



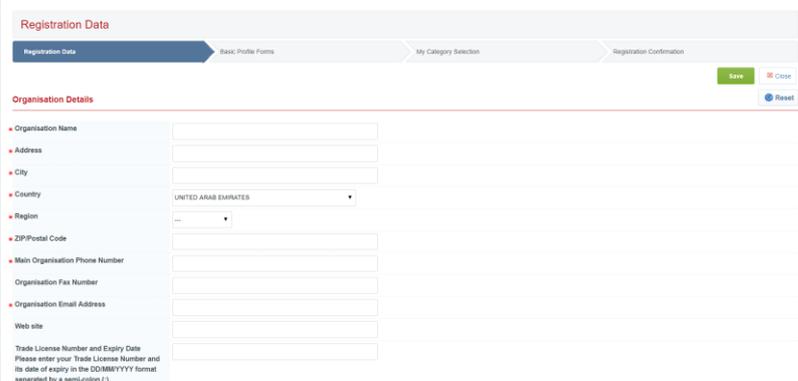
# Registering on e-Supply and Qualifying with Dubai Customs

Quick Guide Step by Step

## Registering on e-Supply Portal

The purpose of this Guide is to provide the suppliers a step by step guide into knowing how to become a qualified supplier for Dubai Customs. The Dubai Customs has acquired Tejari's services and will be conducting all their tendering and purchases through the e-Supply, the Dubai Local Government supply portal. To be able to become a qualified supplier for Dubai Customs, please follow the below steps: -

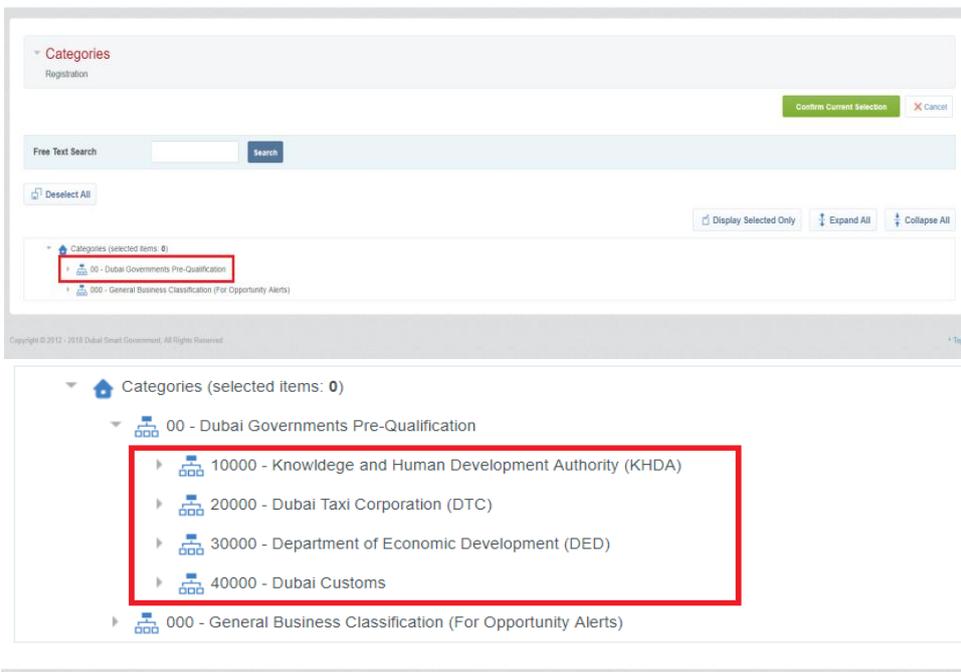
The details below will illustrate first how to register your company on the eSupply portal prior to becoming qualified to do business with Dubai Customs, which will be illustrated on section 2 of this guide.

Step	Notes
<p>1. Visit the website <a href="https://esupply.dubai.gov.ae/web/login.html">https://esupply.dubai.gov.ae/web/login.html</a></p> 	
<p>2. Click on “New Supplier? Register on eSupply!”</p>	
<p>3. Fill in the “Organization Details” and “User Details” in the sections below</p> 	<p>Insert all the mandatory Questions and click on Save. Please insert the trade license number if applicable.</p>

4. After clicking on Save, please ensure to read The Important Notice on the Portal before Proceeding with any Steps.



5. In this page, you will be able to find “Specific Dubai Government Pre-Qualification forms”



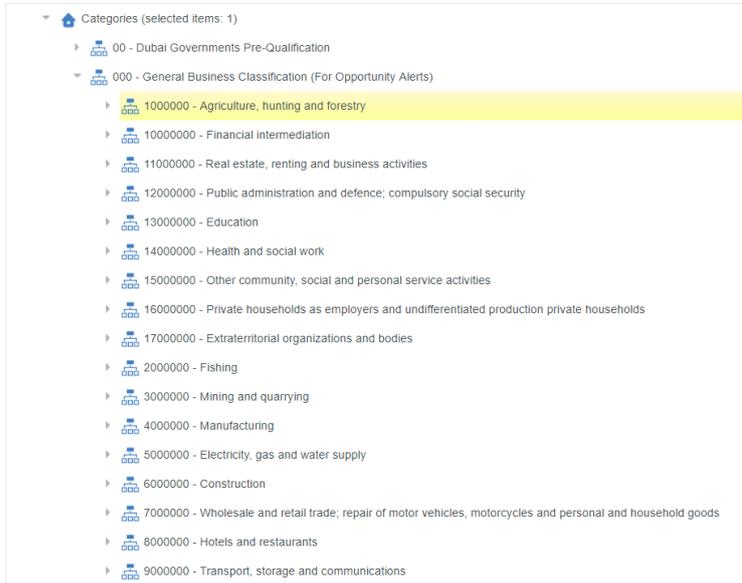
Once you click this you will be able to see the specific government entities pre-qualification forms that they request suppliers to fulfill to ensure they gathered the sufficient information to become qualified in their entity.

