



MOHAMED BIN ZAYED  
UNIVERSITY OF  
ARTIFICIAL INTELLIGENCE

# Supplier Registration Guide

January 15, 2026



MOHAMED BIN ZAYED  
UNIVERSITY OF  
ARTIFICIAL INTELLIGENCE

Sahab



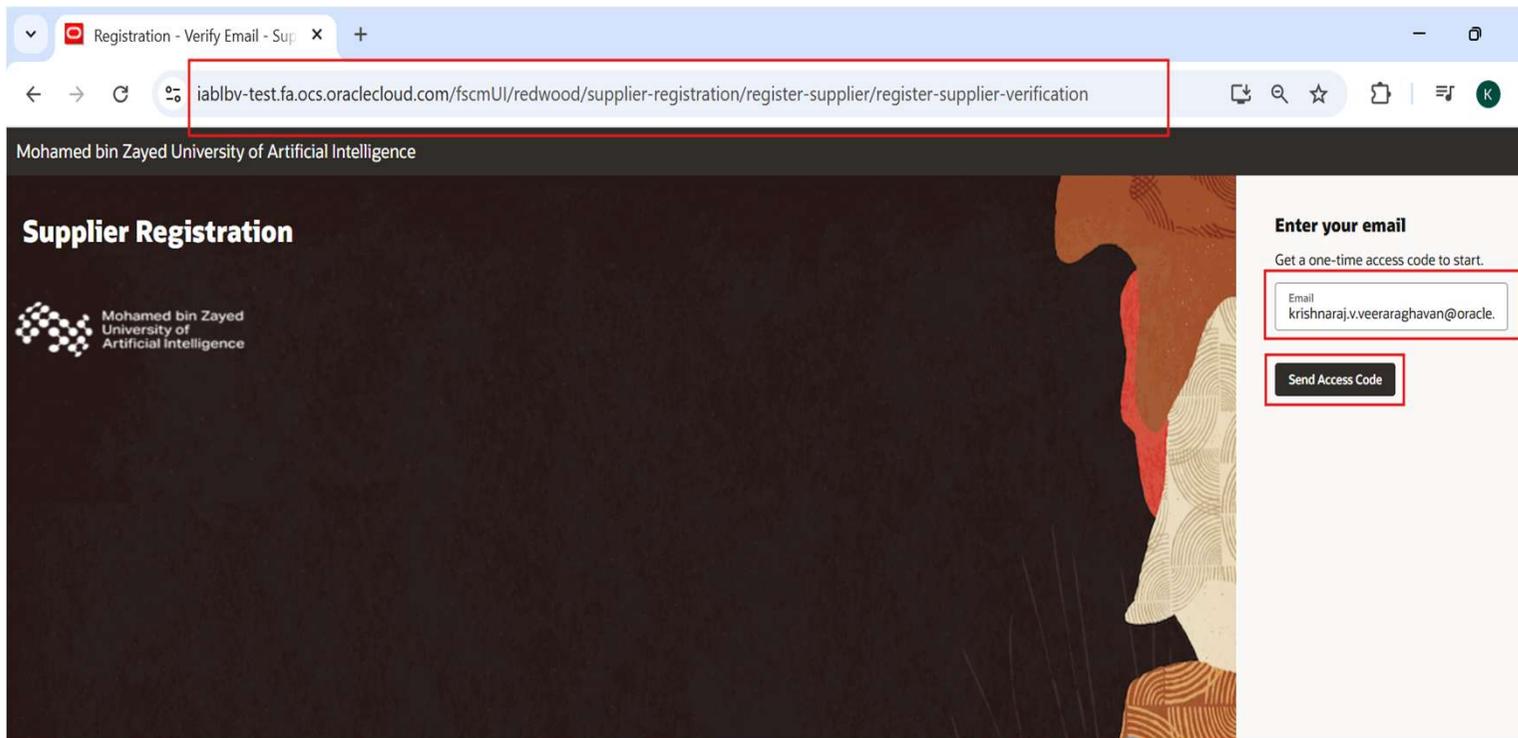
# Purpose

- This document provides detailed instructions for submitting a supplier registration request with MBZUAI.

