

Vendor Café User Guide

Registration

February 2019

adce.ae



ADCE

أبوظبي التجاري للخدمات الهندسية
Abu Dhabi Commercial Engineering Services

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New Contractor Registration



ADCE

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Invitation Request to Register

Quick Start Guide



This email was sent from a source outside of ADCB. Do not click on links or open attachments unless you recognise the sender.

Vendors who requested for registration will receive an email invitation to register as **ADCE Vendors**.

The email will include an **attachment** which will include a **quick start guide**.

The **quick start guide** will include details on **registration requirements** to get started.



Register with VENDORCafé to get more transparency into your business with ADCB_UAT5!

ADCB_UAT5 invites you to join VENDORCafé, an online and mobile vendor portal that will give you better insight into your business with ADCB_UAT5. Through VENDORCafé you can view invoice status, see open orders that need invoicing, and update your company's information for approval by ADCB_UAT5. And best of all, you can do each of these for free!

Register Today

See more about vendorcafe@yardi.com.

Click to Register



[Back to Content](#)

Vendor Café Login Page

After clicking on the registration link, new page will be auto populated requesting basic information like;

1. Email Address
2. Vendor Name (will be Automatically generated)
3. First Name & Last Name of the contact person.
4. Phone Number
5. Create Password and confirm the password.
6. Choose a security question and write your answer
7. Write the Code shown in the box.
8. Click on “Terms & Conditions”
9. Click on the box.
10. Click on “Sign in”

The screenshot shows the 'SIGN UP' page for VENDORCafé. A callout box at the top right says 'Fill Registration Details'. The form fields are numbered as follows:

- 1: Email address field containing 'XXXXXX@eim.ae'
- 2: Vendor Name field containing 'Your Company Name'
- 3: First Name and Last Name fields containing 'Ahmed' and 'Mohamed' respectively.
- 4: Phone Number field containing '971501112222'
- 5: Password field
- 6: Confirm Password field
- 7: Security Question dropdown menu showing 'Choose one'
- 8: Security Answer field
- 9: CAPTCHA image showing '7mf4d'
- 10: A checkbox labeled 'I have read and accept the Terms and Conditions'

Updating Vendor Information – Vendor Details

Vendor Profile

VENDORGate / Vendor Profile / Vendor Information / Vendor Details

Save Skip To Next

Vendor Details Corporate Contact Tax Information

1 Name (as shown on your income tax return) Samir General Contracting Email Samir.Daou@adcb.com

Business Name/Disregarded Entity Name, if different from above Samir General Contracting Est. URL

2 Business Classification Choose one Upload Logo

Has Employees With Employees Client Vendor Code SamirGen8728

Country United Arab Emirates Payment Method EFT

Remit-To Address ADCB Head Office - Al Salaam Str. Date 12/02/2019

City Abu Dhabi Certification Expiry Date

State-Zip Abu Dhabi 000001 Liability Expiry Date

Workers Comp Expiry Date

Other Information

Category Contractor Emirate Choose one

Company Classification Grade Choose one ADCE-# of Approved Materials

ADCE-Authorized Signatory Name ADCE-Subcontractor Type Choose one

ADCE-Authorized Signatory Position ADCP-# of Technicians

ADCP-Maintenance Contractor Type Choose one ADCP-Capital Investment

Trade License # 111100002222

Previous Next

5

All colored Boxes are Mandatory Fields.

You need to Fill "Vendor Details":

1. Official Company Name
2. Has Employee or No Employee
3. Address, City & State-Zip (PO Box)
4. Trade License
5. Click on "Save" then "Next"

Updating Vendor Information – Vendor Details

All colored Boxes are **Mandatory Fields.**

You need to Fill

“Corporate Contact”:

- 1. First Name of Contact Person
- 2. Last Name of Contact Person
- 3. Contact Email
- 4. Office Number
- 5. Office Fax Number

6. Click on **“Save”** then **“Next”**

The screenshot shows the 'Vendor Information' page in the VENDORCafé system. The page title is 'Vendor Information' and the breadcrumb trail is 'VENDORCafé / Vendor Profile / Vendor Information / Vendor Details'. The page has a navigation menu on the left with options like 'Vendor Profile', 'Vendor Information', 'Q & A', 'Help', 'FAQ', 'Video Tutorials', and 'Sign Out'. The main content area is titled 'Vendor Details' and contains a form for updating contact information. The form fields are: First Name (Samir), Last Name (Daou), Contact Email (XXXXXX@eim.ae), Office Phone (971501112222), and Fax ((971)377-7666x6). The 'Save' button is highlighted with a red box, and the 'Next' button is highlighted with a blue box. A large blue callout box says 'Fill Corporate Details'. Numbered circles (1-6) indicate the sequence of steps: 1. First Name, 2. Last Name, 3. Contact Email, 4. Office Phone, 5. Office Fax Number, and 6. Click on 'Save' then 'Next'. The footer contains the text 'Created By: Yardi Systems Inc. © 2018. All Rights Reserved.' and 'Host: trcaapp88.rasp1.yardi.com VENDORCafe_8.2.7.8 , Dated: January 31,2011'. There are also links for 'DISCLAIMER', 'COPYRIGHT INFORMATION', 'PRIVACY POLICY', and 'TERMS OF USE'.

Updating Vendor Information – Vendor Details

All colored Boxes are Mandatory Fields.

You need to Fill “Tax Information”:

1. Write your Tax Registration Number If you don't have write your Trade License Number
2. Click on the Confirmation Box
3. Click on “Save”

The screenshot shows the 'Vendor Information' page in the VENDORCafé system. The page title is 'Vendor Information' with a sub-path 'VENDORCafé / Vendor Profile / Vendor Information / Vendor Details'. A progress indicator shows '0%'. The page has a navigation menu on the left with options like 'Vendor Profile', 'Vendor Information', 'Q & A', 'Help', 'FAQ', 'Video Tutorials', and 'Sign Out'. The main content area has three tabs: 'Vendor Details', 'Corporate Contact', and 'Tax Information'. The 'Tax Information' tab is active. It contains a 'Save' button and a 'Skip To Next' button. Below this is a section for 'Tax Payer Identification Number (TIN)' with radio buttons for 'TRN' (selected) and 'Trade License', and a 'Date' field set to '12/02/2019'. A text input field contains the number '100005555222211'. Below this is a 'Certification' section with the text 'You must agree to the Terms below in order to continue.' and a checkbox labeled 'I certify that the information provided on this form is correct' which is checked. At the bottom of the form are 'Previous', 'Save', and 'Skip To Next' buttons. A blue callout box with the text 'Fill TAX Information' points to the TIN section. Three numbered callouts (1, 2, 3) are placed over the TIN input field, the certification checkbox, and the 'Save' button respectively. The footer contains the text 'Created By: Yardi Systems Inc. © 2018. All Rights Reserved.', 'DISCLAIMER', 'COPYRIGHT INFORMATION', 'PRIVACY POLICY', 'TERMS OF USE', and 'Host: trcaapp88.rasp1.yardi.com'.

Updating Services Offered by Vendors

Scroll down to select the services that you will offer to ADCE.

If your type of services is not written clearly, please select any service at the time being to complete further in your registration.

Then **“Save”**

VENDORCafé®

Navigation

- Vendor Profile
- Vendor Information
- Service Type
- Q & A
- Help
- FAQ
- Video Tutorials
- Sign Out

Service Type

VENDORCafé / Vendor Profile / Service Type

Please choose the types of services you provide from the list below. If there is not a perfect match, please select the Service Type(s) that are closest to your offering.

Save Skip To Next

2

Search:

Administrative Services — Hide

- Accounting/Tax Services
- Answering/Message Services
- Appraisers
- Attorneys

General Contractors — Hide

- Bathtubs & Sinks - Repair & Refinish
- 1** Building - Developers or Contractors
- Cabinets - Installation
- Closet Install
- Counter Top - Resurfacing, Repair, or Installation
- Drywall Contractors
- Fence and Deck Contractors
- General Contractor
- Handicapped Accessible Construction or Modifications
- Mailboxes - Installation

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Updating Category- Details inserted before vendor invitation request by ADCE

Category code will be selected and you need to confirm by clicking on “Next”.

The screenshot shows the VENDORCafé interface. On the left is a navigation menu with options: Vendor Profile, Vendor Information, Service Type, Category, Q & A, Help, FAQ, Video Tutorials, and Sign Out. The main content area is titled 'Category' and shows a breadcrumb 'VENDORCafé / Vendor Profile / Category'. A yellow warning box contains the text: 'If your category is pre-selected, please click Next to proceed. Please ensure you select the correct category for your business as you will not be able to change once you select save, without approval.' Below this, there are 'Previous' and 'Next' buttons. The 'Next' button is highlighted with a red box and a circled '1'. Underneath, a red box highlights the 'Contractor' category selection (with a checkmark) and the 'Category Code : Contractor' field.

Updating Market- Details inserted before vendor invitation request by ADCE

Market Location will be automatically selected and you need to confirm by clicking on “Next”.

