

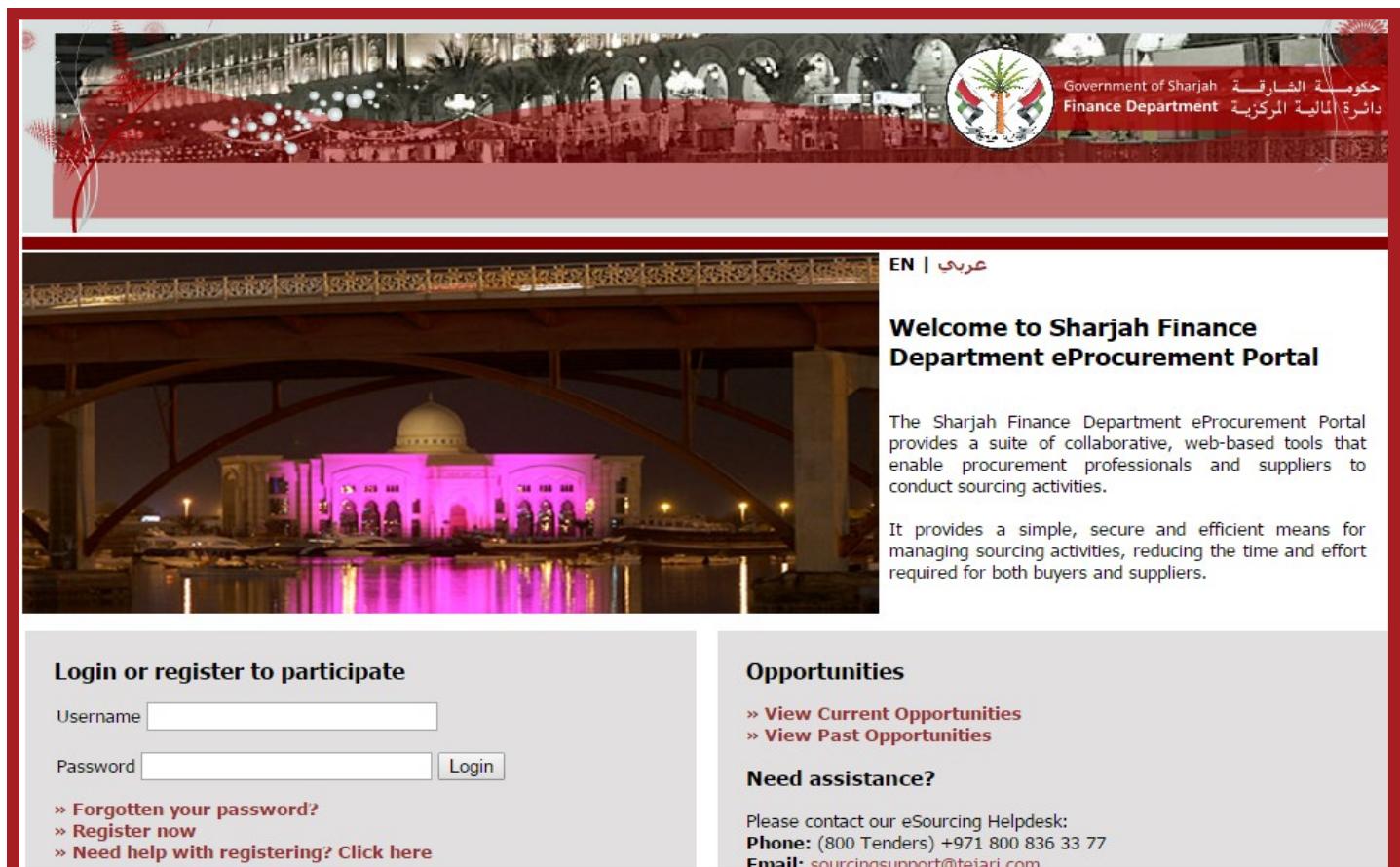
# Registering on the e-Procurement Portal

Quick User Guide

Version 1.0

December 2015

**Step 1: Visit <https://eprocurement.sfd.gov.ae>. Click on the “Register Now” button.**



Government of Sharjah Finance Department دارسة المالية المركزية

EN | عربي

**Welcome to Sharjah Finance Department eProcurement Portal**

The Sharjah Finance Department eProcurement Portal provides a suite of collaborative, web-based tools that enable procurement professionals and suppliers to conduct sourcing activities.

It provides a simple, secure and efficient means for managing sourcing activities, reducing the time and effort required for both buyers and suppliers.

