

Registration on ePIC Suppliers User Guide

Quick Guide Step By Step

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 can email our help desk for assistance at sourcingsupport@tejari.com.

Alternatively, you can dial +971 800 8363377 (800 Tenders) for telephonic support opening Hours:

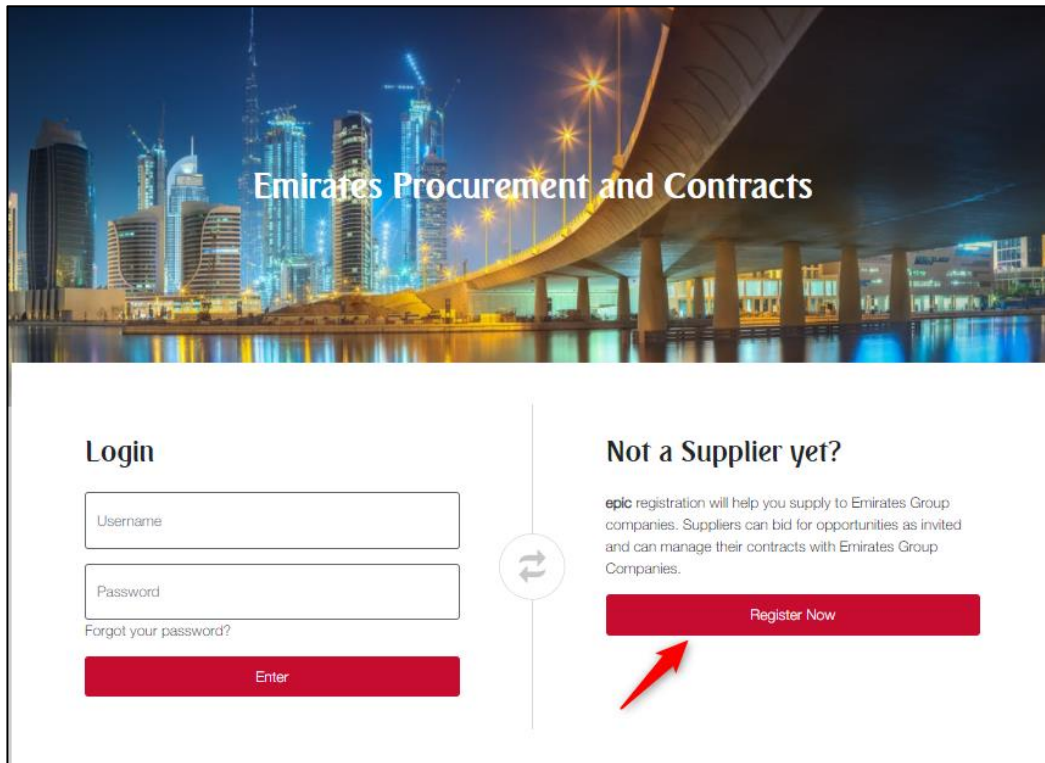
8:00 AM - 5:00 PM (Monday - Thursday) (GMT + 4:00) Abu Dhabi, Muscat.

8:00 AM - 12:00 PM on Friday (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.

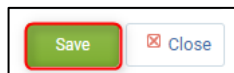
The accuracy of this information is critical; it will be included in all your bidding responses to Emirates. We therefore strongly encourage you to ensure that the information which you have provided is up to date and accurate.

The screenshot shows a web form titled "Registration Data". At the top, there are two navigation tabs: "Registration Data" (which is active and highlighted in blue) and "Onboarding Pages". Below the tabs is a section titled "Organisation Details". This section contains several input fields, each with a red asterisk (*) indicating it is mandatory. The fields are: "Organisation Name" (with a note: "Please Ensure Organisation Name Aligns With Legal Trading Name As Per The Trade License \ Certificate Of Incorporation"), "Address", "City", "Country" (a dropdown menu currently showing "UNITED ARAB EMIRATES"), "Postal Code", "Main Organisation Phone Number" (with a note: "Please insert your phone number including Country Code"), "Organisation Email Address" (with a note: "Please Insert Generic Organisation Email Address"), "Web site", "Organisation Legal Structure" (a dropdown menu currently showing "--"), and "Company Registration Number" (with a note: "Please Insert Your Company Trade License \ Certificate Of Incorporation Number").

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**.

Basic Profile

Registration Data **Onboarding Pages** My Category Selection Registration Confirmation

[Save & Continue](#) [Cancel](#)

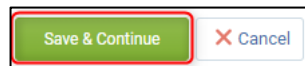
Basic Profile

Company Details

Question	Description	Response
1 Trade License \ Commercial Registration	* Kindly attach copy of Trade License \ Commercial Registration	+ Click to attach file <input type="text"/> Expiring on: dd/MM/yyyy <input type="text"/>
2 Year of Establishment	* Year of Establishment	<input type="text"/> 123
3 Number of Employees	* Number of Employees	<input type="text"/>
4 Average Turnover (Last 3 Years) - USD	* Average Turnover (Last 3 Years) - USD	<input type="text"/> 123
5 Company Capabilities Overview	* Please provide an overview of your business capabilities and what you can provide to Emirates Group	<input type="text"/> <small>Characters available 2000</small>

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.