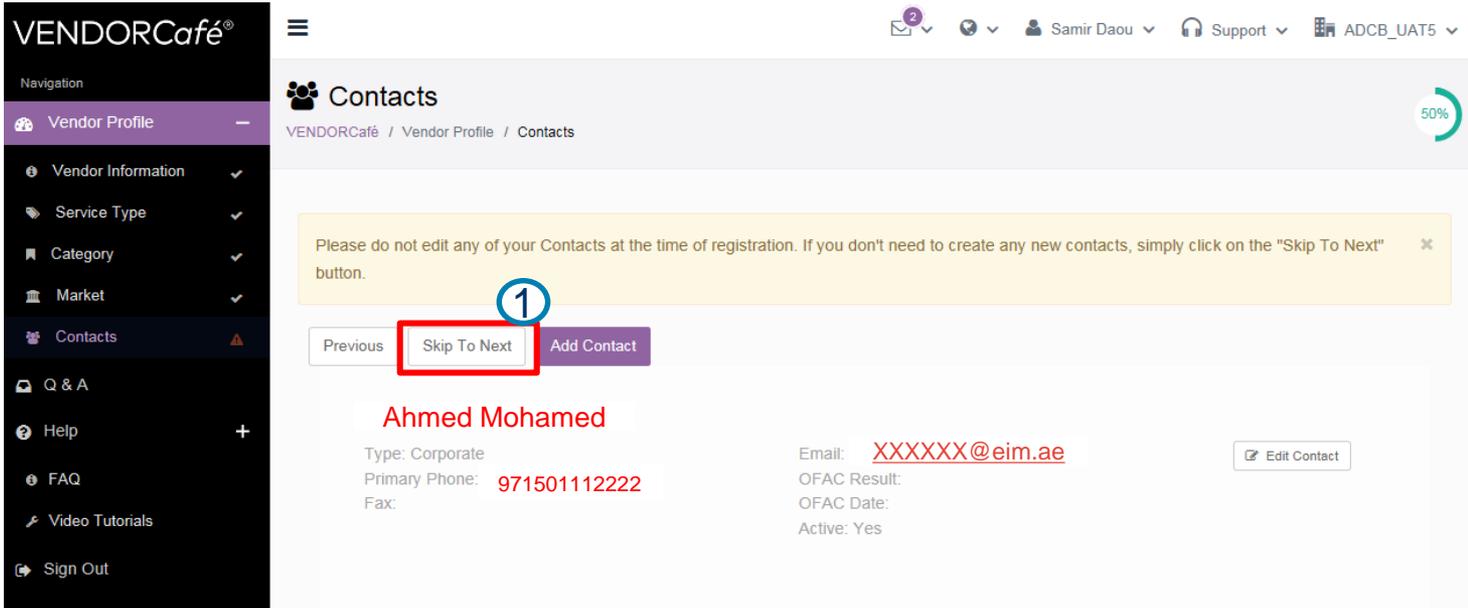
The screenshot displays the VENDORCafé interface. On the left is a navigation menu with options: Vendor Profile, Vendor Information, Service Type, Category, Market, Q & A, Help, FAQ, Video Tutorials, and Sign Out. The main content area is titled 'Market' and shows a breadcrumb path: VENDORCafé / Vendor Profile / Market. At the top right, there are user and system indicators: Samir Daou, Support, and ADCB_UAT5. A progress indicator shows 38%. Below the breadcrumb, there are 'Previous', 'Save', and 'Next' buttons. The 'Save' button is highlighted with a red box and a circled '1'. Below this, there is a 'Show 10 entries' dropdown and a search box. A list of market locations is shown with checkboxes: Abu Dhabi and MBZ (checked), Al Ain, Dubai, Northern Emirates, and Western Region. At the bottom, it says 'Showing 1 to 5 of 5 entries' and has 'Previous', '1', and 'Next' navigation buttons.

Updating Contacts

The contact page will appear this is where the vendor will input internal staffs information i.e. manager, officer etc.

The vendor is also able to edit the information by clicking **Edit Contact**.

After updating contact information, Click on **“Skip to Next”**



Updating EFT Setup

EFT Setup menu reflects the Contractor banking information details.

All mandatory fields marked in Purple will need to be filled correctly, then select add EFT & click Next.

EFT details will Then be sent for approval, ADCE will review and approve.

The screenshot shows the VENDORCafe interface for updating EFT setup. The left sidebar contains a navigation menu with 'EFT Setup' highlighted. The main content area is titled 'Vendor Profile' and 'EFT Setup'. A yellow banner at the top indicates 'EFT Details Required (EFT missing for format : procash)'. Below this is a 'Please Note' section. The 'EFT Setup' form contains several fields: 'EFT format' (procash), 'Bank Short Name', 'Bank Long Name', 'Beneficiary Name' (Samir General Contracting), 'Beneficiary Address 1' (Al Salam Street, Abu Dhabi), 'Beneficiary Address 2', 'Beneficiary Address 3', 'IBAN' (10000111122223333444455556666), and 'Beneficiary Bank Name' (Abu Dhabi Commercial Bank). There are also fields for 'Max Amount (withdrawal)', 'Notes', 'Beneficiary Bank Address 1' (ADCB Head Office - Al Salaam Str. Abu Dhabi), 'Beneficiary Bank Address 2', 'Beneficiary Bank Address 3', 'Payment Type' (Choose one), 'Property' (Choose one), and 'Status' (New). The 'Save' button is highlighted with a red box and a circled '4'. The 'Beneficiary Name' and 'Beneficiary Bank Address 1' fields are marked with a circled '1'. The 'IBAN' field is marked with a circled '2'. The 'Beneficiary Bank Address 1' field is marked with a circled '3'.



Updating Attaching Documents

You can add attachments by selecting the Type of the documents, Browse the attachment and Write in the Description. Then “Save”.

Vendors will be required to attach the following Documentations:

- Commercial License
- Classification Certificate.
- Authorized Signatory documents.
- List of Projects
- Bank Details including IBAN Number
- Tax Registration Number
- List of Employees & Engrs’ CVs
- Audited Financial Statements
- ADCE Pre-qualification Form
- ADCE Online Service Form

Kindly be informed that ADCE reserves the right to refuse the document submission if any mandatory documents are missing.

The screenshot shows the 'Documents' page in the VENDORCafé system. The left sidebar contains navigation options like 'Vendor Profile', 'Vendor Information', 'Service Type', 'Category', 'Market', 'Contacts', 'EFT Setup', 'Documents', 'Review and Submit', 'Q & A', 'Help', 'FAQ', 'Video Tutorials', and 'Sign Out'. The main content area has a breadcrumb 'VENDORCafé / Vendor Profile / Documents' and a progress indicator '88%'. At the top, there are navigation buttons: 'Previous', 'Save' (highlighted with a red box and callout 4), and 'Skip To Next'. Below these are input fields for 'Property Name', 'Property Code', and 'Type' (highlighted with a red box and callout 1). A 'Description' field (highlighted with a red box and callout 3) and an 'Attachment' field with a 'Browse' button (highlighted with a red box and callout 2) are also present. The bottom section displays a list of document templates with details like 'Property', 'Prop Code', 'Type', and 'Expires'.

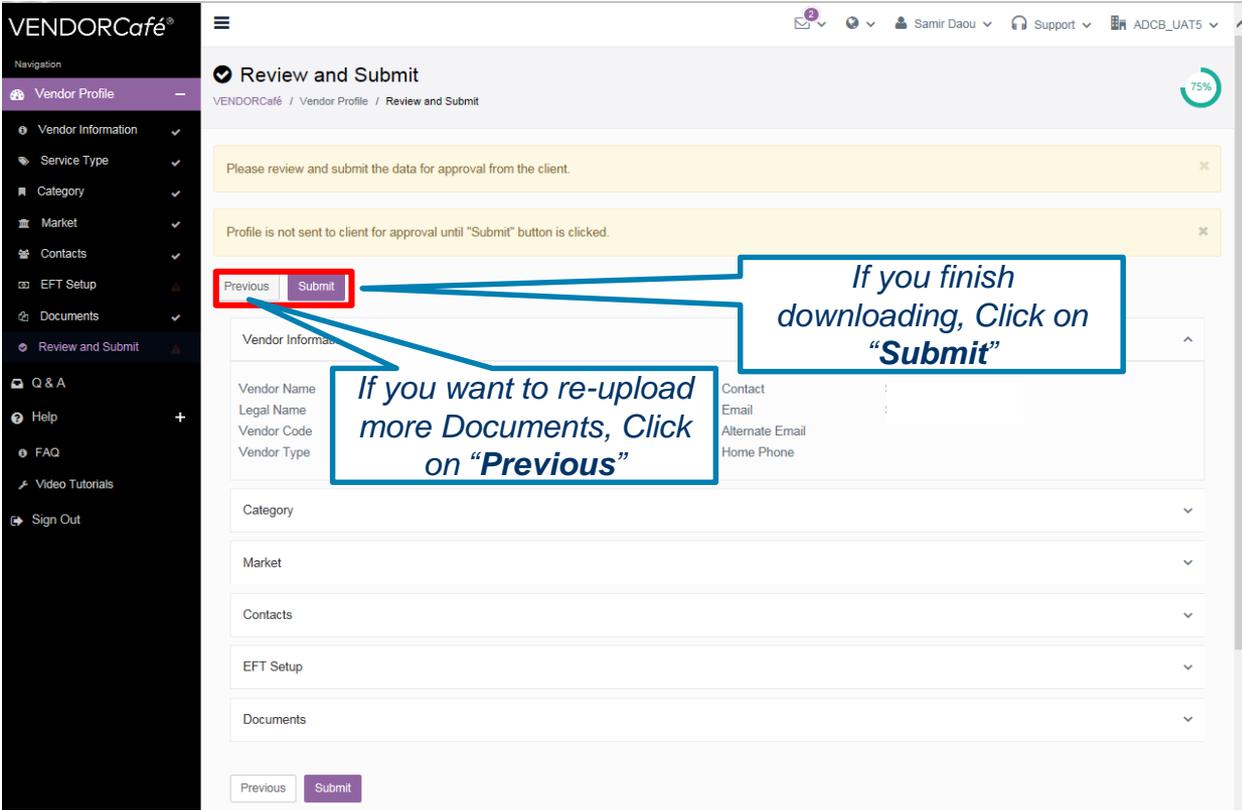


Updating Attaching Documents

Click on “**Previous**” to return to previous page in order to complete downloading the documents.

When you FINISH all the mandatory documents, click on “**Submit**”

Kindly be informed that ADCE reserves the right to refuse the document submission if any mandatory documents are missing.



Updating Review and Submit

ADCE will review the details of the application of the vendor, If the vendor does not provide the required information to ADCE the application will be rejected.

The vendor will receive a notification when the application is **approved** or **rejected**.

VENDORCafé®

Navigation

- Vendor Profile
- Vendor Information
- Service Type
- Category
- Market
- Contacts
- EFT Setup
- Documents
- Review and Submit
- Q & A
- Help
- FAQ
- Video Tutorials
- Sign Out

Review and Submit

VENDORCafé / Vendor Profile / Review and Submit

100%

You have successfully submitted your data to ADCB_UAT5. Once approved you will be notified by email to your email address registered with us.

Profile is not sent to client for approval until "Submit" button is clicked.

Previous Submit

Vendor Information			
Vendor Name	Samir General Contracting Est.	Contact	Samir Daou
Legal Name	Samir General Contracting	Email	Samir.Daou@adcb.com
Vendor Code	SamirGen8726	Alternate Email	
Vendor Type	Contractor	Home Phone	

Category

Market

Contacts

EFT Setup

Documents

Previous Submit

Host: trcaapp88.rasp1.yardi.com
VENDORCafe_8.2.7.8 , Dated: January 31,2019

New Consultant Registration



ADCE

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Invitation Request to Register

Quick Start Guide

Message Quick_Start_Guide_4573.pdf (334 KB)

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The email will include an **attachment** which will include a **quick start guide**.

The **quick start guide** will include details on **registration requirements** to get started.



Register with **VENDORCafé** to get more transparency into your business with ADCB_UATS!

ADCB_UATS invites you to join **VENDORCafé**, an online and mobile vendor portal that will give you better insight into your business with ADCB_UATS. Through **VENDORCafé** you can view invoice status, see open orders that need invoicing, and update your company's information for approval by ADCB_UATS. And best of all, you can do each of these for free!