<https://iablbv.fa.ocs.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=2Y4%2FdwMx6VB5M6ePYnhLw%2FGcaZCqMEXT8ofwemkOuG8tSvsVrA4y6528EdprZt0M>



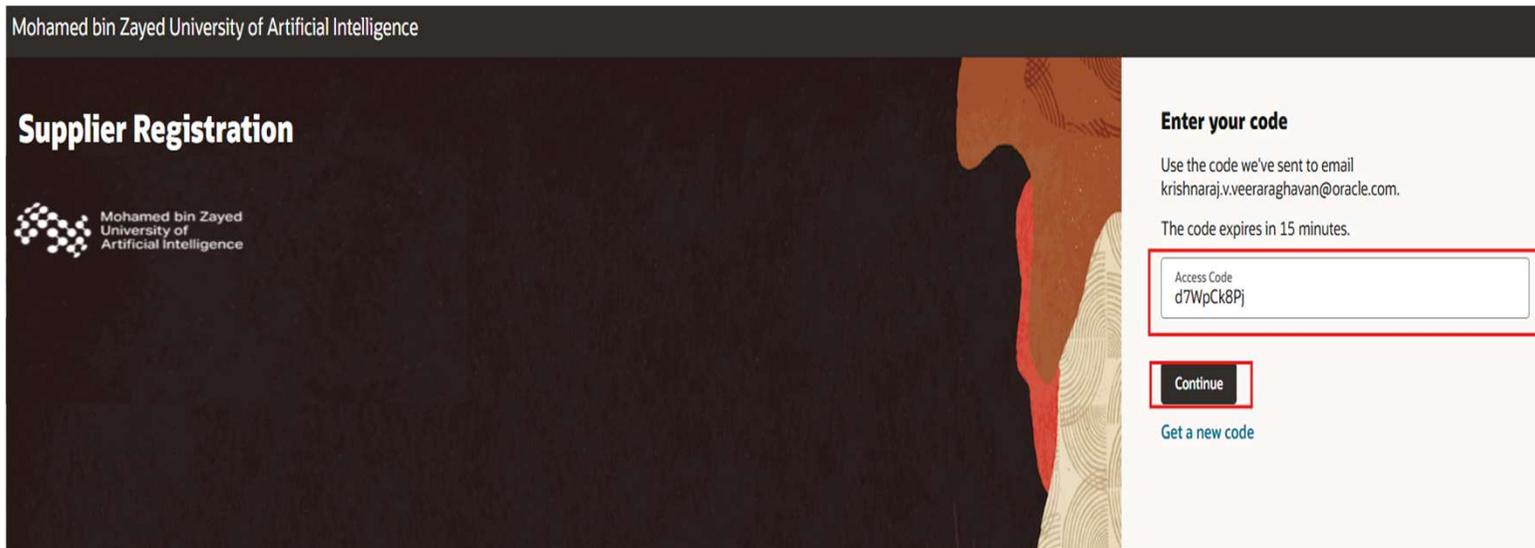
# Supplier Registration by Invitation – External



- Enter the Supplier Registration link received from MBZUAI in the browser
- Enter a valid email and click on “**Send Access Code**”
- An access code will be sent to the Email provided.



# Supplier Registration by Invitation – External



- Enter the Access Code received via email.
- Click on Continue.
- Click on “Get a new code” if the code is expired or not received to receive a new code



# Supplier Registration by Invitation – External

Supplier Registration

## Company Details

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Company: ABC Group Company

Website: \_\_\_\_\_

Country: United Arab Emirates

Trade License number / Company Registration Number: AE-34567897

Tax Registration Number: 56538792

D-U-N-S Number: \_\_\_\_\_

Organization Type: Corporation

Supplier Type: Supplier

Note to Approver: \_\_\_\_\_

Attach tax, insurance, and other relevant documents

**Drag and Drop**  
Select or drop files here.

URL: \_\_\_\_\_ Add URL

Cancel Save **Continue**

- Enter all the Mandatory details.
- Company Name
- Country
- Trade License Number / Company Registration Number
- VAT/Tax Registration Number
- Organization Type – Corporation
- Supplier Type

*TIP: You can Save the details at any point of time and use the same email and access code to return to the request at a later point of time to resume the saved work and Submit for approval.*



# Supplier Registration by Invitation – External

Trade License Number / Company Registration Number  
265489532412

VAT/Tax Registration Number

D-U-N-S Number

Organization Type  
Corporation

Supplier Type  
Limited Liability Company

Note to Approver

Attach tax, insurance, and other relevant documents  
Required

**Drag and Drop**  
Select or drop files here.

URL Add URL

Report\_1401813.pdf Last updated on 6/25/2024  
5.82 KB

Last updated 2 minutes ago

Cancel Save Continue

1 | 6

- Company Details
- Contacts
- Addresses
- Business Classifications
- Products and Services
- Questionnaire

- Attach the Supporting Documents in Attachments
- Click on Save and Continue.

