



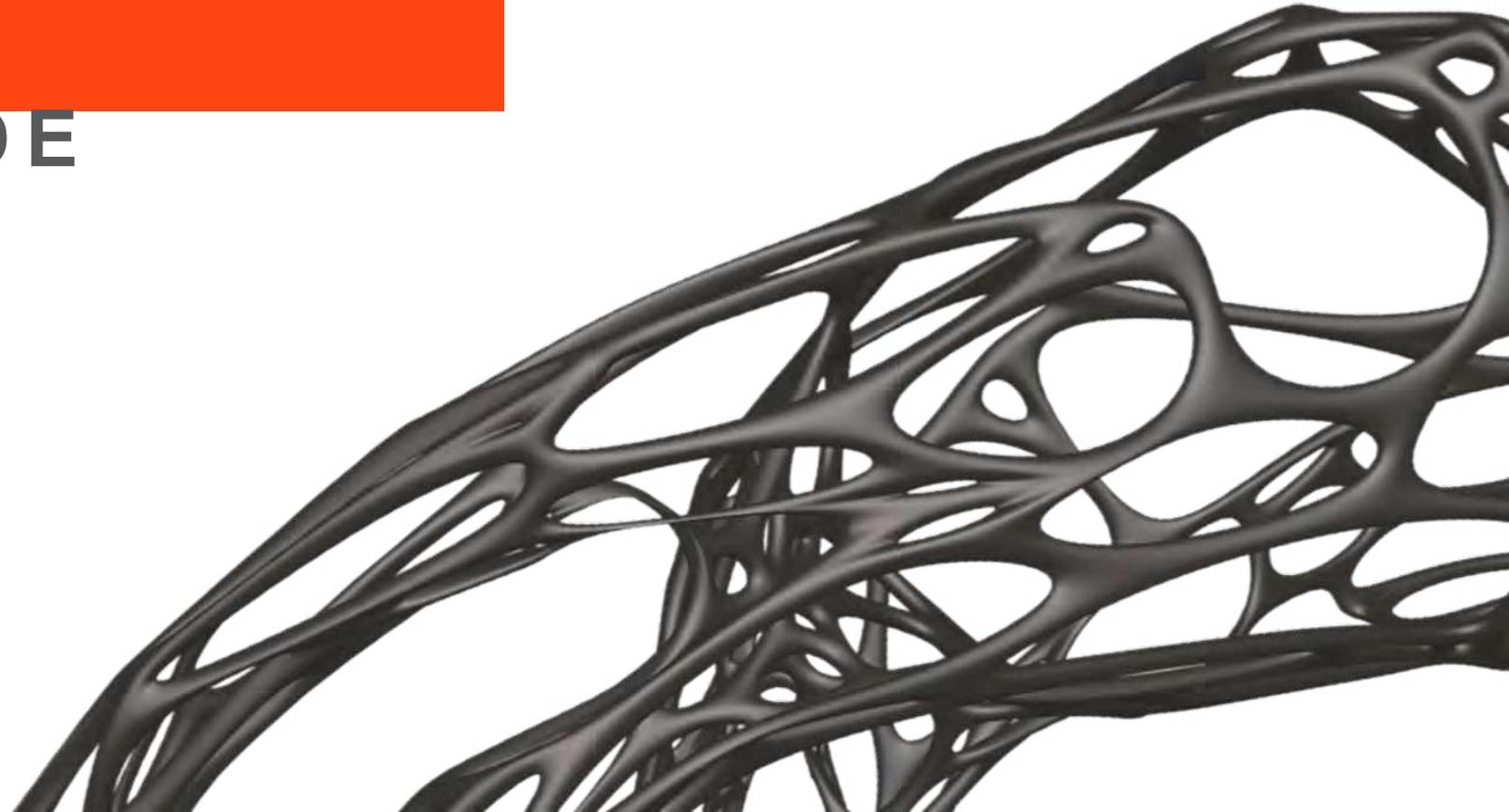
**E-VENDOR**

**SUPPLIER**

**TRAINING GUIDE**



March 2022



## ■ What is E-Vendor

E-Vendor is an user friendly, intuitive and self serve supplier portal that helps Suppliers and Buyers communicate with each other; it covers the end to end supplier lifecycle relationship from Supplier On-boarding, Purchase Order to Invoice collaboration and reporting for both EDGE Buyers and our Suppliers

## ■ Benefits of adopting the E-Vendor Portal for the Supplier & Procurement Function

E-Vendor helps suppliers stay up to date with EDGE's requirements, purchase orders, and receivables leading to better planning and reduced need for voice and email communications. Similarly, it helps our Procurement team to be aware of order confirmation, dispatch plans, shipment details and delivery dates.

## ■ How E-Vendor will impact our Suppliers

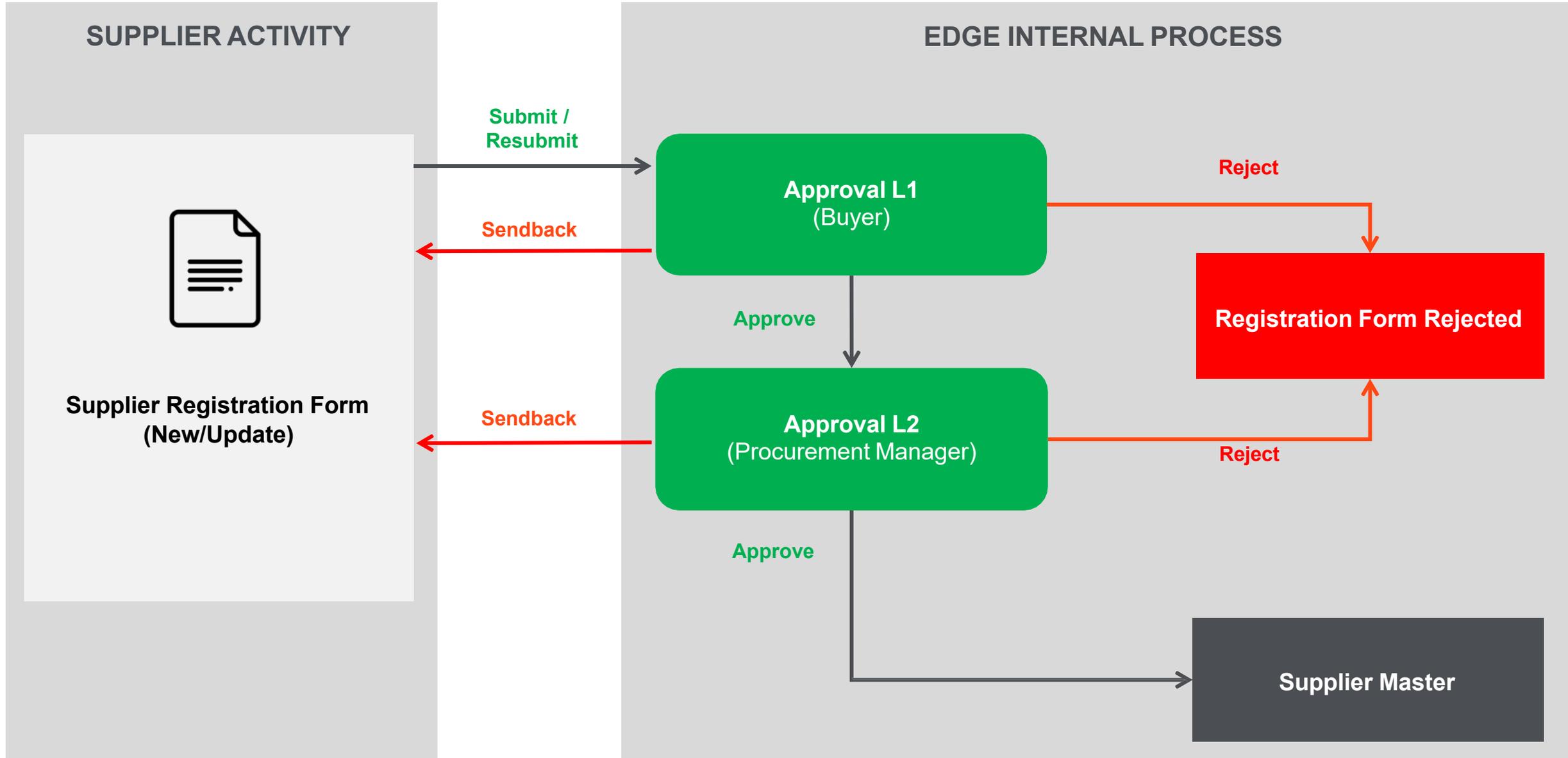
All EDGE Buyer & Supplier communication, supplier profile registration and updates will be conducted and managed through the E-Vendor Portal



# EDGE SUPPLIER REGISTRATION - PROCESS FLOW



# SUPPLIER REGISTRATION PROCESS



# EDGE REGISTRATION PROCESS WALKTHROUGH

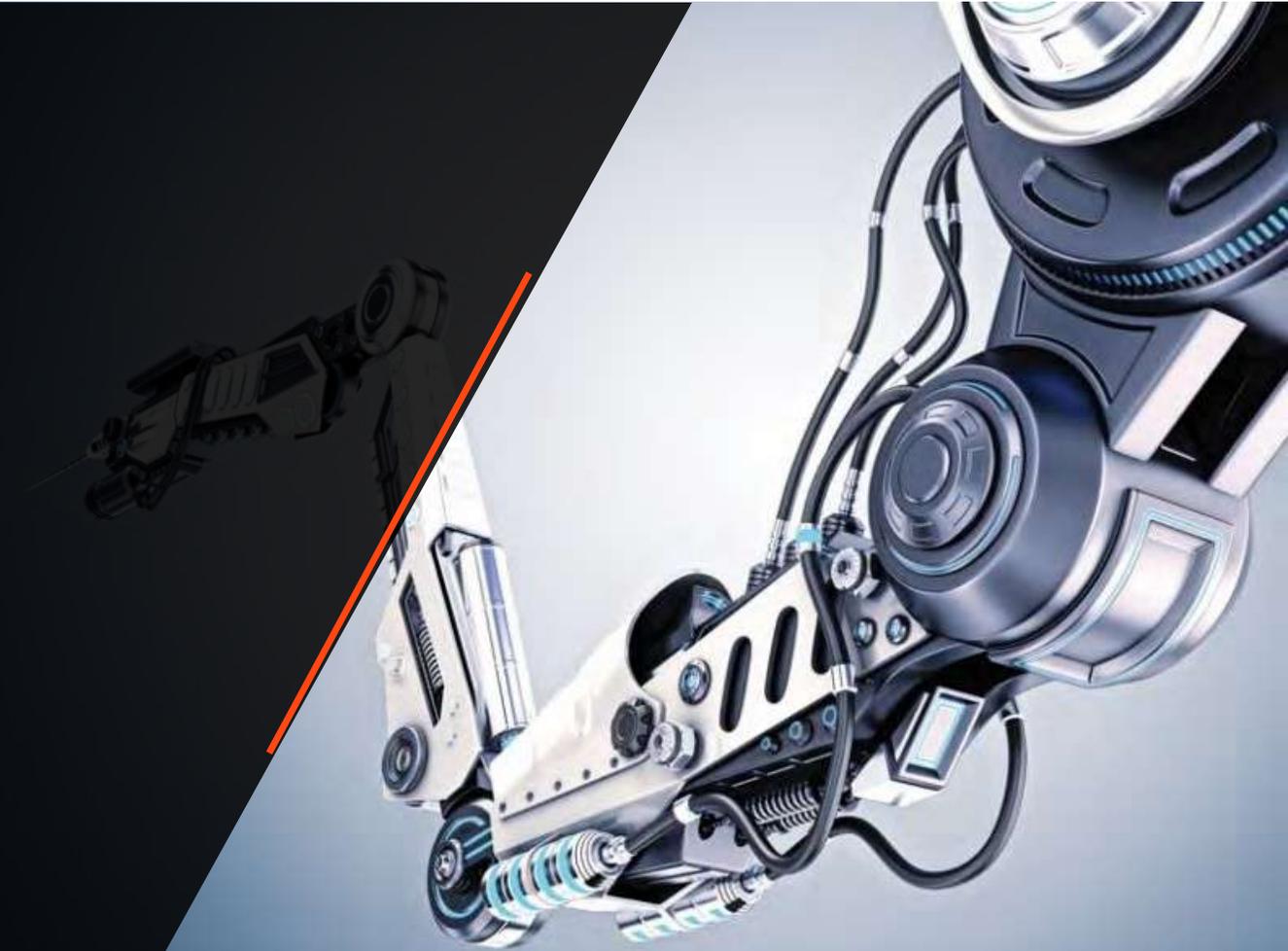


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## This walkthrough consists of:

- Submit Registration Form - Create
- Additional features
- Submit Registration Form - Approval
- Submit Registration Form - Sendback
- Submit Registration Form - Reject
- Submit Registration Form - Update (New or Existing suppliers)



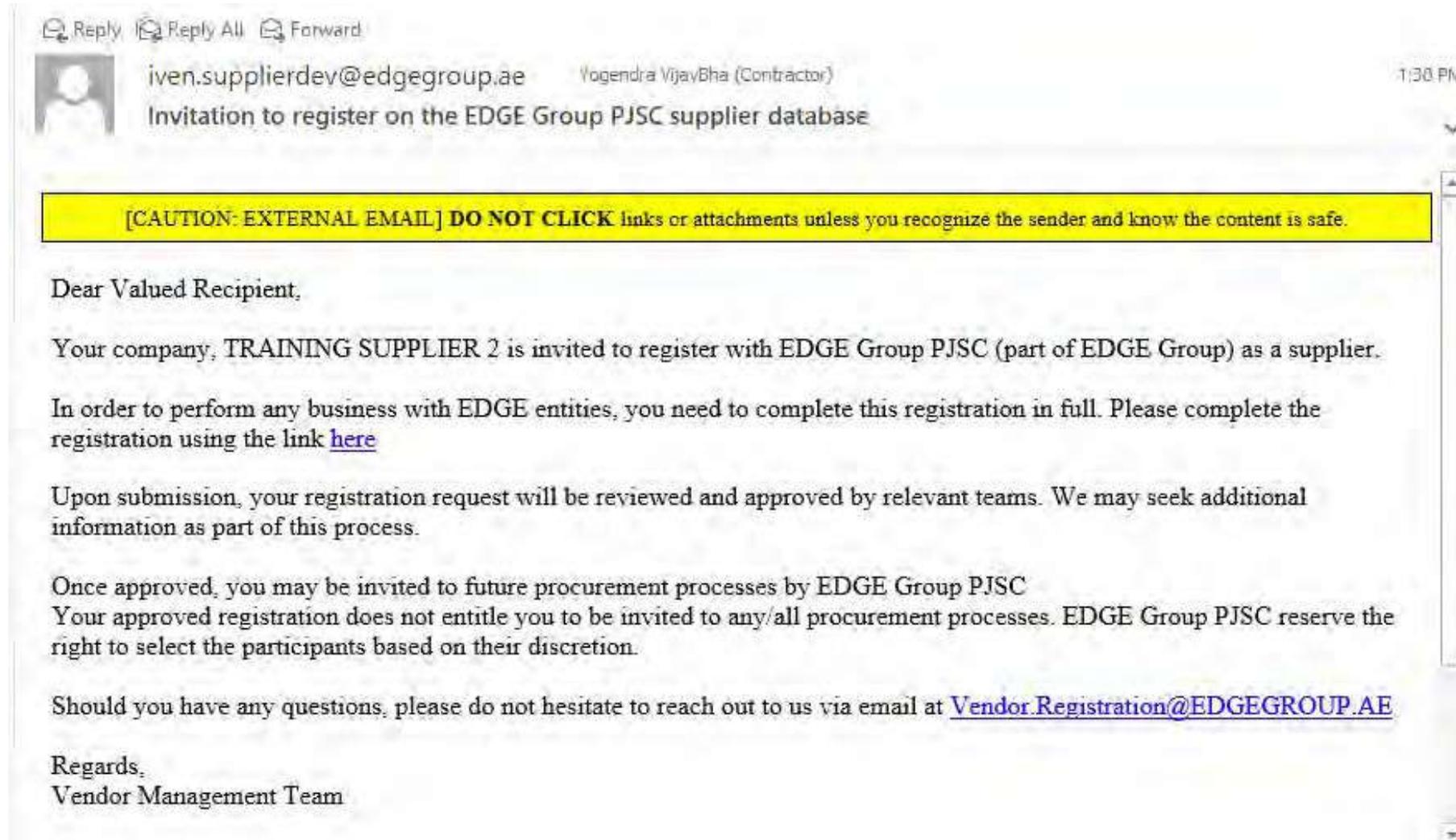
EDGE REGISTRATION FORM -  
NEW SUPPLIER



# EDGE SUPPLIER REGISTRATION EMAIL



The registration process starts with the new supplier receiving an invite email from EDGE. Existing suppliers do not have to go through the registration process and for them the process starts with the Registration Form Update.



# SUPPLIER REGISTRATION PROCESS



Let's have a look at the steps for filling Supplier Registration Form

1. Open the Email in your Inbox and Click on Registration Form link (here)

The screenshot shows an email interface with the following elements:

- Buttons: Reply, Reply All, Forward
- Sender: iven.supplierdev@edgegroup.ae, Yogendra VijayBha (Contractor)
- Subject: Invitation to register on the EDGE Group PJSC supplier database
- Time: 1:30 PM
- Warning banner: [CAUTION: EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.
- Text: Dear Valued Recipient,
- Text: Your company, TRAINING SUPPLIER 2 is invited to register with EDGE Group PJSC (part of EDGE Group) as a supplier.
- Text: In order to perform any business with EDGE entities, you need to complete this registration in full. Please complete the registration using the link [here](#) (highlighted with a red box and a red circle with the number 1).
- Text: Upon submission, your registration request will be reviewed and approved by relevant teams. We may seek additional information as part of this process.
- Text: Once approved, you may be invited to future procurement processes by EDGE Group PJSC
- Text: Your approved registration does not entitle you to be invited to any/all procurement processes. EDGE Group PJSC reserve the right to select the participants based on their discretion.
- Text: Should you have any questions, please do not hesitate to reach out to us via email at [Vendor.Registration@EDGEGROUP.AE](mailto:Vendor.Registration@EDGEGROUP.AE)
- Text: Regards, Vendor Management Team

# SUPPLIER REGISTRATION PROCESS



## Portal Launchpad

2. On click the link in the email Edge Portal launchpad will open in the browser. Please enter your email and click 'Continue'



# SUPPLIER REGISTRATION PROCESS



## Login Page

3. Enter your registered Email Id on which you received the invite & click on 'Login'



Registered Email:  
*Enter Registered Email*

Login

3

## Instruction and Information Page

4. Once you login, the Instruction and information page will be displayed once you have read them Click on 'Next'.

[Home](#) [Supplier Registration Form](#)

### Instructions and Information

1. All Suppliers who intend to provide services or goods to (Insert EDGE or Subsidiary Name); hereinafter referred to as "THE COMPANY" must go through a registration, qualification and approval process.
2. If any questions, should refer to other processes, on different sectors of business activity, indicate NOT APPLICABLE (N / A)
3. Purchases Order / Agreement will not be issued to any supplier who is not pre-registered with THE COMPANY
4. This form should be completely filled in by the authorized representative of the Supplier
5. All information provided in this form should match with the details/attachments uploaded by the supplier
6. In case of changes in the information, it should be communicated by the Supplier to the company within two weeks or before receiving any orders from THE COMPANY.
7. In case the Supplier's payment terms differ from THE COMPANY's standard payment terms, both party shall agree in writing for the payment terms acceptable with both parties.
8. The Supplier shall be notified via email through the Supplier's representative mentioned in this form, whether the application is successful or rejected.
9. All information shall be treated as strictly confidential and will be used solely by THE COMPANY.
10. Information supplied on this form enables THE COMPANY to classify the goods or services provided thus assisting THE COMPANY'S departments to identify
11. Later, your company will be subject to continuous assessment based on the evolving term rates and quality of its supplies.
12. Neither Registration nor Prequalification to be construed as a guarantee for work with THE COMPANY, it highlights the suitable local resources when these are available.
13. This document facilitates registration and prequalification of THE COMPANY'S Suppliers to ensure that only firms with appropriate experience, a proven track record, and necessary annual turnover which are free of any major pending litigation will be invited for bidding. The Registration and Prequalification Application Form is a part of Prequalification Document and the Applicant is expected to examine all instructions, templates and terms as to furnish THE COMPANY with all information or documentation required for the purpose of registration and prequalification. Applicants will be prequalified as to be

# SUPPLIER REGISTRATION FORM



## General Information Section

5. The registration form will be displayed and is divided into 6 sections. The first section, General Information, consists of all the fields related to Suppliers general information such as, Name, Website Address etc. Every section has multiple sub-sections. Fill up all mandatory fields marked as with a red asterisk. Non-asterisk fields are optional.

Note: Some sub-sections might not be visible depending on the type of Supplier such as Normal, Low Value or Exceptional

Home Supplier Registration Form

- 1 General Information
- 2 Financial Information
- 3 Operational Information
- 4 Disclosures
- 5 Attachments
- 6 Submission Page

## 1. General Information

Company Name(English):\* TRAINING SUPPLIER 1

Company Name(Arabic): Enter Company Name (Arabic)

Website: Enter Website

# SUPPLIER REGISTRATION FORM



## General Information Section: Address

6. The supplier needs to provide address details in this sub-section. Office address is divided into main address, (first sub-section) and Register/Other Office address (second sub-section in tabular form). You can add multiple addresses using the 'Add Office Address' button on the top right corner above the address table.

### Head Office Address

Street No.:\* P-45

Street 3: Enter Street 3

Country:\* Utd.Arab Emir. ▾

Contact Number:\* +54 ▾ 9787888788

Street 1.:\* Lane 1

Street 4: Enter Street 4

Region:\* Abu Dhabi ▾

Pincode/PO Box:\* 987678

Street 2.: Lane 2

Email:\* traningsupplier1@gmail.com

City:\* Abu Dhabi

Fax No: Enter Fax No

### Register/Other Office Address

Add Office Address

Address Type	Street 1.*	Street 2	Street 3	Street 4	Email*	Country*	Region*	City*
Register Office	Lane 1	Lane 2	Enter Street3	Enter Street4	airbusdefencespac...	Utd.Arab Emir.	Abu Dhabi	Abu Dh

# SUPPLIER REGISTRATION FORM



## General Information Section : Contacts

7. Suppliers need to provide contact details in this sub-section. Contacts are divided into *Head of the Company i.e. MD / Chairman* (first sub-section) and Other Contacts (second sub-section in tabular form). You can add multiple contacts using the 'Add Contacts' button on the top right corner above the contact table.

