

ADQ Oracle Fusion Training Manuals

For Suppliers

Supplier Registration Training Manual

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Introduction

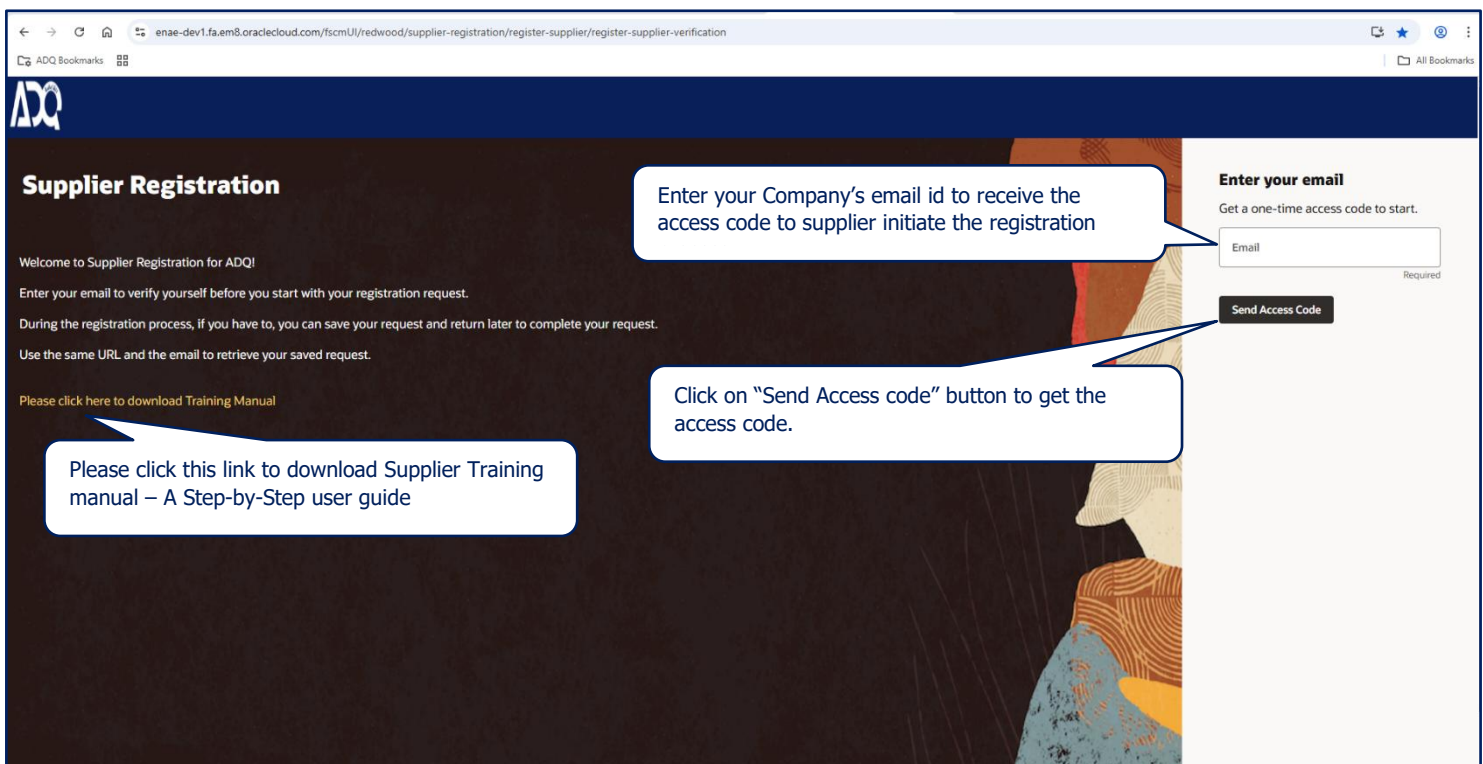
- This document provides a step-by-step approach to supplier Registration process who would like to register as a Supplier to ADQ.

Supplier Registration

- The Supplier registration starts by clicking the URL below.

<https://enaef1.fae.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=AecPSv6BKksaCdh3brXrTmi%2FuEzFjGyYBaCKyzvriOM5HLeP%2BDEKSCXZ23IXJ4Qj>

The Supplier Registration page as shown below will open to start the registration.



The screenshot shows the Supplier Registration page in a browser. The page title is "Supplier Registration" and it includes the ADQ logo. The main content area has a dark background with white text. On the right side, there is a form titled "Enter your email" with an input field for "Email" and a "Send Access Code" button. Three callout boxes provide instructions: one points to a link for downloading the training manual, another points to the "Send Access Code" button, and a third points to the email input field.

Supplier Registration

Welcome to Supplier Registration for ADQ!

Enter your email to verify yourself before you start with your registration request.

During the registration process, if you have to, you can save your request and return later to complete your request.

Use the same URL and the email to retrieve your saved request.

Please click here to download Training Manual

Please click this link to download Supplier Training manual – A Step-by-Step user guide

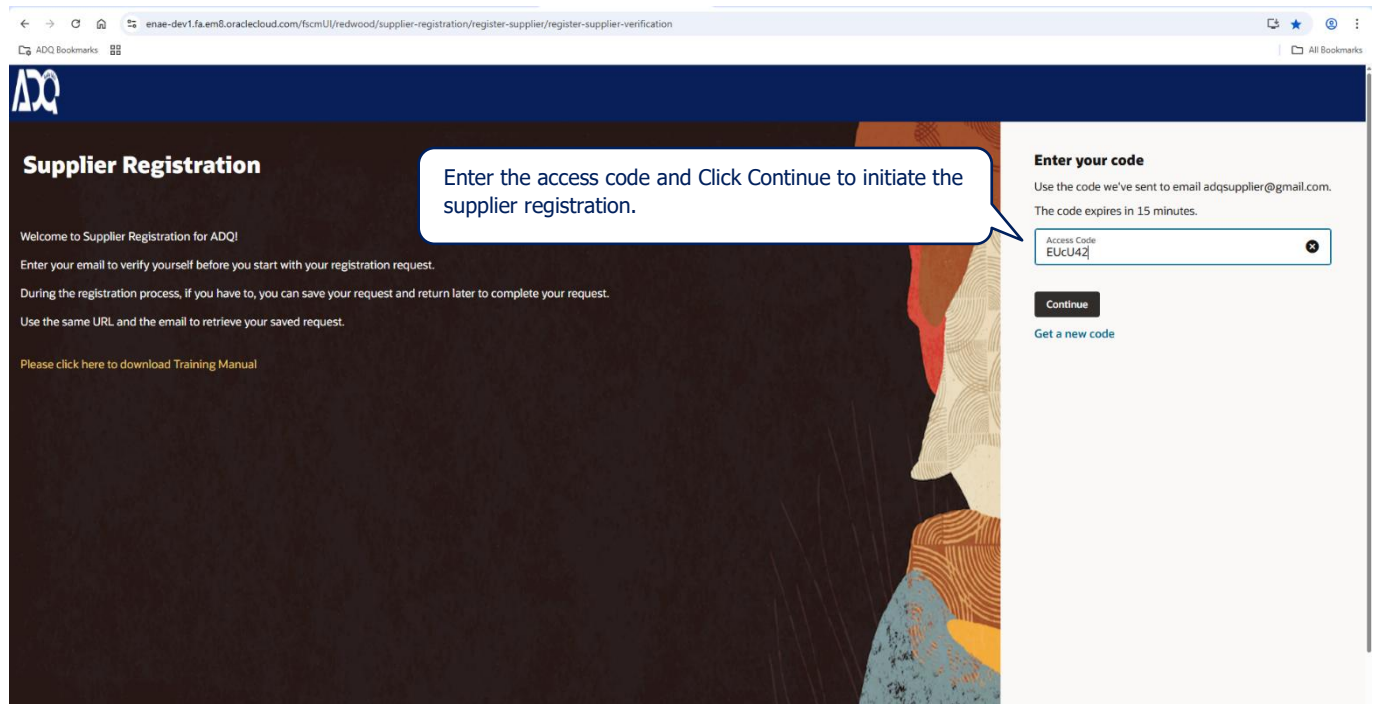
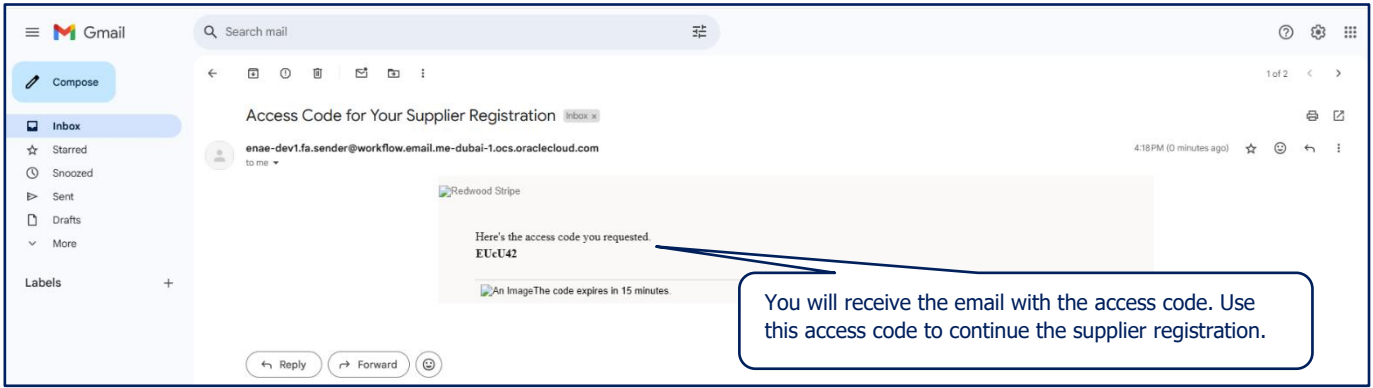
Enter your Company's email id to receive the access code to supplier initiate the registration

Click on "Send Access code" button to get the access code.

Enter your email
Get a one-time access code to start.

Email Required

Send Access Code



Step1: Company Details

Supplier Registration

Company Details

Please click here to download Training Manual

Click on this link to download Supplier Training Manuals

Company: Supplier ABCD3 | Website: | Country: United Arab Emirates

Tax Registration Number: 123456789123456789 | Organization Type: Corporation | Supplier Type: Consultant

Note to Approver: Please approve Supplier registration request.

Enter company related information and note to Approver if needed.

Click 'Continue' button to go to next page or Click "Save" button if you want to complete the supplier Registration any time latter. Click "Cancel" if you do not want to do the supplier registration.

Cancel Save Continue

Note:

1. Use the same Supplier registration link to restart the supplier registration and use the same email address to get the new access code.
2. Enter the new access code and start the supplier registration again.
3. Previously entered information will be visible, and you can modify the information if it is required.