Register Today

Click to Register

See more about vendorcafe@yardi.com.



EN 4:13 PM 12-Feb-19

Vendor Café Login Page

After clicking on the registration link, new page will be auto populated requesting basic information like;

1. Email Address
2. Vendor Name (will be Automatically generated)
3. First Name & Last Name of the contact person.
4. Phone Number
5. Create Password and confirm the password.
6. Choose a security question and write your answer
7. Write the Code shown in the box.
8. Click on “Terms & Conditions”
9. Click on the box.
10. Click on “Sign in”

VENDORCafé

SIGN UP
Already have a VENDORCafe account? Sign In

1 XXXXXX@eim.ae

2 Your Company Name

3 First Name: Ahmed Last Name: Mohamed
United Arab Emirates

4 Phone: 971501112222

5 Password

5 Confirm Password

6 Security Question: Choose one

Security Answer

7 7mf4d

Please enter text shown above

9 I have read and accept the Terms and Conditions

8

10 Sign Up

Fill Registration Details

Updating Vendor Information – Vendor Details

VENDORCafé

Navigation

- Vendor Profile
- Vendor Information
- Service Type
- Q & A
- Help
- FAQ
- Video Tutorials
- Sign Out

All colored Boxes are Mandatory Fields.

You need to Fill “Vendor Details”:

1. Official Company Name
2. Has Employee or No Employee
3. Address, City & State-Zip (PO Box)
4. Trade License
5. Click on “Next”

Vendor Information

VendorCafé / Vendor Profile / Vendor Information

Save Skip To Next

Fill Vendor Details

Vendor Details Corporate Contact Tax Information

Name (as shown on your income tax return) Laila Eng. Consultancy Office

Business Name/Disregarded Entity Name, if different from above Laila Eng. Consultancy Office

Business Classification Choose one

Has Employees 2 Employees

Country United Arab Emirates

Remit-To Address Al Ain - Al Murabaa

City Al Ain

State-Zip Abu Dhabi 1234

Email Laila.alblooshi@adcb.com

URL

Upload Logo

Client Vendor Code LailaEng8730

Payment Method EFT

Date 13/02/2019

Certification Expiry Date

Liability Expiry Date

Workers Comp Expiry Date

Other Information

Category Consultant

Emirate Choose one

Company Classification Grade Choose one

ADCE-# of Approved Materials

ADCE-Authorized Signatory Name

ADCE-Subcontractor Type Choose one

ADCE-Authorized Signatory Position

ADCP-# of Technicians

ADCP-Maintenance Contractor Type Choose one

ADCP-Capital Investment

Trade License # 123456789

Previous Save Next

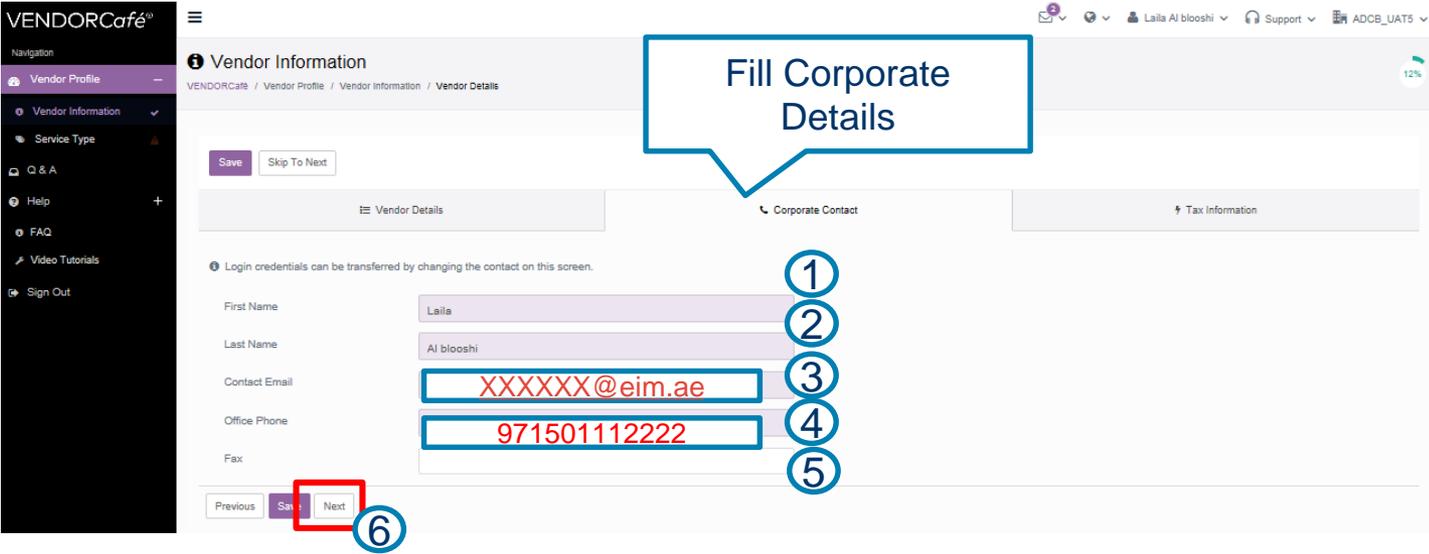
Updating Vendor Information – Vendor Details

All colored Boxes are **Mandatory Fields.**

You need to confirm your contact person details or change it **“Corporate Contact”**:

1. First Name of Contact Person
2. Last Name of Contact Person
3. Contact Email
4. Office Number
5. Office Fax Number

6. Click on **“Save”** then **“Next”**



Updating Vendor Information – Vendor Details

All colored Boxes are Mandatory Fields.

You need to Fill “Tax Information”:

1. Write your Tax Registration Number If you don't have write your Trade License Number
2. Click on the Confirmation Box
3. Click on “Save”

The screenshot shows the VENDORCafé Vendor Information page. The left sidebar contains navigation options: Vendor Profile, Vendor Information, Q & A, Help, FAQ, Video Tutorials, and Sign Out. The main content area is titled 'Vendor Information' and includes a breadcrumb trail: VENDORCafé / Vendor Profile / Vendor Information / Vendor Details. A progress indicator shows 0% completion. A callout box labeled 'Fill TAX Information' points to the Tax Information section. The Tax Information section includes a 'Save' button and a 'Skip To Next' button. Below this are three tabs: Vendor Details, Corporate Contact, and Tax Information. The Tax Information section contains a 'Tax Payer Identification Number (TIN)' field with radio buttons for 'TRN' (selected) and 'Trade License', and a 'Date' field with the value '12/02/2019'. A text input field contains the number '100005555222211'. Below this is a 'Certification' section with the text 'You must agree to the Terms below in order to continue.' and a checkbox labeled 'I certify that the information provided on this form is correct'. At the bottom of the form are 'Previous', 'Save', and 'Skip To Next' buttons. The footer contains the text 'Created By: Yardi Systems Inc. © 2018. All Rights Reserved.', 'DISCLAIMER', 'COPYRIGHT INFORMATION', 'PRIVACY POLICY', and 'TERMS OF USE'. The host information is 'Host: trcaapp88.rasp1.yardi.com' and 'VENDORCafé_8.2.7.8 , Dated: January 31,2019'.

Updating Services Offered by Vendors

Scroll down to select the services that you will offer to ADCE.

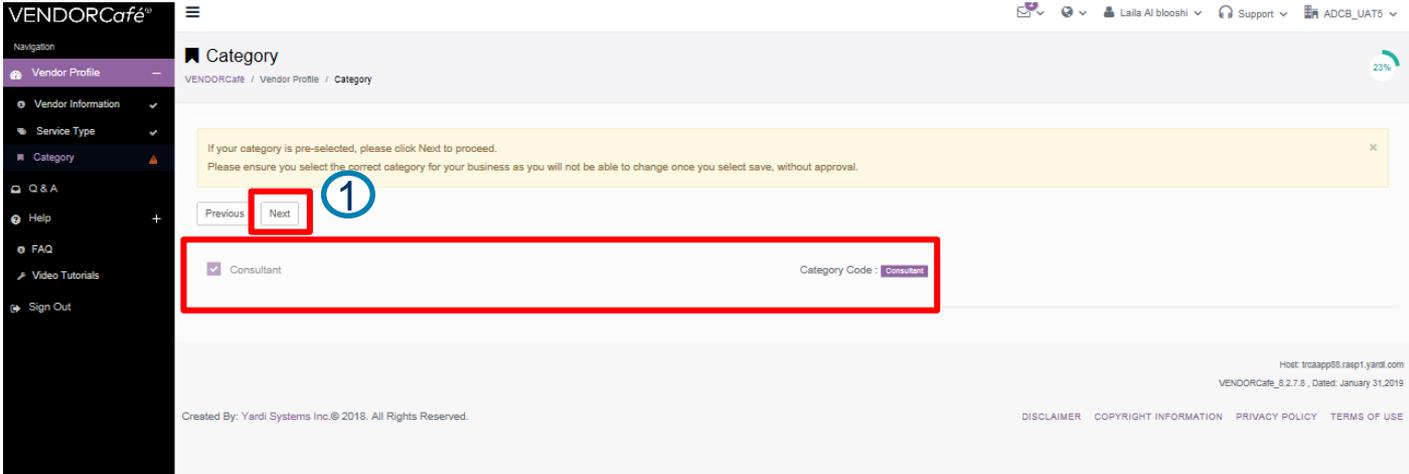
If your type of services is not written clearly, please select any service at the time being to complete further in your registration.

Then **“Save”**

The screenshot displays the 'Service Type' configuration page in the VENDORCafé system. The page title is 'Service Type' and the breadcrumb is 'VENDORCafé / Vendor Profile / Service Type'. A yellow banner at the top reads: 'Please choose the types of services you provide from the list below. If there is not a perfect match, please select the closest match.' Below this is a search bar and a 'Skip To Next' button. A 'Save' button is highlighted with a red box and a circled '2'. The main content area lists various service categories, each with a 'Hide' link and a list of services with checkboxes. 'Consulting Services' is selected with a purple checkmark and is marked with a circled '1'. Other categories include 'Administrative Services', 'Advertising/Marketing', and 'Amenities/Events'. The left sidebar contains navigation links: 'Vendor Profile', 'Vendor Information', 'Service Type', 'Q & A', 'Help', 'FAQ', 'Video Tutorials', and 'Sign Out'. The top right corner shows user information 'Laila Al blooshi', 'Support', and 'ADCB_UAT5', along with a 12% progress indicator.