### Head of the company (MD / Chariman)

First Name: \* Adnan

Last Name: \* Khan

Designation: \* Regional Manager

Contact Number: \* +54 9876543456

Mobile Number: \* +54 9876543777

Email Address: \* adnankhan@gmail.com

Nationality: \* Utd.Arab Emir.

City: \* Dubai

### Contact Details

Add Contact

First Name*	Last Name*	Designation*	Nationality*	City*	Passport Number	Email Address*	Contact Number*
Johnson	Marle	Sales Associate	Utd.Arab Emir.	Abu Dhabi	8756456466P	johnson@gmail.com	+54 9787867867

# SUPPLIER REGISTRATION FORM



## General Information Section : Business Information

8. In this sub-section the supplier needs to provide business information like no. of employees, no. of engineers etc. Numerical values are expected in the respective inputs boxes.

### Business Information

Category	Number Of Employees
No. of Employees *	600
No. of Employees in Engineering	
No. of Employees in Quality	
No. of Employees in Production	
No. of Employees in Administration	
No. of Employees in Other functions	

# SUPPLIER REGISTRATION FORM



## General Information Section : Other Details

9. In this sub-section the supplier needs to provide other important details like Trade License No, Legal Structure, Establishment Date, Supplier Category (Multiple selections are allowed) and Type of Business. All fields are mandatory.

10. Click on 'Next' button to move to the next section. The section is saved as draft automatically.

11. You can Click on the 'Save Draft' button to save the information as draft manually at any point while completing the form.

## Other Details

Trade Licence No.:*	<input type="text" value="6757655"/>
Registering Office Legal Structure:	<input type="text" value="Branch"/>
Establishment Date:	<input type="text" value="2019"/>
Supplier Category:*	<input type="text" value="Facility mgmt. X"/>
Type Of Business:*	<input type="radio"/> Trade <input checked="" type="radio"/> Manufacturer <input type="radio"/> Service Provider <input type="radio"/> Contractor <input type="radio"/> Sole Agent <input type="radio"/> Other

10

Next

11

Save Draft

Messenger

# SUPPLIER REGISTRATION FORM



## Financial Information Section

12. This section includes all the financial information related to the supplier. It starts with the main bank subsection. Select the Bank Country first & then the Swift code. This will auto populate fields the Bank Name & Branch Name if exists in the database. Please complete all the mandatory fields marked with a red asterisk.

- 1 General Information — 2 **Financial Information** — 3 Operational Information — 4 Disclosures — 5 Attachments — 6 Submission Page

## 2. Financial Information

<b>Bank Country:*</b> Utd.Arab Emir. <input type="text"/>	<b>Swift code:*</b> BARBAEAD <input type="text"/>	<b>Bank Name:*</b> Bank of Baroda <input type="text"/>
<b>Branch Name:*</b> Hamdan Branch <input type="text"/>	<b>Beneficiary Name:*</b> Michel <input type="text"/>	<b>Account Number:*</b> 967867678888 <input type="text"/>
<b>IBAN Number:*</b> DE89370400440532013000 <input type="text"/>	<b>Other Code Name:</b> Enter Other Code Name <input type="text"/>	<b>Other Codes:</b> Enter Other Code <input type="text"/>
<b>Routing code:</b> 567567567 <input type="text"/>		
<b>Bank Currency:*</b> United Arab Emirates Dirham <input type="text"/>		

# SUPPLIER REGISTRATION FORM



## Financial Information Section : Other Bank Details

13. Suppliers can provide multiple bank details in this sub-section. Other bank details can be added using the 'Add Bank Info' button on the top right corner above the other bank details table.

### Other Bank Details

Add Bank Info

Bank Country*	Swift Code*	Bank Name*	Branch Name*	Beneficiary Name*	Account Number*	IBAN Number*
Utd.Arab Emir.	ABDIAEAD	Abu Dhabi Islamic Bank ...	dubai	ali khan	12001601154	AE24038000001200160.

## Financial Information Section : VAT Details

14. This sub-section includes VAT related field including VAT Registration No & VAT Registration Expiry date. These fields can be optional depending on the sub-type of supplier for example, Local, Overseas or Govt. Subsidiary.

### VAT Details

VAT Registration Date:\* 19.10.2021

VAT Registration Number:\* 5675775

# SUPPLIER REGISTRATION FORM



## Financial Information Section : Financial Information

15. The supplier is asked to provide Financial information for last 2-3years. Some rows for years will displayed automatically by the system with the current year. It includes the fields, Total Revenue, Net Profit/Loss, Total Assets, Total Equity & Currency.

### Financial Information

Financial Year	Total Revenue *	Net Profit/Loss *	Total Assets *	Total Equity *	Currency *
2020	8000000	8000000	8000000	8000000	United Arab Emirates ...
2019	6000000	6000000	6000000	6000000	United Arab Emirates ...

# SUPPLIER REGISTRATION FORM



## Financial Information Section : Owner's Information

16. This sub-section includes fields related to the owner's information. The supplier can provide multiple owner details in the table. Additional Owner's details can be added using the 'Add Owner Info' button on the top right corner above the table.

17. Click on *Next* button to move to the next section. The section is saved as draft automatically.

### Owner's Information



Owner's name *	Owner's Nationality *	Owner's Phone No. *	Passport No.	Owner's percentage of ownership *
mustapha	Utd.Arab Emir. <input type="text"/>	+54 <input type="text"/> 978765789	<i>Enter Passport No.</i>	100



# SUPPLIER REGISTRATION FORM



## Operational Information Section

18. In this section the supplier is required to provide information related to Operations. The supplier can add multiple products or services in the tabular format fields which consist of Type (Product or Service), Product Name, Description and Category. Multiple entries can be added using the 'Add Product Info' button on the top right corner above the table.

- 1 General Information
- 2 Financial Information
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### 3. Operational Information

18

Add Product Info

Type*	Product Name*	Product description*	Category of product*
Product	LIGHT AND HEAVY MUNITIONS	LIGHT AND HEAVY MUNITIONS DESC	Facility mgmt.

# SUPPLIER REGISTRATION FORM



## Operational Information Section : Operational Capacity

19. In this sub-section the supplier needs to provide details related to Operational Capacity. The below sub-section includes details such as Country, City, Capacity and Lead Time to Service. The supplier can add multiple records using the 'Add Capacity Info' button on the top right corner above the table.

### Operational capacity

19

Add Product Info

Country*	City*	Will this plant will be used to manufacture products, undertake service or other activity undertaken for EDGE Group PJSC*	Production capacity	Lead time to service EDGE Group PJSC
Utd.Arab Emir.	Abu Dhabi	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	1000000	

# SUPPLIER REGISTRATION FORM



## Operational Information Section : Order details

20. In this sub-section the supplier needs to provide details related to Order size. The below sub-section includes the fields, Maximum Order size and Minimum Order size.

### Order details

---

Minimum Order size:

Maximum Order size:

# SUPPLIER REGISTRATION FORM



## Operational Information Section: Major Clients / Customers

21. In this sub-section the supplier needs to provide details related to Major Clients/Customers. The below sub-section includes the details of the Customer name and Percentage Share of Business. The supplier can add multiple records using the 'Add Customer' button on the top right corner, above the table.

### Major Clients / Customers

21

Add Customer

Customer Name *	Percentage Share of Business *
Airbus Group	100

# SUPPLIER REGISTRATION FORM



## Operational Information Section: Exclusive Distributor and Non-Exclusive Distributor

22. In this sub-section the supplier needs to provide details related to Exclusive and Non-Exclusive Distributor of OEM. The below sub-section includes details that include the Company Name, Country and Category. The supplier can add multiple records using the 'Add' button on the top right corner above the table.

23. Click on *Next* button to move to the next section.

### Exclusive Distributor Of OEM

22

Add

Company Name	Country	Category
<i>Enter Company Name</i>	<i>Enter Country</i>	<i>Enter Category</i>

### Non Exclusive Distributor of OEM

Add

Company Name	Country	Category
<i>Enter Company Name</i>	<i>Enter Country</i>	<i>Enter Category</i>

23

Next

# SUPPLIER REGISTRATION FORM



## Disclosures Section

24. Here the supplier should provide information related to Disclosures in this section. The below sub-section includes details related to Conflict of Interest and Legal Case Disclosure. The supplier can select from options displayed as radio buttons (e.g., Yes or No).

- 1 General Information
- 2 Financial Information
- 3 Operational Information
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## 4. Disclosures

### Conflict of Interest:

Please disclose any potential or actual conflict of interest that may arise from your future contractual relationship with THE COMPANY, including but not limited to disclosing whether any of the owners, officers or employees of your company, or any of their family members, have any personal relationships (including immediate family relationships) with any of THE COMPANY's employees at the time of this registration. \*

Yes  No Friend

### Legal Case Disclosure:

Please disclose any concluded legal cases within the last five (5) years resulting from a claim by a current or past Customer/ Contractors/ Subcontractors. \*

Yes  No

24

# SUPPLIER REGISTRATION FORM



## Disclosures Section: Relatives working for the (Entity)

25. In this sub-section the supplier needs to provide details related to relatives working for the entity. The supplier can select from options displayed as radio buttons (e.g., Yes or No). If the Supplier selects 'Yes' a table is displayed with fields requiring the name and relationship. The supplier can add multiple records using the 'Add' button on the top right corner above the table.

### Relatives working for the (EDGE Group PJSC)

Do you have a relative working with (EDGE Group PJSC)?: \*  Yes  No

25

Add

Name	Relationship
Mark	Cousin

# SUPPLIER REGISTRATION FORM



## Disclosures Section: ITAR and FCPA compliance

26. In this sub-section the supplier is required to provide details related to ITAR and FCPA compliance. It includes questions related to the Foreign Corrupt Practices Act (FCPA), ITAR or EAR regulations and U.S Origin Supply. The supplier can select from options displayed as radio buttons (e.g., Yes or No or NA).

### ITAR and FCPA compliance

---

Does your company know and applies the American regulation (Foreign Corrupt Practices Act) (FCPA) concerning the practices of good conduct from corruption to public officials?: \*

Yes  No  NA

Are any of your supplies subject to ITAR or EAR regulations?: \*

Yes  No  NA

Do you use for any of your products any U.S. origin supply?: \*

Yes  No  NA

# SUPPLIER REGISTRATION FORM



## Disclosures Section: IT Equipment and Tools

27. In this sub-section the supplier needs to provide details related to IT Equipment and Tools. It includes questions related to Management Software, ERP and Industrial Design Software. The supplier can select from options displayed as radio buttons (e.g., Yes or No or NA).

### IT Equipment and Tools

---

Does your company have any kind of management software ERP (Baan, SAP, NAV, etc)?  
Indicate which one: \*

Yes  No  NA

Does your company have any kind of software for industrial design (Catia, PDM, CAD, etc)?  
Indicate which one: \*

Yes  No  NA

# SUPPLIER REGISTRATION FORM



## Disclosures Section: Quality Certificates

28. In this sub-section the supplier is required to provide details related to Quality Certificates. It includes a table with the fields, Description, Action and Done by. The supplier can select the Action from the options displayed as radio buttons (e.g., Yes or No or NA). The supplier can add multiple records using the 'Others' button on the top right corner above the table.

29. Click on the 'Next' button to move to the next section.

### Quality Certificates

Others

Description	Action	Done by	
ISO 9001:2015	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Mansour	
EN 9100	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	Mansour	
ISO TS 16949	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Mansour	
UNE EN ISO 3834	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Mansour	
AQAP 2110; 2120; 2130	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Mansour	
ISO 14001	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Mansour	
OHSAS 18001	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Mansour	
If not, are you planning certification?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	Mansour	

# SUPPLIER REGISTRATION FORM



## Attachments Section: Company Profile

30. The supplier needs to provide attachments in this section. It supports different attachment types including txt, jpg, docx., pdf, xlsx. The below sub-section includes details related to Company Profile. The supplier can add multiple records using the “+” icon on the top right corner above the table.

## 5. Attachments

**i** Supported Attachment Types : txt, jpg, docx, docm, pdf, xlsx.

### Attachments

Company Profile\*

30



Description	Upload	File Name	Download	Action
<input type="text" value="Enter Description"/>	<input type="button" value="Choose File"/>	200003076_CP_1.docx		
<input type="text" value="Enter Description"/>	<input type="button" value="Choose File"/>	200003076_CP_2.xlsx		

# SUPPLIER REGISTRATION FORM



## Attachments Section: Production/Quality Resources.

31. In this sub-section the supplier needs to provide attachments related to Production/Quality Resources. The supplier can add multiple records using the “+” icon on the top right corner above the table. The supplier can add details in description for each attachment.

Production/Quality Resources\*



Description	Upload	File Name	Download	Action
<input type="text" value="Enter Description"/>	<input type="button" value="Choose File"/>	200003076_PRQA_1.txt		

# SUPPLIER REGISTRATION FORM



## Attachments Section: Catalogue of Products / services.

32. In this sub-section the supplier needs to provide attachments related to Catalogue of Products / Services. The supplier can add multiple records using the “+” icon on the top right corner above the table. The supplier can add details in description for each attachment.

Catalogue of Products / services\*



Description	Upload	File Name	Download	Action
<input type="text" value="Enter Description"/>	<input type="button" value="Choose File"/>	200003076_CAT_1.txt		

# SUPPLIER REGISTRATION FORM



## Attachments Section: Power of Attorney

33. In this sub-section the supplier needs to provide attachments related to Power of Attorney. The supplier can add multiple records using the “+” icon on the top right corner above the table. The supplier can add details in the description for each attachment.

Power of Attorney



Description

Upload

File Name

Download

Action

Enter Description

Choose File



# SUPPLIER REGISTRATION FORM



## Attachments Section: Bank Account letter issued by the Bank.

34. In this sub-section the supplier needs to provide attachments related to Bank Account Letter issued by the Bank. The supplier can add multiple records using the “+” icon on the top right corner above the table. The supplier can add details in the description for each attachment.

Bank Account letter issued by the Bank \*



Description	Upload	File Name	Download	Action
<input type="text" value="Enter Description"/>	<input type="button" value="Choose File"/>	200003076_BANK_1.xlsx		

# SUPPLIER REGISTRATION FORM



## Attachments Section: TRN Certificate.

35. In this sub-section the supplier needs to provide attachments related to TRN Certificate. The supplier can add multiple records using the “+” icon on the top right corner above the table. The supplier can add details in the description for each attachment.

TRN Certificate \* +

Description	Upload	File Name	Download	Action
<input type="text" value="Enter Description"/>	<input type="button" value="Choose File"/>	200003076_TRN_1.xlsx		

# SUPPLIER REGISTRATION FORM



## Attachments Section: Major Customers.

36. In this sub-section the supplier needs to provide attachments related to Major Customers. The supplier can add multiple records using the “+” icon on the top right corner above the table. The supplier can add details in the description for each attachment.

Major Customers \*



Description	Upload	File Name	Download	Action
<input type="text" value="Enter Description"/>	<input type="button" value="Choose File"/>	200003076_CUST_1.jpg		

# SUPPLIER REGISTRATION FORM



## Attachments Section: Major Suppliers.

37. In this sub-section the supplier needs to provide attachments related to Major Suppliers. The supplier can add multiple records using the “+” icon on the top right corner above the table. The supplier can add details in the description for each attachment.

Major Suppliers\*



Description	Upload	File Name	Download	Action
<input type="text" value="Enter Description"/>	<input type="button" value="Choose File"/>	200003076_SUPPL_1.txt		

# SUPPLIER REGISTRATION FORM



## Attachments Section: List of references.

38. In this sub-section the supplier needs to provide attachments related to List of References. The supplier can add multiple records using the “+” icon on the top right corner above the table. The supplier can add details in the description for each attachment.

List of references



Description

Upload

File Name

Download

Action

Enter Description

Choose File



# SUPPLIER REGISTRATION FORM



## Attachments Section: If UAE Company ?

39. In this sub-section the supplier needs to provide an attachment specific to UAE Company or Non-UAE Company. The supplier can add details in the description for each attachment. The type of attachment can differ depending on the type of supplier (i.e., local or overseas supplier).

### If UAE Company?

Attachment Type	Date of Expiry	Description	Upload	File Name	Download	Action
Valid Commercial / Trade License *	28.02.2022	<input type="text" value="Enter Description"/>	<input type="button" value="Choose File"/>	200003076_TL_1.txt		
Certificate of Registration for Value Added Tax (VAT) *	28.02.2022	<input type="text" value="Enter Description"/>	<input type="button" value="Choose File"/>	200003076_VAT_1.xlsx		
Chamber of Commerce certificate	MMM d, y	<input type="text" value="Enter Description"/>	<input type="button" value="Choose File"/>			

	Yes / No	Attachment Type	Description	Upload	File Name	Download	Action
Do you issue an Electronic Tax Invoice?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Digital Certificate	<input type="text" value="Enter Description"/>	<input type="button" value="Choose File"/>			
Are you a Sole Agent / Distributor / Dealer for a manufacturer / service provider? *	<input type="radio"/> Yes <input checked="" type="radio"/> No	Certificate issued from the Manufacturer / service provider	<input type="text" value="Enter Description"/>	<input type="button" value="Choose File"/>			

# SUPPLIER REGISTRATION FORM



## Attachments Section: Passport of Authorized Signatory(Owner/s and Partner/s)

40. In this sub-section the supplier needs to provide attachments related to Passport of Authorized Signatory. The supplier can add multiple records using the “+” icon on the top right corner above the table. The supplier can add details in the description for each attachment.

### Passport of Authorized Signatory(Owner/s and Partner/s)

Passport Copy\*



Description	Upload	File Name	Download	Action
<input type="text" value="Enter Description"/>	<input type="button" value="Choose File"/>	200003066_PASS2_1 (1).txt		

UID Copy\*



Description	Upload	File Name	Download	Action
<input type="text" value="Enter Description"/>	<input type="button" value="Choose File"/>	200003076_UID1_1.jpg		

# SUPPLIER REGISTRATION FORM



## Attachments Section: Passport Representative / Authorized person ?

41. In this sub-section the supplier needs to provide attachments related to Passport Representative / Authorized Person . The supplier can add multiple records using the “+” icon on the top right corner above the table. The supplier can add details in the description for each attachment.

### Passport Representative / Authorized person ?

Passport Copy\* +

Description	Upload	File Name	Download	Action
<input type="text" value="Enter Description"/>	<input type="button" value="Choose File"/>	200003076_PASS2_1.jpg		

UID Copy\* +

Description	Upload	File Name	Download	Action
<input type="text" value="Enter Description"/>	<input type="button" value="Choose File"/>	200003076_UID2_1.txt		

# SUPPLIER REGISTRATION FORM



## Attachments Section: Financial Statement

42. In this sub-section the supplier needs to provide attachments related to Financial Statement. The supplier can add details in the description for each attachment, some of the rows for years will be displayed automatically by the system with the current year.

Financial Statement\*

Attachment Type	Description	Upload	File Name	Download	Action
Financial Statement 2022	<input type="text" value="Enter Description"/>	<input type="button" value="Choose File"/>	200003076_FS_2022.xlsx		
Financial Statement 2021	<input type="text" value="Enter Description"/>	<input type="button" value="Choose File"/>	200003076_FS_2021.xlsx		

# SUPPLIER REGISTRATION FORM



## Attachments Section: ISO Certificate

43. In this sub-section the supplier needs to provide attachments related to ISO Certificate. The supplier can add multiple records using the “+” icon on the top right corner above the table. The supplier can add details in the description for each attachment.

ISO Certificate\*



Certificate Name	Date of Expiry	Description	Upload	File Name	Download	Action
<input type="text" value="ISO:2001"/>	<input type="text" value="28.02.2022"/>	<input type="text" value="Enter Description"/>	<input type="button" value="Choose File"/>	200003076_ISO_1.pdf		

# SUPPLIER REGISTRATION FORM



## Attachments Section: Other Quality Certificates

44. In this sub-section the supplier needs to provide attachments related to Other Quality Certificates. The supplier can add multiple records using the “+” icon on the top right corner above the table. The supplier can add details in the description for each attachment.

Other Quality certificates



Certificate Name	Date of Expiry	Description	Upload	File Name	Download	Action
Quality Certificate	dd.MM.yyyy	 Enter Description	Choose File			

# SUPPLIER REGISTRATION FORM



## Attachments Section: NDA

45. In this sub-section the supplier needs to provide attachments related to NDA. The supplier can add details in the description for each attachment. The supplier can download the NDA Template by clicking on the 'Download NDA Form' button on top right corner of the table. The supplier needs to complete the details and upload the NDA document again.

46. Click on the 'Next' button to move to the next section.

NDA Attachment \*

 Download NDA Form

Attachment Type	Description	Upload	File Name	Download	Action
Non-disclosure Agreement (NDA)*	<input type="text" value="Enter Description"/>	<input type="button" value="Choose File"/>	200003076_NDA_1.docx		

46

Next

# SUPPLIER REGISTRATION FORM



## Submission Page

47. In this Section the supplier needs to provide Completed by and Designation details.

48. Once the supplier has checked the tick box, the submit button will be displayed.

49. Click on the 'Submit' button to proceed with the submission of the form.



## 6. Submission Page

Completed by: \* Rashid

Designation: \* Regional Manager

Date: 15.02.2022



I declare that all the information given in this registration form is, to the best of my knowledge, accurate and complete. If any false information is given, the application is deemed to be invalid and I shall forfeit my right to submit quotation and tender.

