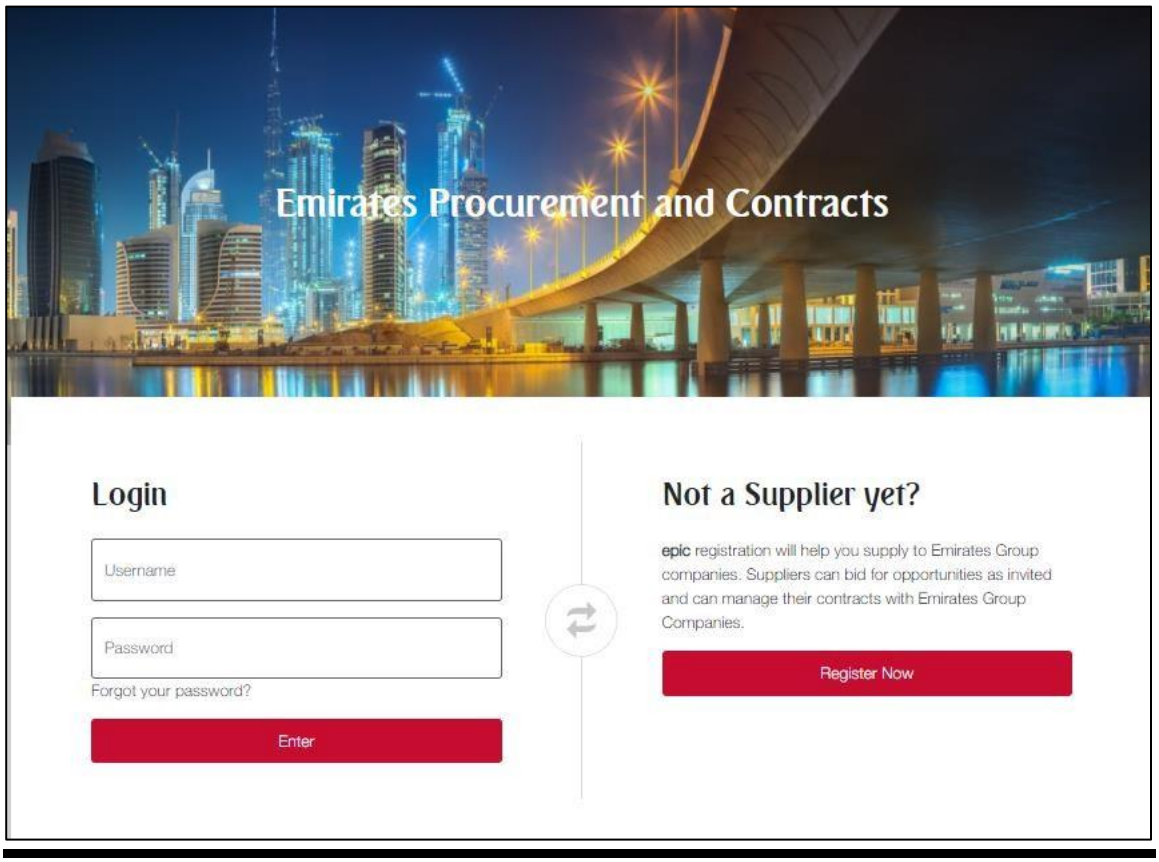
Registration on ePIC Suppliers User Guide

Quick Guide Step By Step



Dear Valued Supplier,

This user guide will lead you through the process of completing your registration process on ePIC

Simply follow the below steps to register your organization as supplier with Emirates Group.

Once you have completed the registration process and Emirates has approved your application to become a registered and qualified supplier, you will be empowered to participate in tender opportunities.

