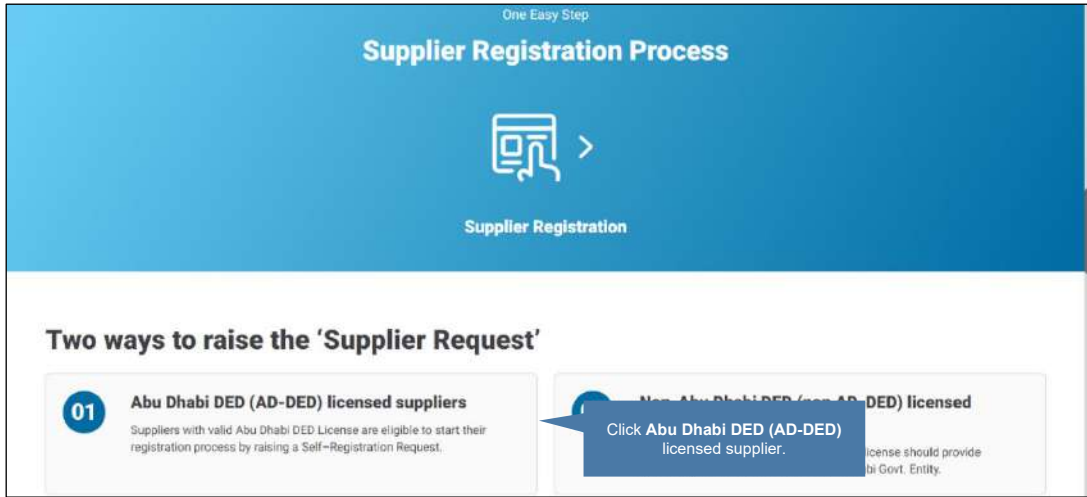


This job aid provides instructions on how to raise a new supplier registration request for an **AD-DED** supplier with DGE.

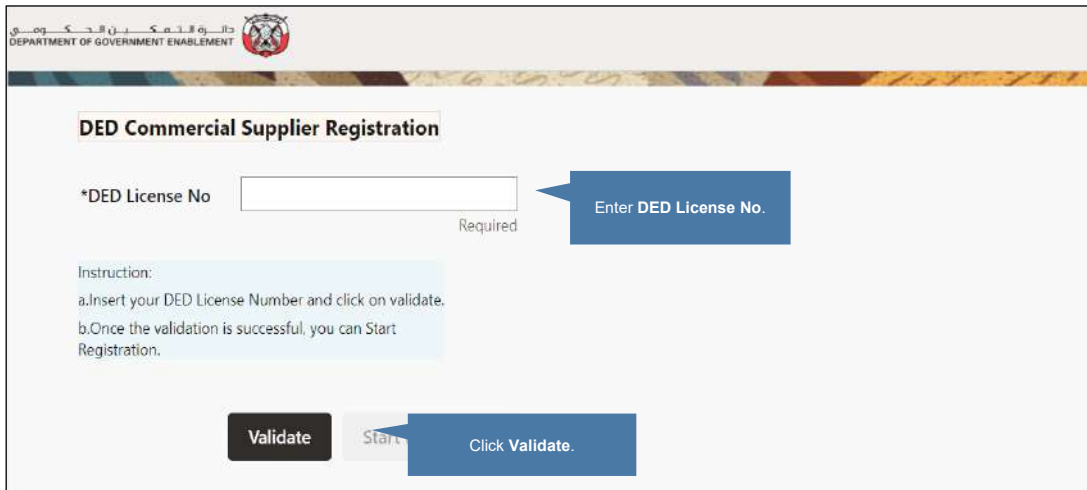
To register as an **Abu Dhabi DED licensed** supplier, perform the following steps:

