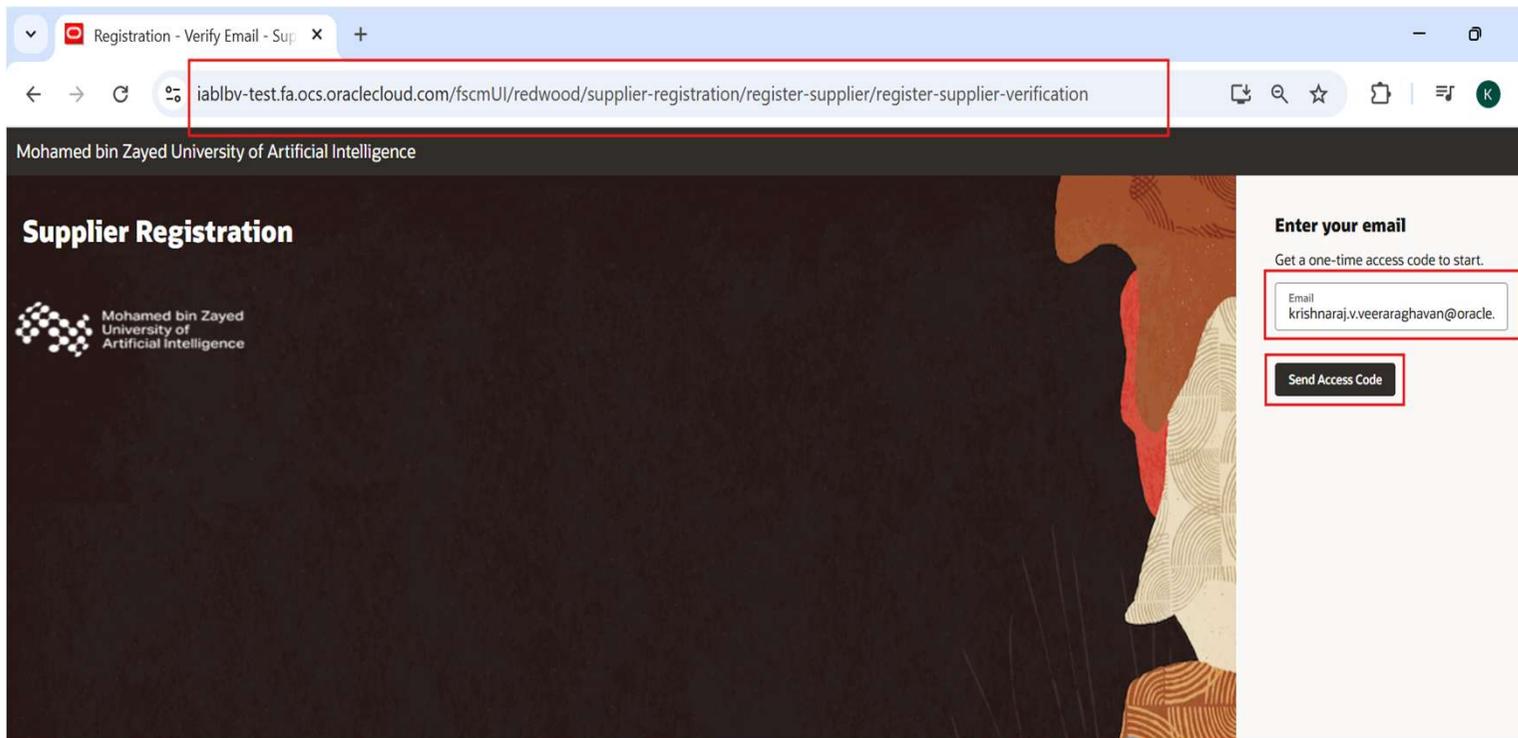# Supplier Registration Guide

January 15, 2026

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
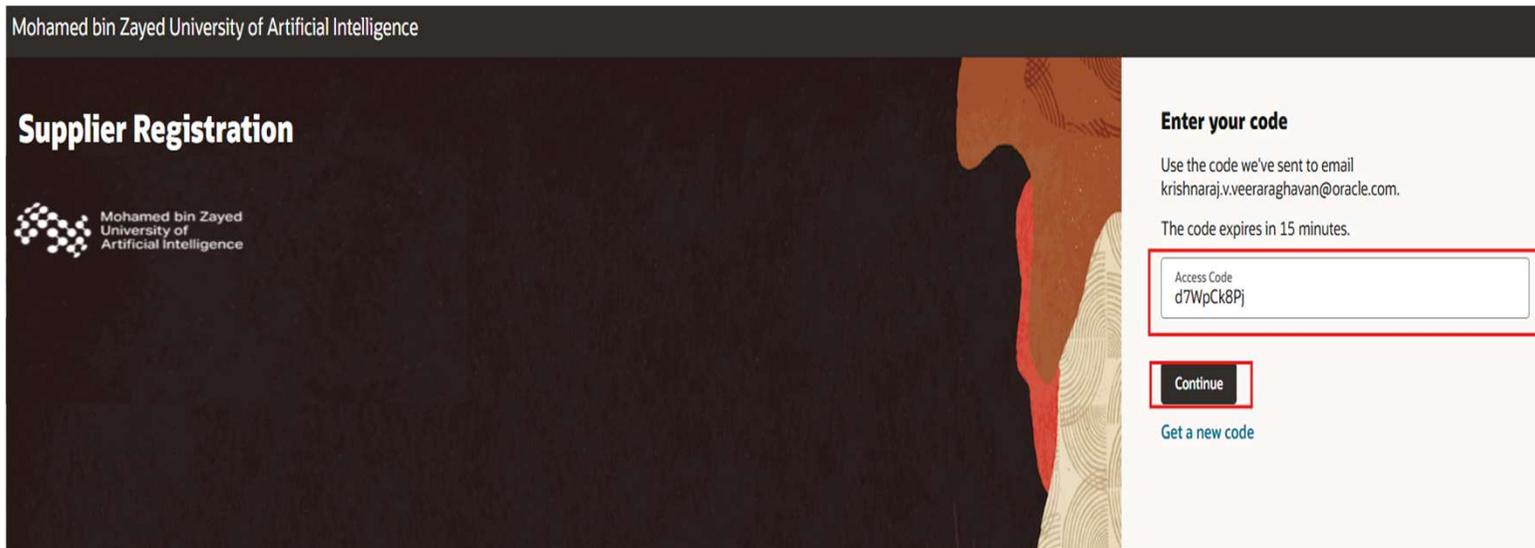
Supplier Registration by Invitation – External

- 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.

2

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

- 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

- 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.

5

Supplier Registration by Invitation – External

- 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

- 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