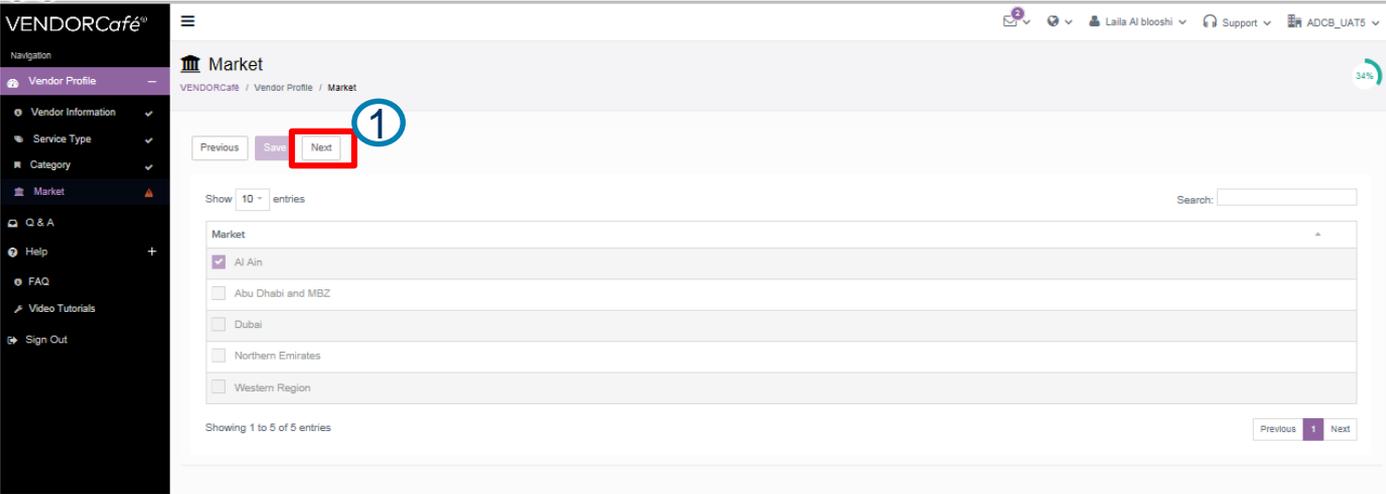
Updating Category- Details inserted before vendor invitation request by ADCE

Category code will be selected and you need to confirm by clicking on “Next”.



Updating Market- Details inserted before vendor invitation request by ADCE

Market Location will be automatically selected and you need to confirm by clicking on “Next”.

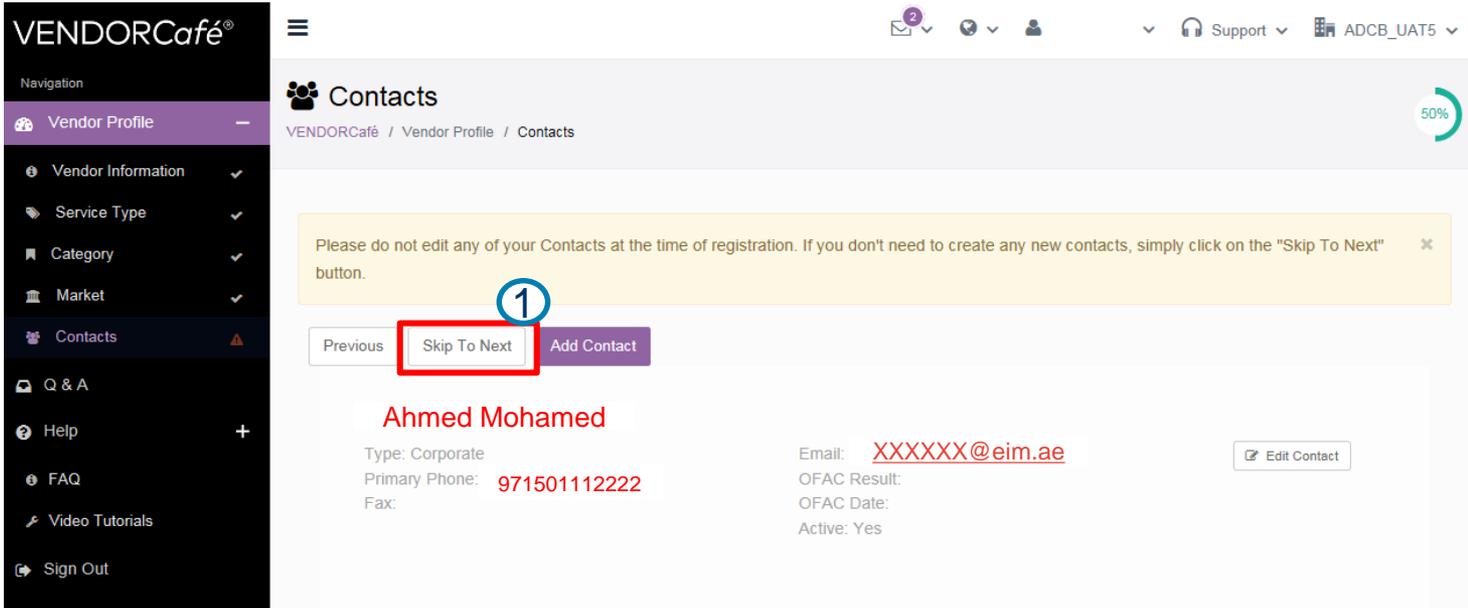


Updating Contacts

The contact page will appear this is where the vendor will input internal staffs information i.e. manager, officer etc.

The vendor is also able to edit the information by clicking **Edit Contact**.

After updating contact information, Click on **“Skip to Next”**



Updating EFT Setup

EFT Setup menu reflects the Contractor banking information details.

All mandatory fields marked in Purple will need to be filled correctly, then select add EFT & click Next.

EFT details will Then be sent for approval, ADCE will review and approve.

VENDORCafe Vendor Profile / EFT Setup

EFT Details Required (EFT missing for format : procash)

Please Note
As a vendor you can enter your ACHIEFT details into VENDORCafe to set up electronic payments. VENDORCafe submits these details securely to the payment system. VENDORCafe is not the product that submits the payments or sends notifications on the electronic payments, and as such, VENDORCafe is not liable for any issues regarding electronic payments.

EFT Setup

Previous **Save** Skip To Next

EFT format	procash	Max Amount (withdrawal)	
Bank Short Name		Notes	
Bank Long Name			
Beneficiary Name	Laila Eng. Consultancy Office	Beneficiary Bank Address 1	Al Ain Main Branch
Beneficiary Address 1	Al Ain AL Murabaa	Beneficiary Bank Address 2	
Beneficiary Address 2		Beneficiary Bank Address 3	
Beneficiary Address 3		Payment Type	Choose one
IBAN	10000011111111	Property	Choose one
Beneficiary Bank Name	Abu Dhabi Commercial Bank	Status	New

Host: traapp08.rasp1.yardl.com
VENDORCafe_8.2.7.8, Dated: January 31, 2019

Created By: Yardl Systems Inc. © 2018. All Rights Reserved. [DISCLAIMER](#) [COPYRIGHT INFORMATION](#) [PRIVACY POLICY](#) [TERMS OF USE](#)

Updating Attaching Documents

You can add attachments by selecting the Type of the documents, Browse the attachment and Write in the Description. Then “Save”.

Vendors will be required to attach the following Documentations:

- Commercial License
- Classification Certificate.
- Authorized Signatory documents.
- List of Projects
- Tax Registration Number
- List of Employees & Engrs’ CVs
- ADCE Pre-qualification Form
- ADCE Online Service Form

The screenshot shows the VENDORCafé interface for adding documents. A sidebar on the left contains navigation options like Vendor Profile, Vendor Information, Service Type, Category, Market, Vendor Agreement, Contacts, EFT Setup, Documents, Review and Submit, Q & A, Help, FAQ, Video Tutorials, and Sign Out. The main area is titled 'Documents' and includes a 'Previous Save Skip To Next' navigation bar. Below this are input fields for 'Property Name', 'Property Code', and 'Type'. A 'Description' field is on the right. A 'Browse' button is located at the bottom right of the attachment area. Below the form is a grid of document thumbnails, each with a title, property name, prep code, type, and expiry date. Annotations include a red box around the 'Save' button (4), a red box around the 'Type' dropdown (1), a red box around the 'Description' field (3), and a red box around the 'Browse' button (2).

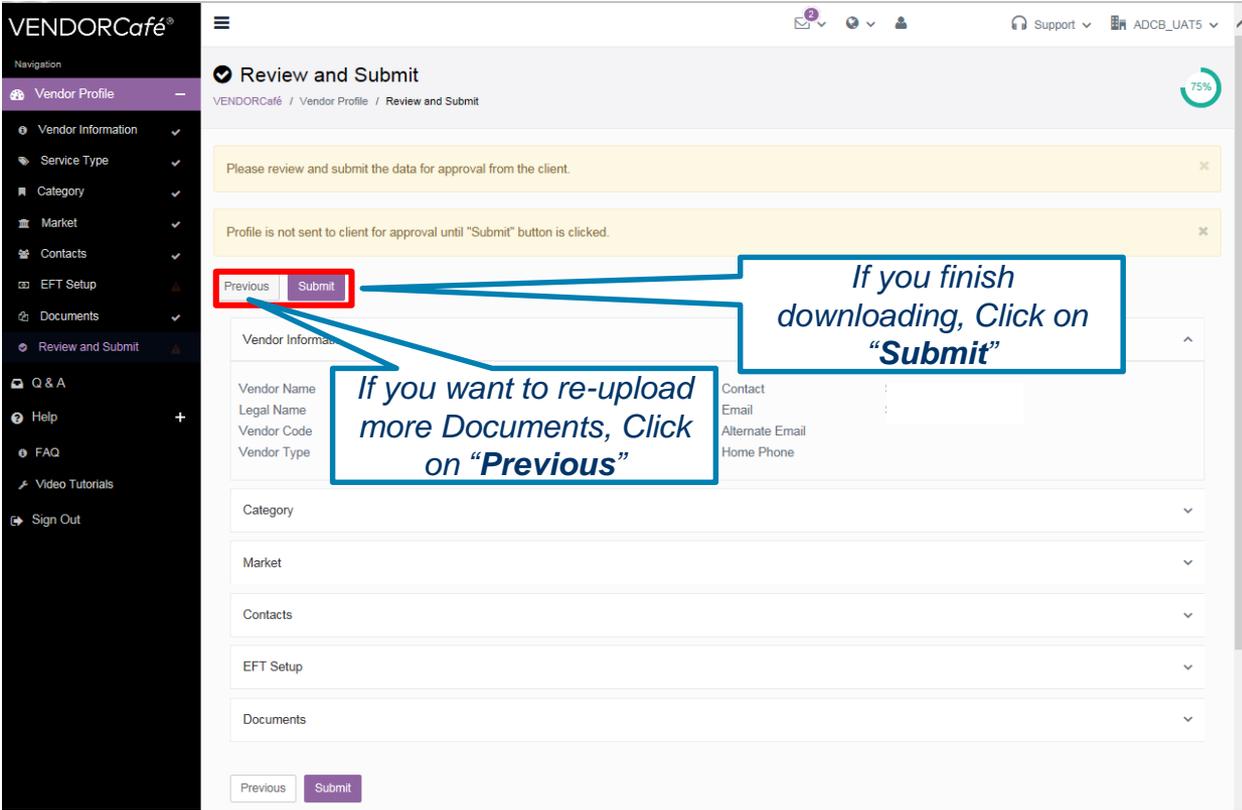
Kindly be informed that ADCE reserves the right to refuse the document submission if any mandatory documents are missing.

