



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.

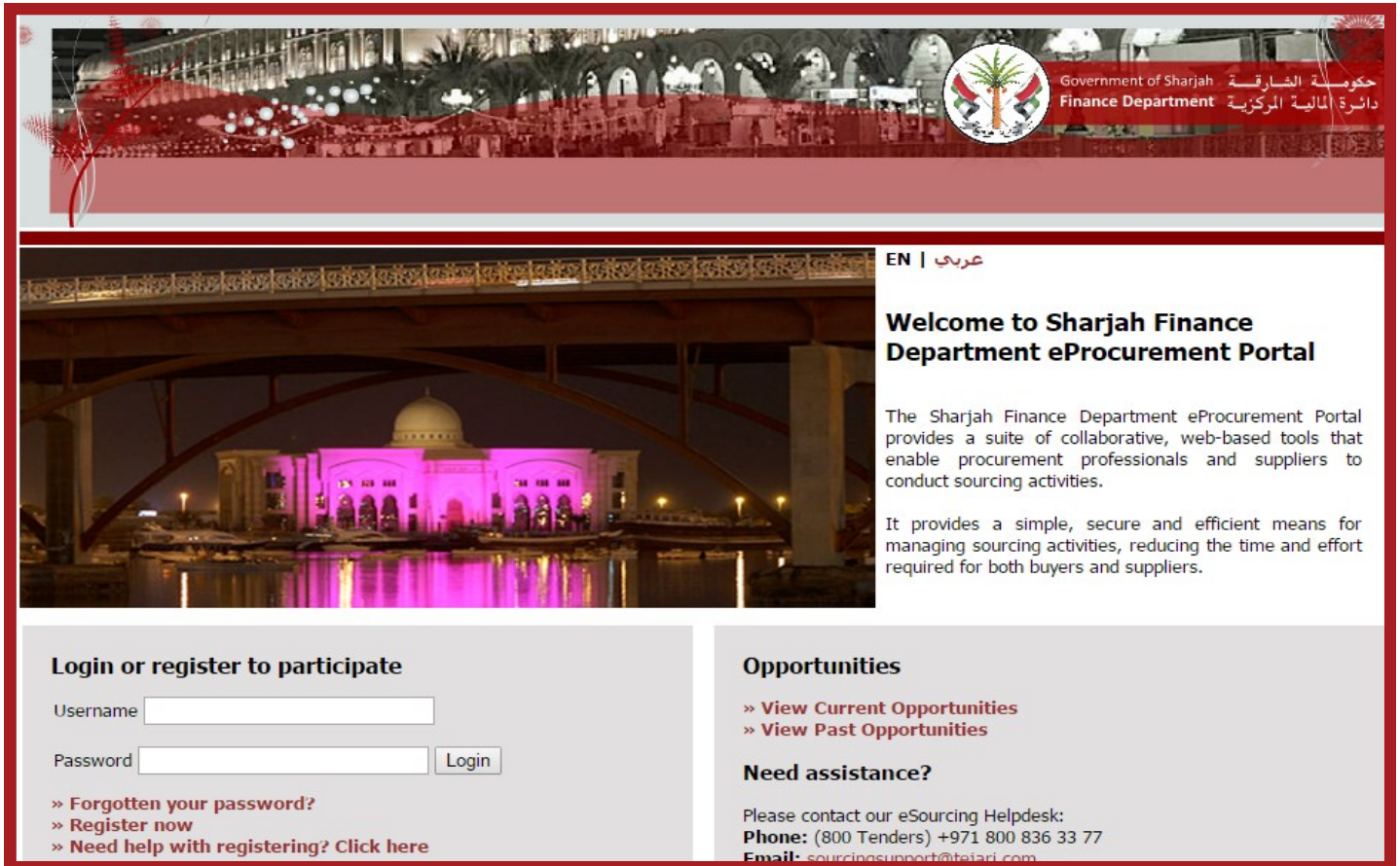
Registering on the e-Procurement Portal

Quick User Guide

Version 1.0

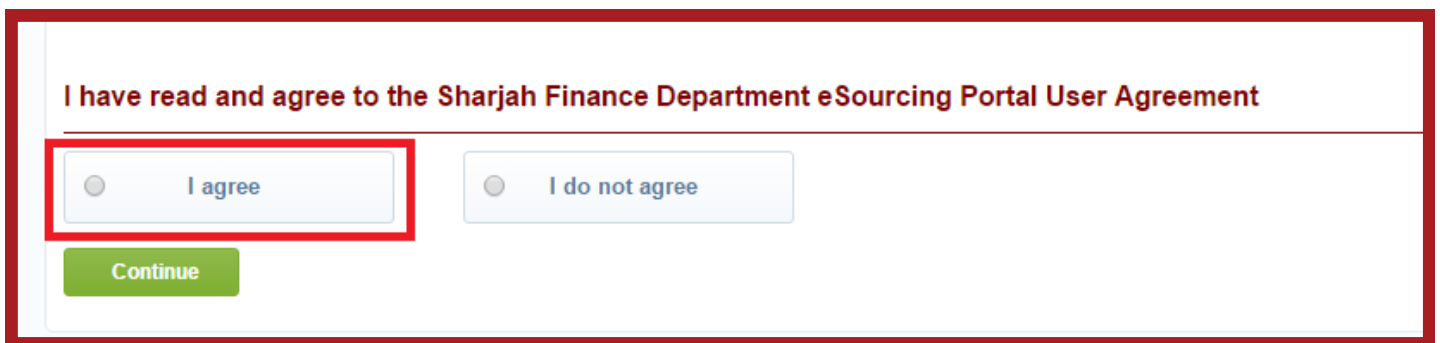
December 2015

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



The screenshot shows the homepage of the Sharjah Finance Department eProcurement Portal. At the top, there is a banner with the Sharjah coat of arms and the text "Government of Sharjah" and "حكومة الشارقة" (Sharjah Government) and "Finance Department" and "دائرة المالية المركزية" (Central Finance Department). Below the banner, there is a navigation bar with "EN | عربي" (English | Arabic). The main content area features a large image of a building at night, illuminated in pink. To the right of the image, there is a welcome message: "Welcome to Sharjah Finance Department eProcurement Portal". Below the welcome message, there is a paragraph describing the portal's purpose: "The Sharjah Finance Department eProcurement Portal provides a suite of collaborative, web-based tools that enable procurement professionals and suppliers to conduct sourcing activities." and another paragraph: "It provides a simple, secure and efficient means for managing sourcing activities, reducing the time and effort required for both buyers and suppliers." Below the main content, there are two columns. The left column is titled "Login or register to participate" and contains a login form with fields for "Username" and "Password", a "Login" button, and links for "Forgotten your password?", "Register now", and "Need help with registering? Click here". The right column is titled "Opportunities" and contains links for "View Current Opportunities" and "View Past Opportunities". Below the "Opportunities" section, there is a "Need assistance?" section with contact information: "Please contact our eSourcing Helpdesk: Phone: (800 Tenders) +971 800 836 33 77 Email: sourcing-support@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



The screenshot shows a user agreement consent form. At the top, there is a statement: "I have read and agree to the Sharjah Finance Department eSourcing Portal User Agreement". Below this statement, there are two radio button options: "I agree" and "I do not agree". The "I agree" option is selected and highlighted with a red box. Below the radio buttons, there is a green "Continue" button.

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	
<input type="button" value="Save"/> <input type="button" value="Close"/>	
Organisation Details <input type="button" value="Reset"/>	
* 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"/>
Web site	<input type="text"/>
* Organisation Legal Structure	--- ▼
Other Organisation Legal Structure	<input type="text"/>
* Trade License Number / Company Registration Number	<input type="text"/>
User Details	
Title	--- ▼
* Last Name	<input type="text"/>
* First Name	<input type="text"/>
* Phone Number	<input type="text"/>
Mobile Number (please enter "+*" "country code" and "your mobile phone number" with no spaces)	<input type="text"/>
Email Address 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.	<input type="text"/>
Username (please do not forget your username)	<input type="text"/>
User Verification Question Please specify a question that will help verify your identity should the need arise (e.g. Your mother's maiden name?)	<input type="text"/>
Answer to Your User Verification Question (The helpdesk may request this information in order to verify your identity).	<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.



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