*TIP: You can Save the details at any point of time and use the same email and access code to return to the request at a later point of time to resume the saved work and Submit for approval.*



# Supplier Registration by Invitation – External

Supplier Registration

## Contacts

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

First Name Krishna	Last Name Raj	Email krishnaraj.v.veeraraghavan@oracle.com
Job Title	Country AE	Mobile +971 50 809 8824
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

- Enter all the Contact details.
- First Name, Last Name
- Email
- Mobile and Phone
- Mark Administrative Contact as YES
- Mark User Account as YES

*TIP: You can Save the details at any point of time and use the same email and access code to return to the request at a later point of time to resume the saved work and Submit for approval.*



# Supplier Registration by Invitation – External

**What user roles does this contact need?**  
Assign at least 1 user role to specify the responsibilities of the contact.

- MBZ Supplier Bidder**  
Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for information and reverse auctions.
- MBZ Supplier Accounts Receivable Specialist**  
Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status.
- MBZ Supplier Customer Service Representative**  
Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include tracking, acknowledging or requesting changes to new orders. Communicates order schedules that are ready to be shipped by submitting advance shipment notices, and monitors the receipt activities performed by the buying organization.
- MBZ Supplier Self Service Administrator**  
Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.
- MBZ Supplier Sales Representative**  
Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalog line items with customer specific pricing and terms. Updates contract deliverables that are assigned to the supplier party and updates progress on contract deliverables for which the supplier is responsible.

[+ Add Another Contact](#)

Last updated 2 minutes ago

Cancel [Save](#) [Continue](#)

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

- Use “Add Another Contact” option to add multiple contacts
- Click on Save and Continue.

**TIP:** You can Save the details at any point of time and use the same email and access code to return to the request at a later point of time to resume the saved work and Submit for approval.



# Supplier Registration by Invitation – External

Supplier Registration

## Addresses

Enter at least one address.

Address 1 🗑️

Address Name  
Abudhabi

What's this address used for? Select at least 1 purpose.

Receive Purchase Orders  Receive Payments  Bid on RFQs

Country/Region  
United Arab Emirates

Address Line 1 or P.O. Box  
Business Bay Area

Address Line 2

Emirate  
Abu Dhabi

Email  
krishnaraj.v.veeraraghavan@oracle.com

Country  
AE

Phone  
+97150809882

Ext

Country  
AE

Fax  
+971

3 | 7

- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts

- Enter all the address details.
- Address Name
- Country
- Address Lines and (Details may differ based on Country)
- Phone

*TIP: You can Save the details at any point of time and use the same email and access code to return to the request at a later point of time to resume the saved work and Submit for approval.*



# Supplier Registration by Invitation – External

Address 1 🗑️

Address Name  
Abudhabi

What's this address used for? Select at least 1 purpose.  
 Receive Purchase Orders  Receive Payments  Bid on RFQs

Country/Region  
United Arab Emirates

Address Line 1 or P.O. Box  
Business Bay Area

Address Line 2

Emirate  
Abu Dhabi

Email  
krishnaraj.v.veeraraghavan@oracle.com

Country  
AE

Phone  
+97150809882

Ext

Country  
AE

Fax  
+971

Which contacts are associated to this address?

<input checked="" type="checkbox"/>	Krishna Raj	krishnaraj.v.veeraraghavan@oracle.com
-------------------------------------	-------------	---------------------------------------

**+ Add Another Address**

Last updated 7 minutes ago

Cancel **Save** **Continue**

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

- Select the contacts associated with this Address
- Use “Add Another Address” option to add multiple addresses
- Click on Save and Continue.

*TIP: You can Save the details at any point of time and use the same email and access code to return to the request at a later point of time to resume the saved work and Submit for approval.*



# Supplier Registration by Invitation – External

**Business Classifications**

Select a classification or confirm that none are applicable.