## STEP 1



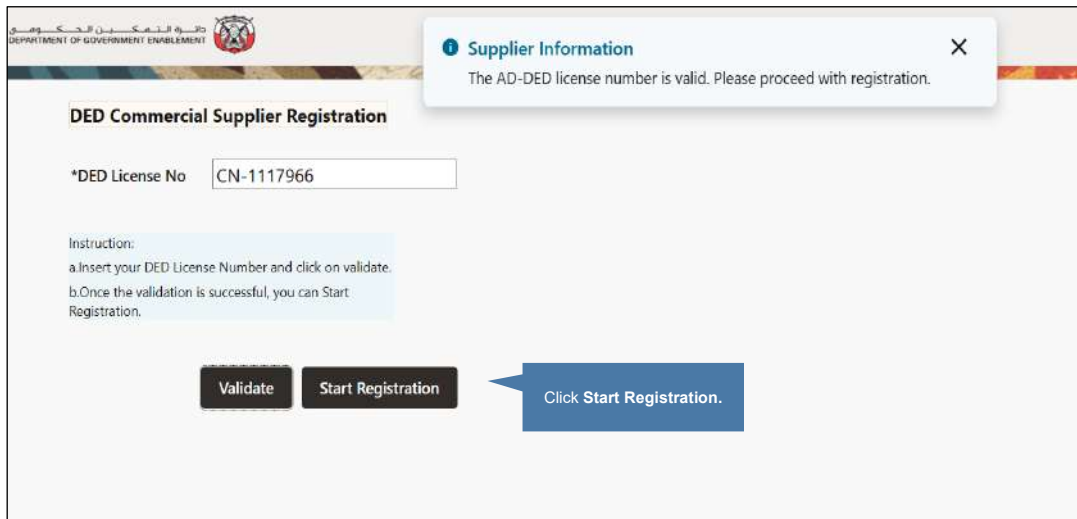
Navigate to [Supplier Registration](#) page. Click **Abu Dhabi DED (AD-DED) licensed suppliers**.

## STEP 2



On the **DED Commercial Supplier Registration** page, enter the **DED License No** and click **Validate**.

**STEP 3**



**Supplier Information**  
The AD-DED license number is valid. Please proceed with registration.

**DED Commercial Supplier Registration**

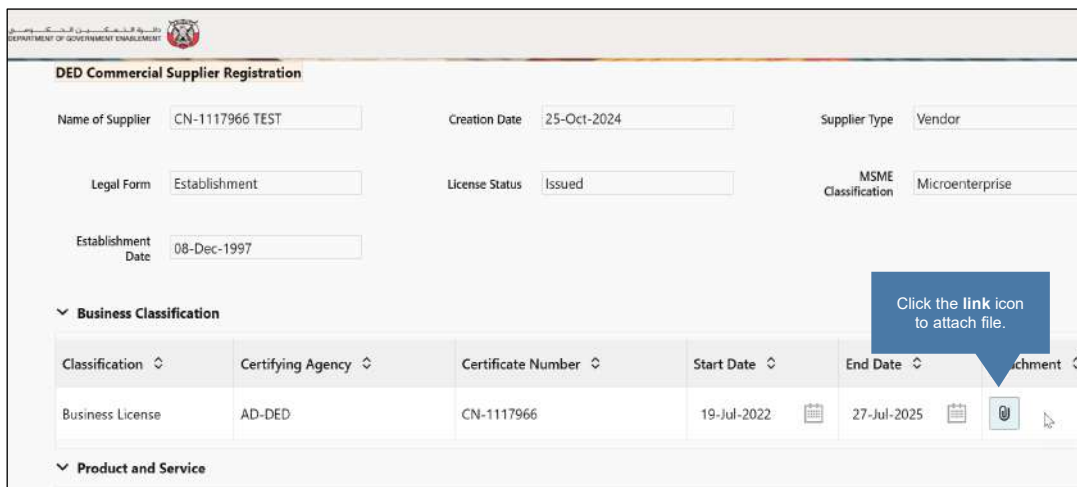
\*DED License No

Instruction:  
a. Insert your DED License Number and click on validate.  
b. Once the validation is successful, you can Start Registration.

Click Start Registration.

Click the **Start Registration** button.