49

48

Messenger

Save Draft

Submit

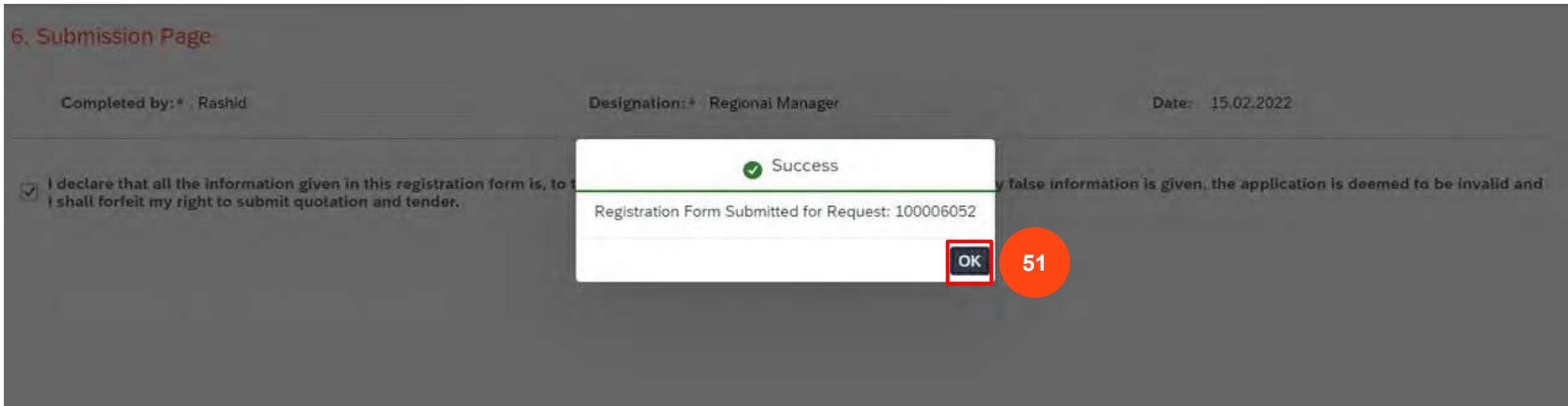
# SUPPLIER REGISTRATION FORM



## Submission Page: Success message.

50. Upon submission of the registration form, a success message will be displayed.

51. Click on 'OK'. The form will navigate back to the login page.



# SUPPLIER REGISTRATION FORM



## Details Display Page: Non editable

52. After submission of the form, if the supplier tries to login back in to the registration form while the request is in the process of approval, the supplier will see a non editable display page containing all their previously submitted information.

Home Supplier Registration Form

Request No. : 100006038

Status: **In Approval - MDG**

Edit

Messenger



Request Type : Create Low Value

GENERAL INFORMATION

FINANCIAL INFORMATION

OPERATIONAL INFORMATION

DISCLOSURES

ATTACHMENTS

SUBMISSION

## Head Office Address

Street No.: P-45

Street 3:

City: Abu Dhabi

Email: lowtestreq108@gmail.com

Street 1: Lane 1

Street 4:

State: Abu Dhabi

Contact Number: +54 9787888788

Street 2: Lane 2

Country: Utd.Arab Emir.

Pincode: 987678

## Contact Details

First Name: Adnan

Email Address: adnankhan@gmail.com

Nationality: Utd.Arab Emir.

Last Name: Khan

Contact Number: +54 9876543456

City: dubai

Designation: Regional Manager

Mobile Number: +54 9876543777

# SUPPLIER REGISTRATION FORM



## Additional Features: Status check and Messenger.

53. The supplier can login to the form to check the status of the submitted registration form in non editable display page.

54. The supplier now has access to a messenger option, the supplier can now communicate with the buyer or approver depending on status of the request. If the supplier sends a message before form submission, the message will be sent to buyer, where as if supplier sends a message after form submission the message is sent to the approver.

Home Supplier Registration Form

Request No. : 100006038

Request Type : Create Low Value

Status: **In Approval - MDG** Edit **Messenger** <

53 54

GENERAL INFORMATION ▾ FINANCIAL INFORMATION ▾ OPERATIONAL INFORMATION ▾ DISCLOSURES ▾ ATTACHMENTS ▾ SUBMISSION

Company Information

Company Name (English): LOW VALUE TEST REQUEST SUPPLIER      Company Name (Arabic): NA      Website: NA

# SUPPLIER REGISTRATION FORM



## Additional Features: Messenger in Non Editable Registration Form

55. When the supplier clicks on the messenger button a side panel will open up with a chat box and previous messages are displayed below.

56. The supplier can type the message in the chat box and click on send icon.

The screenshot displays the 'Supplier Registration Form' interface. At the top left, there are navigation links for 'Home' and 'Supplier Registration Form'. The main content area shows 'Request No. : 100006038' and 'Request Type : Create Low Value'. The status is 'In Approval - MDG'. There are buttons for 'Edit' and 'Messenger', with the 'Messenger' button highlighted by a red box and a red circle containing the number '55'. Below these are tabs for 'GENERAL INFORMATION', 'FINANCIAL INFORMATION', 'OPERATIONAL INFORMATION', and 'DISCLOSURES'. The 'Events' panel on the right is also highlighted with a red box and a red circle containing the number '56'. It shows a chat box with the text 'Any updates on approval process of my form.' and a send button. Below the chat box, there is a message from 'LOW VALUE TEST REQUEST SUPPLIER' dated 'Today at 7:38 PM' with the comment 'I have submitted form. Kindly keep me updated.'

# SUPPLIER REGISTRATION FORM



## Additional Features: Messenger in Non Editable Registration Form.

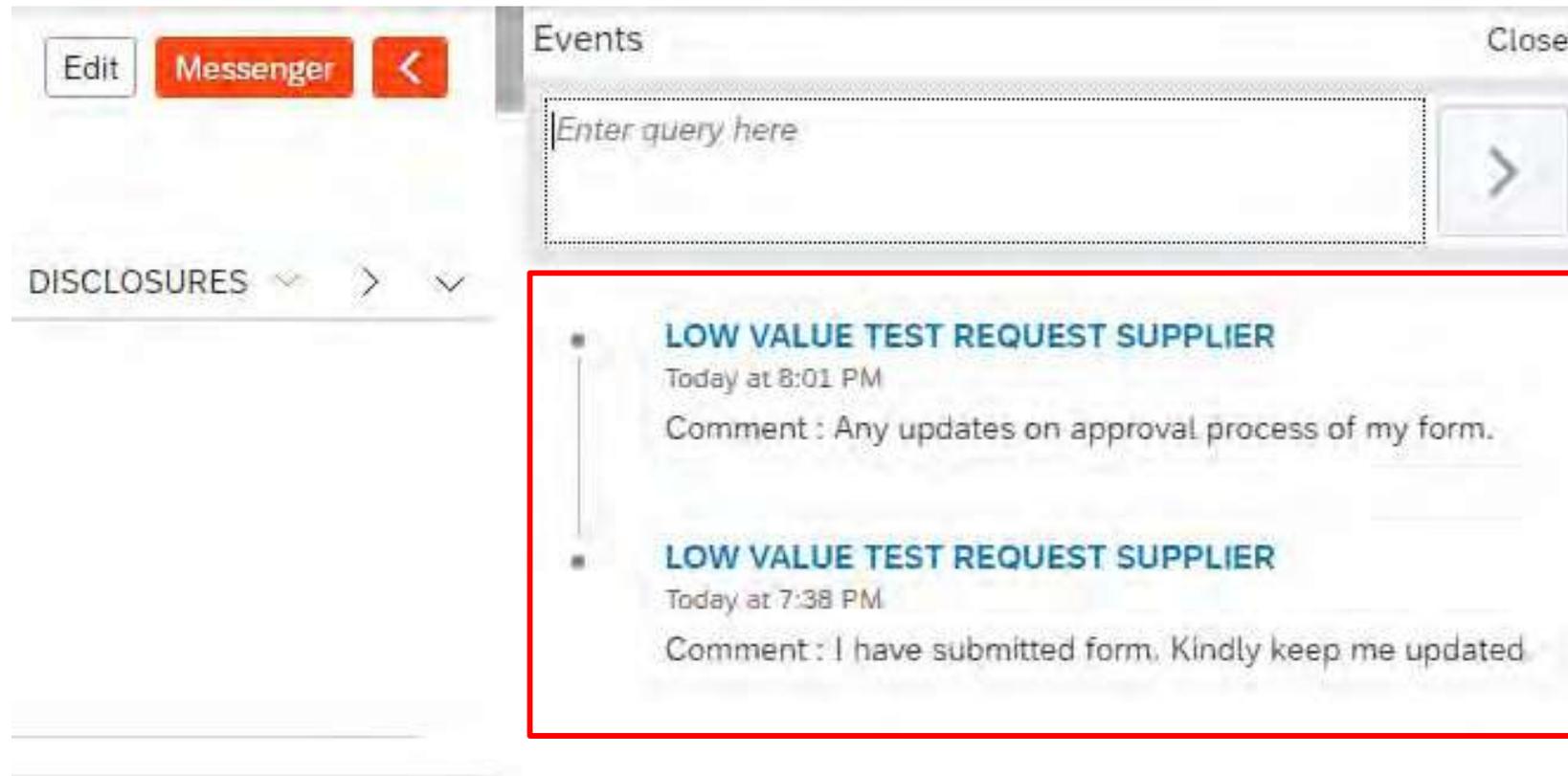
57. The message is sent to the respective recipient in the form of an email (In this case it is the approver, as the form status is in approval).

58. On click on 'OK' the messenger is refreshed and the latest messages are displayed.

The screenshot displays a web interface for a supplier registration form. At the top, the request number is 100006038, and the status is 'In Approval - MDG'. Below this, there are tabs for 'GENERAL INFORMATION', 'FINANCIAL INFORMATION', 'OPERATIONAL INFORMATION', and 'DISCLOSURES'. The 'Company Information' section is visible, showing the company name as 'LOW VALUE TEST REQUEST SUPPLIER' and the website as 'NA'. A modal window is open in the center, displaying a green checkmark and the text 'Success' followed by 'Email sent to c-siddhesh.dingankar@edgegroup.ae'. An 'OK' button is highlighted with a red box. A red circle with the number '58' is overlaid on the bottom right of the modal window. On the right side of the form, there is a search bar with the placeholder text 'Enter query here.' and a list of messages, including one from 'LOW VALUE TEST REQUEST SUPPLIER' with the comment 'I have submitted form. Kindly keep me updated.'

## Additional Features: Messenger in Non Editable Registration Form.

59. Once the messages are refreshed in the chat box it will be displayed in a timeline format.



The screenshot shows a web interface for a supplier registration form. At the top, there are buttons for 'Edit', 'Messenger', and a back arrow. Below these is a 'DISCLOSURES' section with a dropdown arrow and a right-pointing arrow. On the right side, there is an 'Events' window with a 'Close' button. Inside the 'Events' window, there is a search bar with the placeholder text 'Enter query here' and a right-pointing arrow. Below the search bar, a red box highlights a timeline of messages. The messages are as follows:

- LOW VALUE TEST REQUEST SUPPLIER**  
Today at 8:01 PM  
Comment : Any updates on approval process of my form.
- LOW VALUE TEST REQUEST SUPPLIER**  
Today at 7:38 PM  
Comment : I have submitted form. Kindly keep me updated.

59

## Additional Features: Messenger in editable Registration form

60. The supplier can also send messages to the Buyer in the editable Registration form, by using the 'Messenger' button on the footer.

Home Supplier Registration Form

1 General Information — 2 Financial Information — 3 Operational information — 4 Disclosures — 5 Attachments — 6

### 1. General Information

Company Name(English):\* TRAINING SUPPLIER 1

Company Name(Arabic): Enter Company Name (Arabic)

Website: Enter Website

#### Head Office Address

Street No. :\* P-45

Street 1. :\* Lane 1

Street 2. : Lane 2

Street 3: Enter Street 3

Street 4: Enter Street 4

Country :\* Utd.Arab Emir. ▾

Region :\* Abu Dhabi ▾

City :\* Abu Dhabi

Contact Number :\* +54 ▾ 9787888788

Pincode/PO Box :\* 987678

Fax No: Enter Fax No

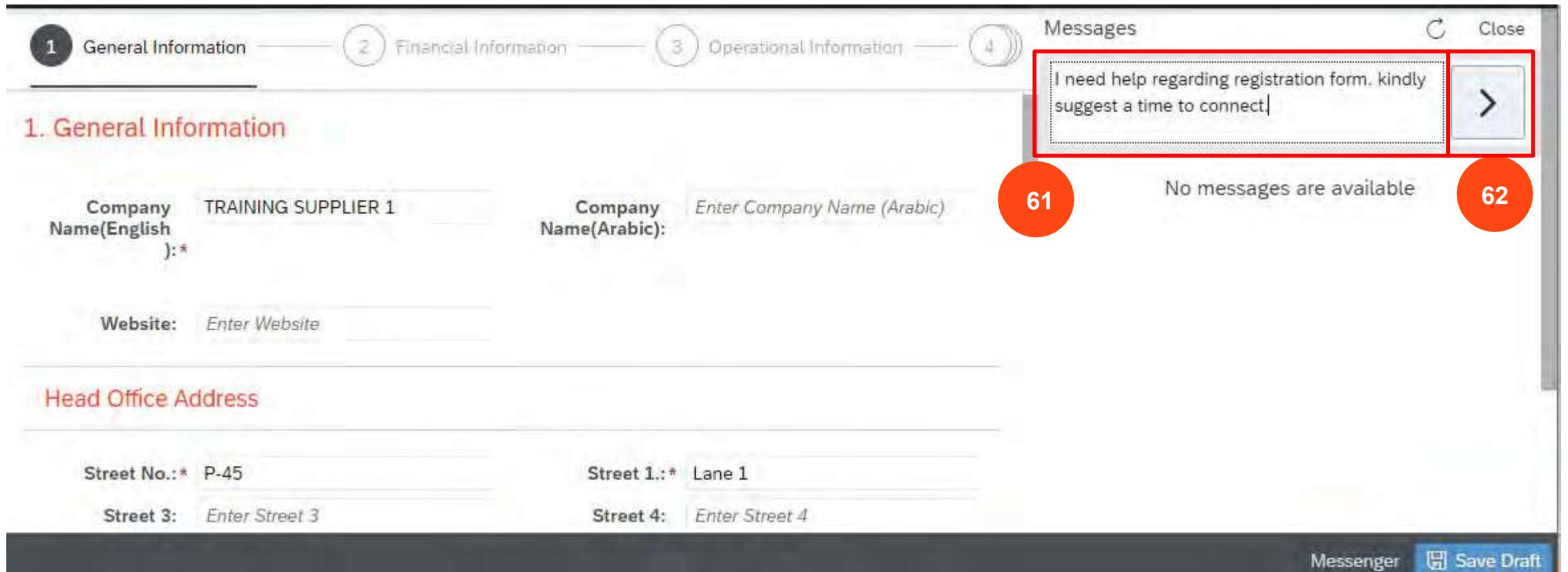
60

Messenger Save Draft

## Additional Features: Messenger in editable Registration form

61. When the supplier clicks on the messenger button a side panel will open up displaying a chat box and any previous messages.

62. The supplier can type a message in the chat box and click on the send icon.



The screenshot displays the Supplier Registration Form with a Messenger side panel open. The form is divided into four sections: 1. General Information, 2. Financial Information, 3. Operational Information, and 4. Messages. The Messenger panel is currently active, showing a chat box with a message: "I need help regarding registration form. kindly suggest a time to connect." The message is enclosed in a red box, and a red circle labeled "61" is positioned next to it. To the right of the message is a send icon (a right-pointing arrow) also enclosed in a red box, with a red circle labeled "62" next to it. Below the chat box, the text "No messages are available" is visible. The form fields include: Company Name(English): TRAINING SUPPLIER 1; Company Name(Arabic): Enter Company Name (Arabic); Website: Enter Website; Head Office Address: Street No.:\* P-45; Street 1.\*: Lane 1; Street 3: Enter Street 3; Street 4: Enter Street 4. At the bottom right, there are buttons for "Messenger" and "Save Draft".

# SUPPLIER REGISTRATION FORM



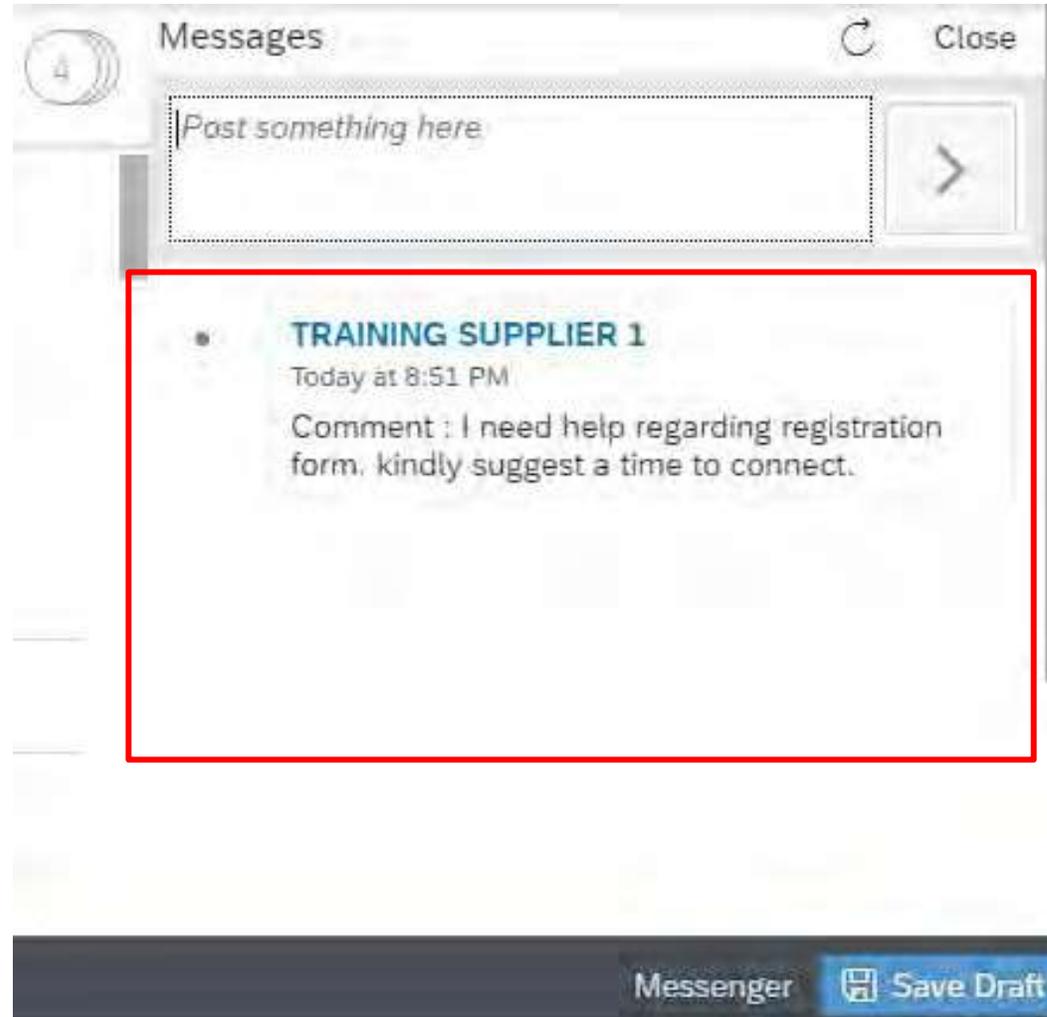
## Additional Features: Messenger in editable Registration Form.

63. The message is sent to respective recipient in the form of an email notification (In this case its is the buyer, as the status of the form is In Progress and the form is not submitted yet).
64. On click on 'OK' the messenger is refreshed and the latest messages are displayed.

The screenshot displays the 'Supplier Registration Form' interface. At the top, there are navigation tabs for 'General Information', 'Special Information', 'Operational Information', and 'Messages'. The 'General Information' tab is active, showing fields for 'Company Name(English)' (filled with 'TRAINING SUPPLIER 1'), 'Website', and 'Head Office Address' (with fields for Street No., Street 1, Street 3, and Street 4). A central success message box is overlaid, stating 'Success' with a green checkmark and 'Email sent to c-siddhesh.dingankar@edgegroup.ae', with an 'OK' button. On the right, a 'Messages' window is visible, containing a text input field 'Post something here', a 'Close' button, and the text 'No messages are available'. At the bottom right, there are 'Messenger' and 'Save Draft' buttons.

## Additional Features: Messenger in editable Registration Form.

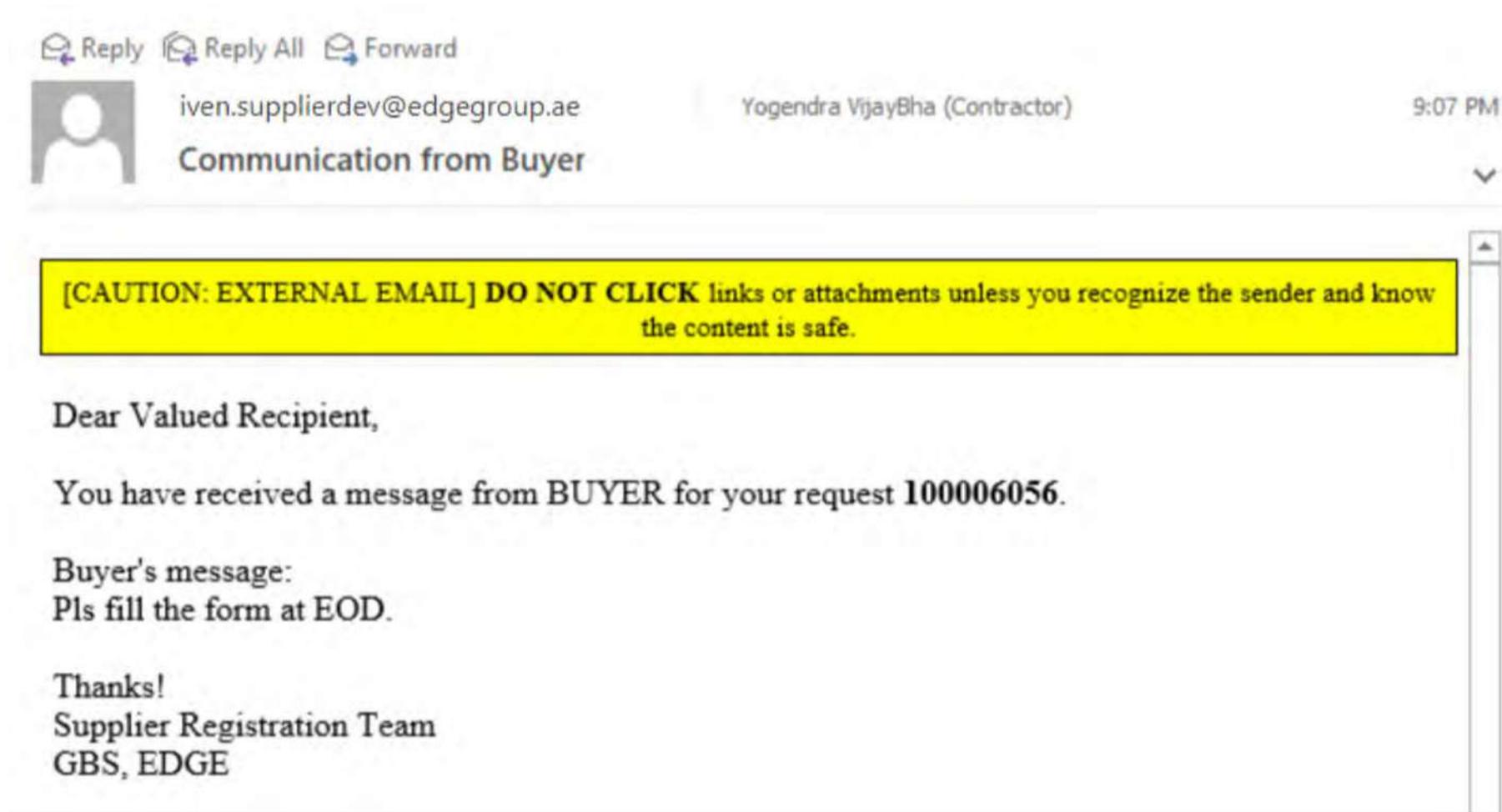
65. Once the messages are refreshed in the chat box it will be displayed in a timeline format.



