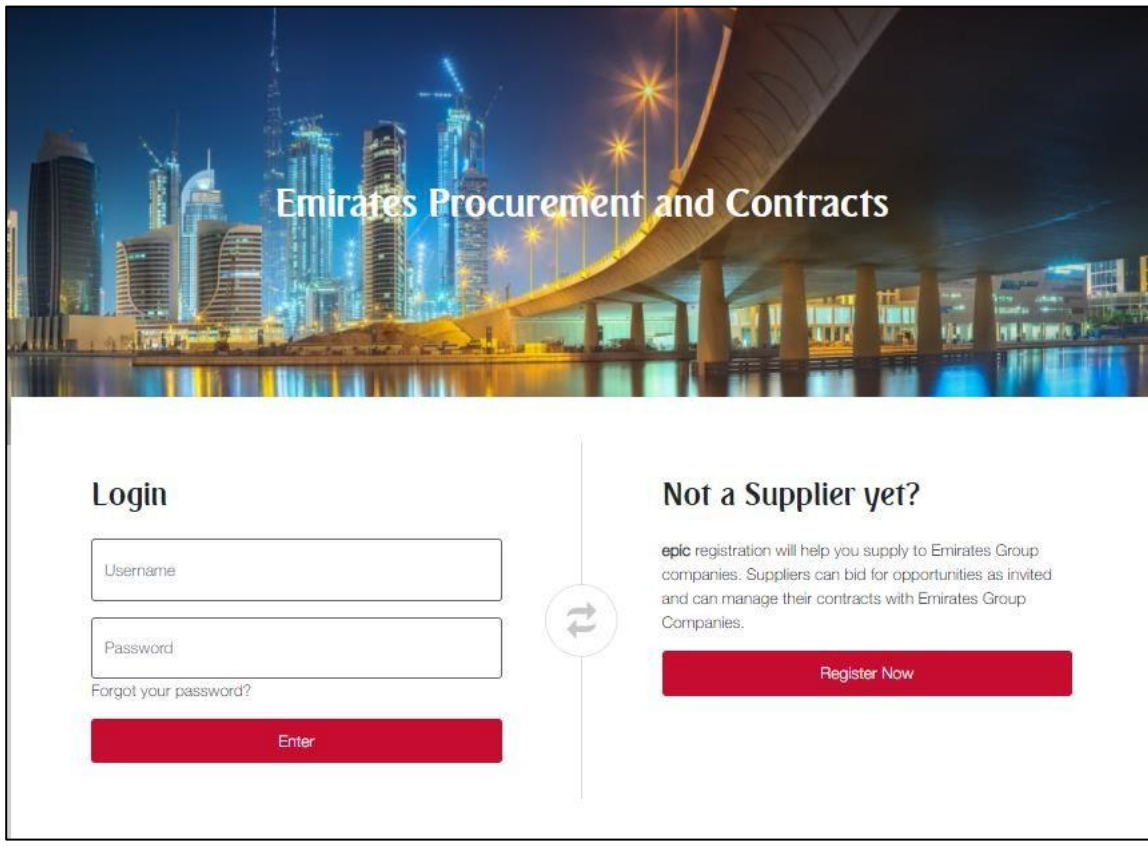


Registration on ePIC Suppliers User Guide

Quick Guide Step By Step



The image shows a screenshot of the Emirates Procurement and Contracts (ePIC) website. The header features a night-time photograph of the Dubai skyline with the text "Emirates Procurement and Contracts" overlaid. Below the header, the page is divided into two main sections: "Login" and "Not a Supplier yet?". The "Login" section includes input fields for "Username" and "Password", a link for "Forgot your password?", and a red "Enter" button. The "Not a Supplier yet?" section contains a descriptive paragraph about ePIC registration and a red "Register Now" button. A vertical line with a double-headed arrow icon separates the two sections.