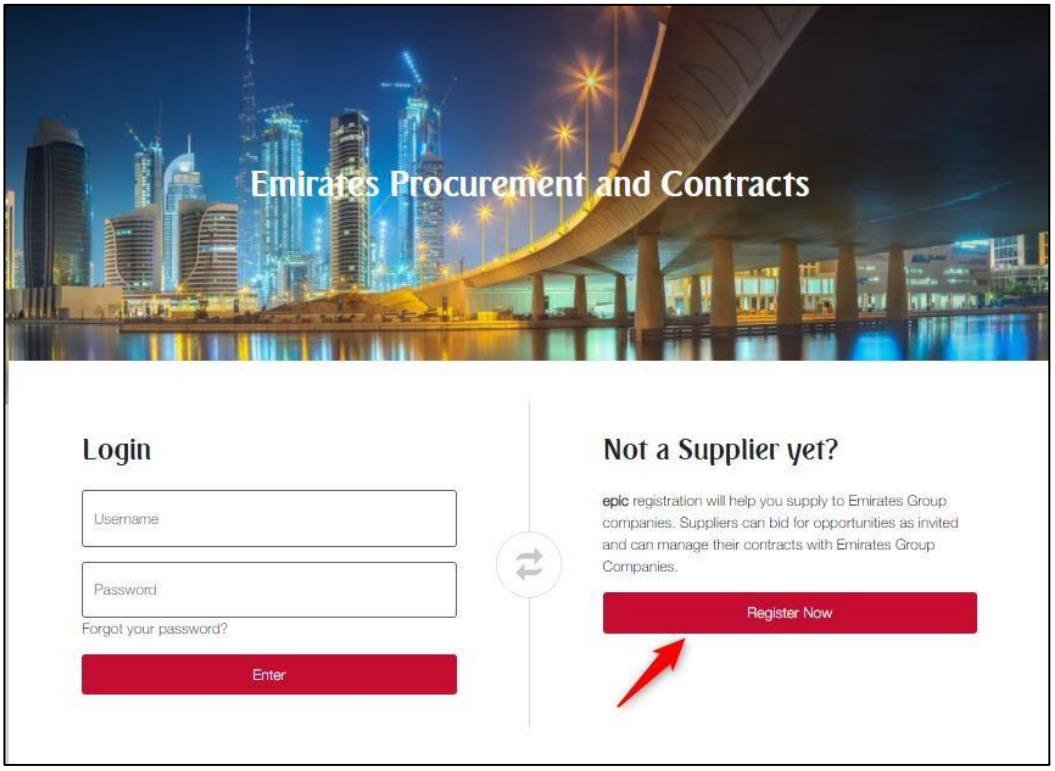
If you are facing difficulties at any time during the registration process, you may submit a supplier support request through the link: https://jaggaer.my.site.com/SupplierSupportRequest/s/

Alternatively, you can dial **+971 800 032 00 58** for telephonic support from Sundays to Thursdays 8:00 AM – 5:00 PM (GMT + 4:00) Abu Dhabi, Muscat.

Sincerely,
Emirates Group Procurement & Contracts

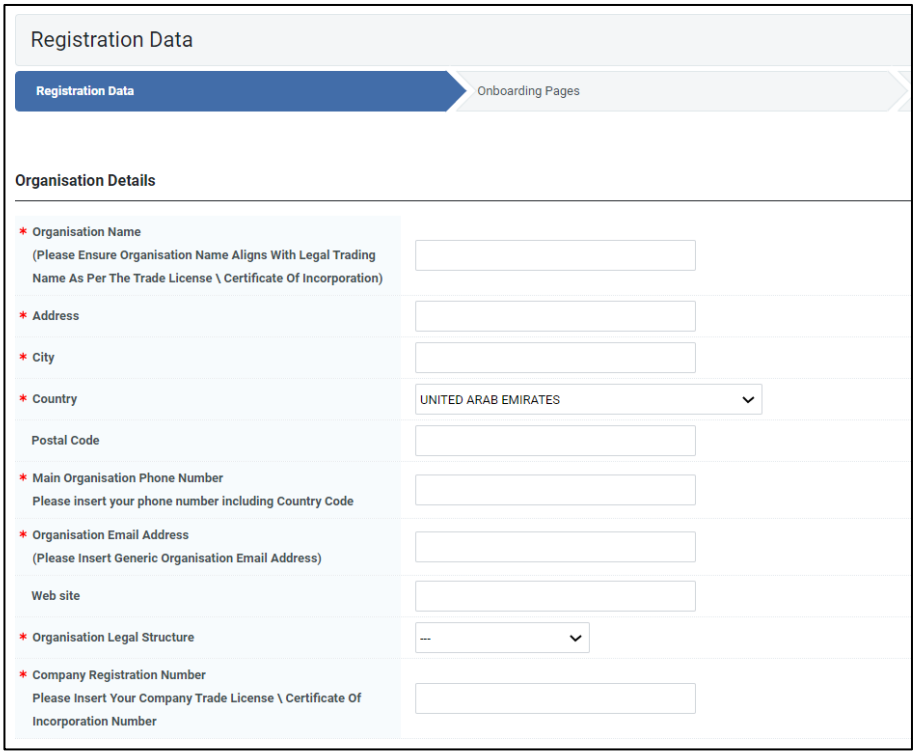
Step 1:

Visit https://epic.emirates.com/ and click on "**Register Now**"



Step 2:

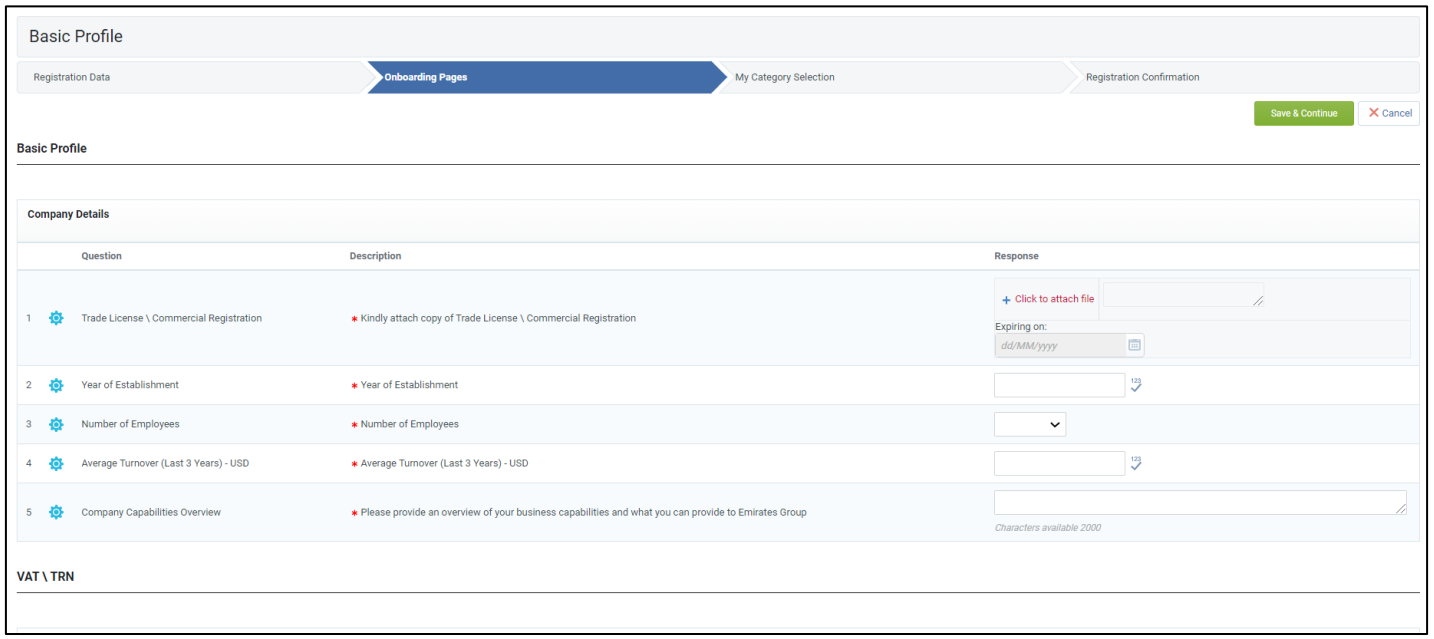
Complete the "**Supplier Registration Data Form**" accurately.
The accuracy of this information is critical; it will be included in all your bidding responses to Emirates. We therefore strongly encourage you to ensure that the information which you have provided is up to date and accurate.



