



BFL GROUP

Digital Procurement Platform (DPP)

Supplier Registration User Manual



BFL GROUP

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1. Introduction

This supplier manual provides detailed instructions on how to use the Digital Procurement Platform (DPP).

Read this manual thoroughly before you start working on the Digital Procurement Platform (DPP) to get your work done faster and more efficiently.



2. The Purpose of Creating the Manual

The purpose of this document is to help suppliers use The Digital Procurement Platform.

Suppliers are encouraged to use this manual whenever they are trying to perform any activity on The Digital Procurement Platform to make sure it's done in a correct and efficient manner.



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3. Supplier Registration

Please make sure to enter accurate information while registering your company on the Digital Procurement Platform. Entering wrong or inaccurate information might negatively affect the approval of your registration or qualification processes. The information on your company profile on the Digital Procurement Platform is the sole responsibility of the supplier.

In case you face any problem, please contact TeamProcurement@bflgroup.ae



Supplier Registration:

All new supplier registrations are to happen online by the supplier. From the Company Website kindly, open the New Vendor Registration link. The below screen will appear.

A screenshot of the BFL Group Supplier Registration page. The page has a dark header with the text 'Brands For Less' in white. Below the header, the main content area is split into two sections. On the left, there is a large dark area with the text 'Supplier Registration' in white. On the right, there is a white sidebar with the heading 'Enter your email' in bold. Below the heading, there is a sub-heading 'Get a one-time access code to start.' followed by an email input field with the placeholder text 'Email'. To the right of the input field, the word 'Required' is written in a small font. Below the input field, there is a dark button with the text 'Send Access Code' in white. A mouse cursor is visible at the bottom right of the page.



Enter your email and click the Send Activate Code option, you will receive the code in your email.

Brands For Less

Supplier Registration

Enter your email

Get a one-time access code to start.

Email

Required

Send Access Code

A screenshot of the 'Supplier Registration' page on the Brands For Less website. The page has a dark background with a stylized illustration of a person's profile on the right. The main heading is 'Supplier Registration'. On the right side, there is a white box titled 'Enter your email' containing a text input field with a redacted email address and a 'Send Access Code' button. The text 'Get a one-time access code to start.' is above the input field, and 'Required' is below it. A mouse cursor is visible at the bottom right of the form area.



Enter the Activation code and click the Continue option to proceed the Registration process.

Brands For Less

Supplier Registration

Enter your code

Use the code we've sent to email shakul.hameed@ [REDACTED]

The code expires in 15 minutes.

Access Code
pBHV7J Required

[Continue](#)

[Get a new code](#)



Company Details:

Under the Company Details header, kindly fill all the mandatory information along with the Tax Registration details and relevant attachments. After completing all the next proceed to the Contacts

Company Details

Company [REDACTED]	Website aspyapp.ae	Country United Arab Emirates
Taxpayer ID	Tax Registration Number 1237890	D-U-N-S Number
Organization Type Corporation	Supplier Type Non-Trade	

Note to Approver

Attach tax, insurance, and other relevant documents

Drag and Drop
Select or drop files here.

URL

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



Contacts:

Under contact page, kindly fill the contact information's. Select "**No**" under the question "**Does this contact require a user account**".

After completing all the next proceed to the Address.

Contacts

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

First Name John	Last Name Britto	Job Title Finance Manager
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Email
Jobri@test.com

Country AE	Mobile +971
---------------	----------------

Country AE	Phone +971	Ext
---------------	---------------	-----

Country AE	Fax +971
---------------	-------------

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

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

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Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services



Address:

Provide the address details along with checking all the boxes related to Address Purpose. The vendor also needs to associate an address with contact by selecting the contact already created at Company Details. Finally click on Ok and proceed to Business Classifications.

Addresses

Enter at least one address.

Address 1

Address Name
Head Office

Country/Region
United Arab Emirates

Address Line 1 or P.O. Box
dubai

Address Line 2

Emirate
dubai

Email

Country
US

Phone

Ext

Country
US

Fax

Which contacts are associated to this address?

