

# National Marine Dredging Company



## NMDC Supplier Registration User/Instructions Guide

# Preface

This document is prepared to use for NMDC Supplier Registration through NMDC Supplier Registration Portal.



## ***Supplier Registration through NMDC Web Site***

### ***Process Steps***

#### **Step: 1**

Open Internet Explore/Google Chrome.

#### **Step: 2**

Enter URL: [www.nmdc.com](http://www.nmdc.com)

#### **Step: 3**

Click the link "Supplier Portal"

#### **Step: 4**

Click the link "Register as new supplier"

Download the Supplier Registration User Guide and other required documents from given links.

#### **Step: 5**

When you click the link "Register as new supplier". System will guide you to Supplier Registration Page.

1. Enter Company Name (as per Trade License)
2. Enter Tax Country (if you are registered in UAE then select "United Arab Emirates"  
If you are foreign supplier then select your respective country)
3. Enter Tax Registration Number (in case of foreign supplier enter company  
Registration Number)
4. Enter Company Email (This email will be used to provide user id to access NMDC  
system)
5. Enter First Name (Contact Person)
6. Enter Last Name (Contact Person)
7. Enter Phone Number
8. Enter Phone Extension (if available)

Note: All (\*) fields are mandatory to enter the information

9. Press NEXT Button

Note: System will move you to next information page.

**NMDC iSupplier Portal** Close Preferences Diagnostics

Basic Information Company Details Attachments

Prospective Supplier Registration

\* Indicates required field

Blank label for instruction text

Step 1 of 3 [Next](#)

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**Company Details**

At least one tax id is required to be able to complete the registration request.

\* Company Name

\* Tax Country

\* Tax Registration Number

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

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**Contact Information**

Blank label for instruction text

\* Email

\* First Name

\* Last Name

Phone Area Code

\* Phone Number

Phone Extension

Step 1 of 3 [Next](#)

### Step: 6

Under Address Book Section

1. Press Create Button
2. Enter Address Name (This your office name like Dubai office Branch, Abu Dhabi office etc.)
3. Select Country from list (This is your branch office country)
4. Enter Address Line 1 (This is your branch office address, can be postal address)
5. Enter City (This is your branch office city)
6. Enter Postal Code (This is your branch office postal code)
7. Enter Phone Number (This is your branch office phone number)

Note: All (\*) fields are mandatory to enter the information

8. Press Apply Button

**NMDC iSupplier Portal** Close Preferences Diagnostics

Create Address

\* Indicates required field

\* Address Name: Me12. Abu Dhabi  
Country: United Arab Emirates  
\* Address Line 1: Dubai Creek  
Address Line 2:  
Address Line 3:  
Address Line 4:  
\* City/Town/Locality: Dubai  
Country:  
State/Region:  
Province:  
\* Postal Code: 12345

Phone Area Code:  
\* Phone Number: 021234567  
Fax Area Code:  
Fax Number:  
Email Address: supplier\_email@gmail.com

☒ Purchasing Address  
☒ Payment Address  
☐ RFQ Only Address

Cancel Apply

Cancel Apply

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## Step: 7

Under Business Classification Section

1. Select Trade License (TL)
2. Enter TL Certificate Number
3. Enter Certifying Agency
4. Enter TL Expiry Date (Future Date)

Note: Under Attachment section, attached the TL in PDF format.

If you are UAE registered Supplier

5. Select ICV Yearly Rating
6. Enter Current Year Rate in % in Certificate Number field
7. Enter Certifying Agency
8. Enter ICV Expiry Date (Future Date)

Note: Under Attachment section, attached the ICV Certificate in PDF format.

✓ TIP Date format example: 17-Dec-2019

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date	Status
Agency/Distribution Certificate	<input type="checkbox"/>					<input type="checkbox"/>
Chamber of Commerce	<input type="checkbox"/>					<input type="checkbox"/>
ICV Yearly Rating	<input checked="" type="checkbox"/>		123	ADNOC	31-Dec-2019	Approved <input checked="" type="checkbox"/>
ISO Certificates	<input type="checkbox"/>					<input type="checkbox"/>
MIPR Assisting Agency	<input type="checkbox"/>					<input type="checkbox"/>
Primary Supplier	<input type="checkbox"/>					<input type="checkbox"/>
Secondary Supplier	<input type="checkbox"/>					<input type="checkbox"/>
Trade License	<input checked="" type="checkbox"/>		324324	UAE GOVT	31-Dec-2019	Approved <input checked="" type="checkbox"/>