65

## Email Notification

66. This email is received by the supplier when the Buyer sends a message to the supplier. The email is identified with '*Buyer's message*' in the body of the email.



The screenshot shows an email notification interface. At the top, there are three action buttons: 'Reply', 'Reply All', and 'Forward'. Below these, the sender's information is displayed: a profile icon, the email address 'iven.supplierdev@edgegroup.ae', and the name 'Yogendra VijayBha (Contractor)'. The recipient's name is 'Communication from Buyer' and the time is '9:07 PM'. A yellow warning box contains the text: '[CAUTION: EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.' The main body of the email contains the following text: 'Dear Valued Recipient, You have received a message from BUYER for your request 100006056. Buyer's message: Pls fill the form at EOD. Thanks! Supplier Registration Team GBS, EDGE'.

Reply Reply All Forward

iven.supplierdev@edgegroup.ae Yogendra VijayBha (Contractor) 9:07 PM

Communication from Buyer

[CAUTION: EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Dear Valued Recipient,

You have received a message from BUYER for your request **100006056**.

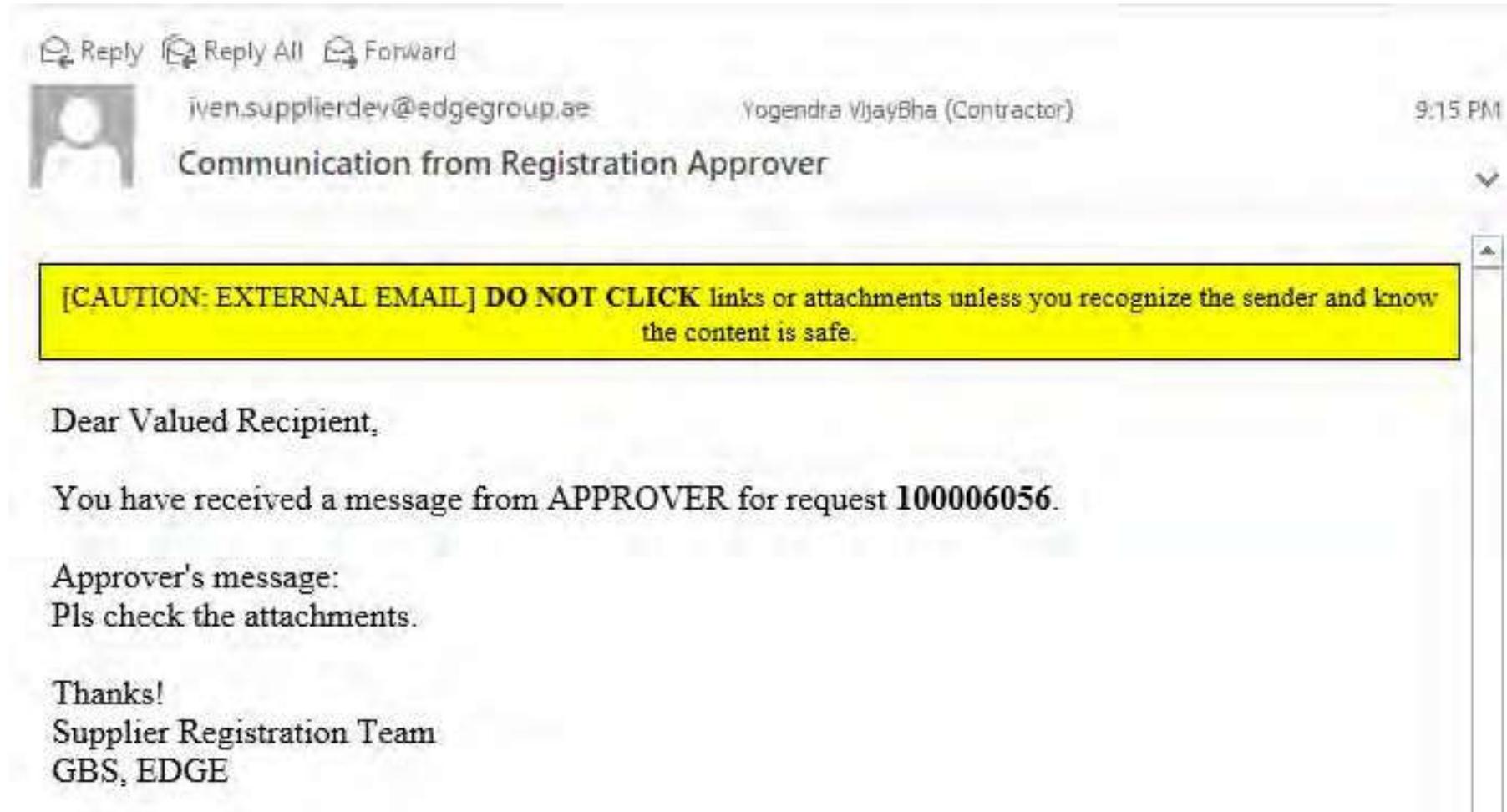
Buyer's message:  
Pls fill the form at EOD.

Thanks!  
Supplier Registration Team  
GBS, EDGE

# APPROVER'S COMMUNICATION TO SUPPLIER

## Email Notification

67. This email is received by the supplier when the Approver sends a message to the supplier. The email is identified with 'Approver's message' in the body of the email.



**EDGE REGISTRATION FORM –  
APPROVALS & SUPPLIER  
CREDENTIALS**

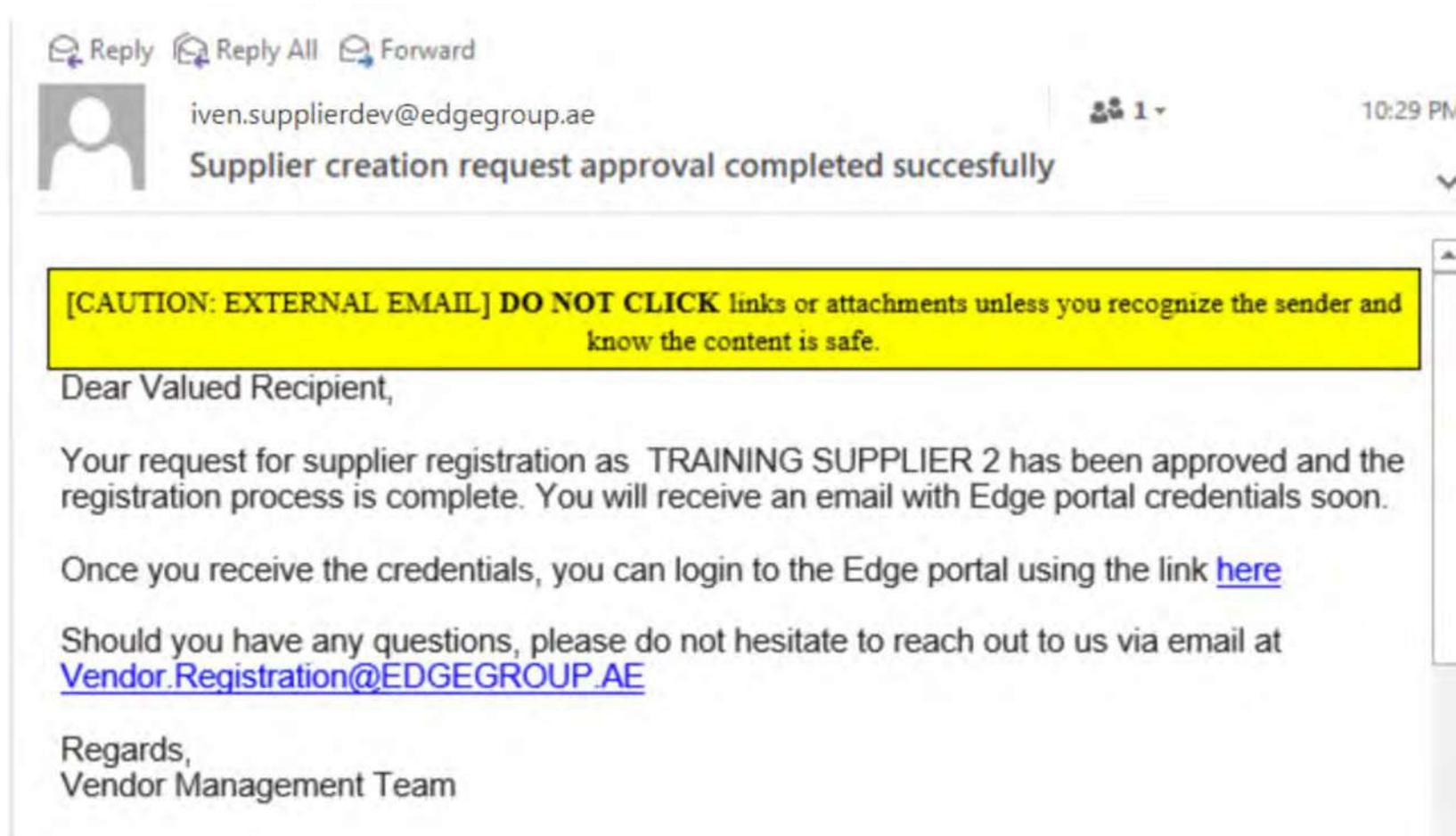


# APPROVAL EMAIL NOTIFICATION



## Approval Acknowledgement Notification

1. This email is received by the supplier as an acknowledgement that the Approval process is completed, the supplier will be added to the EDGE Vendor Master



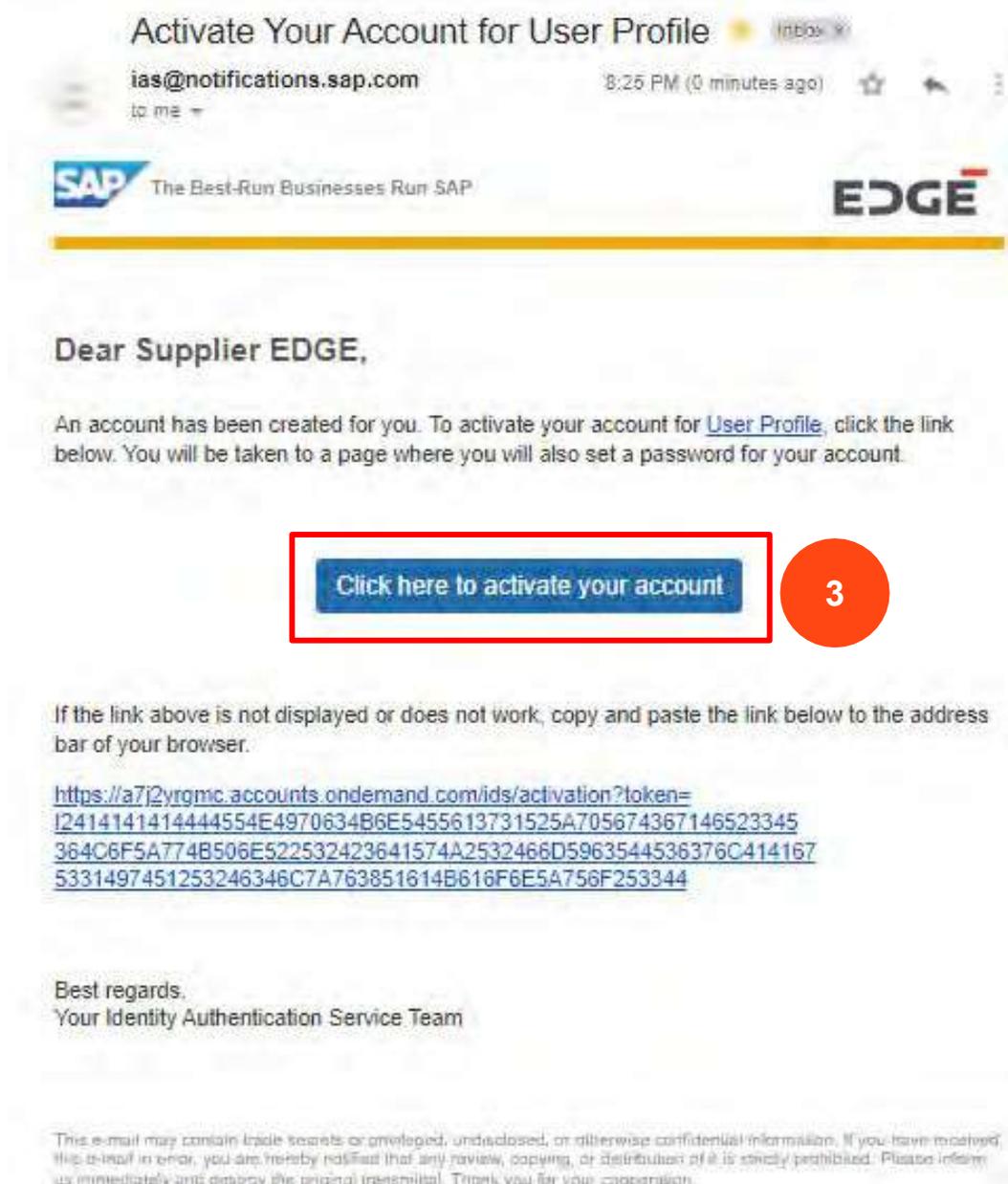
# CREDENTIAL CREATION PROCESS - NEW SUPPLIER

# CREDENTIAL ACTIVATION EMAIL NOTIFICATION



## Credential Activation Notification

2. The supplier will receive an email with a credential activation link.
3. Click on the 'Click here to activate your account' button
4. Once activated the a page will open in the browser to Credentials Reset.



## Credential Setup

5. The Credentials Reset consists of fields labeled First Name, Last Name and Set Password Fields.
6. The Supplier can change, First Name & Last name and Email.
7. The Supplier can create a password for the credentials provided.
8. Click on 'Save'

Note: The supplier email ID will be the same as used in registration.

## Activate Your Account

An account has been created for you with Identity Authentication for use with User Profile. The account information we already have for you is below.

To begin using your account for User Profile, set a password below.

### Tell Us About Yourself

First Name	<input type="text" value="Supplier"/>
Last Name *	<input type="text" value="EDGE"/>
E-Mail *	<input type="text" value="darsh2269@gmail.com"/>

6

### Set Password

Password *	<input type="password"/>
Re-Enter Password *	<input type="password"/>

7

8

Save

# CREDENTIAL RESET PROCESS

## Credential Reset

1. Using the portal link, open the login screen
2. Click on '*Forgot Password*'



## Log On

E-Mail or User Name

Password

Remember me

Log On

Forgot password?

2

## Credential Reset

3. Enter your registered email id
4. Click on Send

## Forgot My Password

Enter your credentials below and click Send. An e-mail with a link to a page where you can reset your password will be sent. Note that the e-mail might take a few minutes to reach your inbox.

E-Mail or User Name \*

3

\*Required

4

## Credential Reset

5. Confirmation will be displayed on the screen and an email will be sent to you with a link. The link will expire in 2 hours.

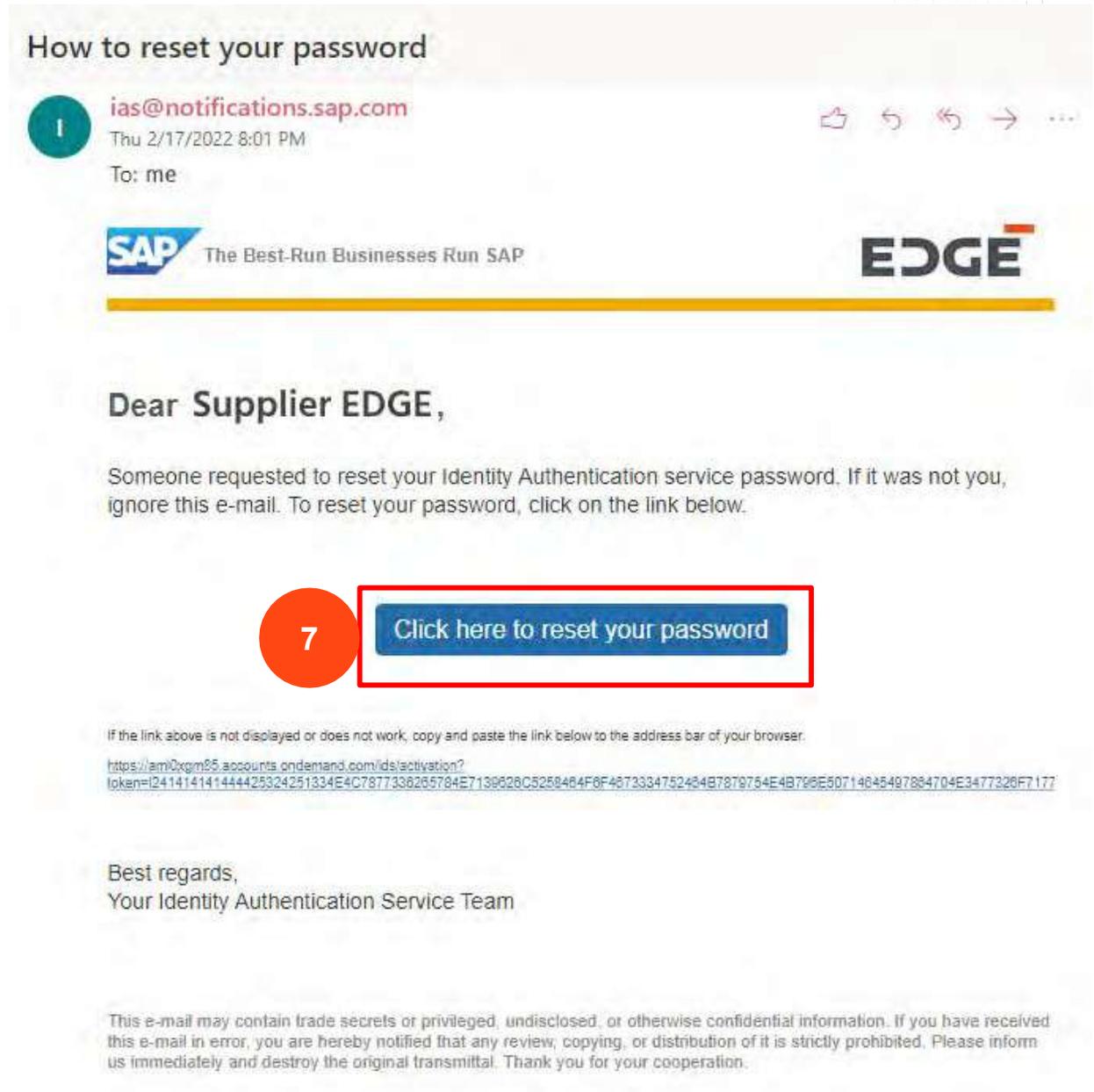
## Forgot My Password

 If an account exists, an e-mail with a link to reset your password has been sent.

Click the link contained in the e-mail. You will be forwarded to a page where you can reset your password. The link in the e-mail will expire in 2 hours from now.

## Credential Reset

6. You will receive an email to reset your password
7. Click on '*Click here to reset your password*'



## Credential Reset

8. Reset your password screen is displayed. Enter your new password here.
9. Click on 'Save'.

# Reset Your Password

Reset the password for your account siddhesh.d@intellectbizware.com:

New Password \*

Re-enter New Password \*

\*Required

Save

8

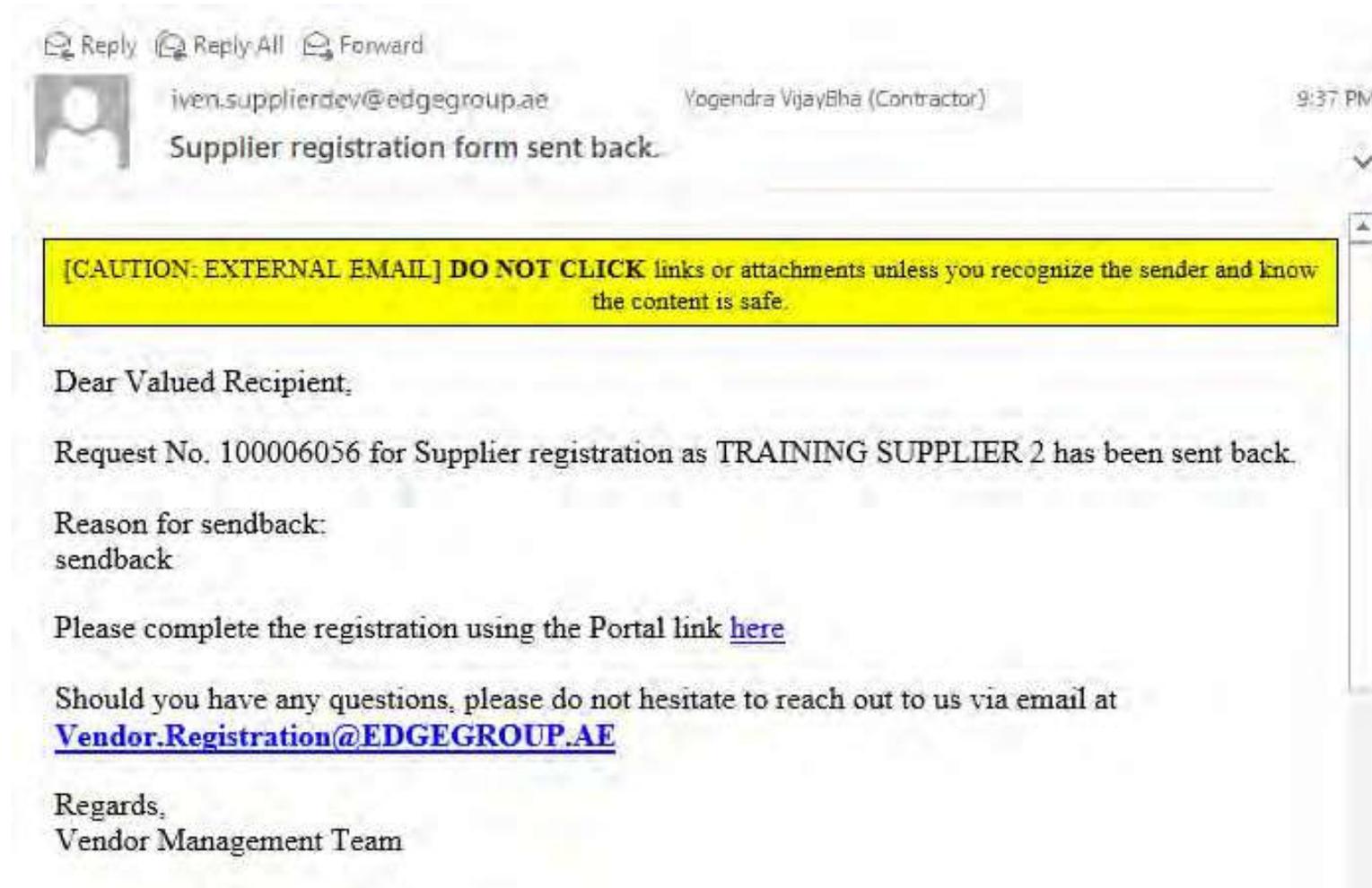
9

EDGE REGISTRATION FORM -  
REQUEST SENTBACK



## Email Notification

1. Sendback is usually a request for further/missing information. This email is received by the supplier when the Approver sends back the supplier registration form. The email is identified by 'Reason for Sendback' in the body of the email.