Classification

Business Certificate

Trade License

**None of the classifications are applicable**

Company Details

Contacts

Addresses

**Business Classifications**

- Select Trace License Number(for UAE) or Business Certificate (for Non-UAE) Suppliers

*TIP: You can Save the details at any point of time and use the same email and access code to return to the request at a later point of time to resume the saved work and Submit for approval.*



# Supplier Registration by Invitation – External

- Select Trace License Number(for UAE) and Business Certification (for Non-UAE) Suppliers
- Select Certifying Agency from the list. If Agency is not available select “Other” from the list of values and enter the agency name in “Other Certifying Agency” field
- Enter Certificate Number
- Start Dates and End Dates

*TIP: You can Save the details at any point of time and use the same email and access code to return to the request at a later point of time to resume the saved work and Submit for approval.*



# Supplier Registration by Invitation – External

Notes

Attach current certificates and supporting documents

**Drag and Drop**  
Select or drop files here.

URL

Trade License.pdf Last updated on 11/20/2025 336.65 KB

Updated just now

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

- Attach the Supporting Documents
- Use the “Add Another Business Classification” to add multiple documents
- Click on Save and Continue

*TIP: You can Save the details at any point of time and use the same email and access code to return to the request at a later point of time to resume the saved work and Submit for approval.*



# Supplier Registration by Invitation – External

Supplier Registration

## Bank Accounts

Enter at least one bank account.

Bank account 1 🗑️

Country  
United Arab Emirates

Bank  
Abu Dhabi Commercial Bank P.J.S.C

Bank Branch  
All Branches

Account Number

IBAN  
AE070331234567890123456

Currency  
UAE Dirham

Account Type  
Savings

Account Holder  
ABC Group Company

Attach supporting documents  
Required

**Drag and Drop**  
Select or drop files here.

Last updated 1 minute ago

Cancel **Save** **Continue**

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

- Add bank account details
- Bank Country
- Bank and Branch Name
- IBAN Number/Account number
- Account Name
- Click on Save and Continue

*TIP: You can Save the details at any point of time and use the same email and access code to return to the request at a later point of time to resume the saved work and Submit for approval.*



# Supplier Registration by Invitation – External

Supplier Registration

## Products and Services

Q Search by category or description

Category	Description
<input type="checkbox"/> <input checked="" type="checkbox"/> Academic Affairs	Academic Affairs
<input type="checkbox"/> <input checked="" type="checkbox"/> Accommodation & Travel	Accommodation & Travel
<input type="checkbox"/> <input checked="" type="checkbox"/> Administration	Administration
<input type="checkbox"/> <input checked="" type="checkbox"/> Audit Services	Audit Services
<input type="checkbox"/> <input checked="" type="checkbox"/> Cloud Computing	Cloud Computing
<input type="checkbox"/> <input checked="" type="checkbox"/> Construction & Maintenance	Construction & Maintenance
<input type="checkbox"/> <input checked="" type="checkbox"/> Consultancy	Consultancy
<input type="checkbox"/> <input checked="" type="checkbox"/> Creative & Media	Creative & Media
<input type="checkbox"/> <input checked="" type="checkbox"/> Drones & Autonomous Systems	Drones & Autonomous Systems

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- Company Details
- Contacts
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- Drill Down and select only the last level categories starting with PG from Product Group and categories starting with WG from Work Group

*TIP: You can Save the details at any point of time and use the same email and access code to return to the request at a later point of time to resume the saved work and Submit for approval.*



# Supplier Registration by Invitation – External

Supplier Registration

## Products and Services

Search by category or description

2 selected View Selected Clear Selected

Category	Description
<input type="checkbox"/> Academic Affairs	Academic Affairs
<input checked="" type="checkbox"/> Accreditation Support	QA, assessment, external reviewers
<input type="checkbox"/> Conference Participation	Registration, travel, sponsorships
<input type="checkbox"/> Course Development	Curriculum design, instructional design
<input type="checkbox"/> Accommodation & Travel	Accommodation & Travel
<input type="checkbox"/> Administration	Administration
<input checked="" type="checkbox"/> Document Management	Archiving, scanning, DMS licenses
<input type="checkbox"/> Governance & Policy	Policy consultancy, board training, audits