Fields that are marked with a red asterisk (*) are mandatory.
Such fields must be completed to complete the registration data form.
When you have filled the required data fields, click on the '**Save**' button at the top of the page.

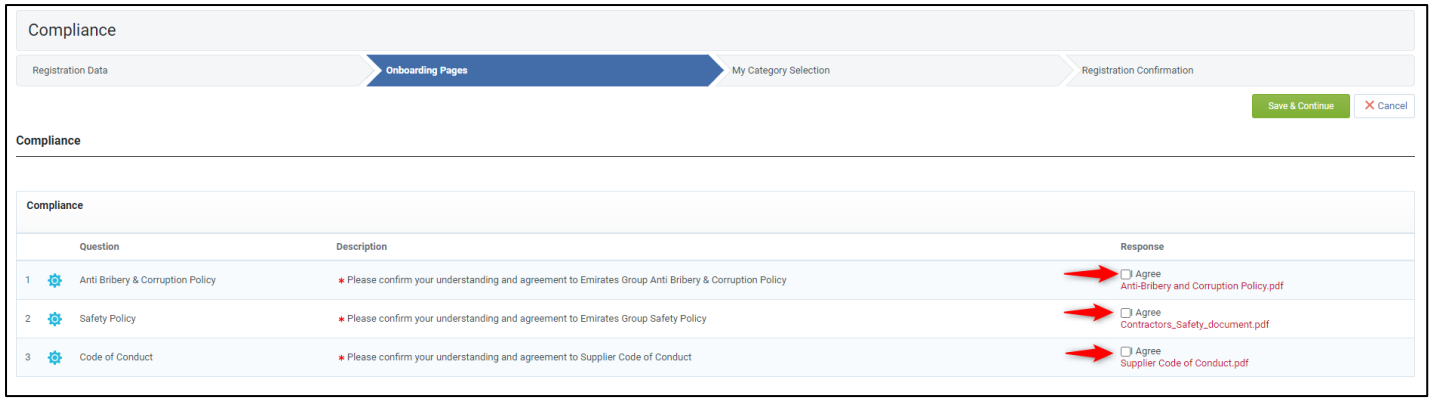
Step 3:

Now that you have completed & saved the Supplier Registration Data page, you will be directed to the **'Onboarding Pages'**.
Kindly answer all the questions under basic profile.
Questions that are marked with a red asterisk (*) are **mandatory**.



When you have answered all the questions and wish to proceed, click on the '**Save and Continue**' button at the top of the page.

Once basic profile is completed, you will be navigated to the compliance form.
Kindly download all documents attached, review and click on **I Agree**.