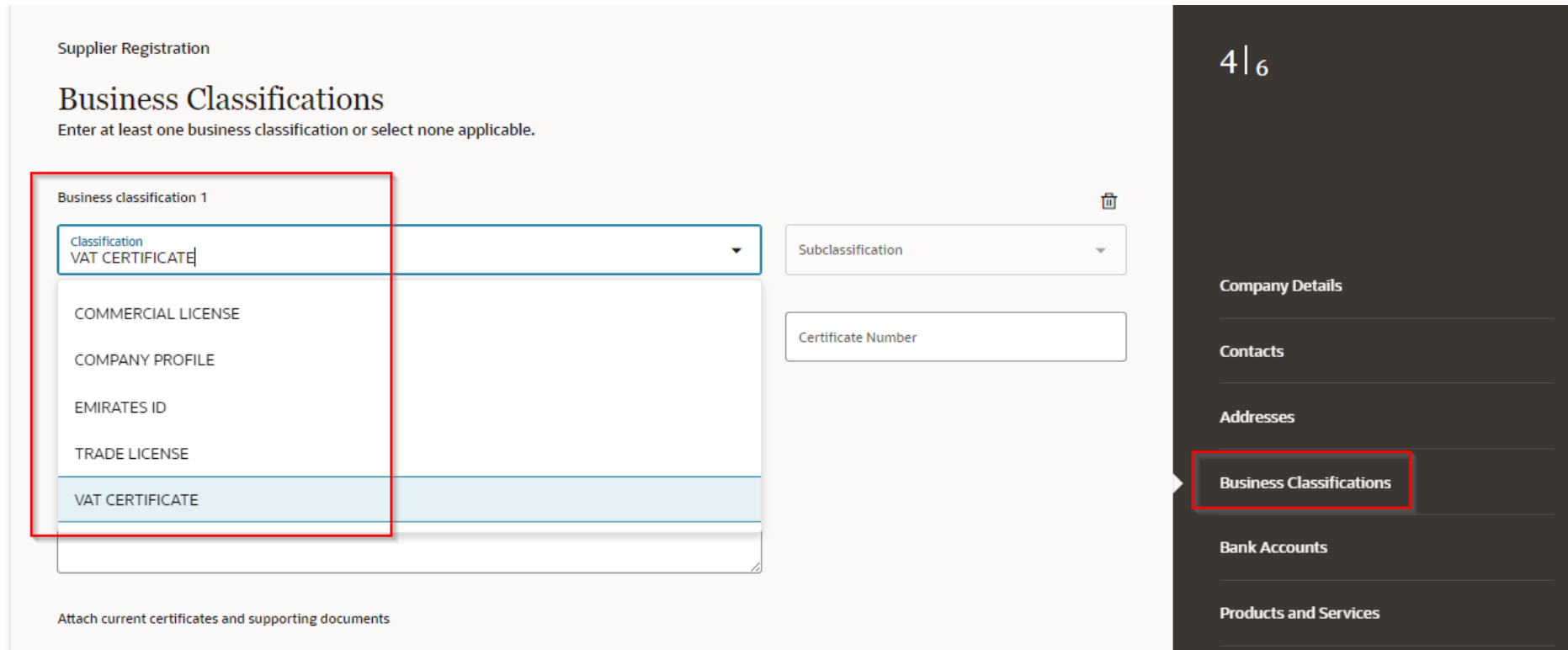
<input checked="" type="checkbox"/>	John Britto	Jobri@test.com	Finance Manager
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- Company Details
- Contacts
- Addresses**
- Business Classifications
- Bank Accounts
- Products and Services

Business Classification:

Entails the type of business organization. Kindly add the classification by clicking on the dropdown menu selecting the appropriate classification



The screenshot shows the 'Supplier Registration' page with the 'Business Classifications' section. The page title is 'Supplier Registration' and the section title is 'Business Classifications'. Below the title, it says 'Enter at least one business classification or select none applicable.' There is a form with a dropdown menu for 'Classification' (currently showing 'VAT CERTIFICATE') and a 'Subclassification' dropdown. Below these are input fields for 'Certificate Number'. A red box highlights the dropdown menu and its options: 'COMMERCIAL LICENSE', 'COMPANY PROFILE', 'EMIRATES ID', 'TRADE LICENSE', and 'VAT CERTIFICATE'. On the right side, there is a dark sidebar with a navigation menu. The sidebar has a page number '4 | 6' at the top. The navigation menu items are: 'Company Details', 'Contacts', 'Addresses', 'Business Classifications' (highlighted with a red box), 'Bank Accounts', and 'Products and Services'. At the bottom of the form, there is a text label: 'Attach current certificates and supporting documents'.

Enter the relevant information like Certificate number, Certificate start date, End date and relevant attachments.

Business Classifications

Enter at least one business classification or select none applicable.

Business classification 1 🗑️

Classification: VAT CERTIFICATE ▼ Subclassification: ▼

Certifying Agency: ▼ Other Certifying Agency: ▼ Certificate Number: 456778889

Certificate Start Date: 05/01/2023 📅 Certificate End Date: 11/26/2024 📅

Notes:

Attach current certificates and supporting documents

Drag and Drop
Select or drop files here.

Add the Relevant Attachment

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

Bank Accounts:

Bank details such as Country, Bank, Branch, Account Number and IBAN are mandatory details to be updated under the Bank Details header.

Supplier Registration

Bank Accounts

Bank account 1 

Country United Arab Emirates		
Bank Mashreq Bank	Bank Branch DUBAI	Account Number 123456678
IBAN <small>Required</small>	Currency	Account Type
Account Holder John Brito		

[+ Add Another Bank Account](#)

Updated just now

Cancel Save [Continue](#)

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



Products and Services:

Products and Services entails the type of type of products. Kindly add the Products and Service by clicking on the select and Add symbol and selecting the appropriate Products and Services.