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

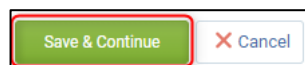
[Save & Continue](#) [Cancel](#)

Compliance

Compliance

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

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

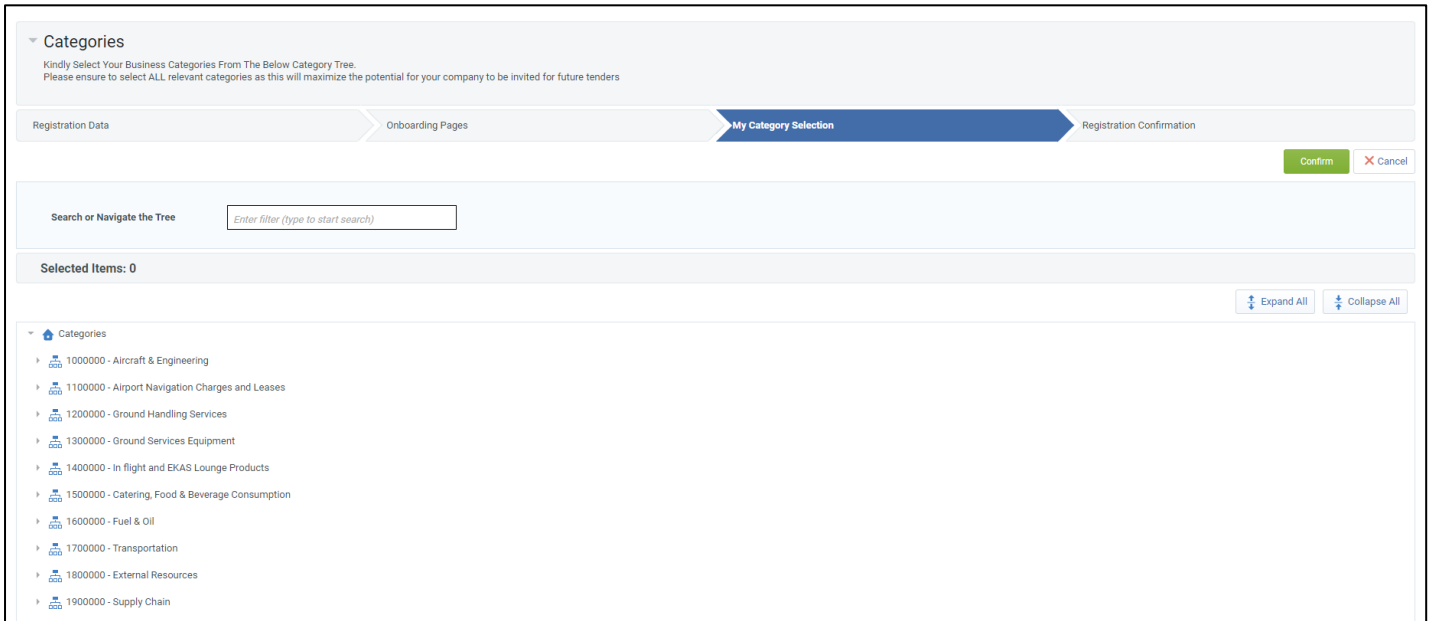


Step 4:

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

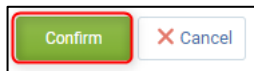
Kindly select your business categories from the below tree.

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



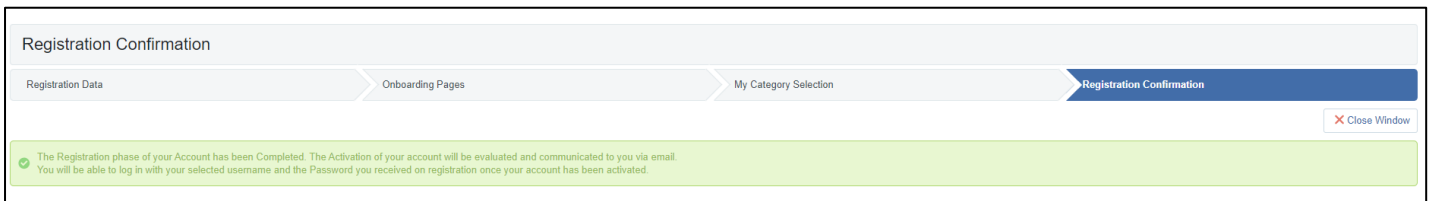
You can search and filter categories by entering key word in search bar, or you may expand the list and select relevant categories.

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.