Updating Attaching Documents

Click on “**Previous**” to return to previous page in order to complete downloading the documents.

When you FINISH all the mandatory documents, click on “**Submit**”

Kindly be informed that ADCE reserves the right to refuse the document submission if any mandatory documents are missing.



Updating Review and Submit

ADCE will review the details of the application of the vendor, If the vendor does not provide the required information to ADCE the application will be rejected.

The vendor will receive a notification when the application is **approved** or **rejected**.

VENDORCafé®

Navigation

- Vendor Profile
- Vendor Information
- Service Type
- Category
- Market
- Contacts
- EFT Setup
- Documents
- Review and Submit
- Q & A
- Help
- FAQ
- Video Tutorials
- Sign Out

Review and Submit

VENDORCafé / Vendor Profile / Review and Submit

100%

You have successfully submitted your data to ADCB_UAT5. Once approved you will be notified by email to your email address registered with us.

Profile is not sent to client for approval until "Submit" button is clicked.

Previous Submit

Vendor Information

Vendor Name	Samir General Contracting Est.	Contact	Samir Daou
Legal Name	Samir General Contracting	Email	Samir.Daou@adcb.com
Vendor Code	SamirGen8726	Alternate Email	
Vendor Type	Contractor	Home Phone	

Category

Market

Contacts

EFT Setup

Documents

Previous Submit

Host: trcaapp88.rasp1.yardi.com
VENDORCafe_8.2.7.8 , Dated: January 31,2019

New Supplier Registration



ADCE

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Invitation Request to Register

Quick Start Guide

Message Quick_Start_Guide_4573.pdf (334 KB)

This email was sent from a source outside of ADCB. Do not click on links or open attachments unless you recognize the sender.

Vendors who requested for registration will receive an email invitation to register as **ADCE Vendors**.

The email will include an **attachment** which will include a **quick start guide**.

The **quick start guide** will include details on **registration requirements** to get started.



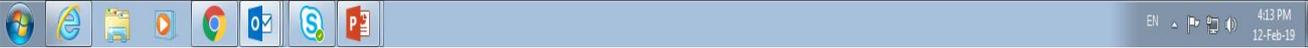
Register with VENDORCafé to get more transparency into your business with ADCB_UATS!

ADCB_UATS invites you to join VENDORCafé, an online and mobile vendor portal that will give you better insight into your business with ADCB_UATS. Through VENDORCafé you can view invoice status, see open orders that need invoicing, and update your company's information for approval by ADCB_UATS. And best of all, you can do each of these for free!

Register Today

Click to Register

See more about vendorcafe@yardi.com.



Vendor Café Login Page

After clicking on the registration link, new page will be auto populated requesting basic information like;

1. Email Address
2. Vendor Name (will be Automatically generated)
3. First Name & Last Name of the contact person.
4. Phone Number
5. Create Password and confirm the password.
6. Choose a security question and write your answer
7. Write the Code shown in the box.
8. Click on “Terms & Conditions”
9. Click on the box.
10. Click on “Sign in”

VENDORCafé®

SIGN UP
Already have a VENDORCafe account? Sign In

1 XXXXXX@eim.ae

2 Your Company Name

3 First Name: Ahmed Last Name: Mohamed
United Arab Emirates

4 Phone: 971501112222

5 Password

5 Confirm Password

6 Security Question: Choose one

Security Answer

7 7mf4d

Please enter text shown above

9 I have read and accept the Terms and Conditions

8

10 Sign Up

Fill Registration Details

Updating Vendor Information – Vendor Details

All colored Boxes are Mandatory Fields.

You need to confirm your contact person details or change it “Corporate Contact”:

1. First Name of Contact Person
2. Last Name of Contact Person
3. Contact Email
4. Office Number
5. Office Fax Number

6. Click on “Save” then “Next”

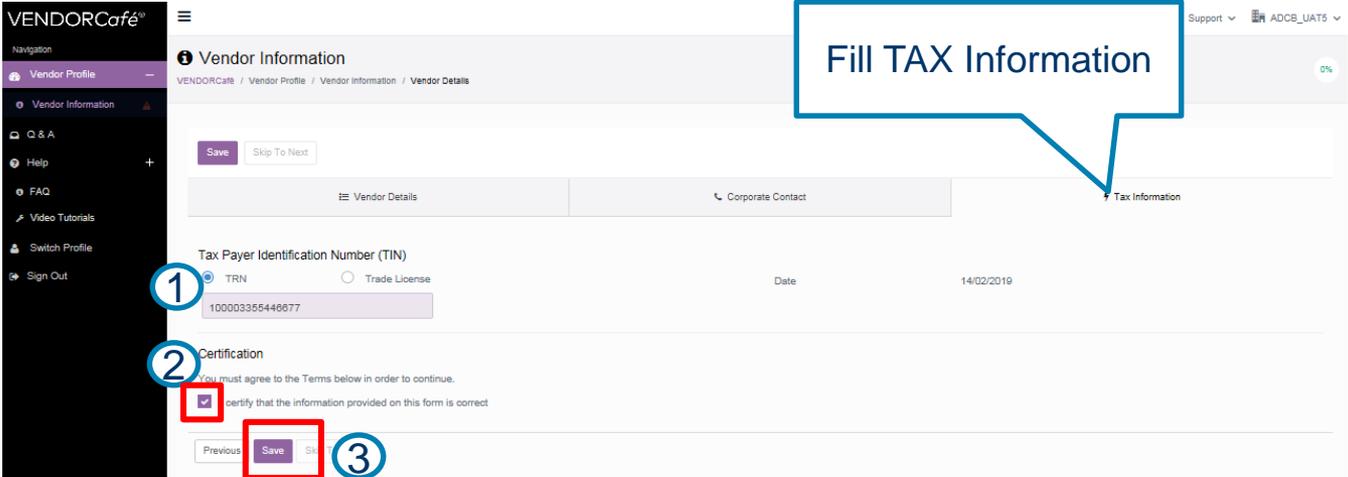
The screenshot shows the 'Vendor Information' page in the VENDORCafé system. The page has a navigation menu on the left and a main content area. The main content area is titled 'Vendor Information' and contains a form for updating vendor details. The form has several fields: 'First Name' (Yazan), 'Last Name' (Elayyan), 'Contact Email' (XXXXXX@eim.ae), 'Office Phone' (971501112222), and 'Fax'. Each field is highlighted with a colored box and numbered 1 through 5. The 'Next' button is highlighted with a red box and numbered 6. The page also includes a 'Save' button and a 'Skip To Next' button. The footer contains the text 'Created By: Yardi Systems Inc. © 2018. All Rights Reserved.' and 'Host: trcaapp08.raep1.yardi.com VENDORCafé_8.2.7.8 , Dated: January 31, 2018'.

Updating Vendor Information – Vendor Details

All colored Boxes are **Mandatory Fields**.

You need to Fill **“Tax Information”**:

1. Write your Tax Registration Number If you don't have write your Trade License Number
2. Click on the Confirmation Box
3. Click on **“Save”**



Updating Services Offered by Vendors

Scroll down to select the services that you will offer to ADCE.

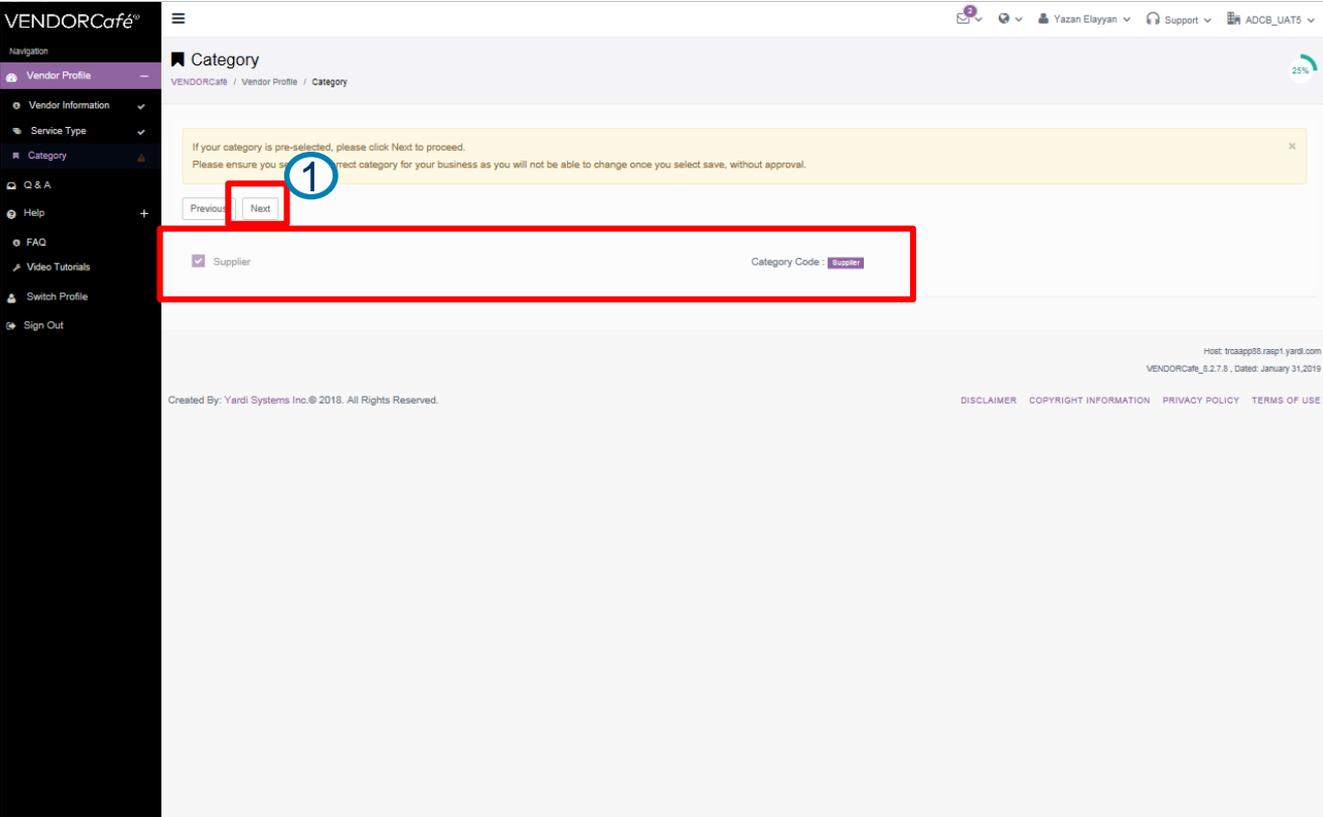
If your type of services is not written clearly, please select any service at the time-being to complete further in your registration.