Emirates Procurement and Contracts

Login

Username

Password

[Forgot your password?](#)

[Enter](#)

Not a Supplier yet?

epic registration will help you supply to Emirates Group companies. Suppliers can bid for opportunities as invited and can manage their contracts with Emirates Group Companies.

[Register Now](#)

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.

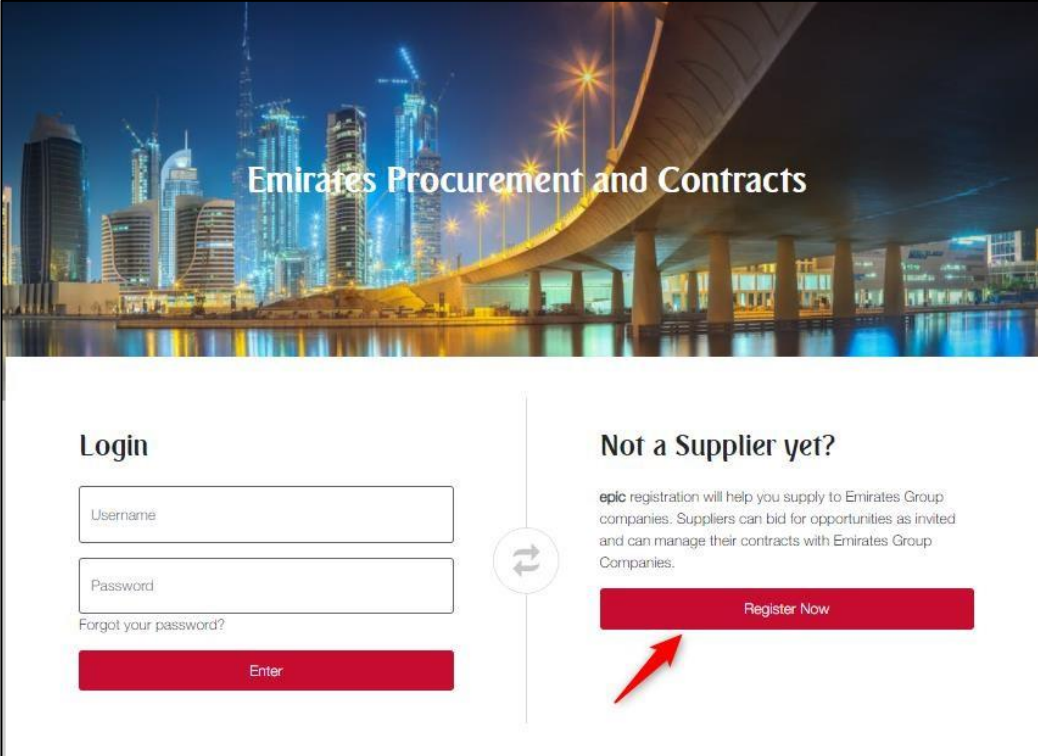
If you are facing difficulties at any time during the registration process, you may submit a supplier support request through the link: <https://jaggaer.my.site.com/SupplierSupportRequest/s/>

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**”



The image shows the homepage of the Emirates Procurement and Contracts (epic) portal. The header features a night-time photograph of the Dubai skyline with the title "Emirates Procurement and Contracts" overlaid. Below the header, the page is divided into two main sections. The left section, titled "Login", contains a "Username" input field, a "Password" input field, a "Forgot your password?" link, and a red "Enter" button. The right section, titled "Not a Supplier yet?", includes a descriptive paragraph about epic registration and a red "Register Now" button. A red arrow points to the "Register Now" button. A vertical line with a circular arrow icon separates the two sections.

Emirates Procurement and Contracts

Login

Username

Password

[Forgot your password?](#)

Enter

Not a Supplier yet?

epic registration will help you supply to Emirates Group companies. Suppliers can bid for opportunities as invited and can manage their contracts with Emirates Group Companies.

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.