Reply Reply All Forward

 iVen Supplier Dev (iVen Supplier Dev)  Yogendra VijayEha (Contractor) 9:37 PM

Supplier registration form sent back.

[CAUTION: EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Dear Valued Recipient,

Request No. 100006056 for Supplier registration as TRAINING SUPPLIER 2 has been sent back.

Reason for sendback:  
sendback

Please complete the registration using the Portal link [here](#)

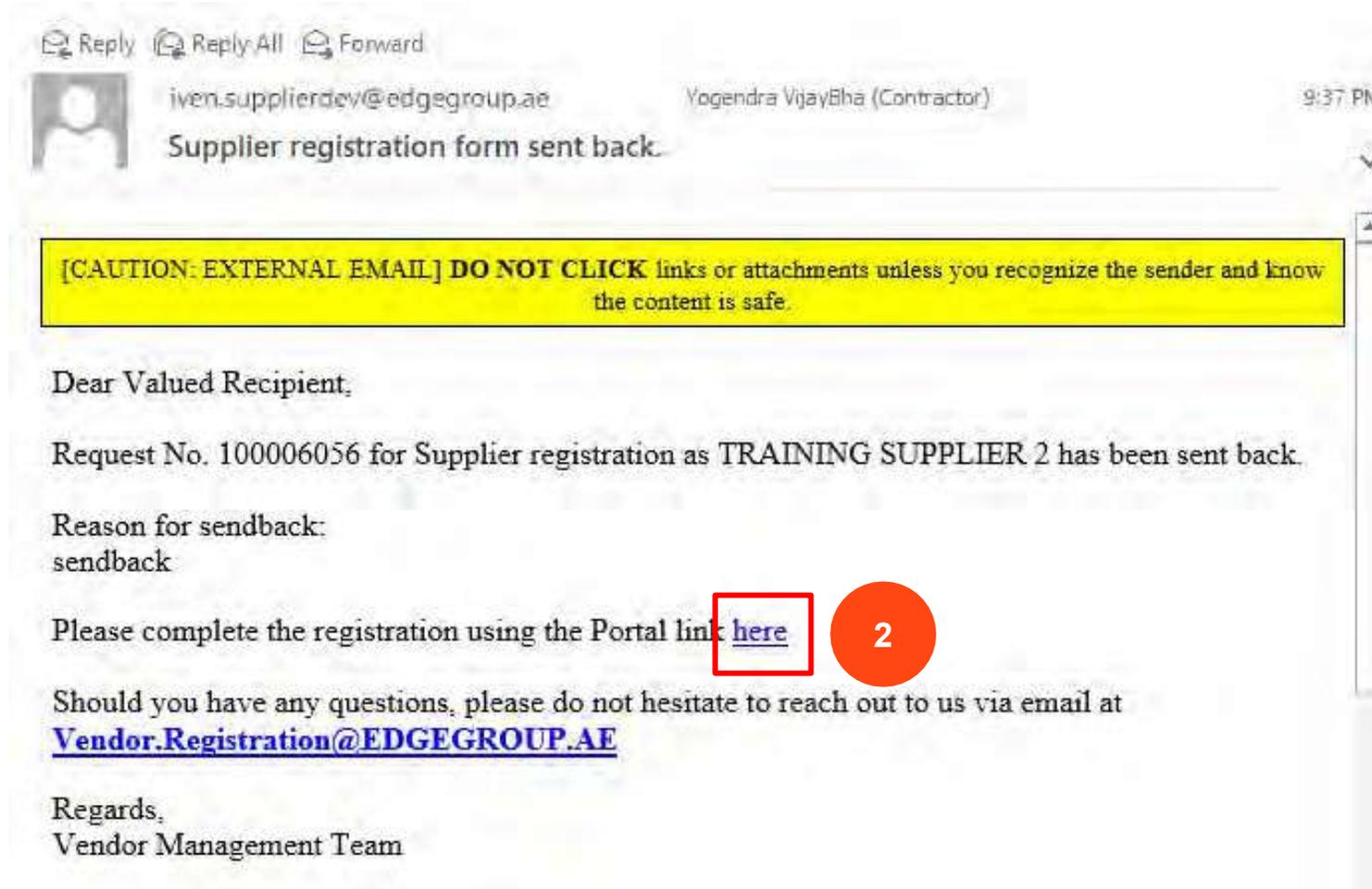
Should you have any questions, please do not hesitate to reach out to us via email at [Vendor.Registration@EDGEGROUP.AE](mailto:Vendor.Registration@EDGEGROUP.AE)

Regards,  
Vendor Management Team

# SUPPLIER REGISTRATION FORM - SENDBACK



2. The supplier must click on the link in the email '[here](#)' and open up the portal launchpad.
3. On the menu, click on '*Supplier Registration Form*', the registration login page will be displayed.
4. Enter the registered email ID & login to the form.



# SUPPLIER REGISTRATION FORM - SENDBACK



5. Once the registration form is displayed, the 'Reason for sendback' is displayed to the supplier in a message banner on top of the form.

Home Supplier Registration Form

1 General Information

2 Financial Information

3 Operational Information

4 Disclosures

5 Attachments

6 Submission Page

## 1. General Information

**i** Reason for sendback: Please add website

5

Company Name(English):\* TRAINING SUPPLIER 2

Company Name(Arabic): Enter Company Name (Arabic)

Website: Enter Website

## Head Office Address

Street No.:\* P-45

Street 1.:\* Lane 1

Street 2.: Lane 2

Street 3: Enter Street 3

Street 4: Enter Street 4

Email:\* c-yogendra.vijaybha@edgegroup.ae

Country:\* Utd.Arab Emir.

Region:\* Abu Dhabi

City:\* Abu Dhabi

Contact Number:\* +54 9787888788

Pincode/PO Box:\* 987678

Fax No: Enter Fax No

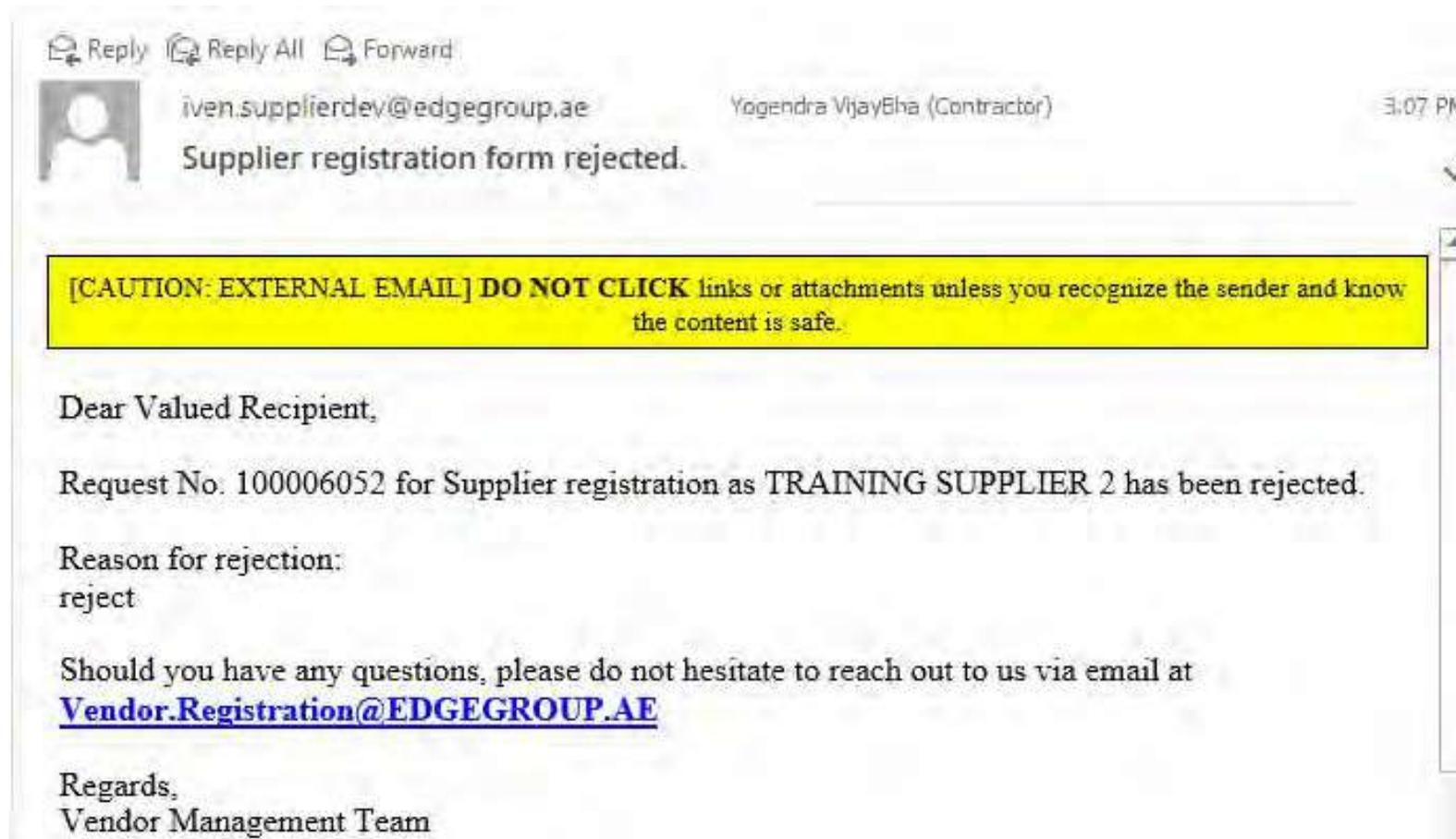
EDGE REGISTRATION FORM -  
REQUEST REJECTED



# SUPPLIER REGISTRATION FORM - REJECT

## Email Notification

1. The below email is received by the supplier when the Approver rejects a registration request. The email is identified by '*Reason for rejection*' in the body of the email.
2. The supplier cannot login back in to the registration form after rejection. The supplier will need to contact the buyer who will need to create a fresh request to reregister



EDGE REGISTRATION FORM -  
UPDATE SUPPLIER PROFILE



The Supplier Registration update process can be used in 2 scenarios:

## 1) Legacy Supplier:

- For legacy (existing) suppliers the process starts with existing data migration from old system to E-Vendor system.
- Legacy suppliers do not have to go through new supplier creation/registration process.
- Legacy suppliers first receive Account Activation emails to activate their accounts for E-Vendor system access.
- E-Vendor system portal links are send to Legacy suppliers which consists of the registration form having previous available data pre-filled in respective sections/fields.
- Legacy suppliers can update previous data as well as fill up rest of the form which captured additional new informations as well as attachments and submit the form.

## 2) New Supplier updating the registration form:

- For new suppliers the process starts with generating an update request by Buyer.
- Procurement Manager approves the update request.
- Once approved the new suppliers receive an invite for updating the registration form.
- The registration form will have previous available data pre-filled in respective sections/fields.
- Suppliers can update previous data as well as attachments.

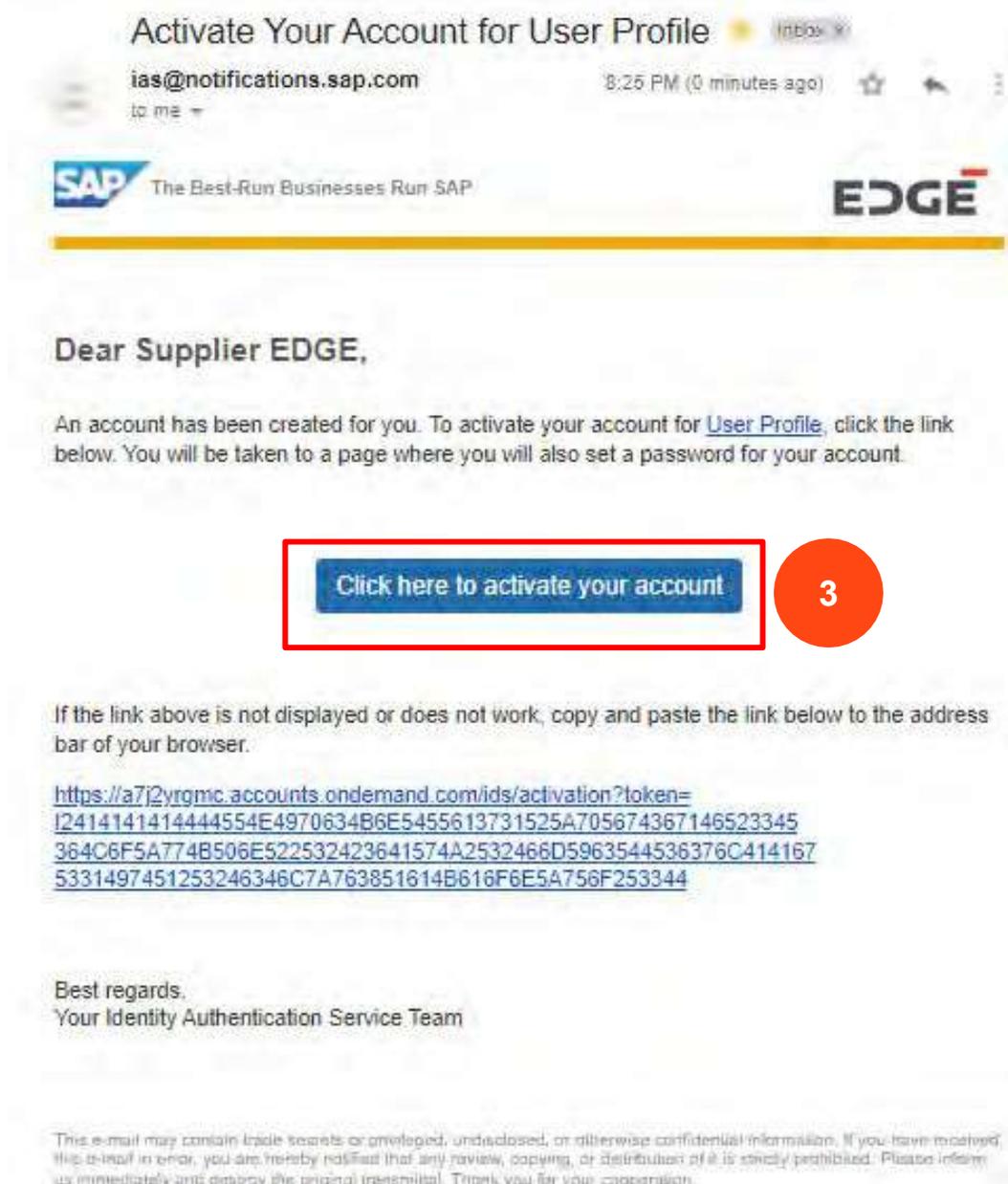
# CREDENTIAL CREATION PROCESS - EXISTING SUPPLIER

# CREDENTIAL ACTIVATION EMAIL NOTIFICATION



## Credential Activation Notification only for Existing Suppliers

1. This is the starting point for existing suppliers to begin the update process.
2. The existing supplier will receive an email with credential activation link.
3. Click on the '*Click here to activate your account*' button
4. Once activated the a page will open up in the browser for credentials reset.



## Credential Setup

5. The credentials reset consists of the fields First Name, Last Name and Set Password fields.

6. The supplier can change First Name & Last name.

7. The supplier can create a password for the credentials provided

8. Click on the 'Save' button

Note: The supplier email id will be the same as used as registration email id for request creation & registration form login.

## Activate Your Account

An account has been created for you with Identity Authentication for use with User Profile. The account information we already have for you is below.

To begin using your account for User Profile, set a password below.

### Tell Us About Yourself

First Name

Supplier

Last Name \*

EDGE

E-Mail \*

darsh2269@gmail.com

6

### Set Password

Password \*

Re-Enter Password \*

7

8

Save

# CREDENTIAL RESET PROCESS

## Credential Reset

1. Using the portal link, open the login screen
2. Click on '*Forget Password*'



## Log On

E-Mail or User Name

Password

Remember me

Log On

Forgot password?

2

## Credential Reset

3. Enter your registered email id
4. Click on 'Send'

## Forgot My Password

Enter your credentials below and click Send. An e-mail with a link to a page where you can reset your password will be sent. Note that the e-mail might take a few minutes to reach your inbox.

E-Mail or User Name \*

3

\*Required

4

## Credential Reset

5. A Confirmation will be displayed on the screen and an email will be sent to you with a link. The link will expire in 2 hours.

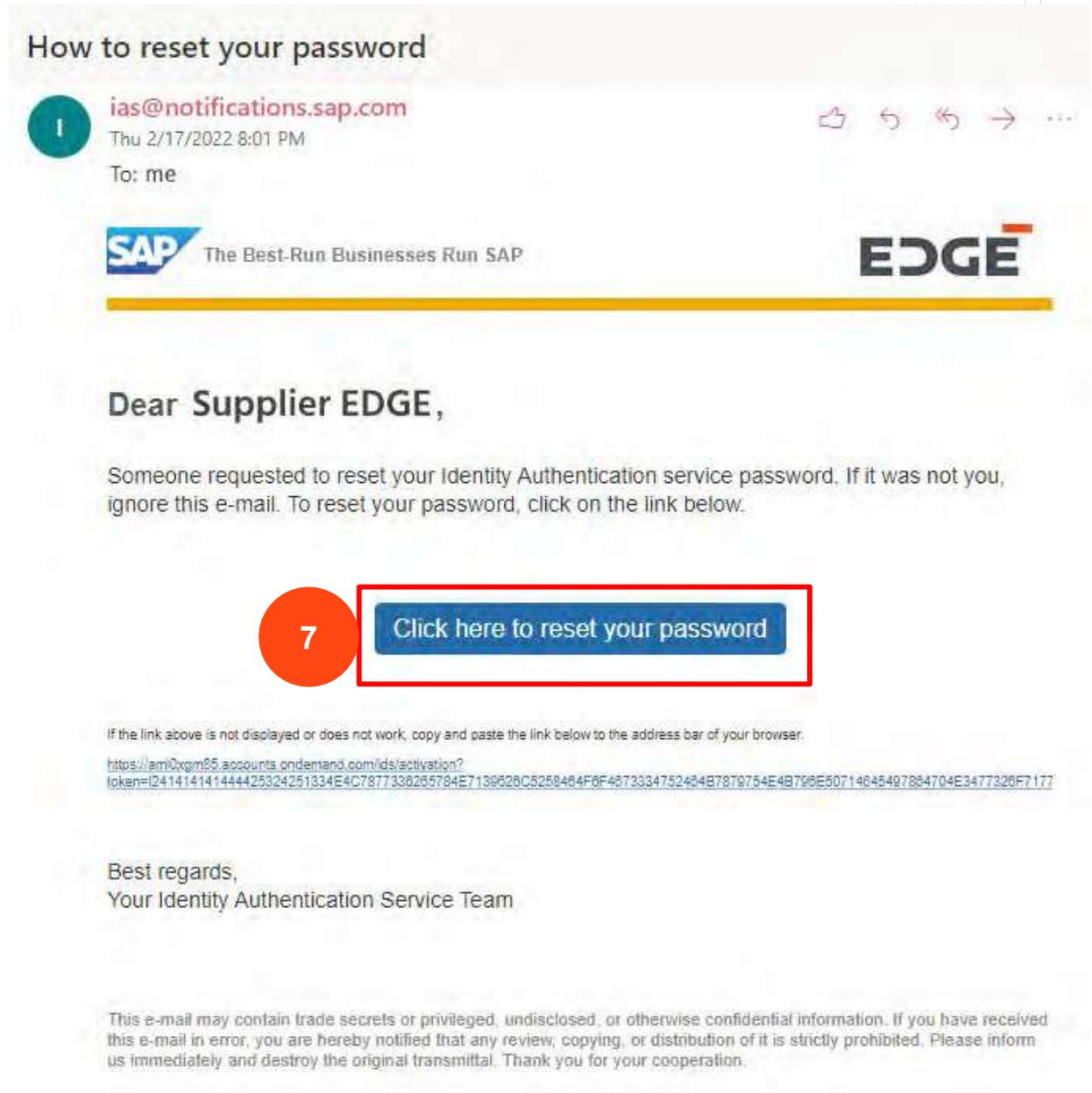
## Forgot My Password

 If an account exists, an e-mail with a link to reset your password has been sent.

Click the link contained in the e-mail. You will be forwarded to a page where you can reset your password. The link in the e-mail will expire in 2 hours from now.

## Credential Reset

6. You will receive an email to reset password
7. Click on '*Click here to reset your password*'



## Credential Reset

8. Reset your password screen is displayed. Enter your new password here.

9. Click on 'Save'.

## Reset Your Password

Reset the password for your account `siddhesh.d@intellectbizware.com`:

New Password \*

Re-enter New Password \*

\*Required

Save

8

9

# SUPPLIER REGISTRATION UPDATE PROCESS

# EDGE SUPPLIER UPDATE REGISTRATION EMAIL



The Supplier Registration Update process starts with the Supplier receiving an invite email from EDGE.

Reply Reply All Forward

 iven.supplierdev@edgegroup.ae Yogendra VijayBha (Contractor) 9:54 PM

**Invitation to update registration on the EDGE GROUP PJSC supplier database**

 If there are problems with how this message is displayed, click here to view it in a web browser.

**[CAUTION: EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.**

Dear Valued Recipient,

Your company, TRAINING SUPPLIER 2 is invited to update registration with EDGE GROUP PJSC (part of EDGE Group) as a supplier.