- 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.

8

Supplier Registration by Invitation – External

- 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

- 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

- 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

- 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

- 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

- 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.

16

Supplier Registration by Invitation – External
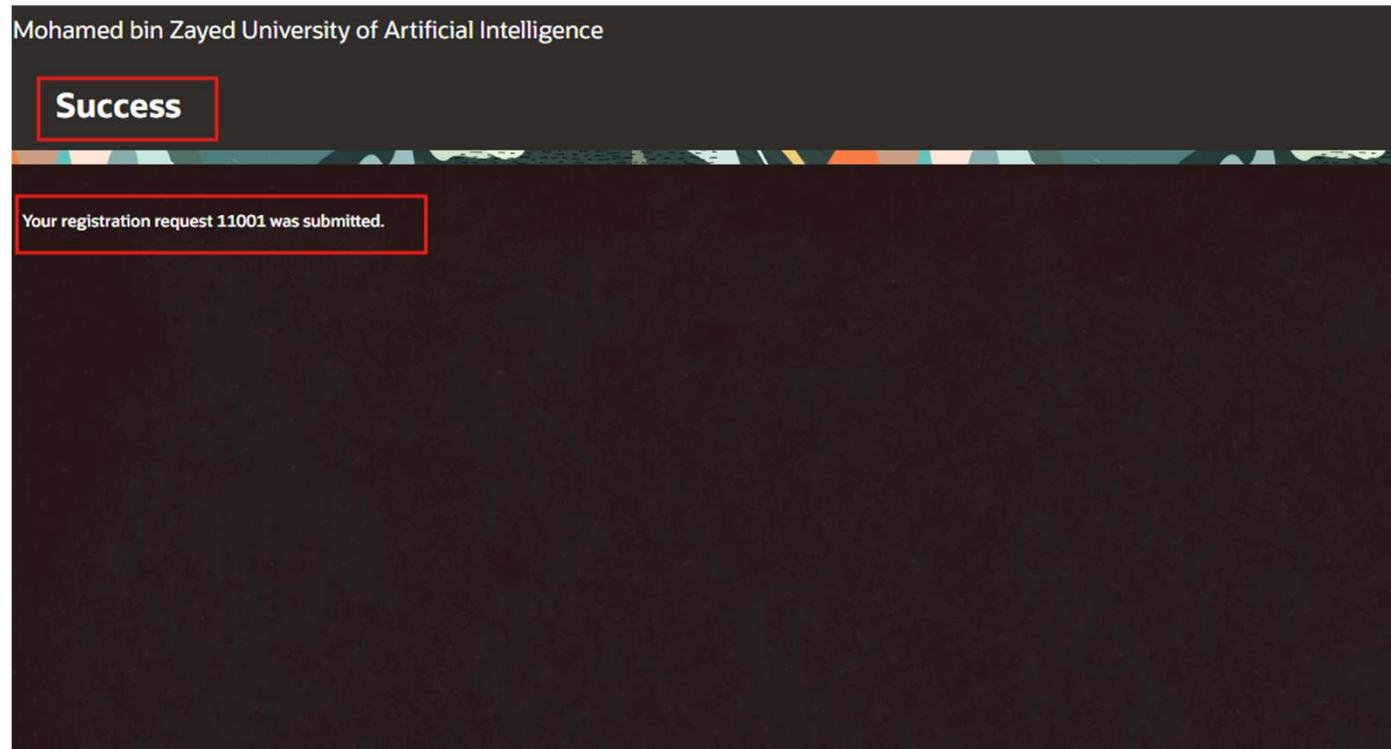
- You will receive a Success message after the submission.