Step2: Contacts

Supplier Registration

Contacts

Contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name: Supplier | Last Name: ABCD4 | Email: supplierabcd3@gmail.com

Job Title: Customer Service Manager | Country: AE | Mobile: +971 50 685 2577

Country: AE | Phone: +971 50 685 2577 | Ext: | Country: AE | Fax: +971 50 685 2577

Is this an administrative contact? Yes No

Does this contact need a user account? Yes No

+ Add Another Contact

Last updated 6 min

Cancel Save Continue

Enter required contact Information with email id. This email id will be used for further communication and to create a supplier Portal user account.

Select "Yes" or "No" based on the contact person.

By default, Oracle provides user account option as "Yes" if the user requires "ADQ Supplier Portal" access. You Must have at least 1 user account to use the system.

Please add additional two more contacts which covers Accounts Receivable and Escalation

Click 'Continue' button to go to next page or Click "Save" button if you want to complete the supplier Registration any time latter. Click "Cancel" if you do not want to do the supplier registration.

Contact 2

Enter Contact 2 details in the required fields.

Use delete button to delete the contact if you do not need this contact any time before submitting the request.

First Name: XYZ | Last Name: ABC | Email: xyz.abc@gmail.com

Job Title: AR Manager | Country: AE | Mobile: +97112345678

Country: AE | Phone: +97112345678 | Ext: | Fax: +97112345678

Is this an administrative contact? Yes No
Administrative contact will receive general communications from us.

Does this contact need a user account? Yes No
User accounts will provide online access to supplier transactions and self-service tasks.

+ Add Another Contact

Last updated 1 minute ago

Cancel Save Continue

Click 'Continue' button to go to next page or Click "Save" button if you want to complete the supplier Registration any time latter.

Click "Cancel" if you do not want to do the supplier registration.

Step3: Addresses

Supplier Registration

Addresses
Enter at least one address.

Enter Address Information in this

Address 1

Address Name: Abu Dhabi | What's this address used for? Select at least 1 purpose.
 Receive Purchase Orders Receive Payments Bid on RFQs

Country/Region: United Arab Emirates | Address Line 1 or P.O. Box: Al Khaleej Al Arabi Street | Address Line 2: | Emirate: Abu Dhabi

Email: supplierabcd3@gmail.com | Country: AE | Phone: +971 50 082 6356 | Ext: | Fax: +971 50 082 6356

Which contacts are associated to this address?

<input checked="" type="checkbox"/>	Supplier ABCD4	supplierabcd3@gmail.com	Customer Service Manager
<input checked="" type="checkbox"/>	XYZ ABC	xyz.abc@gmail.com	AR Manager

+ Add Another Address

Last updated 30 sec

Cancel Save Continue

Click "Add Another Address" button to create new address.

Click 'Continue' button to go to next page or Click "Save" button if you want to complete the supplier Registration any time latter.

Click "Cancel" if you do not want to do the supplier registration.

Step4: Business Classifications

Supplier Registration
Business Classifications

1. When Classification is ICV, please enter the Percentage in Certificate box.
2. When Classification is Others, please enter the Document Classification/ Type in Certificate box
3. It's mandatory to enter the Expiry Date. In case you don't have Expiry Date, enter date 10 years later than today's date.
4. Uploading attachment is mandatory.

Business classification 1

Classification: ICV Subclassification: [dropdown]
 Certifying Agency: Other Other Certifying Agency: Government Certificate Number: 50
 Certificate Start Date: 01/01/2025 Certificate End Date: 12/31/2025

Notes: [text area]

Attach current certificates and supporting documents

Drag and Drop
Select or drop files here.

URL: [input] Add URL: [button]

No items to display.

+ Add Another Business Classification

Updated just now

Cancel Save Continue

Callouts:

- Please see the Business Classification Instructions
- Ensure to provide all relevant information as per instructions given above.
- Attach requested supporting document.
- Click "Add Another Address" button to create new address.
- Click 'Continue' button to go to next page or Click "Save" button if you want to complete the supplier Registration any time latter. Click "Cancel" if you do not want to do the supplier registration.

Step5: Bank Accounts

Supplier Registration
Bank Accounts
Enter at least one bank account

Bank Supporting Document Instructions:

- Issued by your bank (bank letterhead, not company letterhead)
- Dated within the previous three months. Not dated letters will not be accepted
- Currency and Swift code to be in the letter
- Bank statements, account balance, certificate of interest, cheque details and account opening letter are not accepted

Bank account 1

Country: United Arab Emirates
 Bank: [dropdown] Bank Branch: [dropdown] Account Number: [input]
 IBAN: AE90053000001910420700 Currency: [dropdown] Account Type: [dropdown]
 Account Holder: ABC FZ LLC

Attach supporting documents (Required)

Drag and Drop
Select or drop files here.

URL: [input] Add URL: [button]

No items to display.

+ Add Another Bank Account

Last updated 10 minutes ago

Cancel Save Continue

Callouts:

- Please see the Bank supporting document Instructions
- Select the Bank, Bank Branch, Sort Number, Routing No from the List and enter all required information in other fields. Also enter IBAN, Account number, Currency, account type information
- If the Bank / Branch / Branch number / Sort number / Routing number are not shown in the list, provide that information in "Note to Approver" in Company Page section. Also, attach all supporting documents.
- Add all bank supporting documents in this section. Attached documents will be visible once it is uploaded. Attachments are mandatory
- Click 'Continue' button to go to next page or Click "Save" button if you want to complete the supplier Registration any time latter. Click "Cancel" if you do not want to do the supplier registration.

Step6: Products and Services

Supplier Registration
Products and Services

6 | 7

Search by category or description

7 selected View Selected Clear Selected

Category	Description
<input type="checkbox"/> Business Travel	Business Travel
<input checked="" type="checkbox"/> <input type="checkbox"/> Accommodation	Accommodation
<input checked="" type="checkbox"/> <input type="checkbox"/> Air Tickets	Air Tickets
<input checked="" type="checkbox"/> <input type="checkbox"/> Transportation	Transportation
<input checked="" type="checkbox"/> <input type="checkbox"/> Visas	Visas
<input type="checkbox"/> <input type="checkbox"/> Consultancy	Consultancy
<input type="checkbox"/> <input type="checkbox"/> Events	Events
<input type="checkbox"/> <input type="checkbox"/> Government	Government
<input type="checkbox"/> <input type="checkbox"/> Insurance	Insurance
<input type="checkbox"/> <input type="checkbox"/> Office Costs	Office Costs
<input type="checkbox"/> <input type="checkbox"/> Repair and Maintenance	Repair and Maintenance
<input type="checkbox"/> <input type="checkbox"/> Technology	Technology
<input type="checkbox"/> <input type="checkbox"/> Training	Training

Cancel Save Continue

Company Details
Contacts
Addresses
Business Classifications
Bank Accounts
Products and Services
Questionnaire

Click on the Down arrow to see all subcategories in and select all subcategories which you are intended to provide the service to ADQ.

Click on "View selected" button to see the selected categories.

Close the popup window once it is completed.

Supplier Registration
Products and Services

7 selected View Selected Clear Selected

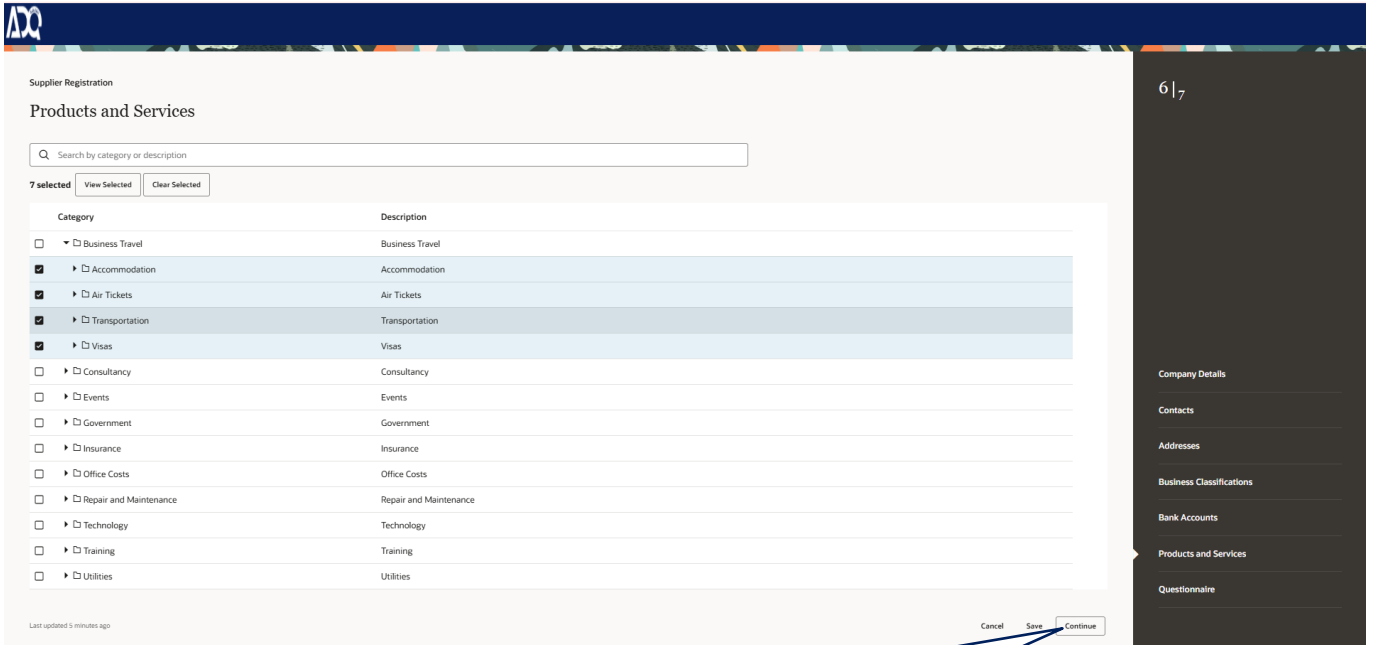
Category	Description
<input checked="" type="checkbox"/> Business Travel	Business Travel
<input checked="" type="checkbox"/> <input type="checkbox"/> Accommodation	Accommodation
<input checked="" type="checkbox"/> <input type="checkbox"/> Air Tickets	Air Tickets
<input checked="" type="checkbox"/> <input type="checkbox"/> Transportation	Transportation
<input checked="" type="checkbox"/> <input type="checkbox"/> Visas	Visas
<input type="checkbox"/> <input type="checkbox"/> Consultancy	Consultancy
<input type="checkbox"/> <input type="checkbox"/> Events	Events
<input type="checkbox"/> <input type="checkbox"/> Government	Government
<input type="checkbox"/> <input type="checkbox"/> Insurance	Insurance
<input type="checkbox"/> <input type="checkbox"/> Office Costs	Office Costs
<input type="checkbox"/> <input type="checkbox"/> Repair and Maintenance	Repair and Maintenance
<input type="checkbox"/> <input type="checkbox"/> Technology	Technology
<input type="checkbox"/> <input type="checkbox"/> Training	Training

Selected categories

7 selected Clear Selected

Category	Description
Corporate Communications and Marketing	Corporate Communications and Marketing
Audit	Audit
Financial / Accounting / Tax	Financial / Accounting / Tax
Accommodation	Accommodation
Air Tickets	Air Tickets
Transportation	Transportation
Visas	Visas

Selected categories are displayed in the Pop-up window. Close the popup window once it is completed.



