Next"/>		

### Contract Printing

Ministry's Authorized Signatory	
Designation	
Company's Authorized Signatory	
Designation	
Maintenance Period	

Save



### Select Order / Contract

Select Ministry	Ministry of Cabinet Affairs		
Tender opening date	Day	Month	Year
Procedure type	Select procedure type		
Order No.	40204000005		
<input type="radio"/> search by ministry	<input checked="" type="radio"/> search by order No.	<input type="button" value="Approve"/>	

### Click order no. to display details

Subject	Tender opening date	Order no.	Ministry
PC & Accessories maintenance	30/03/2004	<a href="#">40204000005</a>	Ministry of Cabinet Affairs

- Employees Purchase System
  - Ministries Registration
  - PO Entry
  - Approved Orders
  - Non-approved Orders
  - [Select Order/ Contract](#)
  - Prepare Order
  - Direct Order
  - Print Contract
  - Print PO
  - print price comparison
  - Award Print
  - Cancel PO
  - Enter special specifications details
  - Check payment
  - Bids/tenders inquiries
  - Approving orders over 1,000,000
  - Extend transaction bids
  - Total bids list

### Select Contract

Select Ministry	Ministry of Cabinet Affairs		
Tender opening date	Day	Month	Year
Procedure type	Select procedure type		
Order No.	4020407		
<input type="radio"/> search by ministry <input checked="" type="radio"/> search by order No.	Approve		

### Click Contract No. to display details

Company	Subject	Order No.	Contract No.
Gulf Trading equipments (MST)	PC & Accessories Maintenance	40204000005	<a href="#">4020407</a>

Enter PO subject and amount	
Order No.	<input type="text"/>
Ministry	<input type="text" value="Select ministry"/>
Department	<input type="text" value="Select department"/>
Programme	<input type="text" value="Select programme"/>
Sub-programme	<input type="text" value="Select sub-programme"/>
Portal	<input type="text" value="Select portal"/>
Item	<input type="text" value="Select item"/>
Amount	<input type="text"/>
Committee	<input type="text" value="Select committee"/>
Order subject (Arabic)	<input type="text"/>
Order subject (English)	<input type="text"/>
<input type="button" value="Next"/>	

Enter PO subject and amount	
Order No.	11010401
Ministry	Ministry of Finance and Industry
Department	Ministry of Finance and Industry
Programme	Joint overheads
Sub-programme	Joint overheads
Portal	Capital expenditures
Item	Office furniture
Amount	1500
Committee	Purchase client
Order subject (Arabic)	توريد قرطاسية
Order subject (English)	Stationary supply
Next	

### Engagement Approval Window

Order No.	11010401
Ministry	11
Department	1
Programme	3
Sub-programme	1
Portal	2
Item	10
amount	1500

Suspended

Rejected

Approved

## Engagement Approval Window

Order No.	11010401
Ministry	11
Department	1
Programme	3
Sub-programme	1
Portal	2
Item	10
amount	1500

Continue

Purchase Order Details	
No.	11010401
Status	<input type="radio"/> Local <input type="radio"/> International
Emirate	<input type="radio"/> Abu Dhabi <input type="radio"/> Dubai
Delivery Location	<input type="text"/>
Delivery Period	<input type="text"/> Days
Order Date	<input type="text"/> Day <input type="text"/> Month <input type="text"/> Year
Order Condition	<input type="text"/> Select Condition
Tender Announcing Date	<input type="text"/> Day <input type="text"/> Month <input type="text"/> Year
Tender opening date	<input type="text"/> Day <input type="text"/> Month <input type="text"/> Year
Job condition in the order	<input type="radio"/> Ministry of Finance <input type="radio"/> Ordering Ministry
Type of Procedure	<input type="text"/> Select Procedure
Procedure No.	<input type="text"/>
Select One Type Only	<input type="radio"/> General and Special Terms <input type="radio"/> General and Special Terms and Books
Activities	<input type="text"/> Select Activity
<input type="button" value="Next"/>	



### Select Order/Contract

Select Ministry	Ministry of Cabinet Affairs		
Tender opening date	Day	Month	Year
Procedure type	Select procedure type		
Order No.	40204000005		
<input type="radio"/> search by ministry <input checked="" type="radio"/> search by order No.			
<input type="button" value="Approve"/>			

- Employees Purchase System
  - Ministries Registration
  - PO Entry
  - Approved Orders
  - Non-approved Orders
  - Select Order/ Contract**
  - Prepare Order
  - Direct Order
  - Print Contract
  - Print PO
  - Print price comparison
  - Award Print
  - Cancel PO
  - Enter special specifications details
  - Check payment
  - Bids/tenders inquiries
  - Approving orders over 1,000,000
  - Extend transaction bids
  - Total bids list

Engagement Approval Window

Order No.	11010401
Ministry	11
Department	1
Programme	3
Sub-programme	1
Portal	2
Item	10
amount	1500

Continue