**Login or register to participate**

Username  Password

» [Forgotten your password?](#)  
» [Register now](#)  
» [Need help with registering? Click here](#)

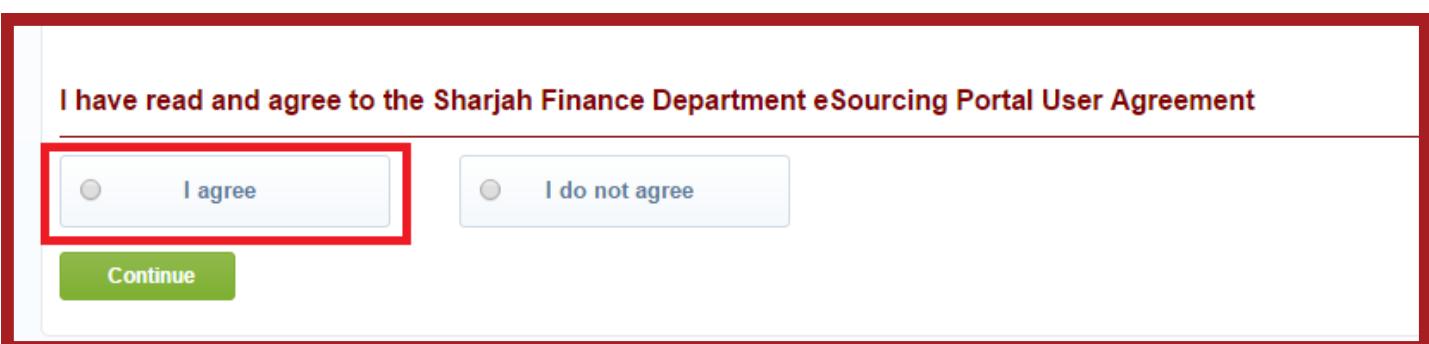
**Opportunities**

» [View Current Opportunities](#)  
» [View Past Opportunities](#)

**Need assistance?**

Please contact our eSourcing Helpdesk:  
**Phone:** (800 Tenders) +971 800 836 33 77  
**Email:** [sourcingsupport@tejari.com](mailto:sourcingsupport@tejari.com)

**A new browser window detailing the Sharjah Finance Department eProcurement Portal user agreement will appear. Note that you may be required to set your**



I have read and agree to the Sharjah Finance Department eSourcing Portal User Agreement

I agree  I do not agree

**Step 2: Review the Sharjah Finance Department ‘User Agreement’ carefully and click on “I agree” to continue your registration.**

**You will now be directed to the supplier ‘Registration’ page as shown on the following page.**

**Step 3: Complete the supplier registration form accurately. The accuracy of this information is critical; it will be included in all of your bidding responses to Sharjah Finance Department. We therefore strongly encourage you to ensure that the information which you have provided is up to date and accurate. Fields that are marked with a red asterisk are mandatory \***

Registration Data

Save
Close
Reset

**Organisation Details**

* Organisation Name	<input type="text"/>
* Address	<input type="text"/>
* City	<input type="text"/>
Country	UNITED ARAB EMIRATES
Region	---
* ZIP/Postal Code	<input type="text"/>
* Main Organisation Phone Number	<input type="text"/>
Organisation Fax Number	<input type="text"/>
* Organisation Email Address	<input type="text"/>

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Web site	<input type="text"/>
* Organisation Legal Structure	---
Other Organisation Legal Structure	<input type="text"/>
* Trade License Number / Company Registration Number	<input type="text"/>

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**User Details**

Title	---
* Last Name	<input type="text"/>
* First Name	<input type="text"/>
* Phone Number	<input type="text"/>

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Mobile Number (please enter "+" "country code" and "your mobile phone number" with no spaces)	<input type="text"/>
Email Address <small>IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ";" (semicolon) to separate multiple addresses.</small>	<input type="text"/>
Username <small>(please do not forget your username)</small>	<input type="text"/>
User Verification Question <small>Please specify a question that will help verify your identity should the need arise (e.g. Your mother's maiden name?)</small>	<input type="text"/>
Answer to Your User Verification Question <small>(The helpdesk may request this information in order to verify your identity.)</small>	<input type="text"/>
Preferred language for use in system interface	---
Time Zone	---

**Step 4: Once you have filled the required information, click on the “Save” option.**



**Congratulations, you have just successfully registered as a supplier on Sharjah Finance Department eProcurement Portal. A message confirming your successful registration will appear.**

In a few minutes you will receive an email containing your password to allow you to log in to the Registered Users Area of the platform.

[Close Window](#)

**Step 5: Go to your registered email address ‘Inbox’ to retrieve the Sharjah Finance Department eProcurement Portal Password which has just been emailed to you. Now that you have successfully registered to Sharjah Finance Department eProcurement Portal, you can login to access auction and tender opportunities**

**Note:**

**If you need any help:**

**Phone: 800 836 3377**

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