

Vendor registration documents checklist

Only documents the portals themselves name. Tick, note the file reference, and date each item.

ORGANISATION

TRADE LICENCE NO.

PREPARED ON

PORTAL REFERENCE

A Before you start

u.ae

- ☐ Buyer and portal confirmed from the tender notice or the buyer's procurement page.
- ☐ Licence type known: mainland, free zone, foreign, or (for Abu Dhabi) AD-DED or non-AD-DED.
- ☐ UAE PASS account ready for the MoF Digital Procurement Platform.

B Documents named by MoF (Federal Supplier Register)

mof.gov.ae

- ☐ Trade licence (freelancer licence for freelancers; membership card for productive families).
- ☐ VAT registration certificate (domestic and free zone) or tax registration certificate (foreign).
- ☐ Passport copy of the company owner named in the trade licence.

C Items ADGPG asks for (Abu Dhabi)

ADGPG manuals and FAQ

- ☐ Commercial or industrial licence (AD-DED) or business certificate or licence (non-AD-DED), attached in the form.
- ☐ VAT details if VAT-registered; otherwise the acceptance box. Bank details. Contact details.
- ☐ Ownership details: mandatory, especially without an AD-DED licence.
- ☐ Authorisation letter naming the person who acts for the company (FAQ).

D Dubai portals

u.ae · dewa.gov.ae

- ☐ eSupply: documents not published by the portal. u.ae says Dubai registrations typically involve company details, trade licence copies and compliance documents.
- ☐ DEWA: attach the required documents in the online form; see the Local (UAE) or Foreign enrolment guide.

◇ Human decision

Check every document is current, matches the licence, and is signed by someone authorised. Record who checked it and when.