In order to perform any business with EDGE entities, you need to complete this registration in full. Please complete the registration form update, using the link [here](#).

Upon submission, your registration request will be reviewed and approved by relevant teams. We may seek additional information as part of this process.

Once approved, you may be invited to future procurement processes by EDGE GROUP PJSC  
Your approved registration does not entitle you to be invited to any/all procurement processes. EDGE GROUP PJSC reserve the right to select the participants based on their discretion.

Should you have any questions, please do not hesitate to reach out to us via email at [Vendor.Registration@EDGEGROUP.AE](mailto:Vendor.Registration@EDGEGROUP.AE)

Regards,  
Vendor Management Team

# SUPPLIER REGISTRATION PROCESS - UPDATE



Let's have a look at the steps for filling Supplier Registration Form Update process.

1. Open your Email in Inbox and Click on the Registration Form link 'here'

The screenshot shows an email interface with the following elements:

- At the top, there are action buttons: Reply, Reply All, and Forward.
- The sender is identified as **iven.supplierdev@edgegroup.ae** with a profile picture icon.
- The recipient is **Yogendra VijayBha (Contractor)**.
- The subject of the email is **Invitation to update registration on the EDGE GROUP PJSC supplier database**.
- A blue information icon with the text: "If there are problems with how this message is displayed, click here to view it in a web browser."
- A prominent yellow warning banner reads: "[CAUTION: EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe."
- The main body of the email starts with "Dear Valued Recipient,"
- The text states: "Your company, TRAINING SUPPLIER 2 is invited to update registration with EDGE GROUP PJSC (part of EDGE Group) as a supplier."
- It continues: "In order to perform any business with EDGE entities, you need to complete this registration in full. Please complete the registration form update, using the link [here](#)." The word "here" is highlighted with a red box and a red circle containing the number "1".
- Next, it says: "Upon submission, your registration request will be reviewed and approved by relevant teams. We may seek additional information as part of this process."
- Then: "Once approved, you may be invited to future procurement processes by EDGE GROUP PJSC. Your approved registration does not entitle you to be invited to any/all procurement processes. EDGE GROUP PJSC reserve the right to select the participants based on their discretion."
- Finally, it provides contact information: "Should you have any questions, please do not hesitate to reach out to us via email at [Vendor.Registration@EDGEGROUP.AE](mailto:Vendor.Registration@EDGEGROUP.AE)"
- The email concludes with "Regards, Vendor Management Team"

2. Enter your credentials in the login page



## Log On

E-Mail or User Name

demo\_supplier@test.com

Password

Password

Remember me

Log On

2

[Forgot password?](#)

# SUPPLIER REGISTRATIIONN PROCESS - UPDATE



## Portal Launchpad

2. On click the link in the email Edge Portal launchpad will open in the browser. Please enter your email and click 'Continue'



## Instruction and Information Page

4. Once you click on *Supplier Registration Form*, the Instruction and information page will be displayed with all the details. Click on 'Next'

[Home](#) [Supplier Registration Form](#)

### Instructions and Information

1. All Suppliers who intend to provide services or goods to (Insert EDGE or Subsidiary Name); hereinafter referred to as "THE COMPANY" must go through a registration, qualification and approval process.
2. If any questions, should refer to other processes, on different sectors of business activity, indicate NOT APPLICABLE (N / A)
3. Purchases Order / Agreement will not be issued to any supplier who is not pre-registered with THE COMPANY
4. This form should be completely filled in by the authorized representative of the Supplier
5. All information provided in this form should match with the details/attachments uploaded by the supplier
6. In case of changes in the information, it should be communicated by the Supplier to the company within two weeks or before receiving any orders from THE COMPANY.
7. In case the Supplier's payment terms differ from THE COMPANY's standard payment terms, both party shall agree in writing for the payment terms acceptable with both parties.
8. The Supplier shall be notified via email through the Supplier's representative mentioned in this form, whether the application is successful or rejected.
9. All information shall be treated as strictly confidential and will be used solely by THE COMPANY.
10. Information supplied on this form enables THE COMPANY to classify the goods or services provided thus assisting THE COMPANY'S departments to identify
11. Later, your company will be subject to continuous assessment based on the evolving term rates and quality of its supplies.
12. Neither Registration nor Prequalification to be construed as a guarantee for work with THE COMPANY, it highlights the suitable local resources when these are available.
13. This document facilitates registration and prequalification of THE COMPANY'S Suppliers to ensure that only firms with appropriate experience, a proven track record, and necessary annual turnover which are free of any major pending litigation will be invited for bidding. The Registration and Prequalification Application Form is a part of Prequalification Document and the Applicant is expected to examine all instructions, templates and terms so to furnish THE COMPANY with all information or documentation required for the purpose of registration and prequalification. Applicants will be prequalified as to be

# SUPPLIER REGISTRATION FORM - UPDATE



## All Pre-filled Sections displayed in editable form

5. The Registration Form gets displayed, all sections with pre-filled data will be displayed as per the data filled during registration process. The Supplier can update any field in any section. Detailed explanation of sub-section can be found in supplier creation process.

1 General Information — 2 Financial Information — 3 Operational Information — 4 Disclosures — 5 Attachments — 6 Submission Page

### 1. General Information

Company Name(English):\* TRAINING SUPPLIER 2      Company Name(Arabic): Enter Company Name (Arabic)      Website: Enter Website

#### Head Office Address

Street No. :\* P-45      Street 1. :\* Lane 1      Street 2. : Lane 2  
Street 3: Enter Street 3      Street 4: Enter Street 4      Email: \* c-yogendra.vijaybha@edgegroup.ae  
Country: \* Utd.Arab Emir.      Region: \* Abu Dhabi      City: \* Abu Dhabi  
Contact Number: \* +54      9787888788      Pincode/PO Box: \* 987678      Fax No: Enter Fax No

#### Register/Other Office Address

Add Office Address

Address Type	Street 1. *	Street 2	Street 3	Street 4	Email*	Country*	Region*
Register Office	Lane 1	Lane 2	Enter Street3	Enter Street4	airbusdefencespac...	Utd.Arab Emir.	Abu Dhabi

5

## Submission Page

6. In this Section the supplier needs to provide details like completed by and designation.
7. Once the supplier click on the tick box, the submit button gets displayed.
8. Click on the 'Submit' button to proceed with submission of the form.



## 6. Submission Page

Completed by: \* Rashid

Designation: \* Regional Manager

Date: 15.02.2022



I declare that all the information given in this registration form is, to the best of my knowledge, accurate and complete. if any false information is given, the application is deemed to be invalid and i shall forfeit my right to submit quotation and tender.



Messenger Save Draft **Submit**

# SUPPLIER REGISTRATION FORM - UPDATE

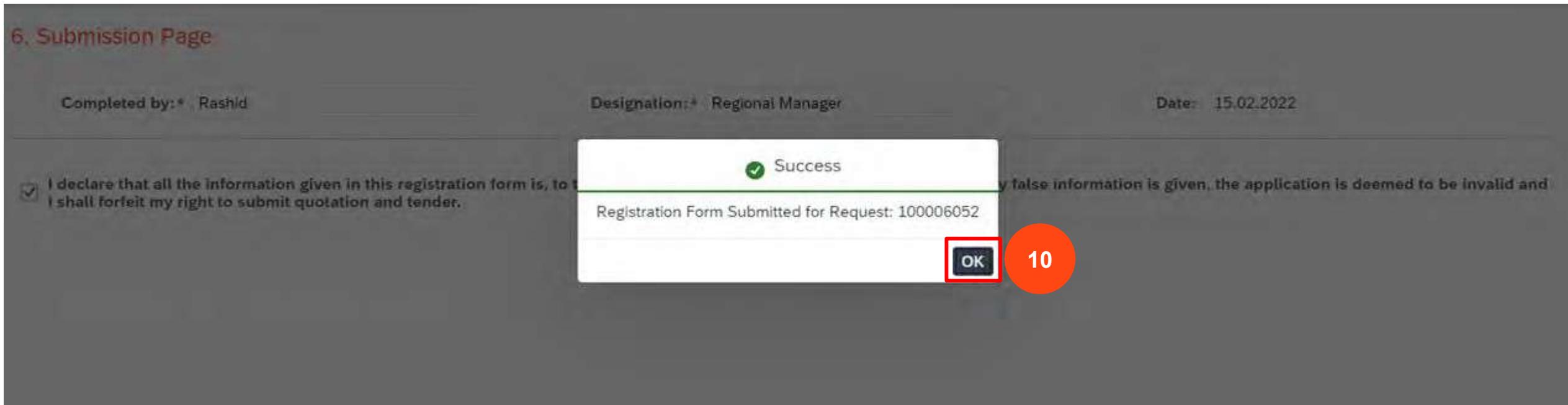


## Submission Page: Success message.

9. Upon submission of registration form, a success message is displayed to supplier.

10. Click on 'OK'. The form navigates to login page.

11. The form internally goes through an approval process on the edge system. The approver can approve, sendback or reject the form, similar to the Registration form explained for supplier creation process in the previous slides.



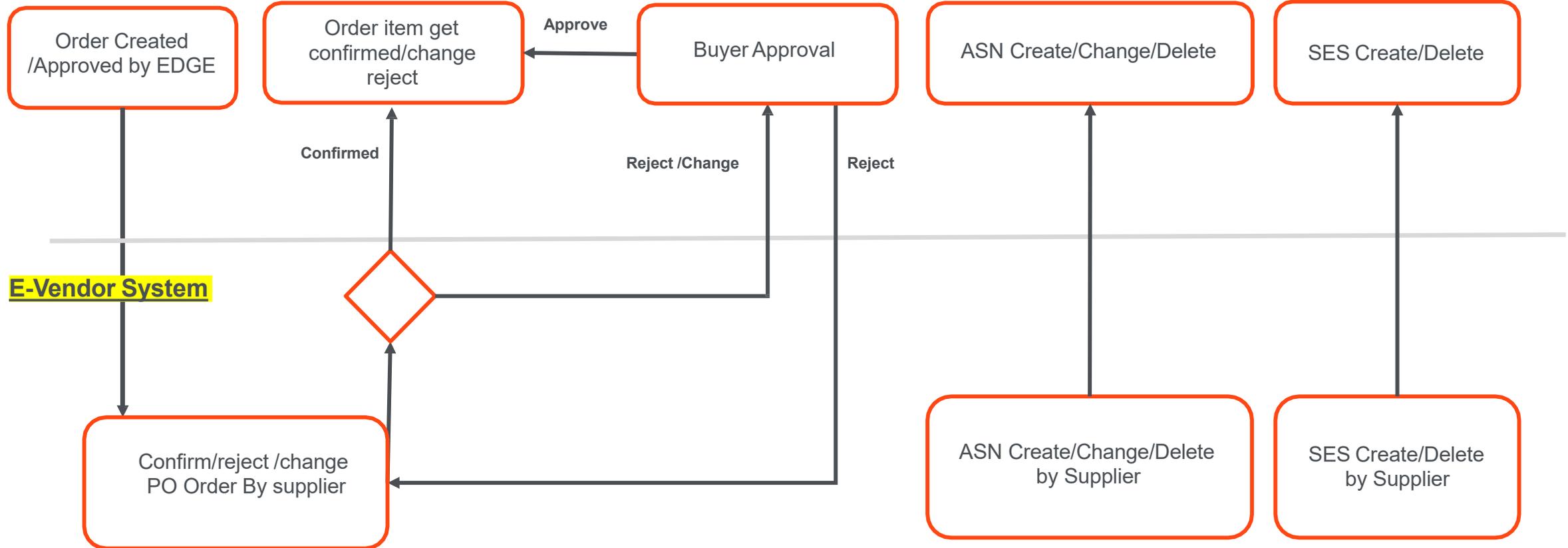
# EDGE PURCHASE ORDER - PROCESS FLOW



# PROCESS FLOW



## EDGE System



EDGE PURCHASE ORDER  
CONFIRMATION



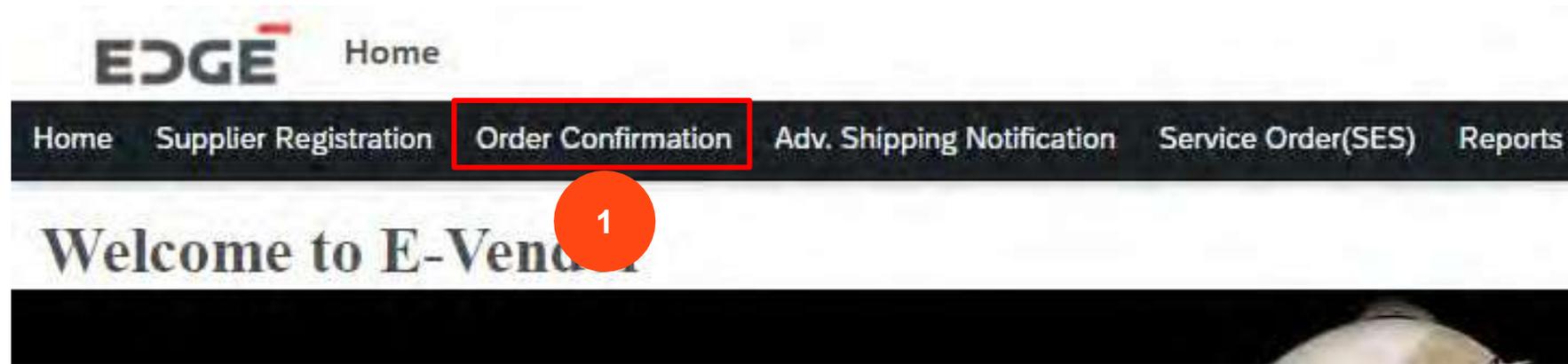
## CONFIRM ORDER ITEM

# CONFIRM PURCHASE ORDER

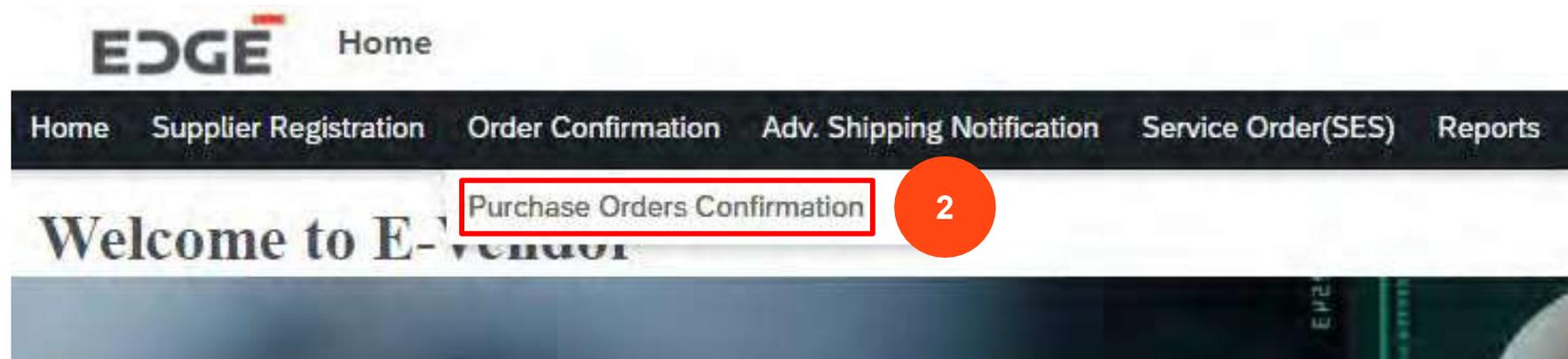


## Steps for order confirmation

1. Click on Order confirmation



2. Click on the Purchase Order Confirmation



# CONFIRM PURCHASE ORDER

3. Click on Purchase Order with status Pending Or Partial

4.1 Click to Select/deselect all Items

4.2 Click to select/deselect single item

5. Click on the confirm Button

3

20 PENDING 2 IN PROCESS 23 PURCHASE ORDERS

Pending Orders

PO Number	PO Date	Due Days	Amount	Buyer	Status
450000069	05.11.2021	2	410 AED	Sathish Kumar Gadihalli	Pending
450000066	05.11.2021	2	1,100 AED	Sathish Kumar Gadihalli	Pending
450000068	04.11.2021	3	690 AED	Sathish Kumar Gadihalli	Partial
450000065	04.11.2021	3	1,240 AED	Sathish Kumar Gadihalli	Partial
450000049	02.11.2021	5	29,465 AED	Prashanth Shenkeshi	Pending
450000047	01.11.2021	6	29,565 AED	STP FUT User 006	Pending
450000046	01.11.2021	6	30,065 AED	Prashanth Shenkeshi	Pending
450000032	27.10.2021	11	32,066 AED	Anand Avahad	Pending
450000031	27.10.2021	11	32,166 AED	Prashanth Shenkeshi	Pending

## ITEMS

4.1

<input type="checkbox"/>	Type	Material Desc	Delivery Date	Plant	Quantity	Pending Qty	Confirmed Qty	Rate	Tax(%)	Amount	VAT	Total Amount	Status
<input checked="" type="checkbox"/>	Material	Short Text PO 06	30.11.2021	CO00	40.000 KG	40.000 KG	0.000 KG	4	0	160	0	160	Pending
<input type="checkbox"/>	Material	Short Text PO 07	30.11.2021	CO00	50.000 KG	50.000 KG	0.000 KG	5	0	250	0	250	Pending

4.2

## CONFIRMATION DETAILS

(Click on the Line Item from above table for particular item data)

Item	Material	Quantity	New Quantity	Delivery Date	New Delivery Date	Status
No data available for the item						

## ATTACHMENTS

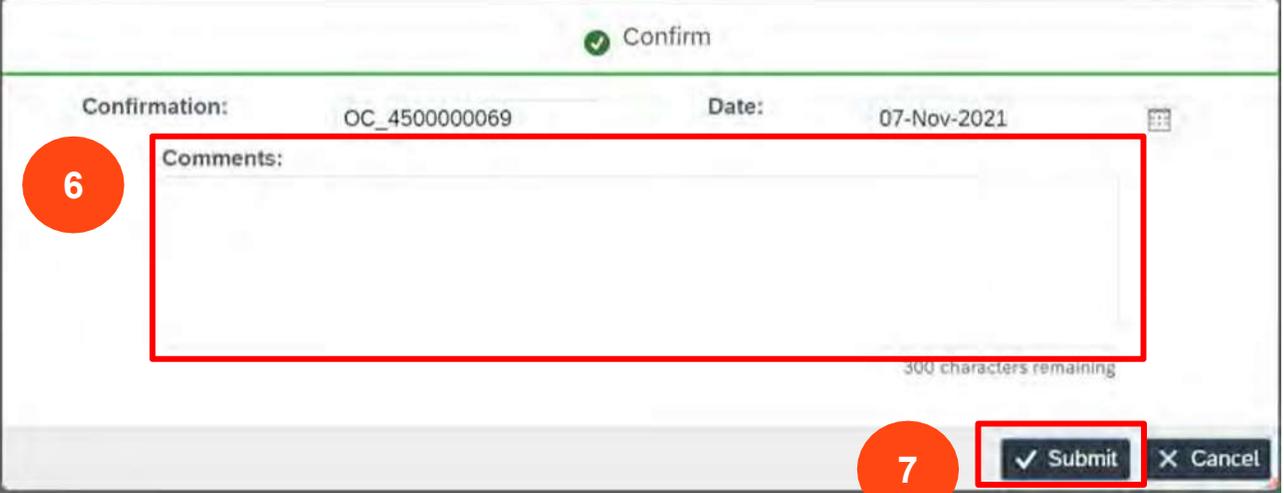
5

# CONFIRM PURCHASE ORDER ITEM



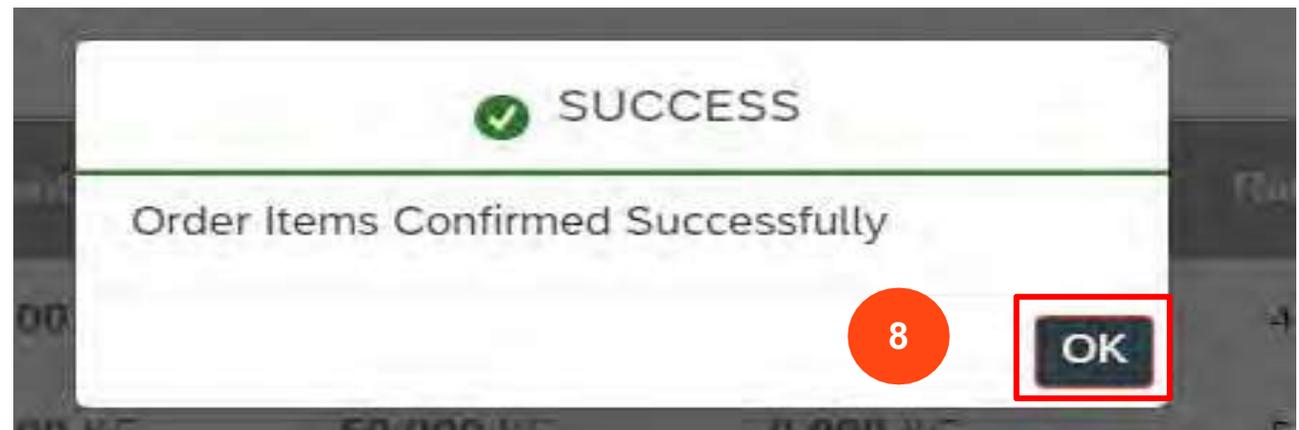
6. Enter confirmation comment.

7. Click on Submit to confirm selected order items.



A screenshot of a web application dialog box titled "Confirm" with a green checkmark icon. The dialog contains a "Confirmation:" field with the value "OC\_4500000069" and a "Date:" field with the value "07-Nov-2021". Below these fields is a large text area labeled "Comments:" which is highlighted with a red box and a red circle containing the number "6". At the bottom right of the dialog, there are two buttons: "Submit" (with a green checkmark icon) and "Cancel" (with an "X" icon). The "Submit" button is highlighted with a red box and a red circle containing the number "7". A small text label "300 characters remaining" is visible at the bottom right of the comments area.