Supplier Registration

Products and Services

Search by category or description

7 selected View Selected Clear Selected

Category	Description
<input type="checkbox"/> Business Travel	Business Travel
<input checked="" type="checkbox"/> Accommodation	Accommodation
<input checked="" type="checkbox"/> Air Tickets	Air Tickets
<input checked="" type="checkbox"/> Transportation	Transportation
<input checked="" type="checkbox"/> Visas	Visas
<input type="checkbox"/> Consultancy	Consultancy
<input type="checkbox"/> Events	Events
<input type="checkbox"/> Government	Government
<input type="checkbox"/> Insurance	Insurance
<input type="checkbox"/> Office Costs	Office Costs
<input type="checkbox"/> Repair and Maintenance	Repair and Maintenance
<input type="checkbox"/> Technology	Technology
<input type="checkbox"/> Training	Training
<input type="checkbox"/> Utilities	Utilities

Last updated 5 minutes ago

Cancel Save Continue

6 | 7

- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts
- Products and Services
- Questionnaire

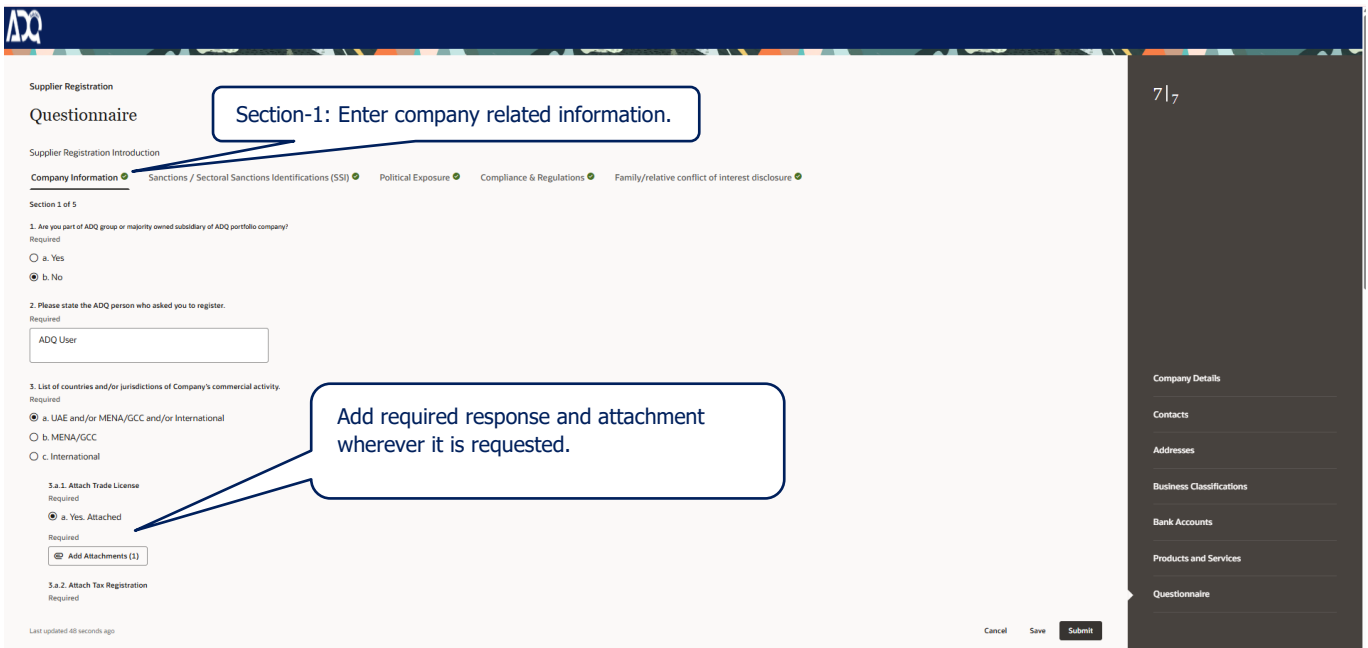
Click 'Continue' button to go to next page or Click "Save" button if you want to complete the supplier Registration any time latter.

Click "Cancel" if you do not want to do the supplier registration.

Step7: Questionnaire

- ✓ This step contains five sections.
- ✓ Please fill in the response to all the questions in all five sections.
- ✓ Some of the questions require both response and relevant documentation as attachments.
- ✓ Please attach those documents & response to the specified section.
- ✓ You will not be able to submit the request for approval unless all required documentation is uploaded and response to those questions.
- ✓ Hence request you to carefully review all the questions and provide your response to avoid any resubmission.
- ✓ Please note that "Resubmission" will delay the process of supplier registration, PO, and Invoice activities.

Section1: Company Information



Supplier Registration Questionnaire

Section 1 of 5

1. Are you part of ADQ group or majority owned subsidiary of ADQ portfolio company?
Required
 a. Yes
 b. No

2. Please state the ADQ person who asked you to register.
Required
ADQ User

3. List of countries and/or jurisdictions of Company's commercial activity.
Required
 a. UAE and/or MENA/GCC and/or International
 b. MENA/GCC
 c. International

3.a.1. Attach Trade License
Required
 a. Yes, Attached
Add Attachments (1)

3.a.2. Attach Tax Registration
Required

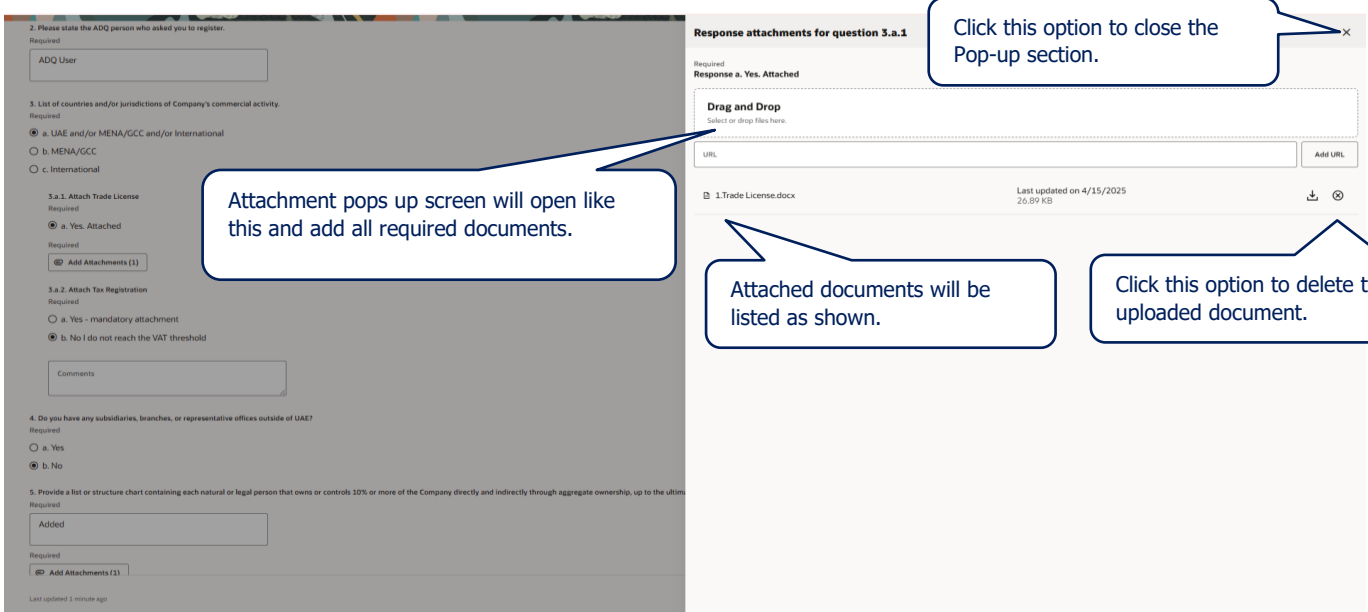
Cancel Save Submit

7/7

Company Details
Contracts
Addresses
Business Classifications
Bank Accounts
Products and Services
Questionnaire

Section-1: Enter company related information.

Add required response and attachment wherever it is requested.



2. Please state the ADQ person who asked you to register.
Required
ADQ User

3. List of countries and/or jurisdictions of Company's commercial activity.
Required
 a. UAE and/or MENA/GCC and/or International
 b. MENA/GCC
 c. International

3.a.1. Attach Trade License
Required
 a. Yes, Attached
Add Attachments (1)

3.a.2. Attach Tax Registration
Required
 a. Yes - mandatory attachment
 b. No I do not reach the VAT threshold
Comments

4. Do you have any subsidiaries, branches, or representative offices outside of UAE?
Required
 a. Yes
 b. No

5. Provide a list or structure chart containing each natural or legal person that owns or controls 10% or more of the Company directly and indirectly through aggregate ownership, up to the ultimate owner.
Required
Added
Add Attachments (1)

Last updated 48 seconds ago

Response attachments for question 3.a.1

Required
Response a. Yes, Attached

Drag and Drop
Select or drop files here.

URL Add URL

1.Trade License.docx Last updated on 4/15/2025 26.89 KB

Click this option to close the Pop-up section.

Attachment pops up screen will open like this and add all required documents.

Attached documents will be listed as shown.

Click this option to delete the uploaded document.

4. Do you have any subsidiaries, branches, or representative offices outside of UAE?
Required
 a. Yes
 b. No

5. Provide a list or structure chart containing each natural or legal person that owns or controls 10% or more of the Company directly and indirectly through aggregate ownership, up to the ultimate beneficial owner(s)
Required
Added
Required
Add Attachments (1)

6. Provide a list of directors, chief officers and executives of the company and any Individuals (e.g. Authorized Signatories) who are able to exert significant influence and control of the strategic, financial and operational decision-making process of the Company.
The list should include identification details in example: Full name, Date and Place of Birth
Required
Added
Required
Add Attachments (1)

7. Please attach copy of Directors register/list and government issued form of picture identification (e.g., passport) for each Director
Required
 a. Yes, Attached
 b. No
 c. Not Applicable

Comments

End of Section 1 of 5
Previous Section Next Section

Updated just now

Cancel Save Submit

Attach documents as per the instructions given in the questionnaire.

Click on "Next Section" once first section is completed.

- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts
- Products and Services
- Questionnaire

Section2: Sanctions / Sectorial Sanctions Identifications (SSI)

Supplier Registration
Questionnaire

Supplier Registration Introduction
Company Information Sanctions / Sectorial Sanctions Identifications (SSI) Political Exposure Compliance & Regulations Family/relative conflict of interest disclosure

Section 2 of 5

9. Is the Company, its subsidiaries and affiliates, branches, agents, or distributors currently subject of Sanctions?
Required
Definitions:
Sanctions: Economic sanctions administered or enforced by the United Arab Emirates, United Nations Security Council (UN), European Union Council and/or Commission (EU), Her Majesty's Treasury-United Kingdom (UKHMT), the U.S. Department of the Treasury (OFAC), and the U.S. Department of State.
Sanctioned Areas: Countries, regions, territories, and governments subject to comprehensive Sanctions (see definitions)
Sectorial Sanctions Identifications (SSI): Sectorial Sanctions target certain activities/transactions with designated parties (i.e., parties on the U.S. Sectoral Sanctions Identifications ("SSI") List) and typically include restrictions relating to dealings in new debt and/or equity of such designated persons.
 a. Yes
 b. No

10. Is the Company's Connected Party (Beneficial Owners, Directors, Executive Managers) currently subject of Sanctions?
Required
 a. Yes
 b. No

11. Does the Company has presence, own any asset located in a Sanctioned Areas?
Required
 a. Yes
 b. No

12. Does your company have any direct or indirect, planned or committed capital expenditures or investments in a Sanctioned Areas?
Required
 a. Yes
 b. No

13. Does your company have any current business activity in Sanctioned Areas?
Required
 a. Yes
 b. No

14. Does your company have any current business activity with Governments of Countries subject to Sanctions?
Required
 a. Yes
 b. No

15. Does the Company have any business activity with sectors subject to Sectorial Sanctions Identifications (SSI) or with entities/individuals that are targeted by Sectorial Sanctions Identifications (SSI)?
Required
 a. Yes
 b. No

End of Section 2 of 5
Previous Section Next Section

Last updated 5 minutes ago

Cancel Save Submit

Section:2 – Fill Sanctions/Sectorial Sanctions Identification questions

Click on Save if you want to continue it latter.

Click on "Next Section" once second section is completed.

717

- Company Details
- Contacts
- Addresses
- Business Classifications
- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts
- Products and Services
- Questionnaire

Note:

1. Use the same Supplier registration link to restart the supplier registration and use the same email address to get the new access code.
2. Enter the new access code and start the supplier registration again.
3. Previously entered information will be visible, and you can modify the information if it is required.

Section3: Political Exposure

Supplier Registration
Questionnaire

Supplier Registration Introduction

Company Information ● Sanctions / Sectoral Sanctions Identifications (SSI) ● **Political Exposure** ● Compliance & Regulations ● Family/relative conflict of interest disclosure ●

Section 3 of 5

16. Is any principal, beneficial owner, shareholder, past or present director, officer, or executive of the Company considered as Politically Exposed Person under the provided definition?

If yes, please provide relevant details.
Politically Exposed Person: An individual, and/or immediate family members or persons known to be close associates of such person, who are or have been entrusted with prominent public functions, whether in their home country or abroad, for example Heads of State or of government, senior politicians, senior government, judicial or military officials, senior executives of state-owned corporations.

Required
 a. Yes
 b. No

17. Does a present or former government official, or a state-owned entity have an interest in your company?
Required
 a. Yes
 b. No

18. Has the company (or an affiliated entity), any of your current or past directors (or representatives) been subject to any suspension, investigation, criminal charges or serious allegation of Corruption, bribery, influence peddling, illegal commissions, embezzlement of public funds or preferential treatment in the last 5 years?
Required
 a. Yes
 b. No

End of Section 3 of 5

Previous Section Next Section

Last updated 9 minutes ago

Section:3 – Fill Political Exposure questions

Click on Save if you want to continue it latter.

Click on "Next Section" once third section is completed.

Cancel Save Submit

7 | 7

- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts
- Products and Services
- Questionnaire

Section4: Compliance & Regulations

Supplier Registration
Questionnaire

Supplier Registration Introduction

Company Information ● Sanctions / Sectoral Sanctions Identifications (SSI) ● Political Exposure ● **Compliance & Regulations** ● Family/relative conflict of interest disclosure ●

Section 4 of 5

19. Does the Company have a compliance function?
If so, please confirm the line of reporting of the function and its number of staff.
Required
 a. Yes
 b. No

19.a.1. Please Provide Relevant Details.
Required
 Compliance Department

Required
 Add Attachments (1)

20. Does the Company have codes and/or procedures regarding bribery and corruption and gifts and entertainment?
Required
 a. Yes
 b. No

20.a.1. Please Provide Relevant Details.
Required
 Anti Corruption Policies

Required
 Add Attachments (1)

Last updated 7 minutes ago

Section:4 – Fill Compliance Regulations response

Cancel Save Submit

6 | 6

- Company Details
- Contacts
- Addresses
- Bank Accounts
- Products and Services
- Questionnaire

21. ADQ requires all Suppliers/Business Partners to review, acknowledge and adhere to the principles set in ADQ Business Partner Code Of Business Conduct?

I acknowledge the attached:

View question attachments (1)

Required

a. Yes

b. No

Comments
Acknowledged

22. Has the Company made any disclosures to any governmental or regulatory authorities about possible violations of laws or regulations related to the Money Laundering, Bribery and Corruption and International Sanctions?

Required

a. Yes

b. No

End of Section 4 of 5

Previous Section Next Section

Last updated 7 minutes ago

Cancel Save Submit

Click the link to download the ADQ Business Partner Code of Conduct

Click on Save if you want to continue it latter.

Click on "Next Section" once fourth section is completed.

- Company Details
- Contacts
- Addresses
- Bank Accounts
- Products and Services
- Questionnaire

Section5: Family/Relative conflict of Interest disclosure

Supplier Registration

Questionnaire

Supplier Registration Introduction

Company Information Sanctions / Sectoral Sanctions Identifications (SSI) Political Exposure Compliance & Regulations Family/relative conflict of interest disclosure

Section 5 of 5

23 ADQ expects its suppliers to transparently and proactively declare any instances constituting potential conflicts of interest e.g. if any of the supplier's owners, shareholders, directors, officer or employees is a family relative to an employee of ADQ, or maintains a relationship with an employee of ADQ that might represent a conflict of interest. Failure to disclose such information may result in a cancellation of the relevant contract by ADQ.

Family relative may be defined as follows:
 -First degree relatives: father/ father-in-law, mother/ mother-in-law, son/ son-in-law, daughter/ daughter-in-law, wife/ husband
 -Second degree relatives: grandfather/ grandfather-in-law, grandmother/ grandmother-in-law, brothers/ brothers-in-law and sisters/ sisters-in-law, grandchildren

I acknowledge the above requirement and confirm that any potential conflicts of interest will be immediately disclosed to ADQ's Procurement team.

Required

a. Yes

b. No

24. To the best of your knowledge, are there any circumstances constituting a potential conflict of interest influencing the provision of your company's services to ADQ due to your company owners, shareholders, directors, officers or employees:
 - being family relatives of any ADQ employees,
 - maintaining any relationship with employees of ADQ that might represent or be perceived as a conflict of interest, or,
 - engaging in any other activities or having other affiliations, which might represent or be perceived as a conflict of interest?

Required

a. Yes

b. No

End of Section 5 of 5

Previous Section Next Section

Last updated 3 minutes ago

Cancel Save Submit

Section:5 – Fill Family / Relative Conflict of Interest response

Click on Save if you want to continue it latter.

Click on "submit" once all the required responses are completed.

7/7

- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts
- Products and Services
- Questionnaire

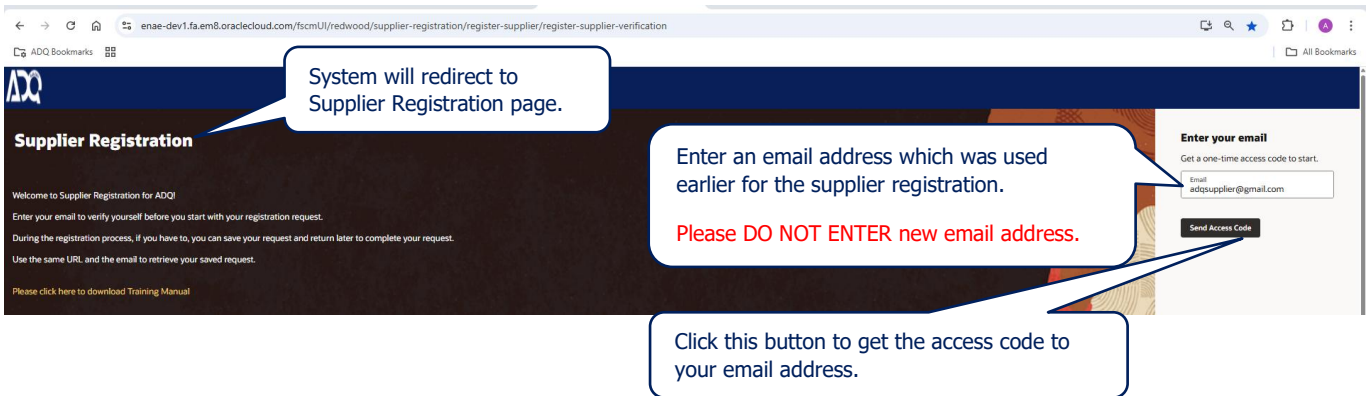
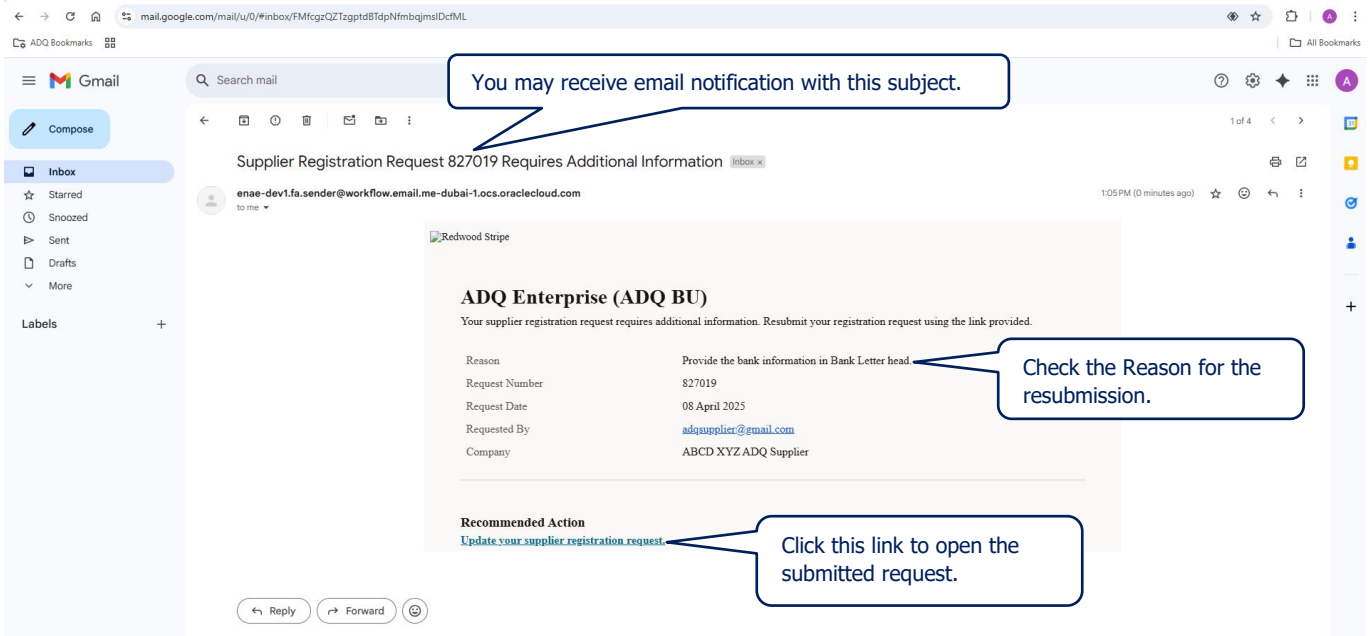
Success

Your registration request 027019 was submitted.