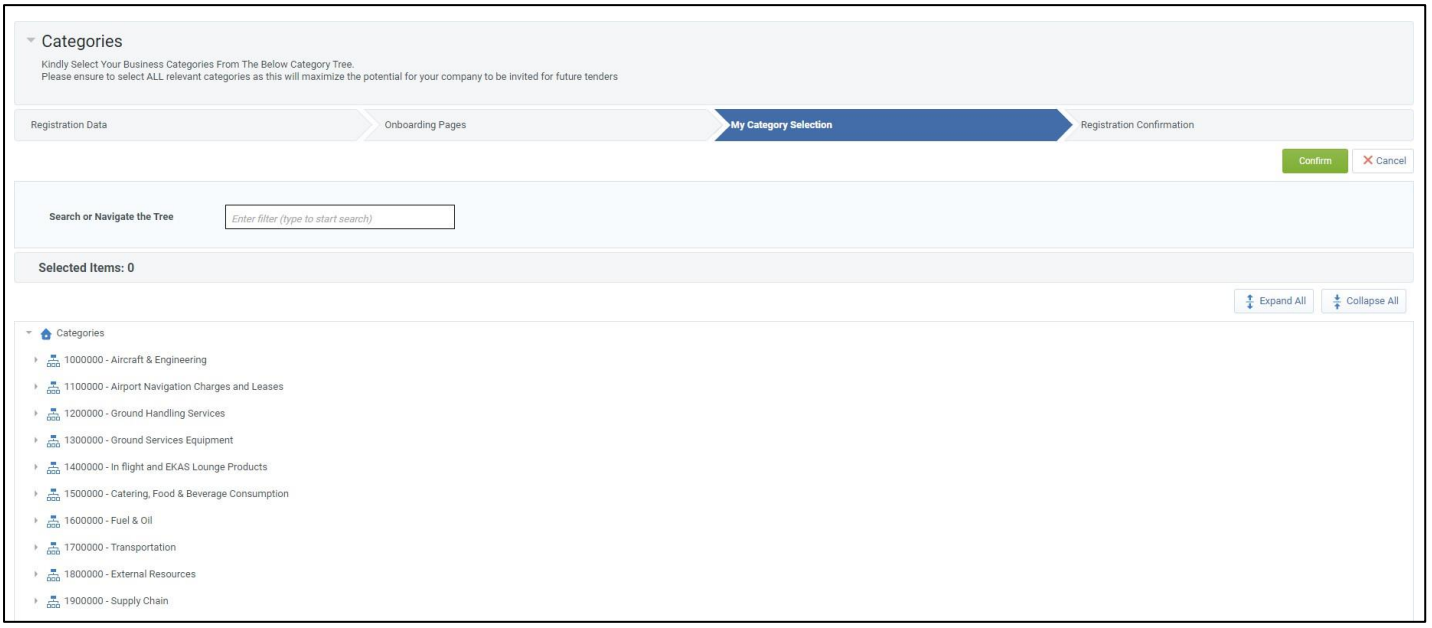
When you have answered all the questions and wish to proceed, click on the '**Save and Continue**' button at the top of the page.

Step 4:

Now that you have completed onboarding pages, you will be navigated to the category selection page.

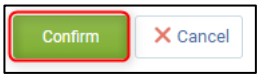
Kindly select your business categories from the below tree.

Please ensure to select all relevant categories as this will maximize the potential for your company to be invited for future tenders.



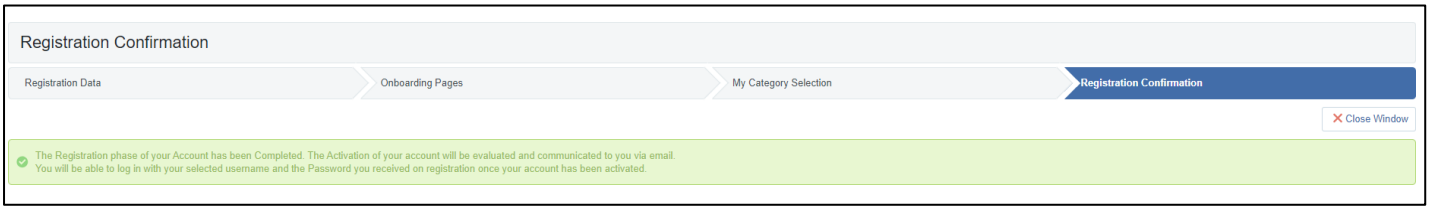
You can search and filter categories by entering key word in search bar, or you may expand the list and select relevant categories.

Once the category selection is completed, you may click on **Confirm**.



Step 5:

Now that you have your registration process successfully. The below confirmation message will populate.



Your registration will now be checked by our Supplier Relation Group to ensure all required information has been provided as required. You will not have access to tenders or contracts until these checks have been concluded and you are qualified. You will receive a following email when this step is completed, following which you will have full access to your portal for Emirates Group.

Please note – registration to epic portal does not guarantee any business, but means you will be included in the selection process for future potential tenders and will be invited as required. It is in your best interest to ensure the registration information is maintained and current as this will form the basis of our selection process for invitation to tender.