Last updated 56 seconds ago

Cancel Save Continue

6 | 7

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

- Drill Down and select only the last level categories starting with PG from Product Group and categories starting with WG from Work Group
- Click on Save and Continue

*TIP: You can Save the details at any point of time and use the same email and access code to return to the request at a later point of time to resume the saved work and Submit for approval.*



# Supplier Registration by Invitation – External

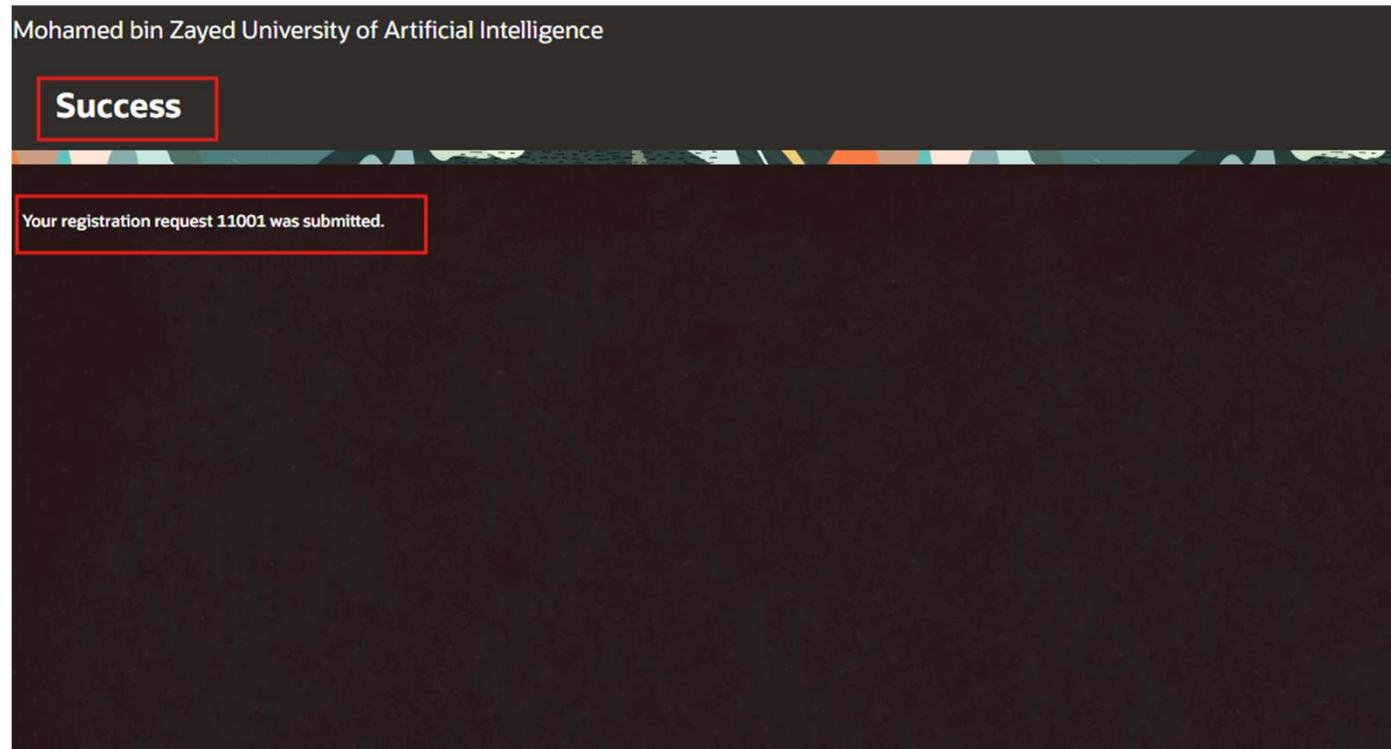
- Questionnaire section is derived based on the Supplier Type selected in Company Details
- Fill all the questions in all the sections with appropriate answers and attach relevant documents wherever required
- Click on Save
- Click on Submit

- You can Save the details at any point of time and use the same email and access code to return to the request at a later point of time to resume the saved work and Submit for approval.