**STEP 4**



**DED Commercial Supplier Registration**

Name of Supplier  Creation Date  Supplier Type

Legal Form  License Status  MSME Classification

Establishment Date

Business Classification

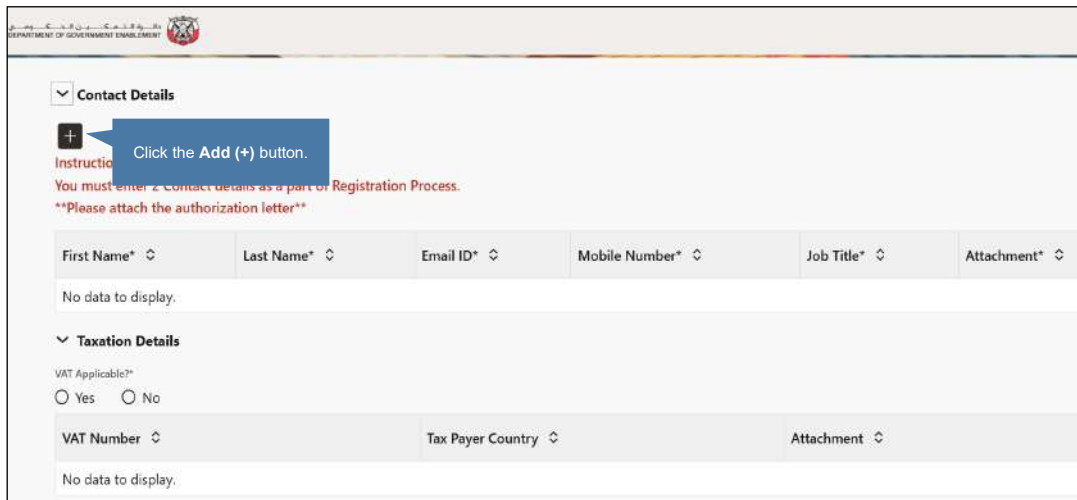
Classification	Certifying Agency	Certificate Number	Start Date	End Date	Attachment
Business License	AD-DED	CN-1117966	19-Jul-2022	27-Jul-2025	

Product and Service

Click the link icon to attach file.

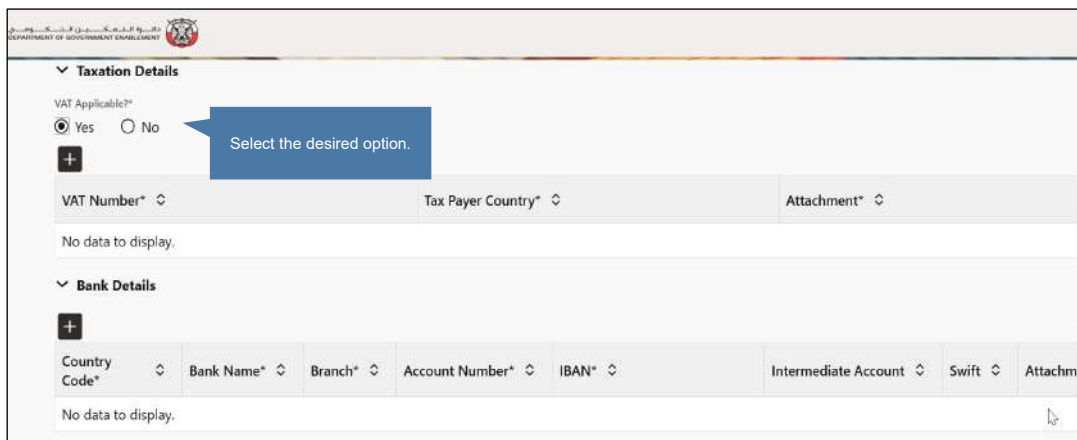
Some of the information is pre-populated. Attach the relevant document under the **Business Classification** section.