"Success" notification appears with the request number in the screen. This message is a confirmation of supplier registration submission to ADQ.

Supplier Registration – Response to “Requires Additional Information” intimation from ADQ

- ✓ At times, ADQ approver may ask you to send any additional clarifications/ documents to review your supplier registration request.
- ✓ You will receive an email communication to the registered email address with the reason clearly mentioned in the notification below:



Step1: Company Information

Supplier Registration

Company Details

Please click here to download Training Manual

Company: Supplier ABCD5 | Website: | Country: United Arab Emirates

Tax Registration Number: 100987654 | Organization Type: Corporation | Supplier Type: Consultant

Note to Approver: Please approve

1 | 7

- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts
- Products and Services
- Questionnaire

Cancel Save Continue

You will see the information which was entered during the initial supplier registration.

You may also update if any correction required in each section.

You can select the appropriate section directly by clicking the section name to go directly to that page and do the required changes.

Click 'Continue' button to go to next page or Click "Save" button if you want to complete the supplier Registration any time latter.

Click "Cancel" if you do not want to do the supplier registration

Step2: Contacts

Supplier Registration

Contacts

1. Please Enter 3 contacts 1. Sales 2. Accounts Receivable 3. Accounts Receivable Escalation.

Contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name: Suresh | Last Name: Mani | Email: hisureshdear@gmail.com

Job Title: | Country: AE | Mobile: +971 51 234 5678

Country: AE | Phone: +971 51 234 5678 | Ext: | Country: AE | Fax: +971 51 234 5678

Is this an administrative contact? Yes No

Does this contact need a user account? Yes No

Updated just now

Cancel Save Continue

2 | 7

- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts
- Products and Services
- Questionnaire

You will see the information which was entered during the initial supplier registration.

You may also update if any correction required in each section.

Click 'Continue' button to go to next page or Click "Save" button if you want to complete the supplier Registration any time latter.

Click "Cancel" if you do not want to do the supplier registration

Step3: Addresses

Supplier Registration

Addresses

Enter at least one address.

Address 1

Address Name: Abu Dhabi

What's this address used for? Select at least 1 purpose.

Receive Purchase Orders Receive Payments Bid on RFQs

Country/Region: United Arab Emirates

Address Line 1 or P.O. Box: Street1

Address Line 2: Abu Dhabi

Emirate: Abu Dhabi

Email: hisureshdear@gmail.com

Country: AE Phone: +971 51 234 5678

Country: AE Fax: +971 51 234 5678

Which contacts are associated to this address?

Suresh Mani hisureshdear@gmail.com

[+ Add Another Address](#)

Updated just now

Cancel Save **Continue**

You will see the information which was entered during the initial supplier registration.

You may also update if any correction required in each section.

Click 'Continue' button to go to next page or Click "Save" button if you want to complete the supplier Registration any time latter.

Click "Cancel" if you do not want to do the supplier registration

Step4: Business Classification

Business Classifications

- When Classification is ICV, please enter the Percentage in Certificate box.
- When Classification is Others, please enter the Document Classification/ Type in Certificate box
- It's mandatory to enter the Expiry Date. In case you don't have Expiry Date, enter date 10 years later than today's date.
- Uploading attachment is mandatory.

Business classification 1

Classification: ICV Subclassification:

Certifying Agency: Other Other Certifying Agency: Government Certificate Number: 50

Certificate Start Date: 01/01/2025 Certificate End Date: 12/31/2025

Notes: ICV

Attach current certificates and supporting documents

Drag and Drop: Select or drop files here.

URL: Add URL

ICV Certificate.docx Last updated on 4/18/2025 0.00 B

[+ Add Another Business Classification](#)

Last updated 1 minute ago

Cancel Save **Continue**

You will see the information which was entered during the initial supplier registration.

You may also update if any correction required in each section.

Click 'Continue' button to go to next page or Click "Save" button if you want to complete the supplier Registration any time latter.

Click "Cancel" if you do not want to do the supplier registration

Step5: Bank Accounts

You will see the information which was entered during the initial supplier registration.

You may also update if any correction required in each section.

Click 'Continue' button to go to next page or Click "Save" button if you want to complete the supplier Registration any time latter.

Click "Cancel" if you do not want to do the supplier registration

Step6: Products and Services

You will see the information which was entered during the initial supplier registration.

You may also update if any correction required in each section.

Click 'Continue' button to go to next page or Click "Save" button if you want to complete the supplier Registration any time latter.

Click "Cancel" if you do not want to do the supplier registration

Step7: Questionnaire:

Section 1: Company Information

Supplier Registration
Questionnaire

Supplier Registration Introduction

Company Information Sanctions / Sectoral Sanctions Identifications (SSI) Political Exposure Compliance & Regulations Family/relative conflict of interest disclosure

Section 1 of 5

1. Are you part of ADQ group or majority owned subsidiary of ADQ portfolio company?
Required
 a. Yes
 b. No

2. Please state the ADQ person who asked you to register.
Required
ADQ User

3. List of countries and/or jurisdictions of Company's commercial activity.
Required
 a. UAE and/or MENA/GCC and/or International
 b. MENA/GCC
 c. International

3.a.1. Attach Trade License
Required
 a. Yes, Attached
Required
Add Attachments (1)

6 | 6

- Company Details
- Contacts
- Addresses
- Bank Accounts

a. Yes, Attached
Required
Add Attachments (1)

3.a.2. Attach Tax Registration
Required
 a. Yes - mandatory attachment
 b. No I do not reach the VAT threshold
Comments

4. Do you have any subsidiaries, branches, or representative offices outside of UAE?
Required
 a. Yes
 b. No

5. Provide a list or structure chart containing each natural or legal person that owns or controls the Company directly and indirectly through aggregate ownership, up to the ultimate beneficial owner(s)
Required
Added
Required
Add Attachments (1)

6. Provide a list of directors, chief officers and executives of the company and any individuals (e.g. Authorized Signatories) who are able to exert significant influence and control of the strategic, financial and operational decision-making process of the Company.
The list should include identification details in example: Full name, Date and Place of Birth
Required
Added
Required
Add Attachments (1)

7. Please attach copy of Directors register/list and government issued form of picture identification (e.g., passport) for each Director
Required
 a. Yes, Attached
 b. No
 c. Not Applicable
Comments

End of Section 1 of 5
Previous Section **Next Section**

Updated just now

Cancel Save **Submit**

6 | 6

- Company Details
- Contacts
- Addresses
- Contacts
- Addresses
- Business Classifications
- Bank Accounts
- Products and Services
- Questionnaire

Click on "Next Section" once first section is completed.

Section 2: Sanctions / Sectorial Sanctions Identifications (SSI)

Supplier Registration
Questionnaire

Supplier Registration Introduction

Company Information **Sanctions / Sectorial Sanctions Identifications (SSI)** Political Exposure Compliance & Regulations Family/relative conflict of interest disclosure

Section 2 of 5

9. Is the Company, its subsidiaries and affiliates, branches, agents, or distributors currently subject of Sanctions?
Definitions:
Sanctions: Economic sanctions administered or enforced by the United Arab Emirates, United Nations Security Council (UN), European Union Council and/or Commission (EU), Her Majesty's Treasury-United Kingdom (UKHMT), the U.S. Department of the Treasury (OFAC), and the U.S. Department of State.
Sanctioned Areas: Countries, regions, territories, and governments subject to comprehensive Sanctions (see definitions)
Sectorial Sanctions Identifications (SSI): Sectorial Sanctions target certain activities/transactions with designated parties (i.e., parties on the U.S. Sectorial Sanctions Identifications ("SSI") List) and typically include restrictions relating to dealings in new debt and/or equity of such designated persons.

Required
 a. Yes
 b. No

10. Is the Company's Connected Party (Beneficial Owners, Directors, Executive Managers) currently subject of Sanctions?
 Required
 a. Yes
 b. No

11. Does the Company has presence, own any asset located in a Sanctioned Areas?
 Required
 a. Yes
 b. No

12. Does your company have any direct or indirect, planned or committed capital expenditures or investments in a Sanctioned Areas?
 Required
 a. Yes
 b. No

13. Does your company have any current business activity in Sanctioned Areas?
 Required
 a. Yes
 b. No

14. Does your company have any current business activity with Governments of Countries subject to Sanctions?
 Required
 a. Yes
 b. No

15. Does the Company have any business activity with sectors subject to Sectorial Sanctions Identifications (SSI) or with entities/Individuals that are targeted by Sectorial Sanctions Identifications (SSI)?
 Required
 a. Yes
 b. No

End of Section 2 of 5

Last updated 6 minutes ago

Cancel Save

6 | 6

- Company Details
- Contacts
- Addresses
- Bank Accounts
- Products and Services
- Questionnaire

You will see the information which was entered during the initial supplier registration.

You may also update if any correction required in each section.

13. Does your company have any current business activity in Sanctioned Areas?
 Required
 a. Yes
 b. No

14. Does your company have any current business activity with Governments of Countries subject to Sanctions?
 Required
 a. Yes
 b. No

15. Does the Company have any business activity with sectors subject to Sectorial Sanctions Identifications (SSI) or with entities/Individuals that are targeted by Sectorial Sanctions Identifications (SSI)?
 Required
 a. Yes
 b. No

End of Section 2 of 5

Last updated 6 minutes ago

Cancel Save

6 | 6

- Company Details
- Contacts
- Addresses
- Bank Accounts
- Products and Services
- Questionnaire

Click on "Next Section" once second section is completed.

Section 3: Political Exposure

Supplier Registration
Questionnaire

Supplier Registration Introduction

Company Information **Sanctions / Sectorial Sanctions Identifications (SSI)** **Political Exposure** Compliance & Regulations Family/relative conflict of interest disclosure

Section 3 of 5

16. Is any principal, beneficial owner, shareholder, past or present director, officer, or executive of the Company considered as Politically Exposed Person under the provided definition?
 If yes, please provide relevant details
Politically Exposed Person: An individual, and/or immediate family members or persons known to be close associates of such person, who are or have been entrusted with prominent public functions, whether in their home country or abroad, for example Heads of State or of government, senior politicians, senior government, judicial or military officials, senior executives of state-owned corporations.