6. Select “Dubai Customs”



This will bring up the pre-qualification form that you are required to fill to be qualified to do business with Dubai Customs.

7. In the same page, select the “General Business Classification” as per the below. Then click on “Confirm Current Selection



Categories (selected items: 1)

- 00 - Dubai Governments Pre-Qualification
- 000 - General Business Classification (For Opportunity Alerts)
  - 10000000 - Agriculture, hunting and forestry
  - 10000000 - Financial intermediation
  - 11000000 - Real estate, renting and business activities
  - 12000000 - Public administration and defence; compulsory social security
  - 13000000 - Education
  - 14000000 - Health and social work
  - 15000000 - Other community, social and personal service activities
  - 16000000 - Private households as employers and undifferentiated production private households
  - 17000000 - Extraterritorial organizations and bodies
  - 20000000 - Fishing
  - 30000000 - Mining and quarrying
  - 40000000 - Manufacturing
  - 50000000 - Electricity, gas and water supply
  - 60000000 - Construction
  - 70000000 - Wholesale and retail trade; repair of motor vehicles, motorcycles and personal and household goods
  - 80000000 - Hotels and restaurants
  - 90000000 - Transport, storage and communications

These classifications are based on the Department of Economic Development by which each activity that you have on your trade license will be available in the classification list

8. Once you “Confirm Current Selection”, the platform will open the pre-qualification form of “Dubai Customs” for you to fill and “Save & Continue”.

Additional Attachments		
Label	Description	Response
1 Establishment Contract - عقد التأسيس	Please provide the company's establishment contract	+ Click to attach file
2 Authorization signatory card issued from The Ministry of Human Resources and Emiratization / بطاقة الترخيص الممنوحة من وزارة الموارد البشرية والتوطين	Please provide the authorization signatory card issued from The Ministry of Human Resources and Emiratization	+ Click to attach file
3 Signature Authorisation for Contract - امواع الترخيص بالتوقيعات	Please provide Signature Authorisation for Contract	+ Click to attach file
4 Dubai Customs Declaration Form	All applicants must read and acknowledge the declaration form attached, kindly print, sign stamp and attach back the declaration form	+ Click to attach file Download Template
5 Charity endowment sign - شهادة ارفاق الترخيص	Please provide Charity endowment sign	+ Click to attach file
6 ISO Certification Document - وثيقة شهادة ايزو	please select from the list below your ISO Certification(s), if you do not have an ISO certificate please select Not Applicable	<input type="checkbox"/> ISO 9119 <input type="checkbox"/> ISO 45411 <input type="checkbox"/> ISO 90001 <input type="checkbox"/> ISO 15002 <input type="checkbox"/> Not Applicable
7 SME Certificate - شهادة تصدرة مؤسسة صغيرة	Please provide SME Certificate	+ Click to attach file

The form consists of four sections. Attachments, Company Details, Financial Details and Focal Point of Contact

9. Congratulation, you have completed your registration on eSupply and submitting your Pre-Qualification form for Dubai Customs entity. Please contact Tejari to get your account activated.

Email: [sourcingsupport@tejari.com](mailto:sourcingsupport@tejari.com)

Contact: 800 TENDERS

Please note the esupply is a paid portal. A supplier registration fees apply to be able to participate in Tendering activities. Please contact Tejari to get your account activated. Nevertheless, you can still get qualified with Dubai Customs.



The screenshot shows the eSupply portal registration confirmation page. The page is in Arabic and features the Government of Dubai logo and the eSupply logo. The main content area contains a thank you message and a note about account activation. The text is as follows:

شكراً لكم للتسجيل في بوابة ESUPPLY - بوابة التوريد الإلكتروني لحكومة دبي.

يرجى الملاحظة:  
يجب عليك تفعيل حسابك على البوابة الإلكترونية، وذلك كي تتمكن من المشاركة بالمناقصات التي تنظمها المؤسسات و جهات مختلفة بحكومة دبي، وستقوم أحد أعضاء فريق شركة تجاري من قسم "علاقات المتعاملين" بالتواصل معك للمساعدة. إذا كان لديك أية استفسارات حول حسابك يرجى الاتصال بنا على:  
البريد الإلكتروني: [sourcingsupport@tejari.com](mailto:sourcingsupport@tejari.com)  
الهاتف: (800Tenders) / (+971) 800 8363377

THANK YOU FOR REGISTERING WITH ESUPPLY - THE OFFICIAL SUPPLY PORTAL OF DUBAI GOVERNMENT

PLEASE NOTE:  
Your account must be activated on this portal in order for you to participate in Tenders published by Dubai Government Organizations. A member of Tejari's Supplier Relations' team will contact you to assist you on this.  
Should you have any queries about your account please contact us at:  
Email: [sourcingsupport@tejari.com](mailto:sourcingsupport@tejari.com)  
Phone: (800 Tenders) +971 800 836 3377

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Need assistance?  
Phone: (800Tenders) / (+971) 800 8363377; Email: [sourcingsupport@tejari.com](mailto:sourcingsupport@tejari.com)