Cancel Save

## Step: 8




Under Product and Services Section

1. Press Create Button
2. Select the respective product and service which you can provide to NMDC (you can select multiple products and services but minimum one selection is required)
3. Press Apply Button

**NMDC iSupplier Portal** Close Preferences Diagnostics

Add Products and Services: : (Supplier Name)

☒ Browse All Products & Services  
☐ Search for Specific Code and Product

Code	Products and Services	View Sub-Categories	Applicable
A-001-001	SPARES / MIRRLEES BLACKSTONE / ENGINE		<input checked="" type="checkbox"/>
EL	Electronics		<input type="checkbox"/>
FA	Fixed Assets		<input type="checkbox"/>
S1	MIRRLEES BLACKSTONE / ENGINE		<input type="checkbox"/>
S10	HIRING / EARTH MOVING / KOMATSU		<input type="checkbox"/>
S11	HIRING / EARTH MOVING / DRESTA		<input type="checkbox"/>
S12	HIRING / EARTH MOVING / HITACHI		<input type="checkbox"/>
S13	BUILDING MATERIAL / GENERAL / SANITARY FIXTURE & FITTING		<input type="checkbox"/>
S14	BUILDING MATERIALS / GENERAL / DOORS / WINDOWS / FRAMES & ACCESSORIES		<input type="checkbox"/>
S15	BUILDING MATERIAL / GENERAL / SAND		<input type="checkbox"/>

Previous 1-10 Next 10

Cancel Apply

## Step: 9

Under Banking Details Section

1. Press Create Button
2. Select Country (Country of your Bank)
3. Select Bank Name from list
4. Select Branch Name from list
5. Enter Account Number
6. Enter IBAN
7. Select Currency (Bank Account Currency)
8. Press Apply Button



**NMDC iSupplier Portal** Close Preferences Diagnostics

Update Bank Account

\* Indicates required field

\* Country United Arab Emirates

☐ Account is used for foreign payments  
Account definition must include bank and branch information.

**Bank**

☒ Existing Bank  
☐ New Bank

Bank Name DUBAI ISLAMIC BANK  
Bank Number DIB001

[Show Bank Details](#)

**Branch**

☒ Existing Branch  
☐ New Branch

Branch Name ABU DHABI BR.  
Branch Number DIB001  
BIC   
Branch Type SWIFT

[Show Branch Details](#)

**Bank Account**

\* Account Number 1011466818101  
Check Digits   
IBAN AE86026000101146681810

Account Name Supplier Name  
Currency UAE Dirham

[Show Account Details](#)

**Comments**

Note to Buyer

## Step: 10

1. Press Next Button  
Under Attachments Section
2. Press Add Attachment Button
3. Enter Title (Name of the attachment like Trade License, ICV Certificate etc.)
4. Select Category = Miscellaneous
5. Press Choose File Button
6. Select the File from your system drive. (File size should be 1mb or less)
7. Press Apply Button

Note: You can load more files/attachments for different type of documents by following the step 10.

**NMDC iSupplier Portal** Close Preferences Diagnostics

Basic Information Company Details Attachments

**Confirmation**  
Trade License attachment has been added successfully.

Submit Back Step 3 of 3

**Attachments**

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Trade License	File		Miscellaneous	GUEST	16-Dec-2019	One-Time		

Submit Back Step 3 of 3

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**NMDC iSupplier Portal** Close Preferences Diagnostics

Update Bank Account > Add Attachment

Cancel Add Another Apply

**Attachment Summary Information**

Title: Trade License  
Description:   
Category: Miscellaneous

**Define Attachment**

Type: ☒ File ☐ URL ☐ Text

Choose File Trade License.txt

## Step: 11

1. Press Submit Button
2. You will receive the message as below (Supplier Registration request has been submitted).

**NMDC iSupplier Portal** Close Preferences Diagnostics

**Confirmation**  
Thank you for registering your company. Your registration has been submitted for approval and you will be notified of your registration status via email in due course.