**STEP 5**

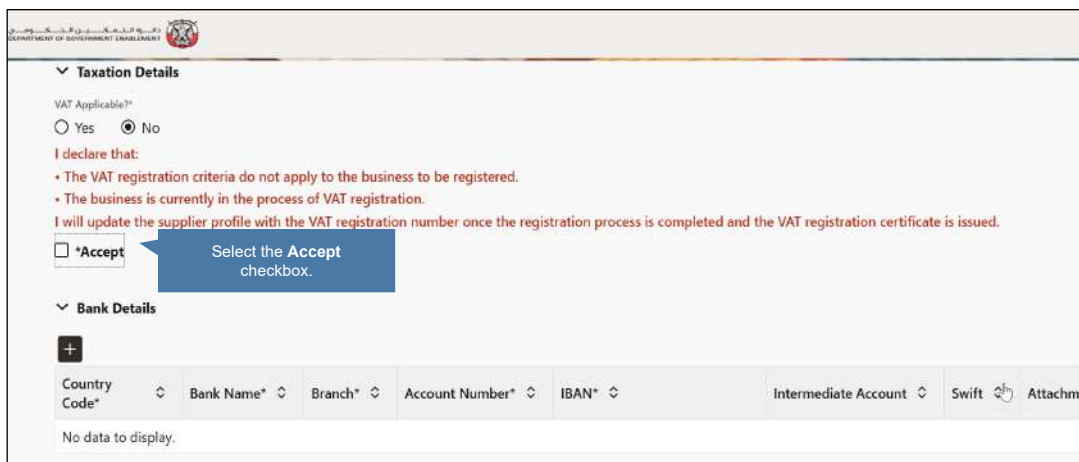


Click the **Add (+)** button under the **Contact Details** section and enter the required details.

**STEP 6**



Select the **VAT** applicability as per requirement under the **Taxation Details** section. If **Yes**, enter the required details.



**▼ Taxation Details**

VAT Applicable?  
 Yes  No

I declare that:

- The VAT registration criteria do not apply to the business to be registered.
- The business is currently in the process of VAT registration.

I will update the supplier profile with the VAT registration number once the registration process is completed and the VAT registration certificate is issued.

\*Accept Select the Accept checkbox.

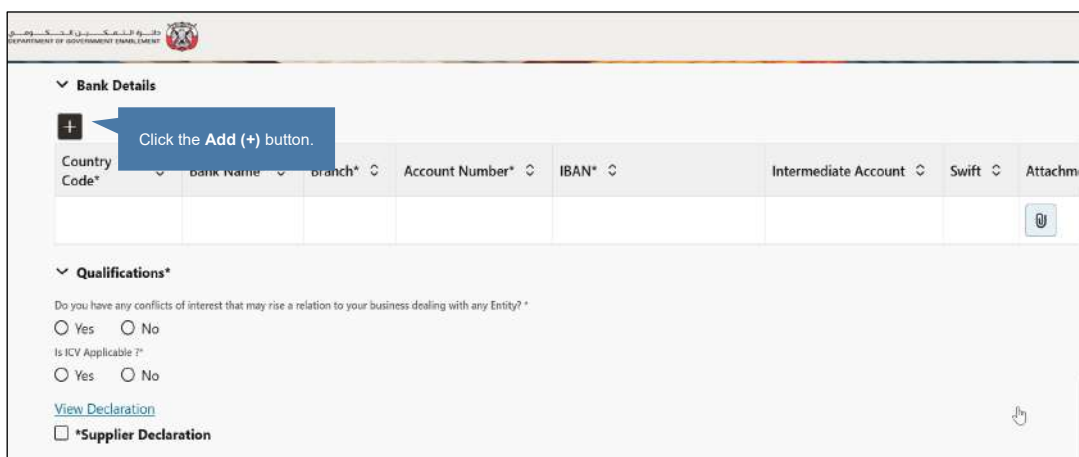
**▼ Bank Details**

+

Country Code*	Bank Name*	Branch*	Account Number*	IBAN*	Intermediate Account	Swift	Attachment
No data to display.							


If **No**, select the **Accept** checkbox.

## STEP 7



**▼ Bank Details**

+ Click the Add (+) button.

Country Code*	Bank Name*	Branch*	Account Number*	IBAN*	Intermediate Account	Swift	Attachment
							

**▼ Qualifications\***

Do you have any conflicts of interest that may rise a relation to your business dealing with any Entity? \*