Then **“Save”**

The screenshot shows the 'Service Type' configuration page in the VENDORCafé system. The page title is 'Service Type' and the breadcrumb is 'VENDORCafé / Vendor Profile / Service Type'. A yellow instruction bar at the top says 'Please choose the types of services you provide from the list below. If there is not a perfect match, please select any service from the list below.' Below this is a 'Save' button (highlighted with a red box and a circled '2') and a 'Skip To Next' link. The main content area is divided into three sections: 'Administrative Services', 'Advertising/Marketing', and 'Amenities/Events'. Under 'Administrative Services', the checkbox for 'Interior Decorators & Designers' is checked (marked with a circled '1'). Other services listed include Accounting/Tax Services, Answering/Message Services, Appraisers, Attorneys, Collections, Consulting Services, Eviction Services/Process Server, Real Estate Locator, Relocation Services, Resident Screening Service, Submetering - Electric, Gas, or Water, and Trade Associations. The 'Advertising/Marketing' section includes Photographers and Promotional Products. The 'Amenities/Events' section includes Caterers, Concierge and Valet Services, Entertainers/DJs, and Exercise & Physical Fitness Services. A search bar is located at the top right of the list area. A blue callout box labeled 'Select Services' points to the list of services.

Updating Category- Details inserted before vendor invitation request by ADCE

Category code will be selected and you need to confirm by clicking on “Next”.



Updating Market- Details inserted before vendor invitation request by ADCE

Market Location will be automatically selected and you need to confirm by clicking on “Next”.

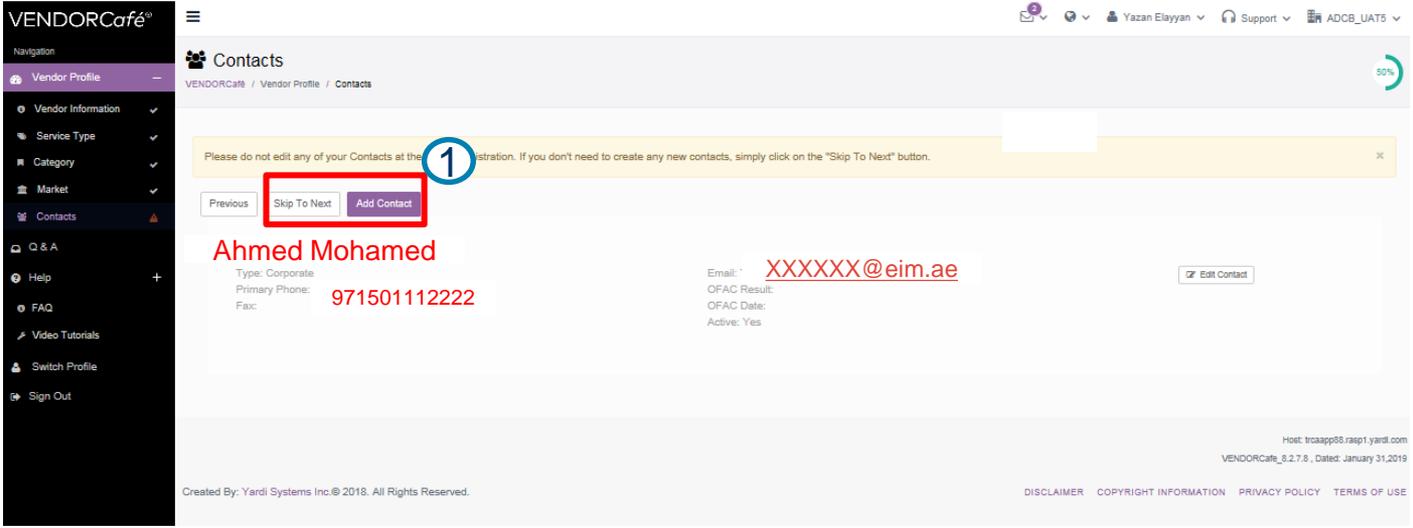
The screenshot shows the VENDORCafé interface. On the left is a navigation sidebar with options like Vendor Profile, Vendor Information, Service Type, Category, Market, Q & A, Help, FAQ, Video Tutorials, Switch Profile, and Sign Out. The main content area is titled 'Market' and shows a list of market locations. The 'Next' button is highlighted with a red box and a blue circle with the number '1'. The market list includes 'Al Ain' (checked), 'Abu Dhabi and MEZ', 'Dubai', 'Northern Emirates', and 'Western Region'. At the bottom of the page, there is a footer with copyright information and links for Disclaimer, Copyright Information, Privacy Policy, and Terms of Use.

Updating Contacts

The contact page will appear this is where the vendor will input internal staffs information i.e. manager, officer etc.

The vendor is also able to edit the information by clicking **Edit Contact**.

After updating contact information, Click on **“Skip to Next”**

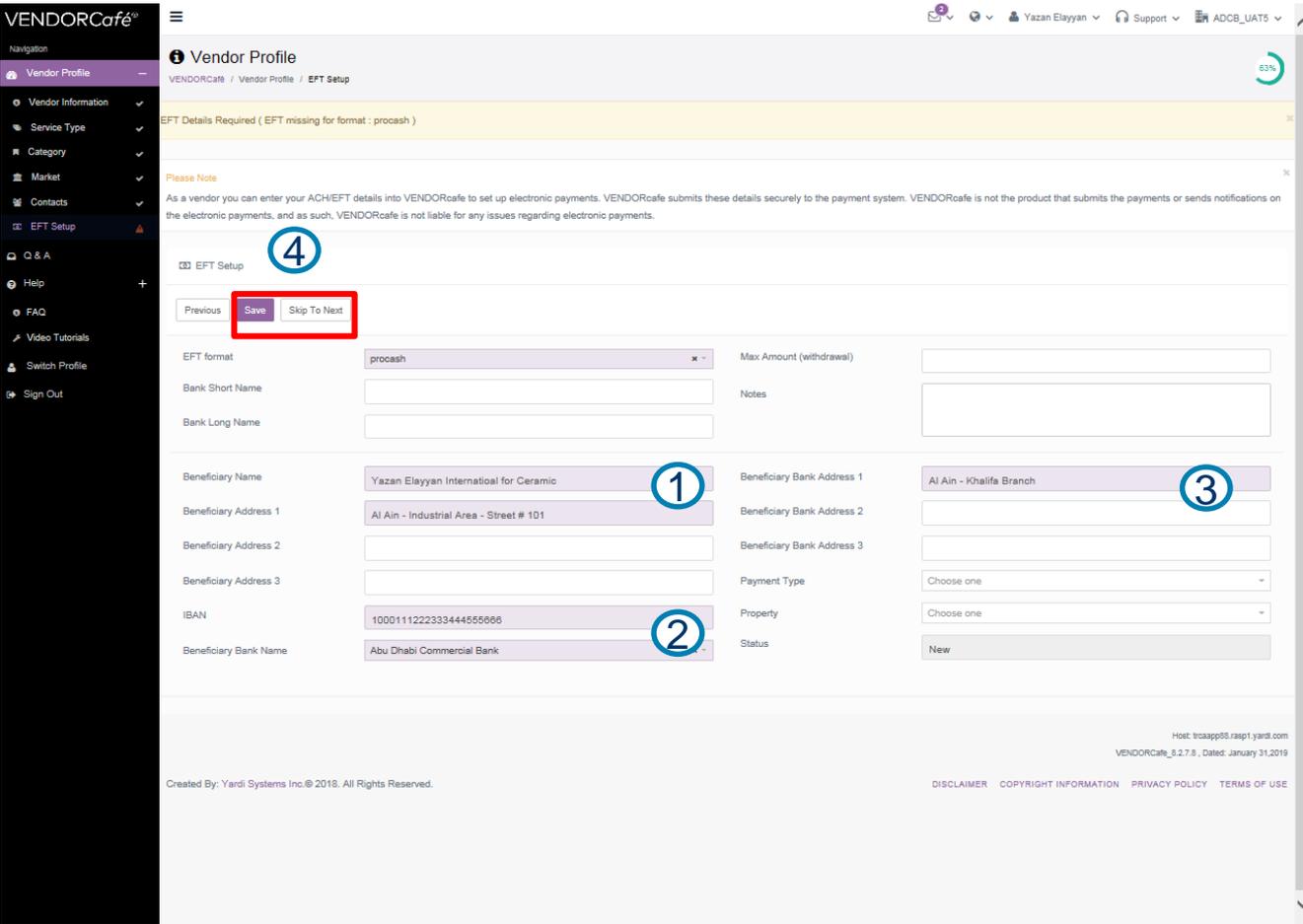


Updating EFT Setup

EFT Setup menu reflects the Contractor banking information details.

All mandatory fields marked in Purple will need to be filled correctly, then select add EFT & click Next.

EFT details will Then be sent for approval, ADCE will review and approve.



Updating Attaching Documents

You can add attachments by selecting the Type of the documents, Browse the attachment and Write in the Description. Then "Save".

Vendors will be required to attach the following Documentations:

- Commercial/Industrial License
- Company Profile
- Authorized Signatory
- Tax Registration Number
- Supporting Documents for each material (Technical Datasheet, product brochures, catalogues, etc...)
 - Country of origin letter
 - Agency confirmation letter.
- Budgetary Price list (Op.)
- Relative Authorities Approvals
- ADCE Material List

Kindly be informed that ADCE reserves the right to refuse the document submission if any mandatory documents are missing.