Required
 a. Yes
 b. No

17. Does a present or former government official, or a state-owned entity have an interest in your company?
 Required
 a. Yes
 b. No

18. Has the company (or an affiliated entity), any of your current or past (representatives) been subject to any Sanctions in the last 5 years?
 Required
 a. Yes
 b. No

End of Section 3 of 5

Last updated 6 minutes ago

Cancel Save

6 | 6

- Company Details
- Contacts
- Addresses
- Bank Accounts
- Products and Services
- Questionnaire

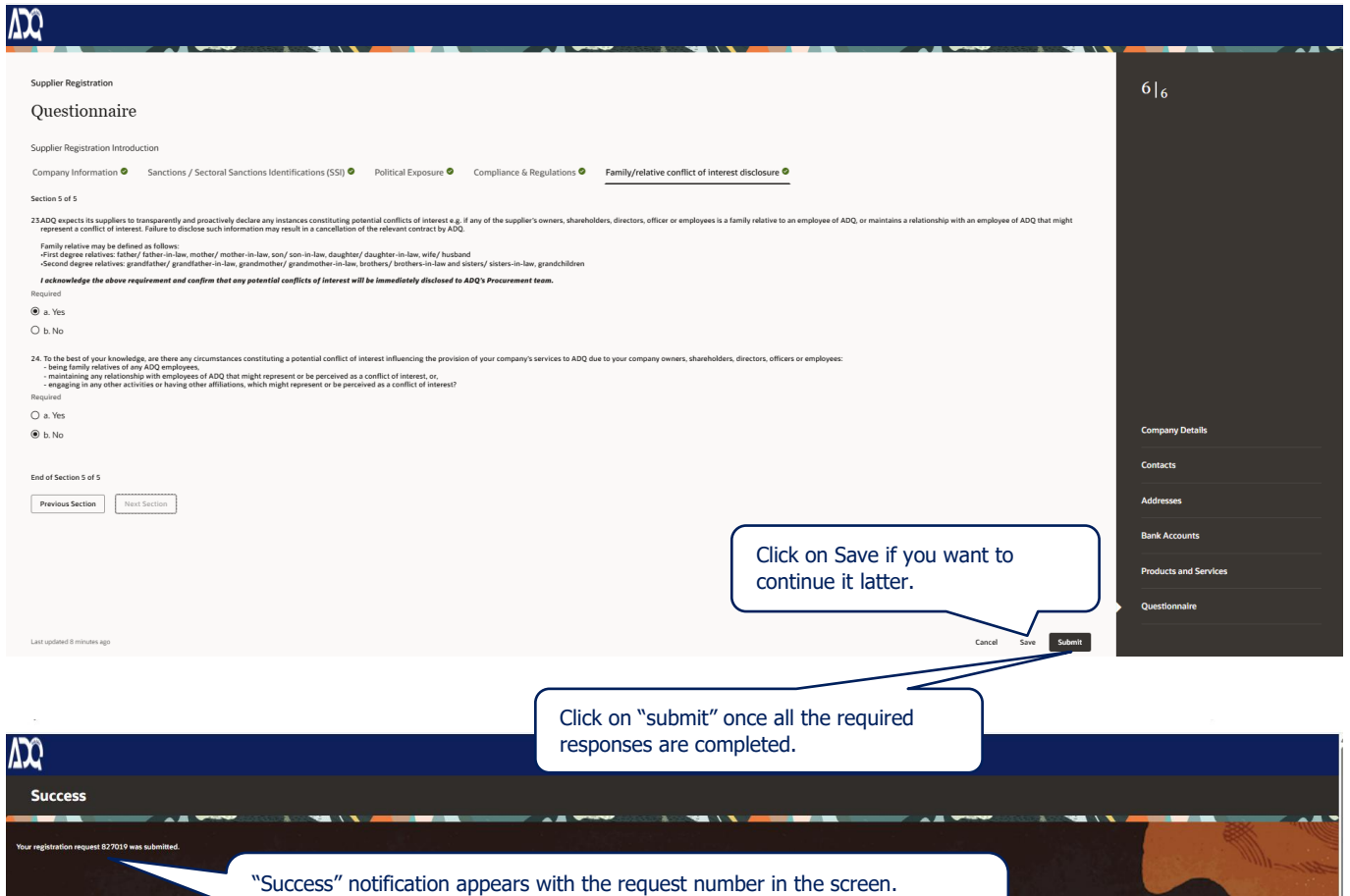
You will see the information which was entered during the initial supplier registration.

You may also update if any correction required in each section.

Click on "Next Section" once third section is completed.

Section 4: Compliance and Regulations

Section 5: Family/Relative Conflict of Interest Disclosure



Supplier Registration

Questionnaire

Supplier Registration Introduction

Company Information ● Sanctions / Sectoral Sanctions Identifications (SSI) ● Political Exposure ● Compliance & Regulations ● **Family/relative conflict of interest disclosure ●**

Section 5 of 5

23 ADQ expects its suppliers to transparently and proactively declare any instances constituting potential conflicts of interest e.g. if any of the supplier's owners, shareholders, directors, officer or employees is a family relative to an employee of ADQ, or maintains a relationship with an employee of ADQ that might represent a conflict of interest. Failure to disclose such information may result in a cancellation of the relevant contract by ADQ.

Family relative may be defined as follows:
-First degree relatives: father/ father-in-law, mother/ mother-in-law, son/ son-in-law, daughter/ daughter-in-law, wife/ husband
-Second degree relatives: grandfather/ grandfather-in-law, grandmother/ grandmother-in-law, brothers/ brothers-in-law and sisters/ sisters-in-law, grandchildren

I acknowledge the above requirement and confirm that any potential conflicts of interest will be immediately disclosed to ADQ's Procurement team.

Required

a. Yes
 b. No

24. To the best of your knowledge, are there any circumstances constituting a potential conflict of interest influencing the provision of your company's services to ADQ due to your company owners, shareholders, directors, officers or employees:
- being family relatives of any ADQ employees,
- maintaining any relationship with employees of ADQ that might represent or be perceived as a conflict of interest, or
- engaging in any other activities or having other affiliations, which might represent or be perceived as a conflict of interest?

Required

a. Yes
 b. No

End of Section 5 of 5

[Previous Section](#) [Next Section](#)

Last updated 8 minutes ago

Cancel Save **Submit**

Company Details
Contacts
Addresses
Bank Accounts
Products and Services
Questionnaire

Click on Save if you want to continue it latter.

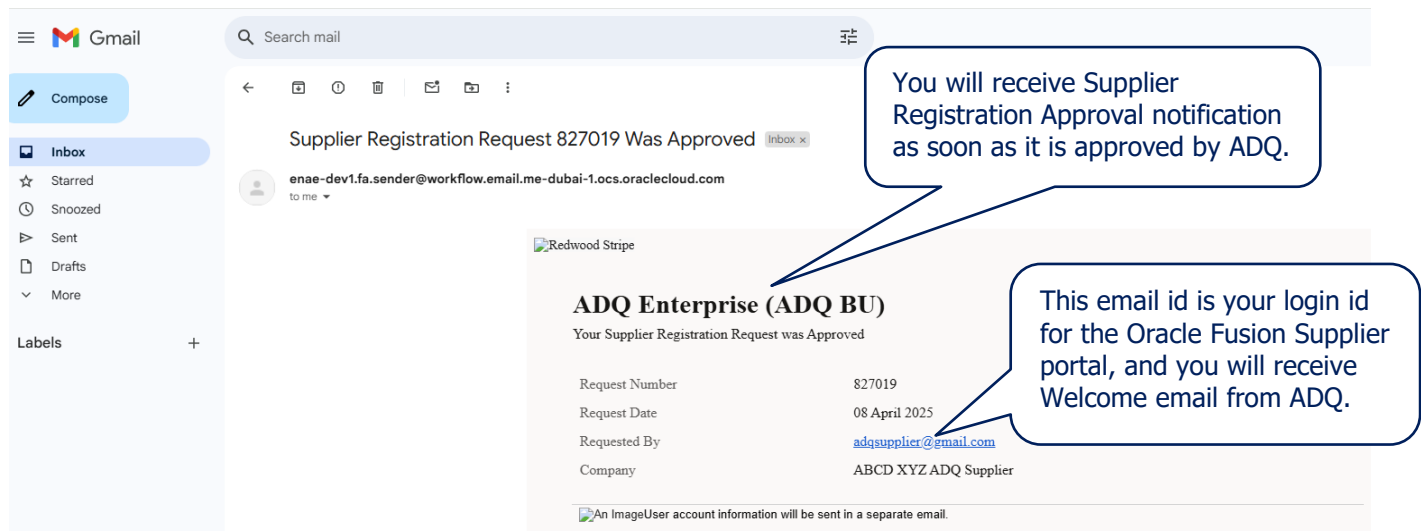
Click on "submit" once all the required responses are completed.

"Success" notification appears with the request number in the screen.
This message is a confirmation of supplier registration re submission to ADQ.

Success

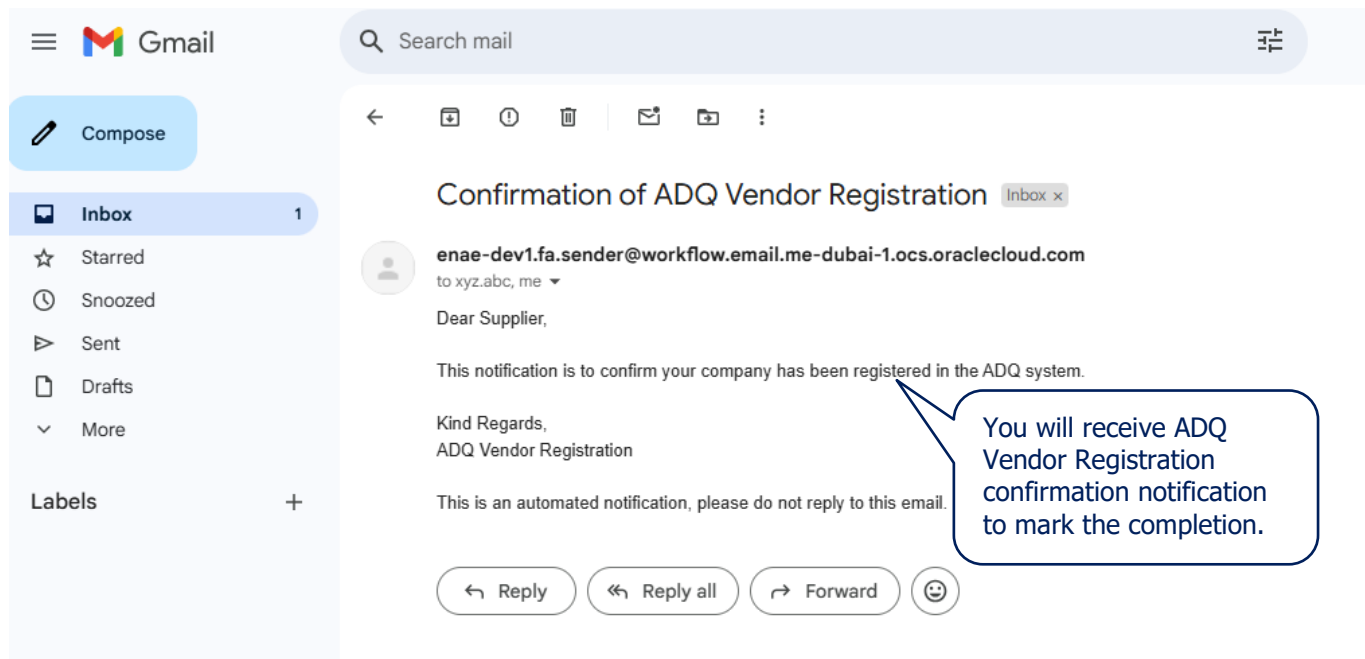
Your registration request 027019 was submitted.

