Supplier Renewal User Guide

Version 4
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1. about Service
Renew the registration of suppliers who wish to provide services to the federal government after the completion of the registration in the register of federal suppliers.

Requirements to get the service
The Supplier had been registered before in Supplier New Registration Services

Registration
This service requires having a registered user on the ministry website. For creating a new user, click here and for login, click here.

Service Fees
Pay 500 Dirhams + 3 Dirhams by using e-dirham card

2. Sign in to MOF Website and Selection of Service

2.1. Sign in to MOF Website
Any registered user can sign in to MOF website after visiting the following link https://www.mof.gov.ae and clicking on “Sign In”
Supplier Renewal

Figure 1 Sign in (1)

Figure 2 Sign in (2)
2.2. Select Service
• From the Main Page, Click on “Services” in top menu then choose “Corporate”, then: “Supplier Services”.

Figure 3 Select Service (1)
Go to Supplier services then click on “Supplier Renewal”.

Figure 4 Select Service (2)
You will get the below screen. Click on “Start Services” as shown below:

Note: If you are not signed in, you will be automatically redirected to login page to complete the login process then continue to service Figure 2 Sign in (2)
3. Renew Registration - Renew Fees

3.1. Renew Registration

- After completing Sign in with user account that is already registered as supplier you will be redirected to service homepage of Renewal of the registration of suppliers in the suppliers federal record Service.
- The homepage includes the status of your registration as well as Service Card Link, User Manual Link, Steps of Supplier Registration and Renewal Steps.
- You can apply for Renew Information Request before starting with Renew Registration (Section Error! Reference source not found.)
- If your Request Status is “Renew”, you can click on “Renew Registration - Renew Fees” to complete the payment process.

![Renew Registration](image)

Figure 6 Renew Registration

3.2. Renew Fees

- After clicking on “Renew Registration - Renew Fees”, you will be redirected to the payment gateway automatically, then you must choose the type of card and press the "confirm" button to continue.
• **Click on the "Confirm" button to continue.**

![Image of e-dirham payment methods](image_url)

**Figure 7 Renewal Fees**

![Image of e-dirham service inquiry](image_url)

**Figure 8 Renew Fees (2)**
• Please enter the card number and password then click on the "Submit" button.

![Figure 9 Renew Fees (3)](image)

• You will be redirected to the confirmation page of payment information, and then Click on the "Confirm" button to continue.

![Figure 10 Renew Fees (4)](image)

3.3. Service Evaluation

• After paying renew fees, The message will be displayed to inquire how you much are satisfied for using the service, Please select the level of satisfaction and write your notes if you have, then click of the button "Enter Your Evaluation" to send the evaluation.
The confirmation message will be displayed for the completion of the process of sending the evaluation, and then click on the button "Close" to show the payment details.
3.4. Payment Details

- After paying renew fees, you can go back to home page and view request status. You can view payment details by clicking on “Last payment transaction status”.

*Figure 13 Payment Details (1)*

- The payment details will be displayed with option to print the details by click on the button "Download Payment Information", and then click on the button "Back" to return homepage.
4. Renew Information Request

if you need to update your information or attachments before renew registration request, in the homepage of the service please click on “Renew Information Request” button.
4.1. First Step

- **First Step** of your account information to modify the required fields if required, then click on the appropriate button.
- Please do not forget to update the Tax Registration Number
4.2. Second Step

- **Second Step** of your account information to modify the required fields if required, then click on the appropriate button.
- Please do not forget to update the Tax Registration Number and its expiration date is 31st Dec 2117.
4.3. Third Step

Third Step of your account information to modify the required fields if required, then click on the appropriate button.

In case supplier is part of SME National Program, he must indicate it as per below screen and choose yes.
Supplier is requested to enter the register national program id to verify that he is part of the program.
After validation is verified with National Program ID Database, an email and SMS will be sent to the contact details registered at the national program with verification code to be entered to confirm the identity of the contact.
4.4. Forth Step

You will be redirected to the fourth step of your account information to modify your attachments (Please do not forget to add the TAX Registration Certificate) if required, then click on the button "Back" to complete the process of renewal and pay the required fees.