The screenshot shows the 'Documents' page in the VENDORCafé system. The page has a dark sidebar on the left with navigation options like 'Vendor Profile', 'Vendor Information', 'Service Type', 'Category', 'Market', 'Contacts', 'EFT Setup', 'Documents', 'Review and Submit', 'Q & A', 'Help', 'FAQ', 'Video Tutorials', 'Switch Profile', and 'Sign Out'. The main content area is titled 'Documents' and contains a form for adding a new document. The form has the following fields: 'Property Name' (with a search icon), 'Property Code', 'Type' (a dropdown menu highlighted with a red box and number 1), 'Description' (a text area highlighted with a red box and number 3), and 'Attachment' (a file selection area highlighted with a red box and number 2). Below the form is a table of existing documents. The table has columns for 'Property', 'Prop Code', 'Type', and 'Expires'. The table contains five rows of document information. At the bottom of the page, there is a footer with the text 'Created By: Yardi Systems Inc. © 2018. All Rights Reserved.' and a 'DISCLAIMER' link.

Updating Attaching Documents

Click on “**Previous**” to return to previous page in order to complete downloading the documents.

When you FINISH all the mandatory documents, click on “**Submit**”

Kindly be informed that ADCE reserves the right to refuse the document submission if any mandatory documents are missing.

Review and Submit

Please review and submit the data for approval from the client.

Profile is not sent to client for approval until "Submit" button is clicked.

Previous **Submit**

If you finish downloading, Click on "Submit"

If you want to re-upload more Documents, Click on "Previous"

Vendor Information

Vendor Name	Yazan Elayyan International for Cermaic	Contact	Yazan Elayyan
Legal Name	Yazan Elayyan International for Cermaic	Email	
Vendor Code	YazanEla8733	Alternate Email	
Vendor Type		Home Phone	

Category

Market

Contacts

EFT Setup

Documents

Previous **Submit**

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VENDORCafe_8.2.7.0 , Date: January 31, 2019

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Updating Review and Submit

ADCE will review the details of the application of the vendor, If the vendor does not provide the required information to ADCE the application will be rejected.

The vendor will receive a notification when the application is **approved** or **rejected**.

VENDORCafé

Navigation

- Vendor Profile
- Vendor Information
- Service Type
- Category
- Market
- Contacts
- EFT Setup
- Documents
- Review and Submit
- Q & A
- Help
- FAQ
- Video Tutorials
- Switch Profile
- Sign Out

Review and Submit

VENDORCafé / Vendor Profile / Review and Submit

100%

You have successfully submitted your data to ADCB_UAITS. Once approved you will be notified by email to your email address registered with us.

Profile is not sent to client for approval until "Submit" button is clicked.

Previous Submit

Vendor Information	
Vendor Name	Yazan Elayyan International for Cermaic
Legal Name	Yazan Elayyan International for Cermaic
Vendor Code	YazanEla8733
Vendor Type	Supplier
Contact	Yazan Elayyan
Email	Yazan.Elayyan@adcb.com
Alternate Email	
Home Phone	

Category

Market

Contacts

EFT Setup

Documents

Previous Submit

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New Sub- Contractor Registration



ADCE

[Back to Content](#)

Invitation Request to Register

Quick Start Guide

Message Quick_Start_Guide_4573.pdf (334 KB)

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The email will include an **attachment** which will include a **quick start guide**.

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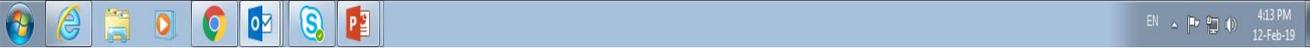
Register with VENDORCafé to get more transparency into your business with ADCB_UATS!

ADCB_UATS invites you to join VENDORCafé, an online and mobile vendor portal that will give you better insight into your business with ADCB_UATS. Through VENDORCafé you can view invoice status, see open orders that need invoicing, and update your company's information for approval by ADCB_UATS. And best of all, you can do each of these for free!

Register Today

Click to Register

See more about vendorcafe@yardi.com.



Vendor Café Login Page

After clicking on the registration link, new page will be auto populated requesting basic information like;

1. Email Address
2. Vendor Name (will be Automatically generated)
3. First Name & Last Name of the contact person.
4. Phone Number
5. Create Password and confirm the password.
6. Choose a security question and write your answer
7. Write the Code shown in the box.
8. Click on “Terms & Conditions”
9. Click on the box.
10. Click on “Sign in”

VENDORCafé®

SIGN UP
Already have a VENDORCafe account? Sign In

1 XXXXXX@eim.ae

2 Vendor Name
Your Company Name

3 First Name Last Name
Ahmed Mohamed
United Arab Emirates

4 Phone
971501112222

5 Password
Confirm Password

6 Security Question
Choose one

Security Answer

7 7mf4d

Please enter text shown above

9 I have read and accept the Terms and Conditions

8

10 Sign Up

Fill Registration Details

Updating Vendor Information – Vendor Details

Fill Vendor Details

Vendor Information

Save Skip To Next

Vendor Details Corporate Contact Tax Information

Name (as shown on your income tax return) Toqan Electrical Company Est Email Toqan.Alkhomos@adob.com

Business Name/Disregarded Entity Name, if different from above Toqan Electrical Company URL

Business Classification Choose one Upload Logo Remove

Has Employees With Employees x Client Vendor Code ToqanEle8742

Country United Arab Emirates Payment Method EFT

Remit-To Address Al Ain - Industrial Area [Date 19/02/2019

City Al Ain Certification Expiry Date

State-Zip Abu Dhabi 1001 Liability Expiry Date

Workers Comp Expiry Date

Other Information

Category Sub-Contractor Emirate Choose one

Company Classification Grade Choose one ADCE-# of Approved Materials

ADCE-Authorized Signatory Name ADCE-Subcontractor Type Choose one

ADCE-Authorized Signatory Position ADCP-# of Technicians

ADCP-Maintenance Contractor Type Choose one ADCP-Capital Investment

Trade License # 111112222233333

Previous Save Next

All colored Boxes are Mandatory Fields.

You need to Fill "Vendor Details":

1. Official Company Name
2. Has Employee or No Employee
3. Address, City & State-Zip (PO Box)
4. Trade License
5. Click on "Next"

Updating Vendor Information – Vendor Details

All colored Boxes are **Mandatory Fields**.

You need to confirm your contact person details or change it **“Corporate Contact”**:

1. First Name of Contact Person
2. Last Name of Contact Person
3. Contact Email
4. Office Number
5. Office Fax Number

6. Click on **“Save”** then **“Next”**

The screenshot shows the VENDORCafé interface for updating vendor information. The page title is "Vendor Information" and the breadcrumb trail is "VENDORCafé / Vendor Profile / Vendor Information / Vendor Details". The main content area is titled "Vendor Details" and contains a form for "Corporate Contact" information. The form fields are: First Name (Toqan), Last Name (AlKhomos), Contact Email (XXXXXX@eim.ae), Office Phone (971501112222), and Fax (empty). A "Save" button is highlighted with a red box and a circled number 6. A blue callout box at the top right says "Fill Corporate Details". The footer contains the text "Created By: Yardi Systems Inc.© 2018. All Rights Reserved." and "Host: troapp58.raep1.yardi.com VENDORCafé_8.2.7.8 , Dated: January 31 2019".

Updating Vendor Information – Vendor Details

All colored Boxes are Mandatory Fields.

You need to Fill “Tax Information”:

1. Write your Tax Registration Number If you don't have write your Trade License Number
2. Click on the Confirmation Box

The screenshot shows the VENDORCafé interface for updating vendor information. The left sidebar contains navigation options: Vendor Profile, Vendor Information, Q & A, Help, FAQ, Video Tutorials, and Sign Out. The main content area is titled 'Vendor Information' and includes a breadcrumb trail: VENDORCafé / Vendor Profile / Vendor Information / Vendor Details. At the top right, there are user profile and support icons, and a progress indicator showing 0%. The 'Tax Information' section is highlighted with a blue callout box containing the text 'Fill TAX Information'. Below this, there are three main sections: 'Tax Payer Identification Number (TIN)', 'Certification', and a 'Save' button. The 'TIN' section has a radio button for 'TRN' (selected) and 'Trade License', with a date field set to '19/02/2019' and a text input field containing '100500100500'. The 'Certification' section has a checkbox checked and the text 'I certify that the information provided on this form is correct'. The 'Save' button is circled in blue with the number '3'. The 'Previous' and 'Next' buttons are also visible.

3. Click on “Save”

Updating Services Offered by Vendors

Scroll down to select the services that you will offer to ADCE.

If your type of services is not written clearly, please select any service at the time-being to complete further in your registration.

Then **“Save”** and **“Skip to Next”**

VENDORCafé®

Navigation

- Vendor Profile
- Vendor Information
- Service Type
- Category
- Q & A
- Help
- FAQ
- Video Tutorials
- Sign Out

Service Type

VENDORCafé / Vendor Profile / Service Type

Please choose the types of services you provide from the list below. If there is not a perfect match, please select the Service Type(s) that are closest to your offering.

Save Skip To Next

2

Select Services

1

General Contractors

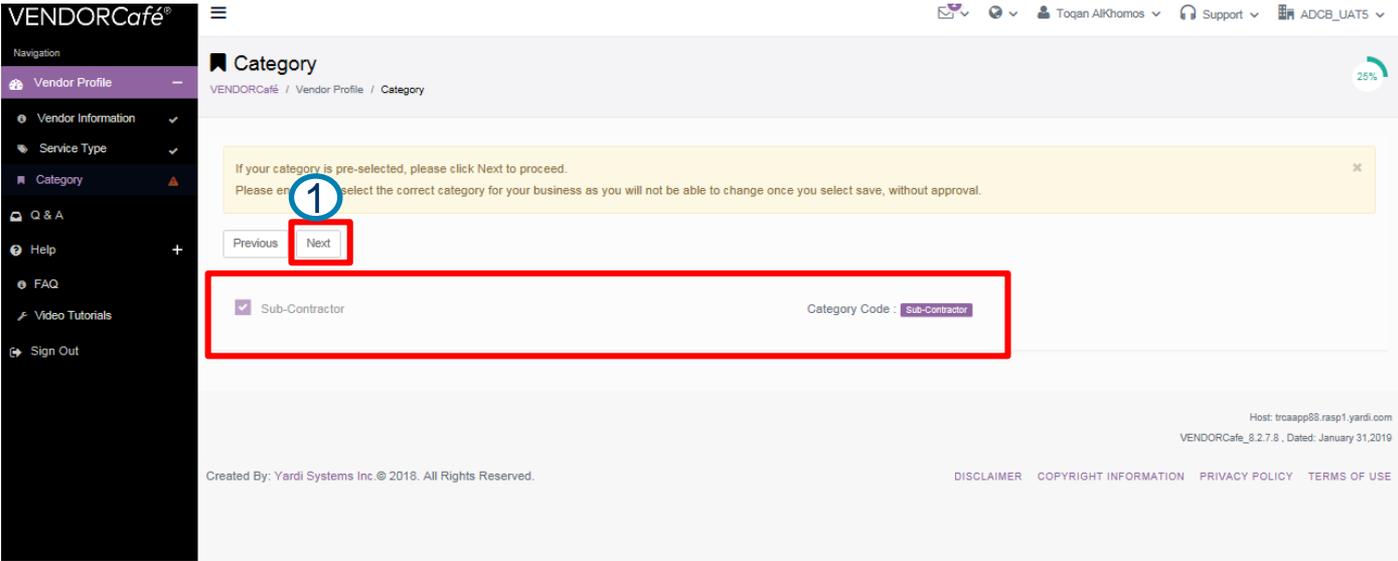
- Bathtubs & Sinks - Repair & Refinish
- Building - Developers or Contractors
- Cabinets - Installation
- Closet Install
- Counter Top - Resurfacing, Repair, Installation
- Drywall Contractors
- Fence and Deck Contractors
- General Contractor
- Handicapped Accessible Construction or Modifications
- Mailboxes - Installation
- Water Restoration

Administrative Services

- Accounting/Tax Services
- Answering/Message Services
- Appraisers
- Attorneys
- Collection Agency or System
- Consulting Services

Updating Category- Details inserted before vendor invitation request by ADCE

Category code will be selected and you need to confirm by clicking on “Next”.