Yes  No

Is ICV Applicable? \*

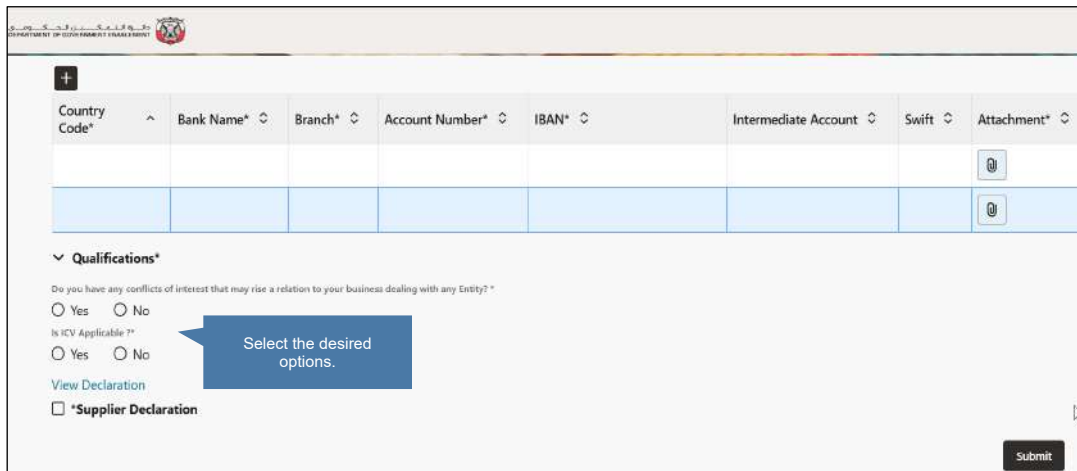
Yes  No

[View Declaration](#)

\*Supplier Declaration

Click the **Add (+)** button under the **Bank Details** section and enter the required details.

## STEP 8



Country Code\* Bank Name\* Branch\* Account Number\* IBAN\* Intermediate Account Swift Attachment\*

**Qualifications\***

Do you have any conflicts of interest that may rise a relation to your business dealing with any Entity? \*

Yes  No

Is ICV Applicable? \*

Yes  No

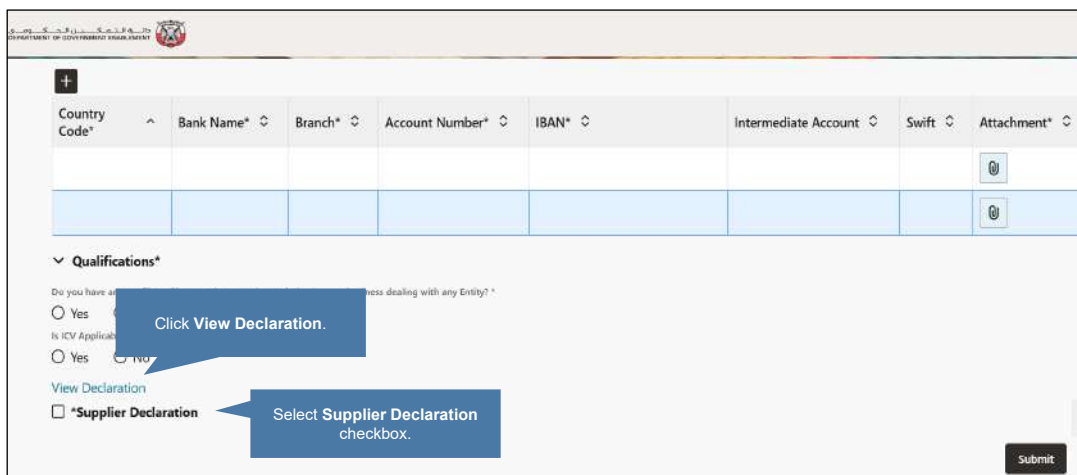
[View Declaration](#)

\*Supplier Declaration

Submit

Select the desired options under the **Qualifications** section.

## STEP 9



Country Code\* Bank Name\* Branch\* Account Number\* IBAN\* Intermediate Account Swift Attachment\*

**Qualifications\***

Do you have any conflicts of interest that may rise a relation to your business dealing with any Entity? \*

Yes  No

Is ICV Applicable? \*

Yes  No

[View Declaration](#)

\*Supplier Declaration

Submit

Click **View Declaration**, to read the supplier declaration and then select the **Supplier Declaration** checkbox.



## STEP 10

+

Country Code*	Bank Name*	Branch*	Account Number*	IBAN*	Intermediate Account	Swift	Attachment*

▼ **Qualifications\***

Do you have any conflicts of interest that may rise a relation to your business dealing with any Entity? \*

Yes  No

Is ICV Applicable? \*

Yes  No

[View Declaration](#)

\*Supplier Declaration

[Click Submit.](#)

Click the **Submit** button to finish the AD DED supplier registration request process.