8. A Success message will display that order items are confirmed, Click on 'Ok' to close the pop-up.



## REJECT ORDER ITEM

# REJECT PO ITEM

1. Click on order with status pending or partial
  - 2.1 Select/deselect all order item.
  - 2.2 Select/deselect single order item.
3. Click on 'REJECT' button

1

20 PENDING 2 IN PROCESS 23 PURCHASE ORDERS

Pending Orders

PO Number	PO Date	Due Days	Amount	Buyer	Status
450000069	05.11.2021	2	410 AED	Sathish Kumar Gadihalil	Pending
450000069	05.11.2021	2	1,100 AED	Sathish Kumar Gadihalil	Pending
450000068	04.11.2021	3	690 AED	Sathish Kumar Gadihalil	Partial
450000065	04.11.2021	3	1,240 AED	Sathish Kumar Gadihalil	Partial
450000049	02.11.2021	5	29,465 AED	Prashanth Shenkeshi	Pending
450000047	01.11.2021	6	29,565 AED	STP FUT User 006	Pending
450000046	01.11.2021	6	30,065 AED	Prashanth Shenkeshi	Pending
450000032	27.10.2021	11	32,066 AED	Anand Avahad	Pending
450000031	27.10.2021	11	32,166 AED	Prashanth Shenkeshi	Pending

## ITEMS

2.1

<input type="checkbox"/>	Type	Material Desc	Delivery Date	Plant	Quantity	Pending Qty	Confirmed Qty	Rate	Tax(%)	Amount	VAT	Total Amount	Status
<input checked="" type="checkbox"/>	Material	Short Text PO 06	30.11.2021	CO00	40.000 KG	40.000 KG	0.000 KG	4	0	160	0	160	Pending
<input type="checkbox"/>	Material	Short Text PO 07	30.11.2021	CO00	50.000 KG	50.000 KG	0.000 KG	5	0	250	0	250	Pending

2.2

## CONFIRMATION DETAILS

(Click on the Line Item from above table for particular item data)

Item	Material	Quantity	New Quantity	Delivery Date	New Delivery Date	Status
No data available for the item						

## ATTACHMENTS

3

# REJECT PURCHASE ORDER

4. Enter reason for rejection comment.
5. Click on 'Submit' button to reject order item



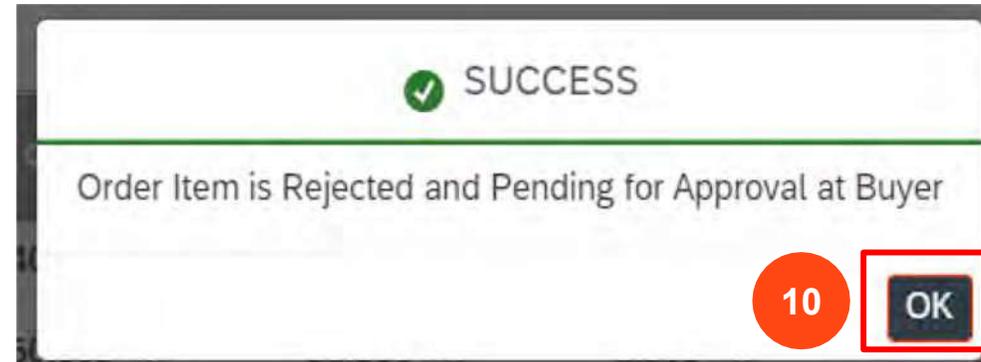
Reject

Comments:  
Reject Item

289 characters remaining

Submit Cancel

6. Success message will display that item is rejected and sent to buyer for approval, Click on ok to close pop-up.



# CHANGE ORDER ITEM CONFIRMATION

# CHANGE PURCHASE ORDER CONFIRMATION

1. Click on order with status Pending or Partial
2. Select order Item
3. Click on Change for PO Button

23 PURCHASE ORDERS

PENDING IN PROCESS

Pending Orders

PO Number	PO Date	Due Days	Amount	Buyer	Status
4500000069	05.11.2021	✓ 2	410 AED	Sathish Kumar Gadihalil	Pending
4500000066	05.11.2021	✓ 2	1,100 AED	Sathish Kumar Gadihalil	Pending
4500000068	04.11.2021	✓ 3	690 AED	Sathish Kumar Gadihalil	Partial
4500000065	04.11.2021	✓ 3	1,240 AED	Sathish Kumar Gadihalil	Partial
4500000049	02.11.2021	⚠ 5	29,465 AED	Prashanth Shenkeshi	Pending
4500000047	01.11.2021	⚠ 6	29,565 AED	STP FUT User 006	Pending
4500000046	01.11.2021	⚠ 6	30,065 AED	Prashanth Shenkeshi	Pending
4500000032	27.10.2021	⚠ 11	32,066 AED	Anand Avahad	Pending
4500000031	27.10.2021	⚠ 11	32,166 AED	Prashanth Shenkeshi	Pending

1

## ITEMS

<input type="checkbox"/>	Type	Item-Material Desc	Delivery Date	Plant	Quantity	Pending Qty	Confirmed Qty	Rate	Amount	Tax%	Tax Amt.	Discount	Total (Incl.Tax)	Status
<input type="checkbox"/>	Material	00010-Test 1	14.02.2022	CO00	50.000 KG	0.000 KG	50.000 KG	1	50	0	0	0	50	Confirmed
<input checked="" type="checkbox"/>	Material	00020-Test 2	14.02.2022	CO00	50.000 KG	50.000 KG	0.000 KG	1	50	0	0	0	50	Pending
<input type="checkbox"/>	Material	00030-Test 3	14.02.2022	CO00	50.000 KG	50.000 KG	0.000 KG	1	50	0	0	0	50	Rejected

2

## CONFIRMATION DETAILS

(Click on the Line Item from above table for particular item data)

Item	Material	Quantity	New Quantity	Delivery Date	New Delivery Date	Status
00010	Test 1	50.000	0.000	14.02.2022		Acknowledged

## ATTACHMENTS

3

# CHANGE PURCHASE ORDER CONFIRMATION

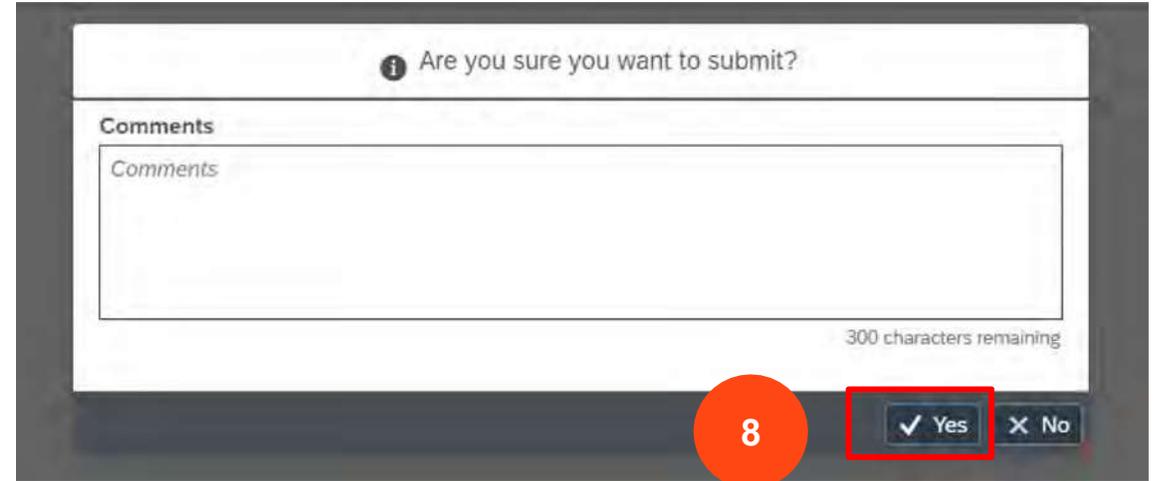


4. by clicking confirmation item can add or remove.
5. Add new proposed quantity(split proposed confirmation quantity should be match with total order quantity).
6. Add new proposed Confirmation date(split confirmation date should be different from then other item)
7. Click on Submit button

Change Order Items										
PO Num...	Item	Material Description	Delivery ...	Plant	Quantity	Pending Qty	Confirmed Qty	New Proposed Qty *	New Proposed Date *	
45000005 01	00020	Test 2	14.02.2022	CO00	50.000 KG	50.000 KG	0.000 KG	30	16-Feb-2... 	
45000005 01	00020	Test 2	14.02.2022	CO00	50.000 KG	50.000 KG	0.000 KG	20	17-Feb-2... 	

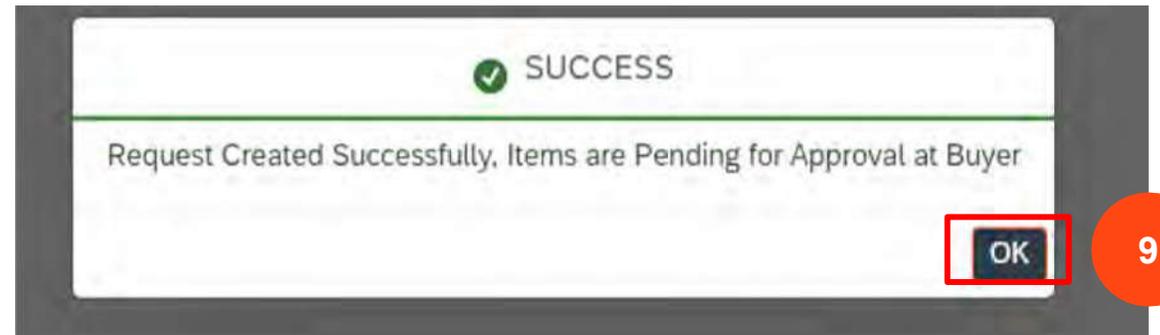
Back Submit

8. Add comment and click on yes button.



A confirmation dialog box with a title bar containing an information icon and the text "Are you sure you want to submit?". Below the title bar is a section labeled "Comments" with a text input field. The input field contains the placeholder text "Comments" and has a character count of "300 characters remaining" at the bottom right. At the bottom of the dialog, there are two buttons: "Yes" (with a checkmark icon) and "No" (with an 'X' icon). The "Yes" button is highlighted with a red box. A red circle with the number "8" is positioned to the left of the buttons.

9. Success message will display Request Submitted successfully and pending for approval , click on OK to close pop-up.



A success message dialog box with a title bar containing a green checkmark icon and the text "SUCCESS". Below the title bar is a message: "Request Created Successfully, Items are Pending for Approval at Buyer". At the bottom right of the dialog, there is an "OK" button highlighted with a red box. A red circle with the number "9" is positioned to the right of the dialog.

1. Click on Messenger button for events and history of action logs and communicated messages.
2. Supplier can clarify doubts with Buyer using message functionality, type your query.
3. Click on send button to post your query/messages, system will notify buyer about your query.
4. Click to close message box.

The screenshot shows the 'Events' section of the EDGE interface. On the left, there is a table with columns 'Total Count' and 'Status'. The table contains four rows of data. On the right, there is a list of events, each with a date and time. At the bottom, there is a text input field for comments and a send button. A navigation bar at the very bottom contains buttons for 'Back', 'Confirm', 'Reject', and 'Change for PO'.

Total Count	Status
10	Confirmed
40	Confirmed
90	Cont. Key Missing
140	Confirmed

Events:

- TEST supplier 1 Accept  
07-Nov-2021, 9:00:53 am
- TEST supplier 1 Accept  
08-Nov-2021, 12:46:38 pm
- TEST supplier 1 Accept  
08-Nov-2021, 1:31:50 pm  
confirm

Enter comments

Navigation: < Back | Confirm | Reject | Change for PO

1. Order attachments are visible in attachment tab.
2. To download clicking on attachment name.

## CONFIRMATION DETAILS

(Click on the Line Item from above table for particular item data)

Item	Material	Quantity
00010	Short Text PO 03	10.000

## ATTACHMENTS

1

Attachments (1)



[NewMicrosoftWordDocument\\_20211102111558.676\\_X](#)

2

EDGE ADVANCE SHIPPING  
NOTIFICATION



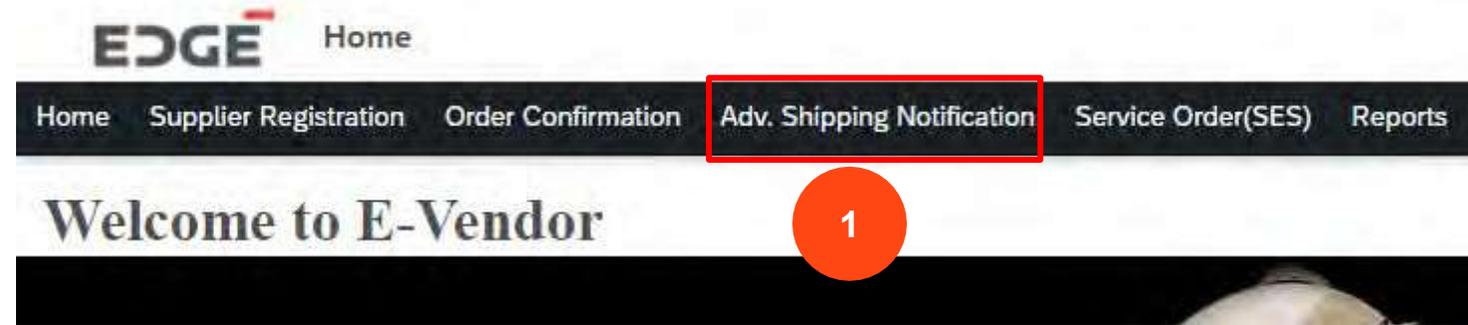
# CREATE ADVANCE SHIPPING NOTIFICATION

# CREATE ADVANCED SHIPPING NOTIFICATION

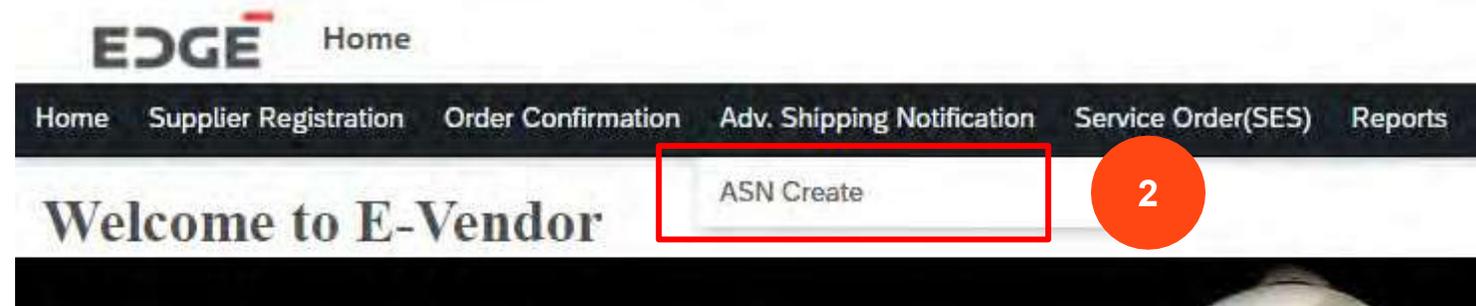


## steps to create Advance Shipping Notification

1. Click on Adv. Shipping Notification



2. Click on ASN Create



# CREATE ADVANCED SHIPPING NOTIFICATION



3. Click on order with status open or partial to create Adv. Shipping notification.

OPEN | SUBMITTED

Orders (42)

Order Number	Creation Date	Amount	Buyer	Header Text	Note	Status
4600000198	14.01.2022	200 AED				Pending
4500000505	15.02.2022	150,000 AED	nowman Abdulsha			Pending
4500000504	15.02.2022	150,000 AED				Pending
4500000503	15.02.2022	100,000 AED				Pending
4500000501	14.02.2022	150 AED	Yogendra Vijaybha			Partial
4500000500	14.02.2022	600 AED	Yogendra Vijaybha			Pending
4500000499	11.02.2022	500 AED	Yogendra Vijaybha			Pending
4500000479	04.02.2022	1,000 AED				Pending
4500000478	04.02.2022	1,200 AED				Pending

3

# CREATE ADVANCED SHIPPING NOTIFICATION



4. Fill in the required details like slip id, tracking number, Est. delivery date and shipping date.

5. **5.1** Select/deselect all Item      **5.2** select /deselect single item.

6. Quantity can be change (delivery qty should be less then or equal to pending qty)

PO Number : 4500000501

Ship From: abc 123, 123 Abu Dhabi, United Arab Emirates      Deliver To: Channel Street,, 43221 Abu Dhabi, UAE, United Arab Emirates

SHIP NOTICE HEADER   ORDER ITEMS   CONFIRMATION DETAILS   ATTACHMENTS

Packing Slip ID: \*      Estimated Delivery Date: \* dd-MMM-y      Shipping Date: \* 14-Feb-2022

Tracking Number: \*

### ORDER ITEMS

	Item-Material	PO Quantity	Pending Qty	Delivery Qty	Delivery Date	Unit Price	Tax(%)	Discount	Total (Incl. Tax)	Status
<input type="checkbox"/>	00010-Test 1	50.000 KG	0.000 KG	0	14.02.2022	1.00 AED	0	0	50.00 AED	Confirmed
<input type="checkbox"/>	00020-Test 2	50.000 KG	0.000 KG	0	14.02.2022	1.00 AED	0	0	50.00 AED	Confirmed
<input checked="" type="checkbox"/>	00030-Test 3	50.000 KG	50.000 KG	50	14.02.2022	1.00 AED	0	0	50.00 AED	Pending

# CREATE ADVANCED SHIPPING NOTIFICATION



7. Add ASN related attachments by click on ADD button and select required attachments.

8. Click on create button.

00020-Test 2	50.000 KG	0.000 KG	0	14.02.2022	1.00 AED	0	0	50.00 AED	Confirmed	
<input checked="" type="checkbox"/>	00030-Test 3	50.000 KG	50.000 KG	50	14.02.2022	1.00 AED	0	0	50.00 AED	Pending

## CONFIRMATION DETAILS

(Click on the Line Item from above table for particular item data)

Item	Material	Quantity	Delivery Date	ASN Number	Status
No data available for the item					

## ATTACHMENTS

Attachments (0)



7

Add

8

Back

# CREATE ADVANCED SHIPPING NOTIFICATION



9. Enter Comments .

10. Click on Yes button.

11.Success message will display with created ASN number, Click on OK to close pop-up.

A confirmation dialog box titled "Are you sure you want to submit?". It features a "Comments:" label and a large text input field. A red box highlights the input field, and a red circle with the number "9" is positioned above it. At the bottom right, there are two buttons: "Yes" (with a checkmark icon) and "No" (with an 'X' icon). A red box highlights the "Yes" button, and a red circle with the number "10" is positioned above it. The text "300 characters remaining" is visible at the bottom right of the input field.

A success message dialog box with a green checkmark icon and the word "SUCCESS". The message text reads "ASN Created For PO - 4500000501 ,ASN No - 0180000115". At the bottom right, there is an "OK" button highlighted with a red box. A red circle with the number "11" is positioned to the right of the dialog box.

# EDIT ADVANCE SHIPPING NOTIFICATION

# EDIT ADVANCE SHIPPING NOTIFICATION



1. Go to -> Adv. Shipping notification application and click on submitted tab.
2. Click on ASN number from the list with status submitted.



OPEN



SUBMITTED

1

ASN (13)

Search PO



PO Number	ASN No.	Creation Date	Amount	Buyer	Header Text	Note	Status
4500000501	180000114	14.02.2022	150 AED	Yogendra Vijaybha			Submitted
	180000115	14.02.2022	150 AED	Yogendra Vijaybha			Submitted
	180000113	14.02.2022	150 AED	Yogendra Vijaybha			Submitted
4500000390	180000111	11.01.2022	676,930 AED	Yogendra Vijaybha	POS-3 item PO	NTS-please deliver in 1 day	Submitted
	180000112	11.01.2022	676,930 AED	Yogendra Vijaybha	POS-3 item PO	NTS-please deliver in 1 day	Submitted
4500000119	180000077	16.11.2021	22,000 AED	Yogendra Vijaybha			Submitted

2

# EDIT ADVANCE SHIPPING NOTIFICATION



3. Click on change button.

PO Number : 4500000501

Ship From: abc 123, 123 Abu Dhabi, United Arab Emirates      Deliver To: Channel Street,, 43221 Abu Dhabi, UAE, United Arab Emirates

SHIP NOTICE HEADER   ORDER ITEMS   ATTACHMENTS

ASN Number: 180000113      Packing Slip ID: 123      Tracking Number: 12233  
Shipping Date: 13.02.2022      Estimated Delivery Date: 14.02.2022

### ORDER ITEMS

Item-Material	PO Quantity	Delivery Qty	Delivery Date	Unit Price	Tax(%)	Discount	Total (Incl. Tax)
00010-Test 1	50.000 KG	<input type="text" value="50"/>	14.02.2022	1.00 AED	0	0	50.00 AED

### ATTACHMENTS

Attachments (0)

[Back](#) [Change](#) [Delete](#)

3

# EDIT ADVANCE SHIPPING NOTIFICATION



4. Click on change button to modify delivery Qty. or delete button for delete ASN item.
5. ASN Qty. is allowed to change if you click on change button.
6. Click on Submit changes button.

