UNITED ARAB EMIRATES
MINISTRY OF ENERGY & INFRASTRUCTURE

الإمـارات العـربيـة المتحـدة
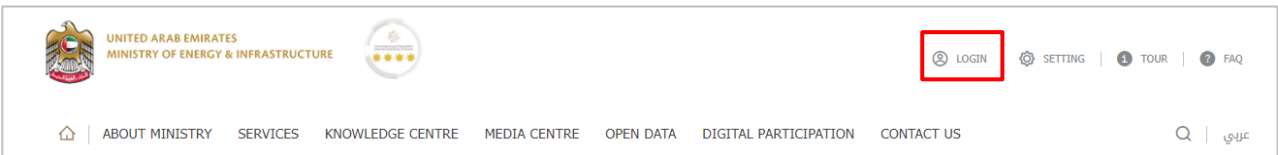وزارة الطاقـــــة والبنيـــــة التحتيـــة

User Manual
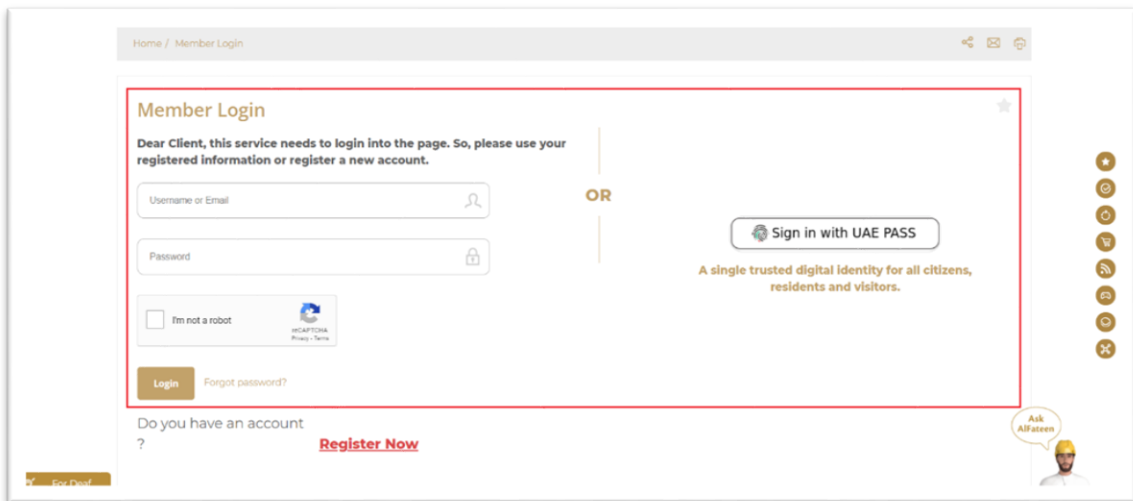# Request for registration for Consultants, Contractors, and suppliers for Engineering projects Service
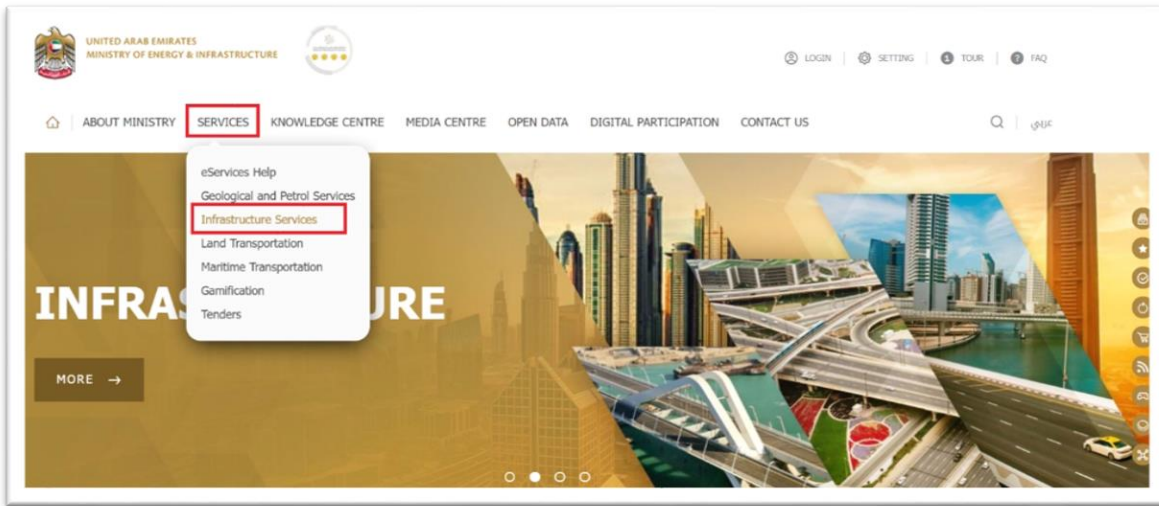
V 3.0
2021