Updating Market- Details inserted before vendor invitation request by ADCE

Market Location will be automatically selected and you need to confirm by clicking on “**Next**”.

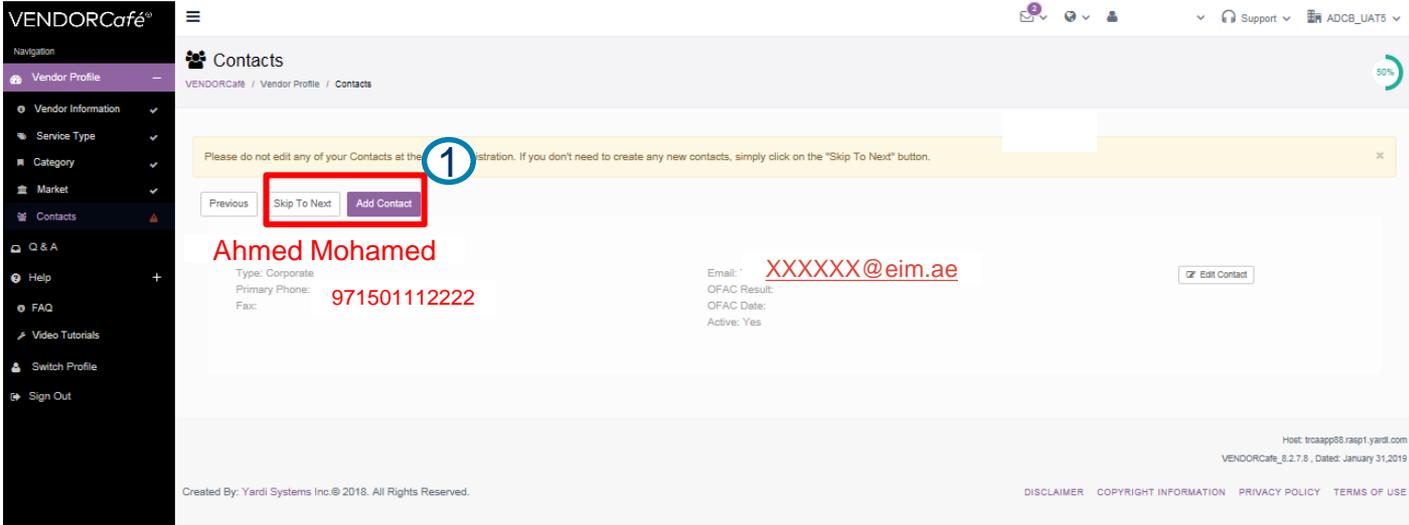
The screenshot shows the VENDORCafé interface. On the left is a navigation menu with options like Vendor Profile, Vendor Information, Service Type, Category, Market, Q & A, Help, FAQ, Video Tutorials, Switch Profile, and Sign Out. The main content area is titled 'Market' and shows a breadcrumb path: VENDORCafé / Vendor Profile / Market. Below the breadcrumb are 'Previous', 'Save', and 'Next' buttons. The 'Next' button is highlighted with a red box and a blue circle with the number '1'. Below the buttons is a 'Show 10 entries' dropdown and a search box. A table lists market locations: Al Ain (checked), Abu Dhabi and MEZ, Dubai, Northern Emirates, and Western Region. At the bottom of the table, it says 'Showing 1 to 5 of 5 entries' and has 'Previous', '1', and 'Next' buttons. The footer contains copyright information and links for disclaimer, copyright information, privacy policy, and terms of use.

Updating Contacts

The contact page will appear this is where the vendor will input internal staffs information i.e. manager, officer etc.

The vendor is also able to edit the information by clicking **Edit Contact**.

After updating contact information, Click on **“Skip to Next”**



Updating EFT Setup

EFT Setup menu reflects the Contractor banking information details.

All mandatory fields marked in Purple will need to be filled correctly, then select add EFT & click Next.

EFT details will Then be sent for approval, ADCE will review and approve.

VENDORCafé Vendor Profile

EFT Setup

EFT Details Required (EFT missing for format : procash)

Please Note
As a vendor you can enter your ACH/EFT details into VENDORCafé to set up electronic payments. VENDORCafé submits these details securely to the payment system. VENDORCafé is not the product that submits the payments or sends notifications on the electronic payments, and as such, VENDORCafé is not liable for any issues regarding electronic payments.

4

Previous **Save** Skip To Next

EFT format: procash Max Amount (withdrawal):
Bank Short Name: Bank Long Name: Notes:
Beneficiary Name: Yazan Elayyan Intarnatcol for Ceramic **1** Beneficiary Bank Address 1: Al Ain - Khalifa Branch **3**
Beneficiary Address 1: Al Ain - Industrial Area - Street # 101 Beneficiary Bank Address 2:
Beneficiary Address 2: Beneficiary Bank Address 3:
Beneficiary Address 3: Payment Type: Choose one
IBAN: 1000111222333444555666 **2** Property: Choose one
Beneficiary Bank Name: Abu Dhabi Commercial Bank **2** Status: New

Hot: trcaapp08.raap1.yardi.com
VENDORCafé_8.2.7.8 , Dated: January 31, 2019

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Updating Attaching Documents

You can add attachments by selecting the Type of the documents, Browse the attachment and Write in the Description. Then “Save”.

Vendors will be required to attach the following Documentations:

- Commercial/ Craft License
- Company Profile
- Authorized Signatory
- Relative Authorities Approvals
- Tax Registration Number
- List of Employees & Engrs’ CVs
- ADCE Pre-qualification Form

Kindly be informed that ADCE reserves the right to refuse the document submission if any mandatory documents are missing.

The screenshot shows the 'Documents' management interface in the VENDORCafé system. The interface includes a navigation sidebar on the left with options like 'Vendor Profile', 'Vendor Information', 'Service Type', 'Category', 'Market', 'Contacts', 'EFT Setup', 'Documents', 'Review and Submit', 'Q & A', 'Help', 'FAQ', 'Video Tutorials', 'Switch Profile', and 'Sign Out'. The main content area is titled 'Documents' and shows a form for adding or updating a document. The form fields are: 'Property Name' (with a search icon), 'Property Code', 'Type' (with a dropdown menu showing 'ADCE Prequalification Checklist'), 'Description', and 'Attachment' (with a file selection button). Below the form is a table of existing documents with columns for 'Property', 'Prop Code', 'Type', and 'Expires'. The table contains five entries: 'Combined.pdf', 'Supplier_Registration_Form_Signed.pdf', 'Project List Updated 22-01-2019.pdf', 'ADCE-QMS-FF-CD4_Supplier_Pre-qualification_Checklist_FINAL.pdf', and 'CADD0 Trading Est. License 2018-2019.pdf'. At the bottom of the page, there is a footer with 'Created By: Yardi Systems Inc. © 2018. All Rights Reserved.', 'Host: trcaapp08.raep1.yardi.com', 'VENDORCafé_8.2.7.8 , Dated: January 31, 2019', and links for 'DISCLAIMER', 'COPYRIGHT INFORMATION', 'PRIVACY POLICY', and 'TERMS OF USE'. Numbered callouts 1-4 are placed on the screenshot: 1 points to the 'Type' dropdown, 2 points to the 'Attachment' button, 3 points to the 'Description' field, and 4 points to the 'Save' button.



Updating Attaching Documents

Click on “**Previous**” to return to previous page in order to complete downloading the documents.

When you FINISH all the mandatory documents, click on “**Submit**”

Kindly be informed that ADCE reserves the right to refuse the document submission if any mandatory documents are missing.

Review and Submit

Please review and submit the data for approval from the client.

Profile is not sent to client for approval until "Submit" button is clicked.

Previous **Submit**

Vendor Information

Vendor Name	Yazan Elayyan International for Cermaic	Contact	Yazan Elayyan
Legal Name	Yazan Elayyan International for Cermaic	Email	
Vendor Code	YazanEla8733	Alternate Email	
Vendor Type		Home Phone	

Category

Market

Contacts

EFT Setup

Documents

Previous **Submit**

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VENDORCafe_8.2.7.8 , Date: January 31, 2019

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Updating Review and Submit

ADCE will review the details of the application of the vendor, If the vendor does not provide the required information to ADCE the application will be rejected.

The vendor will receive a notification when the application is **approved** or **rejected**.

VENDORCafé®

Navigation

- Vendor Profile
- Vendor Information
- Service Type
- Category
- Market
- Contacts
- EFT Setup
- Documents
- Review and Submit
- Q & A
- Help
- FAQ
- Video Tutorials
- Switch Profile
- Sign Out

Review and Submit

VENDORCafé / Vendor Profile / Review and Submit

100%

You have successfully submitted your data to ADCB_UATS. Once approved you will be notified by email to your email address registered with us.

Profile is not sent to client for approval until "Submit" button is clicked.

Previous Submit

Vendor Information			
Vendor Name	Yazan Elayyan International for Cermaic	Contact	Yazan Elayyan
Legal Name	Yazan Elayyan International for Cermaic	Email	Yazan.Elayyan@adcb.com
Vendor Code	YazanEla8733	Alternate Email	
Vendor Type	Supplier	Home Phone	

Category

Market

Contacts

EFT Setup

Documents

Previous Submit

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VENDORCafe_5.2.7.8, Dated: January 31,2019

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