Supplier Registration

Products and Services

Search by category or description

2 selected View Selected Clear Selected

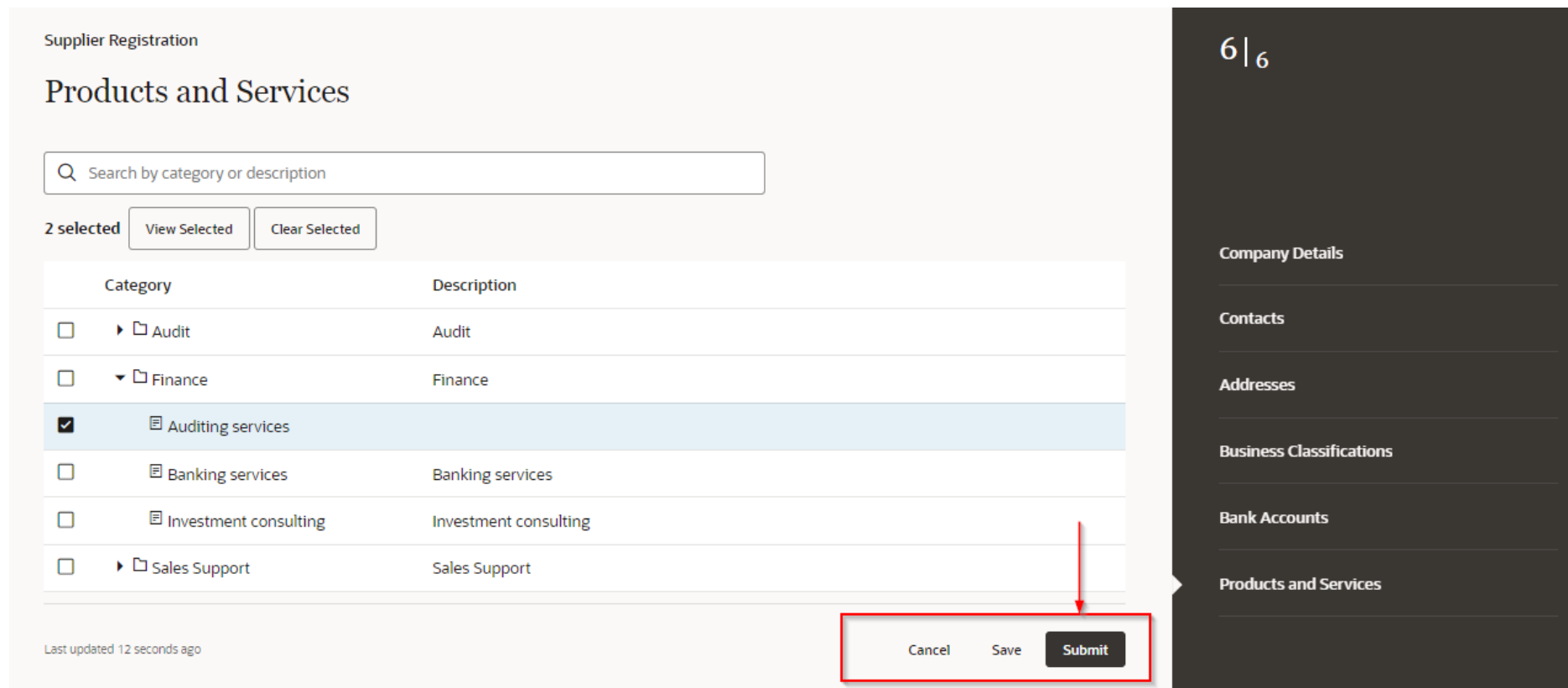
Category	Description
<input type="checkbox"/> ▶ Audit	Audit
<input type="checkbox"/> ▼ Finance	Finance
<input checked="" type="checkbox"/> Auditing services	
<input type="checkbox"/> Banking services	Banking services
<input type="checkbox"/> Investment consulting	Investment consulting
<input type="checkbox"/> ▶ Sales Support	Sales Support

Last updated 12 seconds ago Cancel Save Submit

6 | 6

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

Upon completion of the Product and Services, the vendor needs to review the information updated and finally **Submit** for Business review. Below confirmation message will be displayed upon submission of registration request.



Supplier Registration

Products and Services

Search by category or description

2 selected [View Selected](#) [Clear Selected](#)

Category	Description
<input type="checkbox"/> ▶ Audit	Audit
<input type="checkbox"/> ▼ Finance	Finance
<input checked="" type="checkbox"/> Auditing services	
<input type="checkbox"/> Banking services	Banking services
<input type="checkbox"/> Investment consulting	Investment consulting
<input type="checkbox"/> ▶ Sales Support	Sales Support

Last updated 12 seconds ago

Cancel Save **Submit**

6 | 6

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



Post internal approval Email will be sent to the contact email address mentioned indicating the registration process has been completed successfully.