*TIP: You can Save the details at any point of time and use the same email and access code to return to the request at a later point of time to resume the saved work and Submit for approval.*



# Supplier Registration by Invitation – External



- You will receive a Success message after the submission.
- MBZUAI SRM team will review the details and approve or reject the request.
- Once the request is approved, you will receive a user account.

*TIP: You can Save the details at any point of time and use the same email and access code to return to the request at a later point of time to resume the saved work and Submit for approval.*



# The Team

## Contact us:



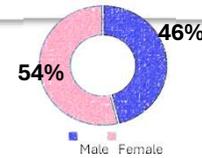
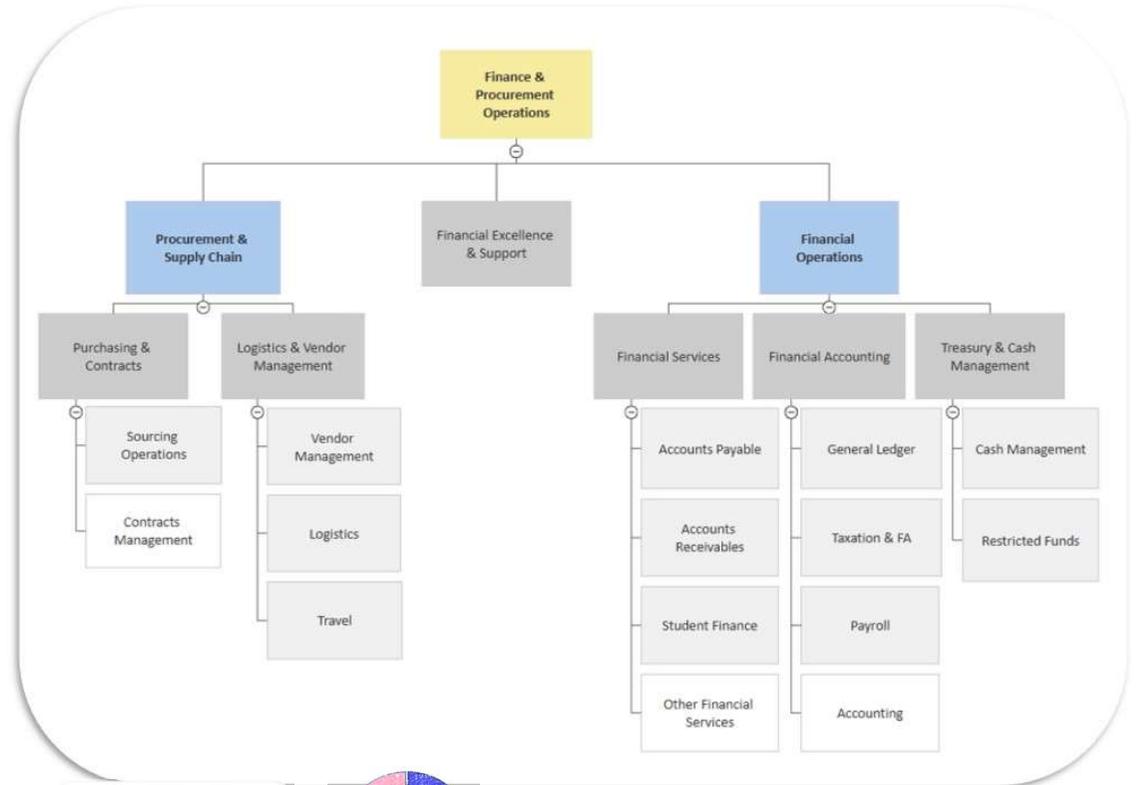
**Mohammad Abu Jafar**  
Assistant Director, Finance & Procurement Operations  
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**Hamad Almarzooqi**  
Head of Procurement & Supply Chain  
E: hamad.almarzooqi@mbzuai.ac.ae



**Mohammad Qtaifan**  
Head of Accounting & Financial Operations  
E: mohammad.qtaifan@mbzuai.ac.ae



These demographic proportions align with the UAE's commitment to diversity and inclusion, reflecting the nation's position as a global hub for talent and innovation in 2026.



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**Do you have any questions?**

**Please contact us at**  
**[suppliers@mbzuai.ac.ae](mailto:suppliers@mbzuai.ac.ae)**



MOHAMED BIN ZAYED  
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ARTIFICIAL INTELLIGENCE

# Thank you

January 15, 2026



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