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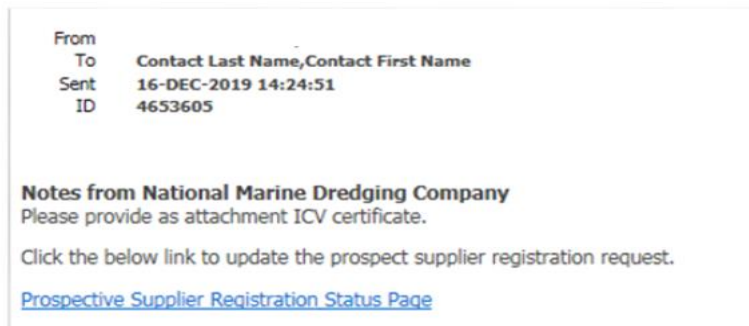
**The new Supplier registration process is completed here.**



## ***Providing more information requested by NMDC Supplier Coordinator***

Incase NMDC supplier coordinator ask for more information, you can follow the below steps to reply.

You will receive the email on provided email address (during supplier registration process) with URL to provide more information requested by the NMDC supplier coordinator.



## ***Process Steps***

Step: 1

1. Click on Prospective Supplier Registration Status Page link (given in email above)
2. System will guide you to following Page.

**NMDC iSupplier Portal** Close Preferences Diagnostics

Prospective Supplier Registration: Current Status Respond

Thank you for registering with us. Here's the current status of your registration request.

**Registration Details and Status**

Company Name	Supplier Name	Status	Supplier to Provide Details
<b>Contact Information</b>			
Email	supplier_email@yahoo.com	Phone Area Code	
First Name	Contact First Name	Phone Number	0212345678
Last Name	Contact Last Name	Phone Extension	1234

**Status History**

Date	Status	Note
16-DEC-2019	Supplier to Provide Details	Please provide as attachment ICV certificate.
16-DEC-2019	Submitted	
16-DEC-2019	Draft	

Respond

3. Press Response Button

4. You can change the information and press Next Button

**NMDC iSupplier Portal** Close Preferences Diagnostics

Basic Information Company Details Attachments

Prospective Supplier Registration Step 1 of 3 Next

\* Indicates required field

Blank label for instruction text

**Company Details**

At least one tax id is required to be able to complete the registration request.

\* Company Name

\* Tax Country

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

\* Tax Registration Number

**Contact Information**

Blank label for instruction text

\* Email

\* First Name

\* Last Name

Phone Area Code

\* Phone Number

Phone Extension

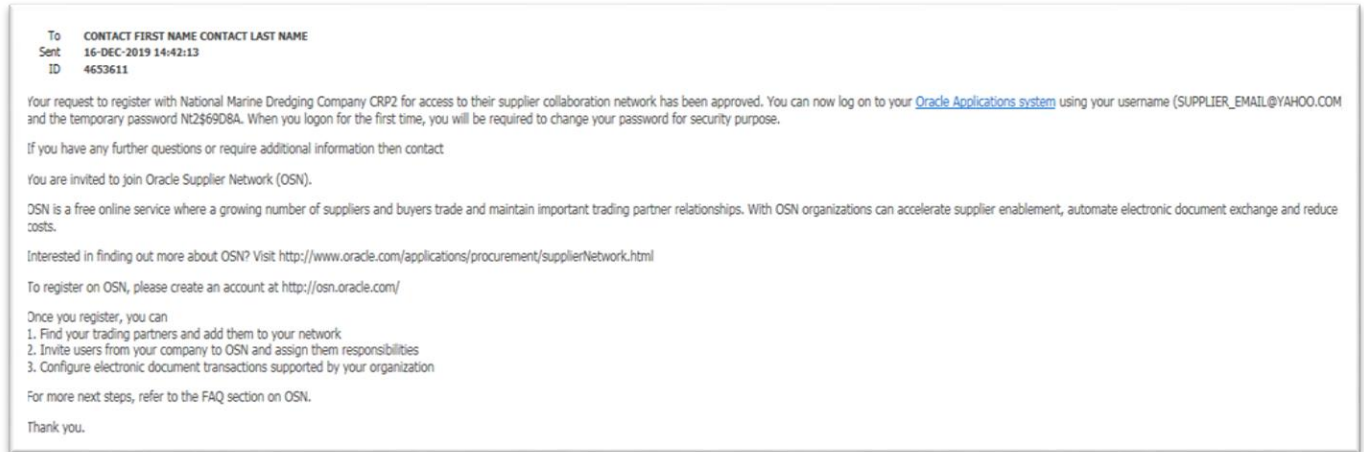
Step 1 of 3 Next

5. You can attach more file as required

6. Press Submit Button (to submit the changes)

## Supplier Registration Confirmation from NMDC

Note: You will receive the confirmation email from NMDC for supplier registration. The sample given below.



Note: From above email, you can have the user name and password to login to NMDC Supplier System.