Supplier Registration Approval notification

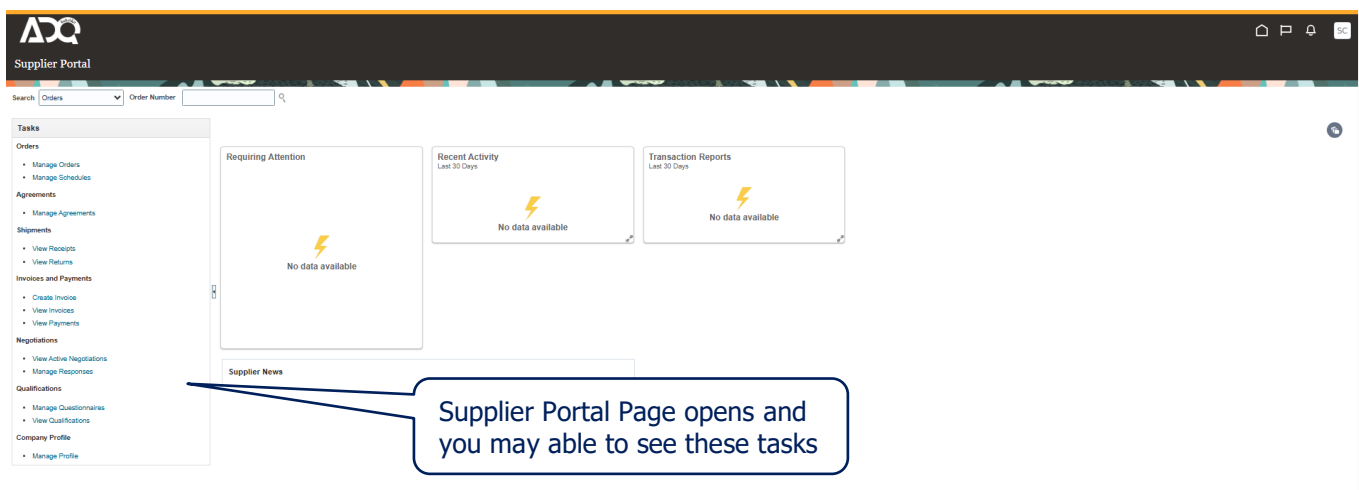
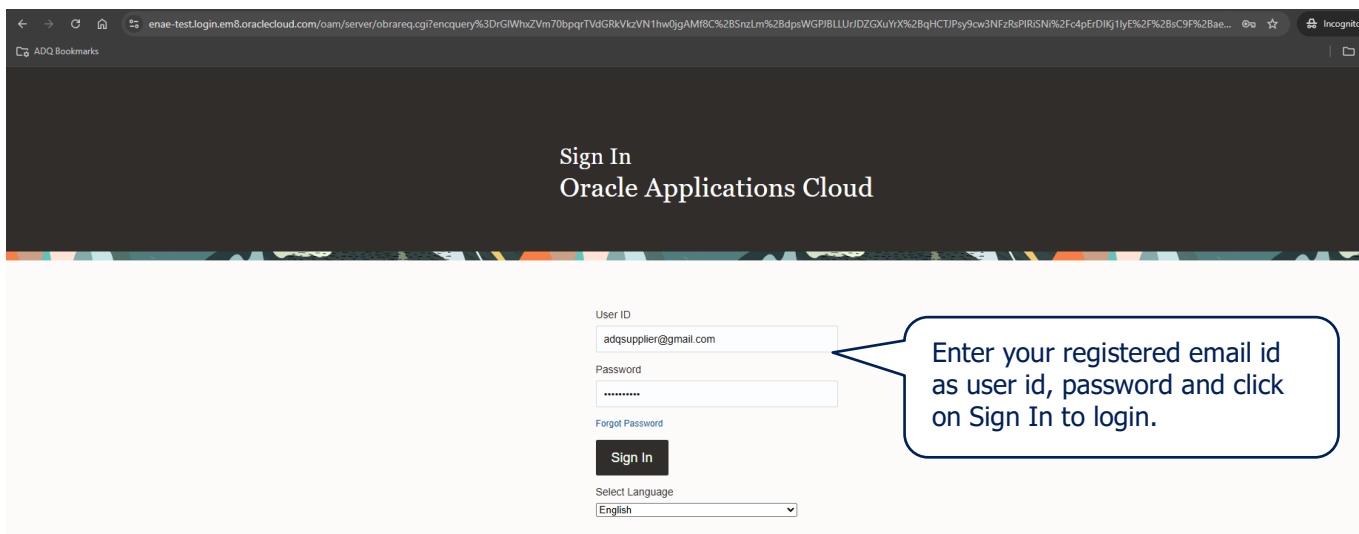
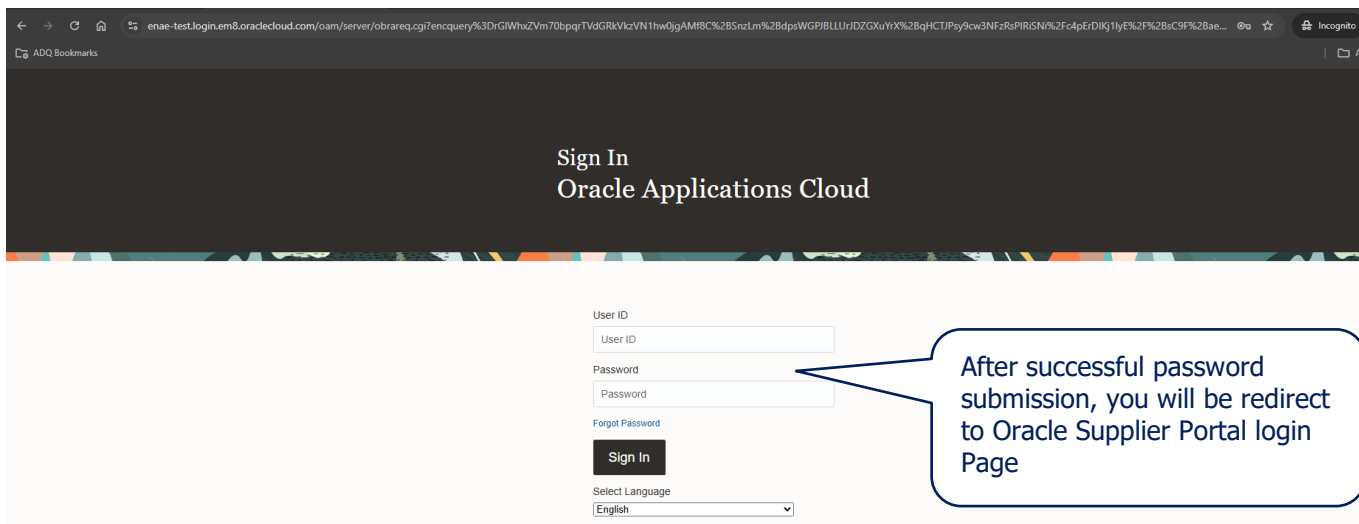


The screenshot shows a Gmail interface with an email from 'enaë-dev1.fa.sender@workflow.email.me-dubai-1.ocs.oraclecloud.com'. The email subject is 'Supplier Registration Request 827019 Was Approved'. The main content is from 'ADQ Enterprise (ADQ BU)' and states 'Your Supplier Registration Request was Approved'. It lists details: Request Number 827019, Request Date 08 April 2025, Requested By adqsupplier@gmail.com, and Company ABCD XYZ ADQ Supplier. A note at the bottom says 'An ImageUser account information will be sent in a separate email.' Two callouts are present: one pointing to the subject line stating 'You will receive Supplier Registration Approval notification as soon as it is approved by ADQ.' and another pointing to the email address stating 'This email id is your login id for the Oracle Fusion Supplier portal, and you will receive Welcome email from ADQ.'

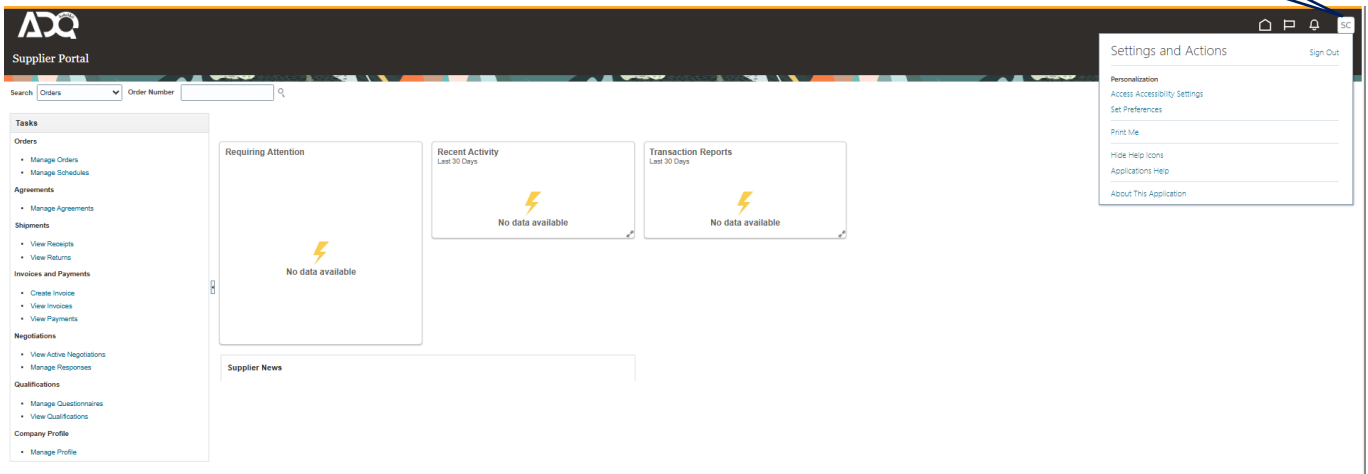
Confirmation of ADQ Vendor Registration



The screenshot shows a Gmail interface with an email from 'enaë-dev1.fa.sender@workflow.email.me-dubai-1.ocs.oraclecloud.com' to 'xyz.abc, me'. The subject is 'Confirmation of ADQ Vendor Registration'. The body text reads: 'Dear Supplier, This notification is to confirm your company has been registered in the ADQ system. Kind Regards, ADQ Vendor Registration. This is an automated notification, please do not reply to this email.' Below the text are buttons for 'Reply', 'Reply all', 'Forward', and a smiley face icon. A callout points to the text 'This notification is to confirm your company has been registered in the ADQ system.' and says 'You will receive ADQ Vendor Registration confirmation notification to mark the completion.'