- 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.
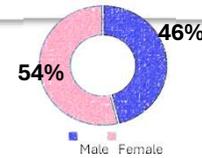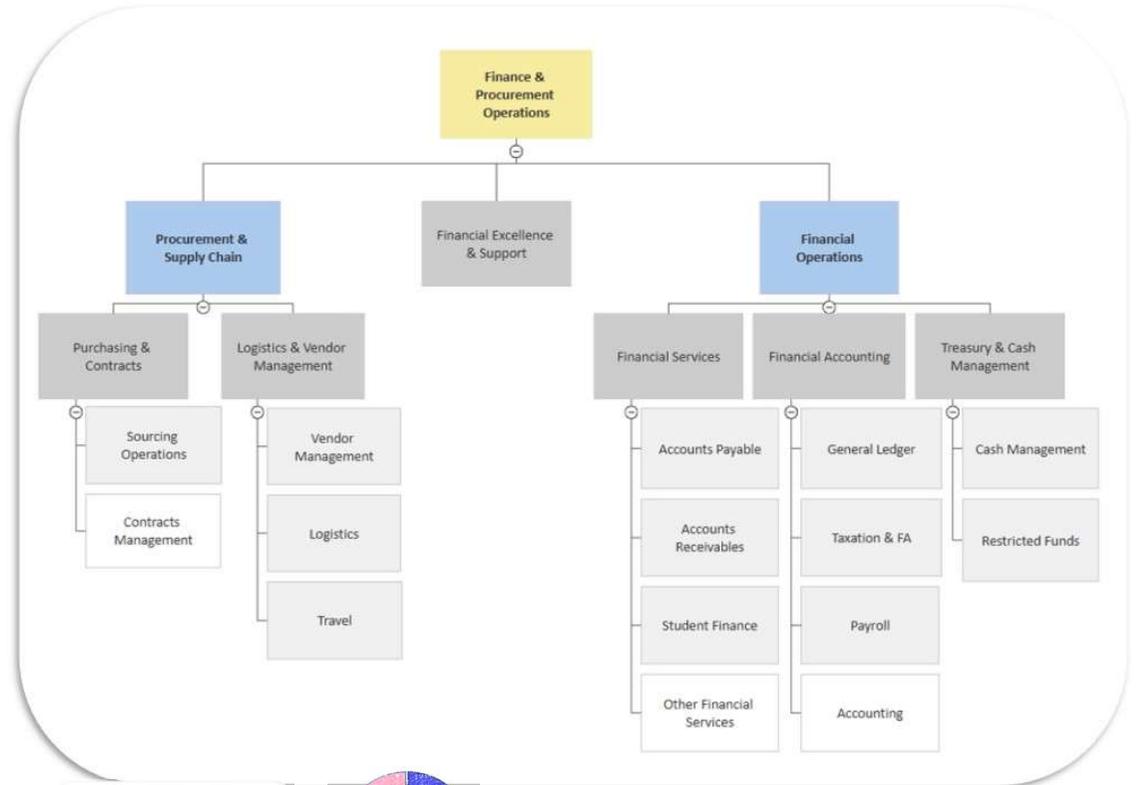
The Team

Contact us:

Mohammad Abu Jafar
Assistant Director, Finance & Procurement Operations
E: mohammad.abujafar@mbzuai.ac.ae

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

Finance & Procurement Operations

- Procurement & Supply Chain
  - Purchasing & Contracts
    - Sourcing Operations
    - Contracts Management
  - Logistics & Vendor Management
    - Vendor Management
    - Logistics
    - Travel
- Financial Excellence & Support
- Financial Operations
  - Financial Services
    - Accounts Payable
    - Accounts Receivables
    - Student Finance
    - Other Financial Services
  - Financial Accounting
    - General Ledger
    - Taxation & FA
    - Payroll
    - Accounting
  - Treasury & Cash Management
    - Cash Management
    - Restricted Funds

8 Countries   **48%** UAE National

54% / **46%**

Male Female

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.

Do you have any questions?

Please contact us at
suppliers@mbzuai.ac.ae

Thank you

January 15, 2026