1. Open MOEI website: https://www.moei.gov.ae
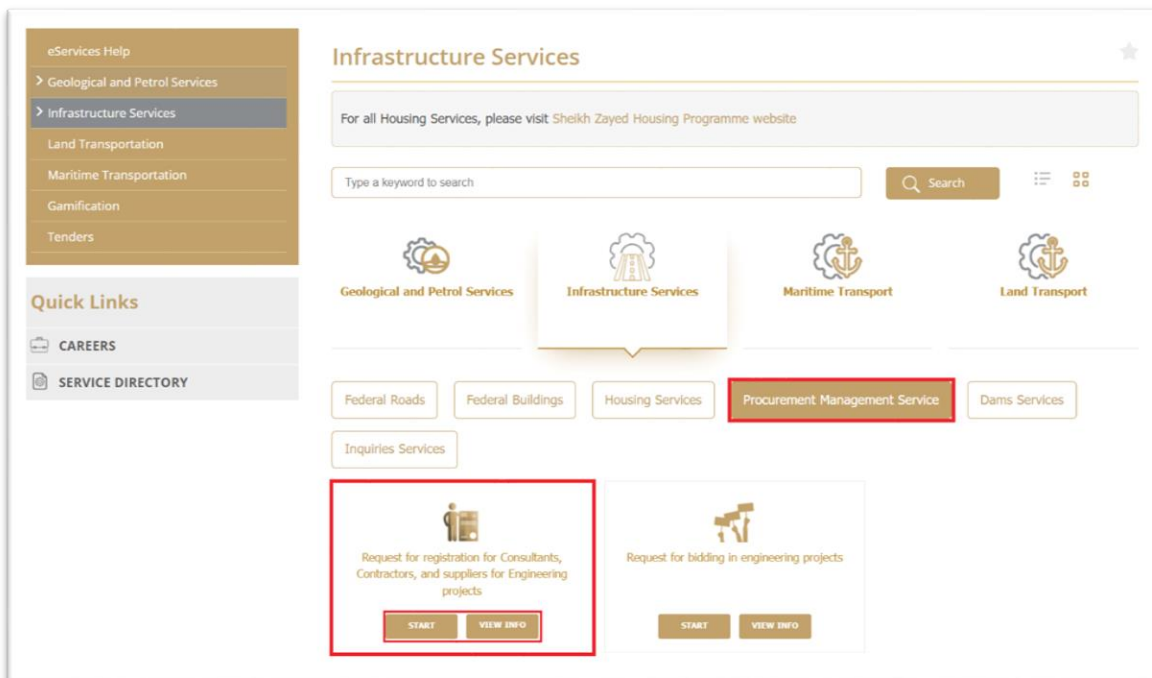2. Click on "LOGIN" on the header

3. Then it will redirect you to the Login page, you can login by email registered and password or using UAE PASS.

4. From the home page, go to "Services" tab, then choose "Infrastructure Services".

5. From Services Directory, choose the category "Procuremnt Management Service".
6. Then select the needed service "Request for registration for Consultants, Contractors, and suppliers for Engineering projects" , you can view the service Info or start the service immediately.

7. Enter the company's establishment number and trade license number to automatically retrieve the company data from the Ministry of Human Resources & Emiratisation and the Ministry of Economy.

8. Select the main and sub activity types.

9. Fill the Basic Information.

10. Fill the Company Ownership.

11. Fill the Licenses & Documents.

12. Fill the Key Staff.

13. Fill the Projects & Certification (In case of contractor/ consultant/ sub contractor, you need to add the completed and running projects. However, in case of supplier, you need to add the products and experience in importing materials).

14. Submit the request by click on "Submit", or click on "Save as Draft" to save the request and modify it later before sending it to the Ministry.

15. Pay the service fees (Note: an email will be sent to the customer including the payment receipt as an attachment).

16. When the request is approved by the ministry, the Qualification Certificate will be automatically issued and sent to the customer by email. Also, you can find, view and download all your reports, certificates and receipts from the end user dashboard.

Apply for new service

User Dashboard

User Dashboard

Applications available for renew

My Services

My Certificates & Documents

Participation Requests

My Tenders

⚙	⊗	✓	⊙
0	0	1	0
SUBMITTED OR UNDER REVIEW SERVICES	REJECTED SERVICES	APPROVED SERVICES	TASKS

APPLICATIONS AVAILABLE FOR RENEW

QUALIFICATION (0)   NOC (0)

#	APPLICATION NUMBER	EXPIRY DATE	ACTIVITY TYPE	RENEW
				No Items To Display

⏮ ◀ 0 ▶ ⏭

MY SERVICES

ALL (1)   SAVED (0)   COMPLETED (1)   REJECTED/ CANCELLED (0)   IN PROGRESS (0)

#	SERVICE NAME	APPLICATION #	COMPLETED DATE		CERTIFICATES	RECEIPTS
1	eQualification	EQ_36819	21/07/2019	Edit →	📄	▭

⏮ ◀ 1 ▶ ⏭

MOST USED SERVICES   ← →

🏛 FEDERAL ROADS

REQUEST VALUE ESTIMATE OF ACCIDENT DAMAGE

Provide a report to those who cause accidents for the damage of traffic accidents on the federal roads

CERTIFICATES

EQ_36819

NEWQUALIFICATIONCERT...

167.3 KB (1sec)

↓ Download pdf

RECEIPTS

EQ_36819

RECEIPT.PDF

121.7 KB (1sec)

↓ Download pdf