Click on the Name and Click Sign Out to logout from application



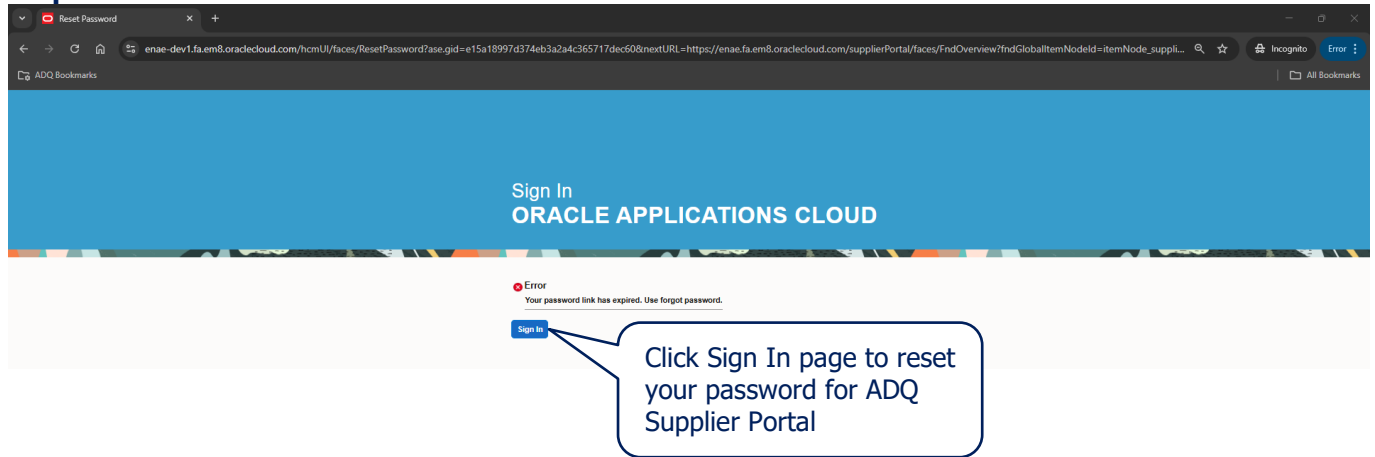
Note:

- ✓ **ADQ has developed training documents to guide you through the functionality of Oracle Fusion Supplier Portal System.**
- ✓ **You can access it here: <https://www.adq.ae/supplier-documentation>**

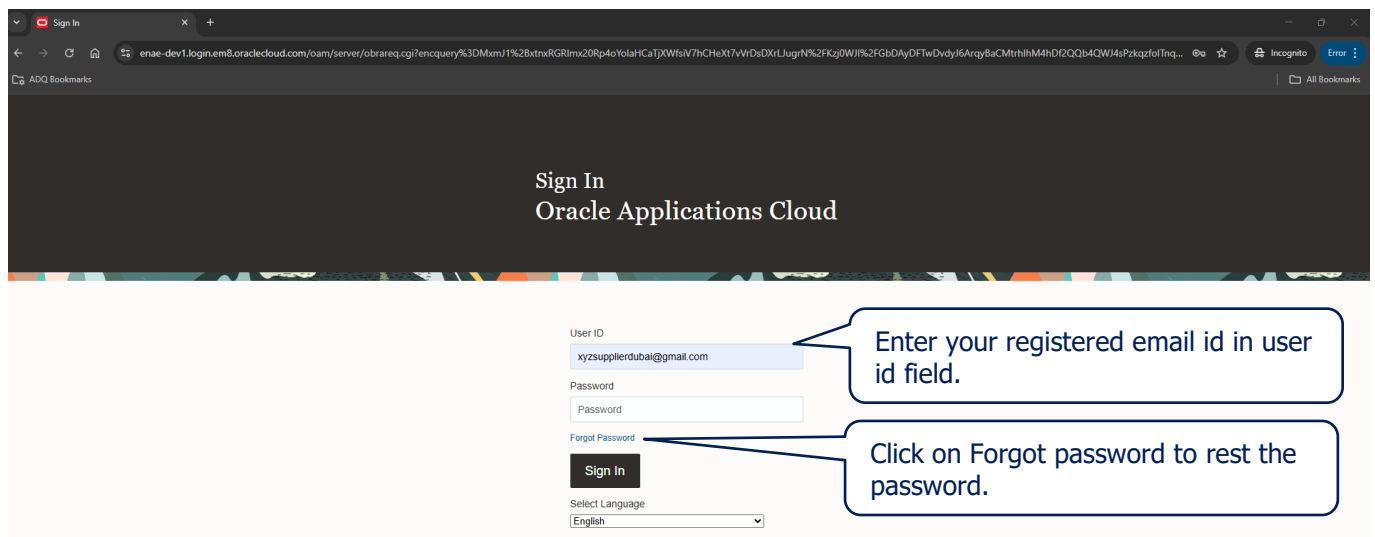
ADQ Supplier Portal – Reset Password from expired link in Welcome E-Mail

- ✓ If your password link expired which was provided in welcome email, click on Sign In button and use "Forgot password" in the new page to reset your password.
- ✓ Your registered email address is your user id

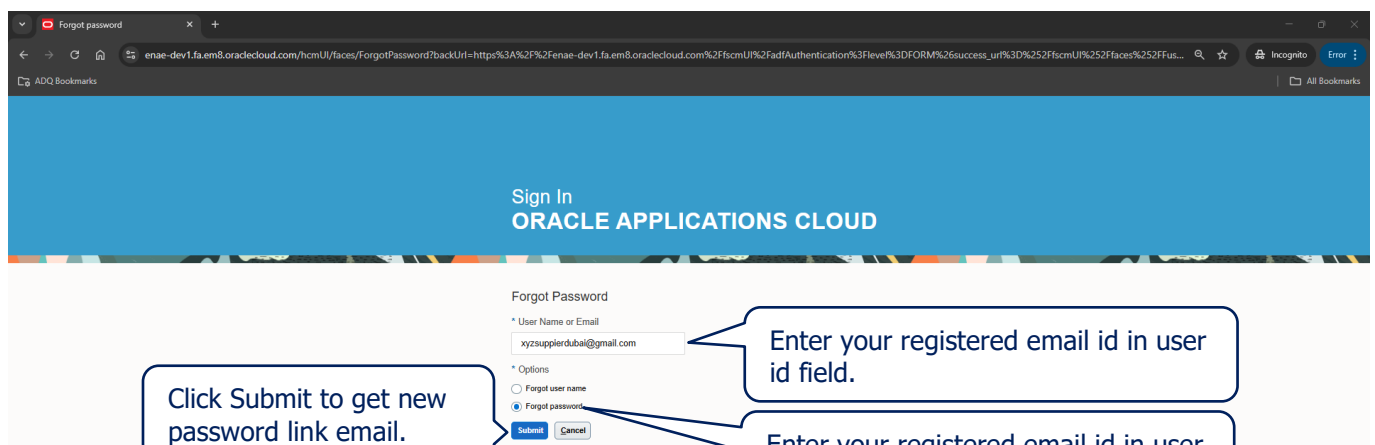
Step1:



Step2:



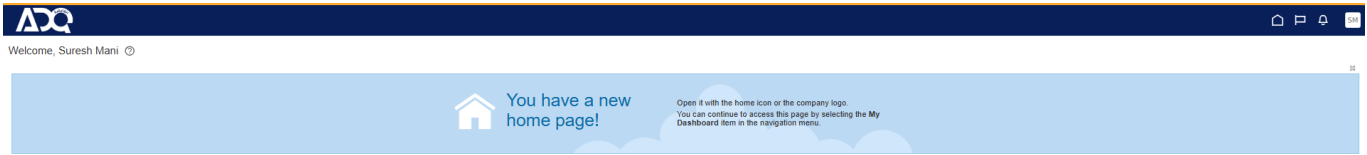
Step3:



Step4:

Step8:

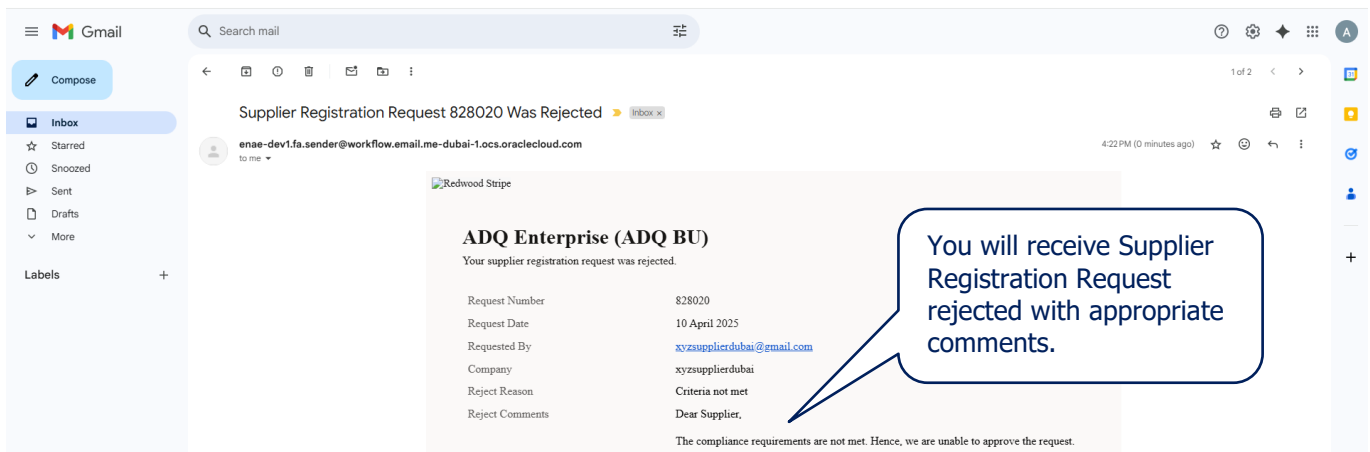
You will be logged in Oracle Fusion Supplier Portal as below:



- ✓ **ADQ has developed training documents to guide you through the functionality of our system.**
- ✓ **You can access it here: <https://www.adq.ae/supplier-documentation>**

Supplier Registration Request is Rejected:

- ✓ You will receive Supplier Registration Rejected notification if the required criteria are not met.
- ✓ You may check and reapply once all required criteria given by ADQ are met with the same email address.



For any queries and clarification, please write to us at procurementhelpdesk@adq.ae

-----End of Document-----