PO Number : 4500000501

Ship From: abc 123, 123 Abu Dhabi, United Arab Emirates      Deliver To: Channel Street,, 43221 Abu Dhabi, UAE, United Arab Emirates

SHIP NOTICE HEADER    ORDER ITEMS    ATTACHMENTS

ASN Number: 180000113      Packing Slip ID: 123      Tracking Number: 12233  
Shipping Date: 13.02.2022      Estimated Delivery Date: 14.02.2022

### ORDER ITEMS

Item-Material	PO Quantity	Delivery Qty	Delivery Date	Unit Price	Tax(%)	Discount	Total (Incl. Tax)	Action
00010-Test 1	50.000 KG	20	14.02.2022	1.00 AED	0	0	50.00 AED	 

### ATTACHMENTS

Attachments (0)

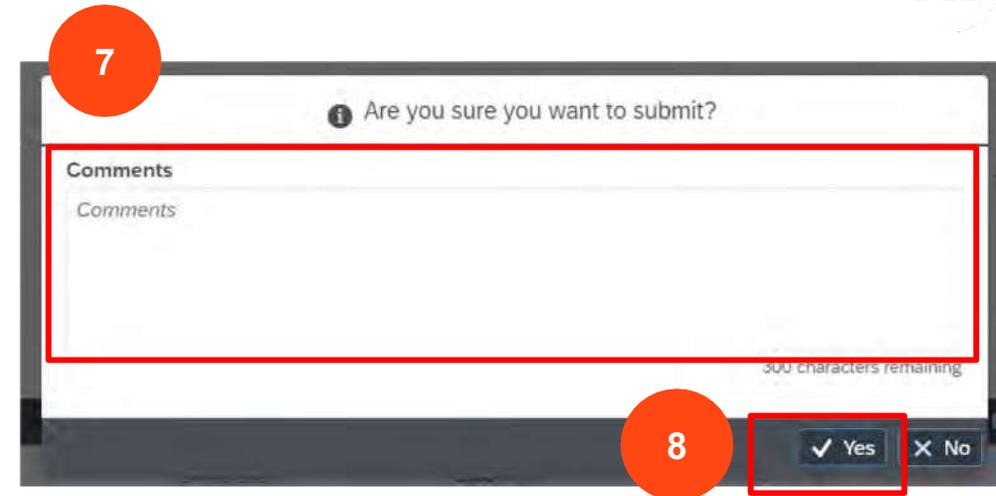


[Back](#)    [Submit Changes](#)    [Delete](#)

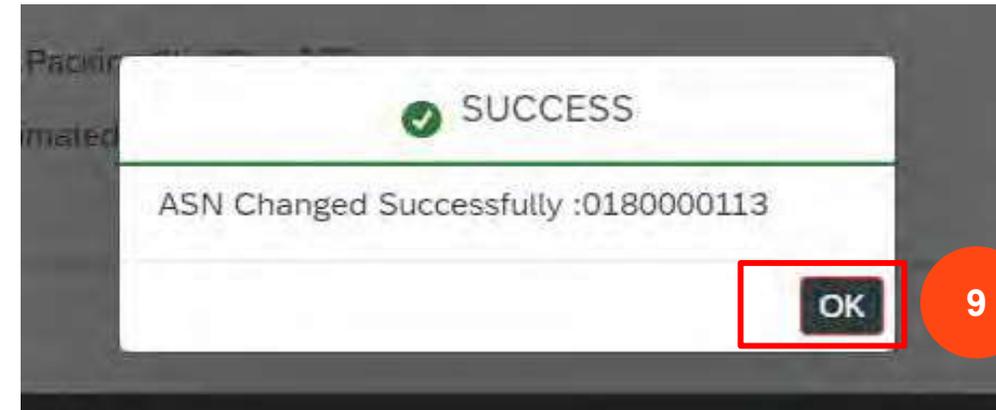
# EDIT ADVANCE SHIPPING NOTIFICATION

7. Enter Comments .

8. Click on Yes button.



9. Success message will display with ASN number, Click on OK to close pop-up.



## DELETE ADVANCE SHIPPING NOTIFICATION

# DELETE ADVANCE SHIPPING NOTIFICATION



1. Go to ->Adv. Shipping notification application and click on submitted tab.
2. Click on ASN number from the list with status submitted.



OPEN



SUBMITTED

1

ASN (13)

Search PO



PO Number	ASN No.	Creation Date	Amount	Buyer	Header Text	Note	Status
4500000501	180000114	14.02.2022	150 AED	Yogendra Vijaybha			Submitted
	180000115	14.02.2022	150 AED	Yogendra Vijaybha			Submitted
	180000113	14.02.2022	150 AED	Yogendra Vijaybha			Submitted
4500000390	180000111	11.01.2022	676,930 AED	Yogendra Vijaybha	POS-3 item PO	NTS-please deliver in 1 day	Submitted
	180000112	11.01.2022	676,930 AED	Yogendra Vijaybha	POS-3 item PO	NTS-please deliver in 1 day	Submitted
4500000119	180000077	16.11.2021	22,000 AED	Yogendra Vijaybha			Submitted

2

# DELETE ADVANCE SHIPPING NOTIFICATION



3. Click on delete button.

PO Number : 4500000501

Ship From: abc 123, 123 Abu Dhabi, United Arab Emirates      Deliver To: Channel Street,, 43221 Abu Dhabi, UAE, United Arab Emirates

SHIP NOTICE HEADER   ORDER ITEMS   ATTACHMENTS

ASN Number: 180000113      Packing Slip ID: 123      Tracking Number: 12233  
Shipping Date: 13.02.2022      Estimated Delivery Date: 14.02.2022

### ORDER ITEMS

Item-Material	PO Quantity	Delivery Qty	Delivery Date	Unit Price	Tax(%)	Discount	Total (Incl. Tax)
00010-Test 1	50.000 KG	50	14.02.2022	1.00 AED	0	0	50.00 AED

### ATTACHMENTS

Attachments (0)

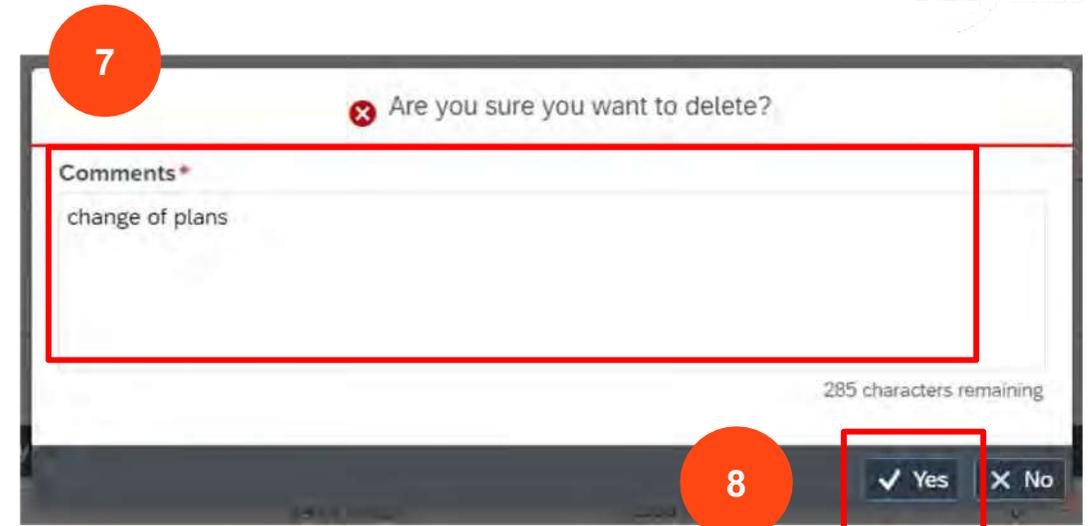
3

< Back   Change   **Delete**

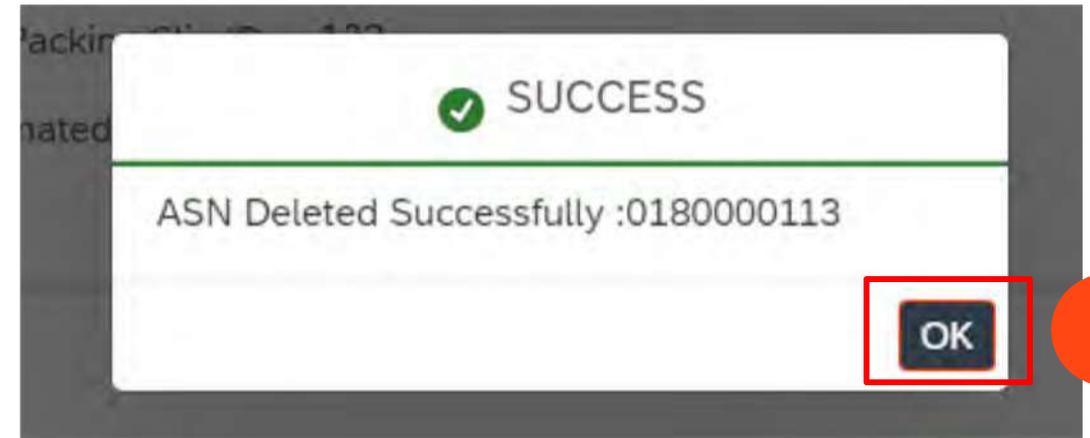
# DELETE ADVANCE SHIPPING NOTIFICATION

7. Enter Comments .

8. Click on Yes button.



9. Success message will display with ASN number, Click on OK to close pop-up.



# EDGE SERVICE ENTRY SHEET



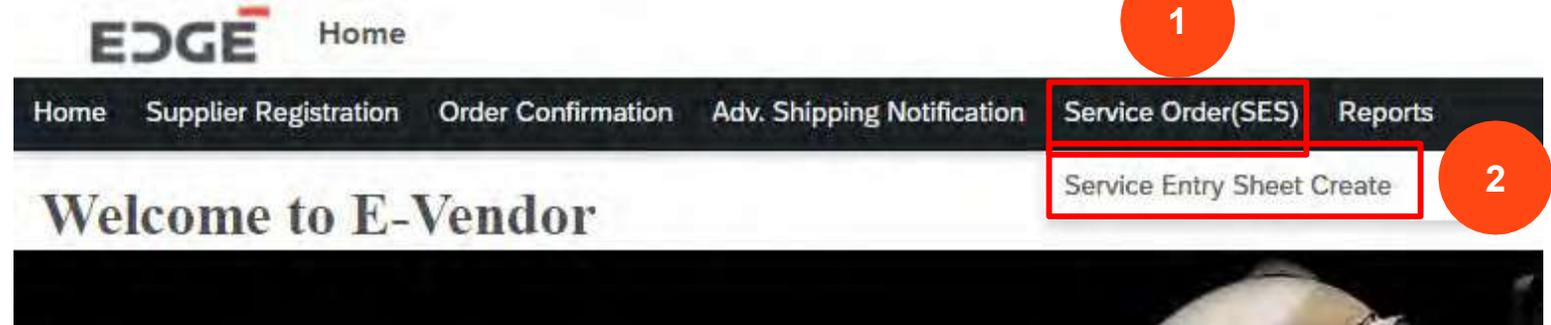
## CREATE SERVICE ENTRY SHEET

# CREATE SERVICE ENTRY SHEET



Steps to create service entry sheet

1. Click on service order(SES).
2. Click on service entry sheet Create.
3. Select order from pending list.



PENDING SUBMITTED

Orders (36) Search PO

Order Number	Creation Date	Amount	Buyer	Status
4600000007	03.11.2021	5,000.00 AED	Sucheta Sinharay	Pending
450000269	03.12.2021	2,210.00 AED	Yogendra Vijaybha	Partial
450000245	30.11.2021	10,090.00 AED	Sathish Kumar Gadihalli	Partial
450000222	28.11.2021	1,111.00 AED	Sathish Kumar Gadihalli	Partial
450000221	28.11.2021	1,111.00 AED	Sathish Kumar Gadihalli	Pending
450000220	28.11.2021	1,101.00 AED	Sathish Kumar Gadihalli	Pending
450000169	20.11.2021	28,230.00 AED	Sathish Kumar Gadihalli	Pending

# CREATE SERVICE ENTRY SHEET



4. Click on select service entry icon.

PO Number : 4500000269

Ship From:  
abc 123, 123 Abu Dhabi, United Arab Emirates

Deliver To:  
Channel Street, 43221 Abu Dhabi, United Arab Emirates

ORDER ITEMS   SERVICE ENTRY SHEET LINES   ATTACHMENTS

Item Number	Material Desc	Delivery Date	Quantity	Rate	Amount	Tax(%)	VAT	Total Amount	Select/Deselect Service Entries
00010	Service PO	27.12.2021	1.000 AU	2,210.00 AED	2,210.00 AED	0.000	0.00 AED	2,210.00 AED	



## SERVICE ENTRY SHEET LINES

SES Item	Short Text	Quantity	Posted Qty	Unit Price	Net Amount
No data					

## ATTACHMENTS

Attachments (0)

Add

# CREATE SERVICE ENTRY SHEET

5. Click on check box to select service entry item.

6. Click on Copy button.

7. Item added in SES Lines

8. Click on Add button to add attachment

<input checked="" type="checkbox"/>	Line Number	Short Text	Quantity	Pending Quantity	Unit Price	Net Amount	VAT
<input checked="" type="checkbox"/>	0000000010	Service Line Detail-01	10,000 HUR	10,000 HUR	2,00 AED	20,00 AED	0,00 AED

Buttons: Cancel, Copy

SES Item	Short Text	Quantity	Posted Qty	Unit Price	Net Amount
0000000010	Service PO	10,000 HR	5	70,00 AED	14,00 AED

ATTACHMENTS

Attachments (0)

Buttons: Add, Back, Create

# CREATE SERVICE ENTRY SHEET

9. Click on Create button.

PO Number : 4500000269

Ship From: abc 123, 123 Abu Dhabi, United Arab Emirates      Deliver To: Channel Street, 43221 Abu Dhabi, United Arab Emirates

ORDER ITEMS    SERVICE ENTRY SHEET LINES    ATTACHMENTS

Item Number	Material Desc	Delivery Date	Quantity	Rate	Amount	Tax(%)	VAT	Total Amount	Select/Deselect Service Entries
00010	Service PO	27.12.2021	1,000 AU	2,210.00 AED	2,210.00 AED	0,000	0,00 AED	2,210.00 AED	

SERVICE ENTRY SHEET LINES

SES Item	Short Text	Quantity	Posted Qty	Unit Price	Net Amount
0000000010	Service PO	10,000 HR	5	70.00 AED	14.00 AED

ATTACHMENTS

Attachments (1) Add

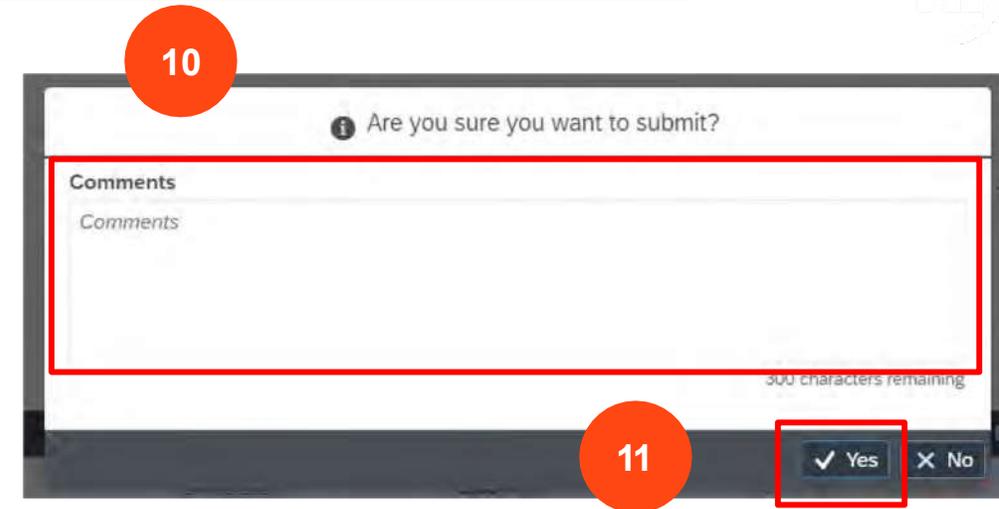
 Invoice Posting proposed Scenario(iVen).pptx  
855.1 KiB X

< Back ✓ Create

# CREATE SERVICE ENTRY SHEET

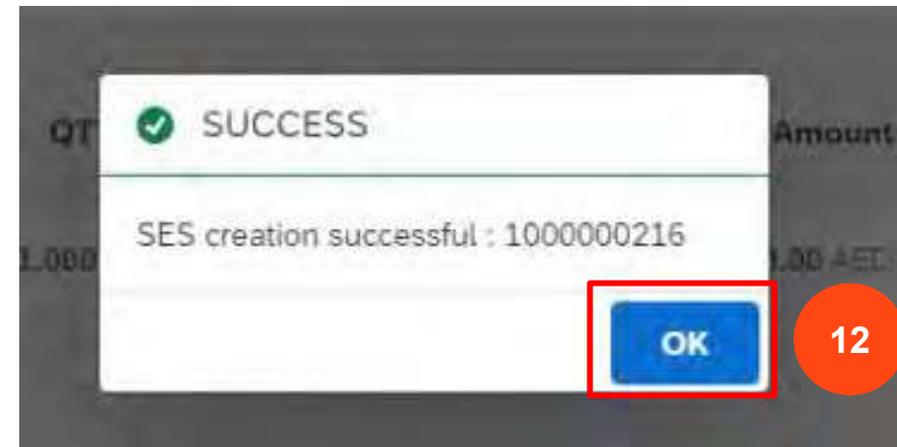
10. Enter Comments .

11. Click on Yes button.



A screenshot of a web application dialog box. At the top, it says "Are you sure you want to submit?". Below this is a text input field labeled "Comments" with a placeholder "Comments" and a character count "300 characters remaining". At the bottom right, there are two buttons: "Yes" (with a checkmark icon) and "No" (with an 'X' icon). Red circles with the numbers 10 and 11 are overlaid on the image. A red box highlights the "Comments" field, and another red box highlights the "Yes" button.

12. Success message will display with SES number, Click on ok to close pop-up.



## DELETE SERVICE ENTRY SHEET

# DELETE SERVICE ENTRY SHEET



1. Go to ->Service entry sheet create application and click on submitted tab.
2. Click on SES number from the list with status submitted.



PENDING



SUBMITTED

1

SES (85)

Search PO



PO Number	SES No.	Creation Date	Amount	Buyer	Header Text	Note	Status
4600000199	1000000362	21.01.2022	100 AED				Submitted
4500000390	1000000351	16.01.2022	157,500 AED	Yogendra Vijaybha	POS-3 item PO	NTS-please deliver in 1 day	Submitted
	1000000355	17.01.2022	127,575 AED	Yogendra Vijaybha	POS-3 item PO	NTS-please deliver in 1 day	Submitted
	1000000357	17.01.2022	69,825 AED	Yogendra Vijaybha	POS-3 item PO	NTS-please deliver in 1 day	Submitted
	1000000350	16.01.2022	127,575 AED	Yogendra Vijaybha	POS-3 item PO	NTS-please deliver in 1 day	Submitted
	1000000352	16.01.2022	157,500 AED	Yogendra Vijaybha	POS-3 item PO	NTS-please deliver in 1 day	Submitted
4500000389	1000000359	17.01.2022	354,900 AED	Yogendra Vijaybha			Submitted
	1000000360	17.01.2022	354,900 AED	Yogendra Vijaybha			Submitted

2

# DELETE SERVICE ENTRY SHEET

3. select SES item.(check box)

4. Click on DELETE button.

PO Number : 4500000390

Ship From:  
abc 123, 123 Abu Dhabi, United Arab Emirates

Deliver To:  
Channel Street,, 43221 Abu Dhabi, UAE, United Arab Emirates

SES No:  
1000000357

Amount:  
69825.000

ORDER ITEMS   SERVICE ENTRY SHEET LINES   ATTACHMENTS

<input type="checkbox"/>	Item No.	Material Desc	Delivery Date	Quantity	Rate	Amount	Tax(%)	Tax Amount	Discount	Total (Incl.Tax)
<input type="checkbox"/>	00020	Service 1	16.02.2022	1.000 AU	3,38,000.00	3,38,000.00	5.000	16,900.00	0.000	3,54,900.00

## SERVICE ENTRY SHEET LINES

SES Item	Short Text	Quantity	Posted Qty	Unit Price	Net Amount
0000000030	Maintainance Service 3	35.000 EA	<input type="text" value="35.000"/> EA	1,900.00	66,500.00

## ATTACHMENTS

Attachments (0)



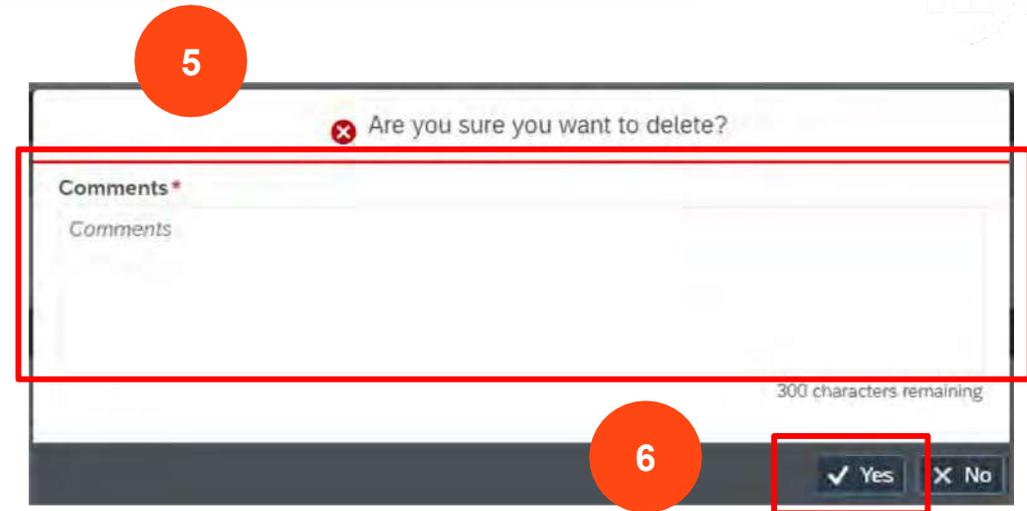
No files found

< Back

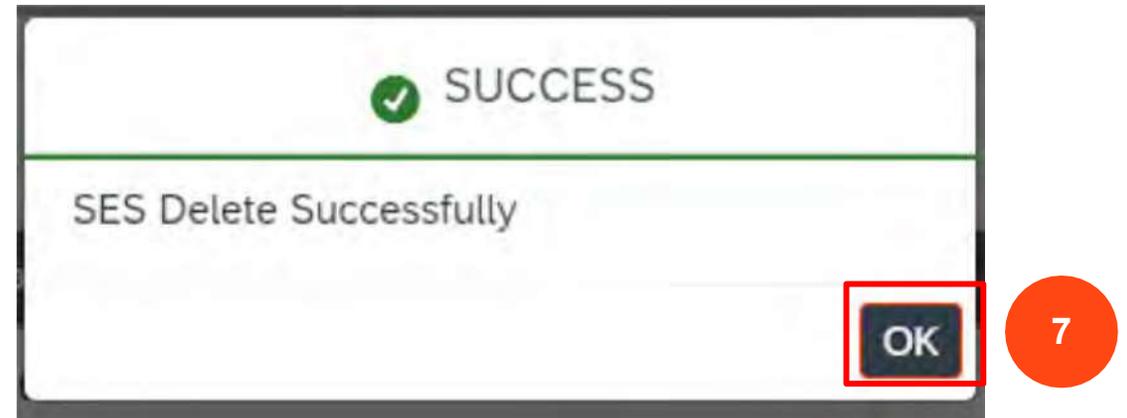
# DELETE SERVICE ENTRY SHEET

5. Enter Comments .

6. Click on Yes button.



7. Success message will display with SES deleted ,Click on OK to close pop-up.



GET IN TOUCH



# CONTACT US



Should you have any questions, please do not hesitate to reach out to us via email at [E-Vendor@EDGEgroup.ae](mailto:E-Vendor@EDGEgroup.ae)

Visit our website  
[edgegroup.ae](http://edgegroup.ae)

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[edgegroup.ae](http://edgegroup.ae)