Registration Data

Registration DataOnboarding Pages

Organisation Details

* Organisation Name (Please Ensure Organisation Name Aligns With Legal Trading Name As Per The Trade License \ Certificate Of Incorporation)	<input type="text"/>
* Address	<input type="text"/>
* City	<input type="text"/>
* Country	UNITED ARAB EMIRATES
Postal Code	<input type="text"/>
* Main Organisation Phone Number Please insert your phone number including Country Code	<input type="text"/>
* Organisation Email Address (Please Insert Generic Organisation Email Address)	<input type="text"/>
Web site	<input type="text"/>
* Organisation Legal Structure	---
* Company Registration Number Please Insert Your Company Trade License \ Certificate Of Incorporation Number	<input type="text"/>

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.

Save

Close

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**.

Basic Profile

Registration Data

Onboarding Pages

My Category Selection

Registration Confirmation

Save & Continue

Cancel

Basic Profile

Company Details

Question	Description	Response
1 Trade License \ Commercial Registration	Kindly attach copy of Trade License \ Commercial Registration	<div>+ Click to attach file</div> <div>Expiring on: dd/MM/yyyy</div>
2 Year of Establishment	Year of Establishment	<div>153</div>
3 Number of Employees	Number of Employees	<div></div>
4 Average Turnover (Last 3 Years) - USD	Average Turnover (Last 3 Years) - USD	<div>153</div>
5 Company Capabilities Overview	Please provide an overview of your business capabilities and what you can provide to Emirates Group	<div>Characters available 2000</div>

VAT \ TRN

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

Save & Continue

Cancel

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

Compliance

Registration Data

Onboarding Pages

My Category Selection

Registration Confirmation

Save & Continue

Cancel

Compliance

Compliance

Question	Description	Response
1 Anti Bribery & Corruption Policy	Please confirm your understanding and agreement to Emirates Group Anti Bribery & Corruption Policy	<div>Agree</div> <div>Anti-Bribery and Corruption Policy.pdf</div>
2 Safety Policy	Please confirm your understanding and agreement to Emirates Group Safety Policy	<div>Agree</div> <div>Contractors_Safety_document.pdf</div>
3 Code of Conduct	Please confirm your understanding and agreement to Supplier Code of Conduct	<div>Agree</div> <div>Supplier Code of Conduct.pdf</div>

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

Save & Continue

Cancel

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.

The screenshot shows the 'My Category Selection' page, which is part of a four-step registration process. The steps are: Registration Data, Onboarding Pages, My Category Selection (current), and Registration Confirmation. A progress bar at the top indicates the current step. Below the progress bar, there is a search bar labeled 'Search or Navigate the Tree' with a placeholder text 'Enter filter (type to start search)'. Below the search bar, it says 'Selected Items: 0'. On the right side, there are two buttons: 'Expand All' and 'Collapse All'. The main content area displays a list of categories under a 'Categories' heading. The categories are: 1000000 - Aircraft & Engineering, 1100000 - Airport Navigation Charges and Leases, 1200000 - Ground Handling Services, 1300000 - Ground Services Equipment, 1400000 - In flight and EKAS Lounge Products, 1500000 - Catering, Food & Beverage Consumption, 1600000 - Fuel & Oil, 1700000 - Transportation, 1800000 - External Resources, and 1900000 - Supply Chain. Each category has a small icon next to it.

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**.

A screenshot of two buttons: a green 'Confirm' button and a blue 'Cancel' button with a red 'X' icon.

Step 5:

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

The screenshot shows the 'Registration Confirmation' page, which is the final step in the registration process. The progress bar at the top shows the steps: Registration Data, Onboarding Pages, My Category Selection, and Registration Confirmation (current). Below the progress bar, there is a green message box with a checkmark icon. The message reads: 'The Registration phase of your Account has been Completed. The Activation of your account will be evaluated and communicated to you via email. You will be able to log in with your selected username and the Password you received on registration once your account has been activated.' On the right side, there is a 'Close Window' button.

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.