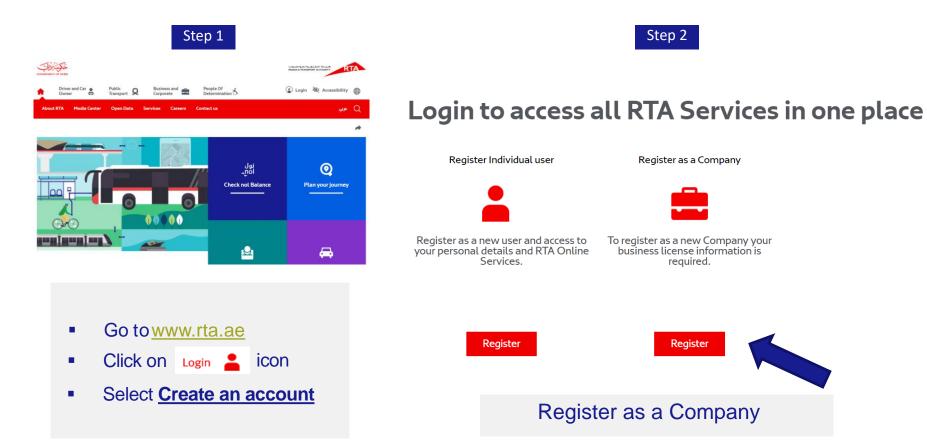


# Prequalification Guideline Investor

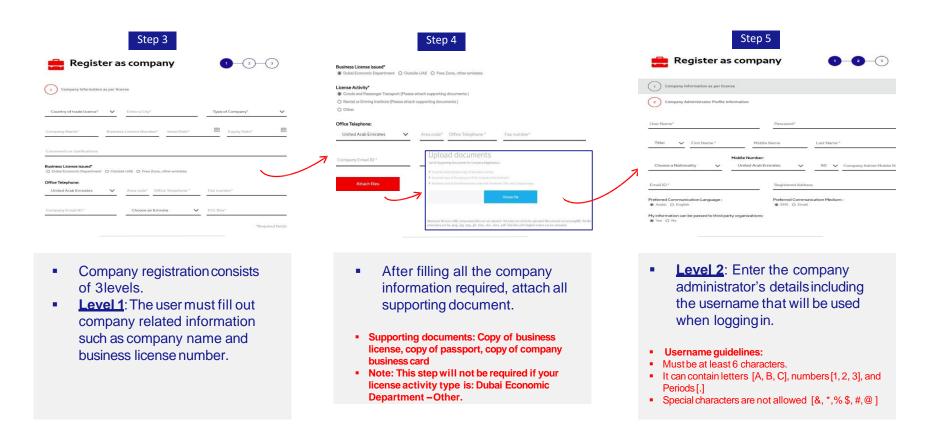


## 1- Registration

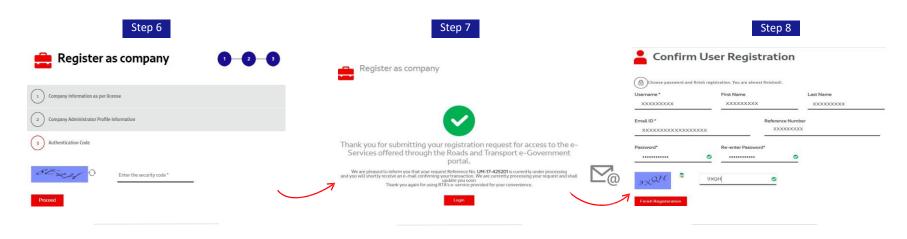










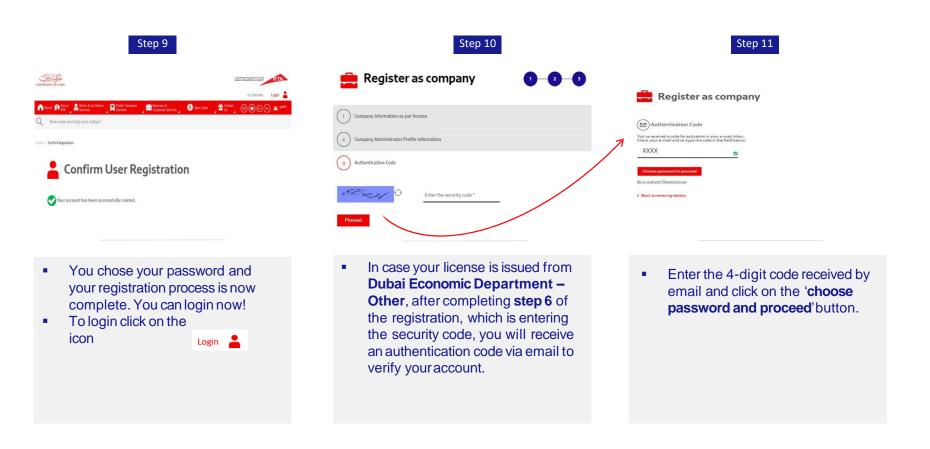


 Level 3: Enter the security code shown in the image and click on the 'proceed' button.

- A message is displayed, stating: Your company registration request has been sent and is awaiting approval. Once the company is approved/rejected an email will be sent to the entered administrator's email address.
- Approvals take between 2-3 businessdays.

- We have sent an email to verify your account. Please check your email inbox and click on the activation link to be able to choose your password as shown in above screen
- Password must be a minimum of 8 characters including at least 1alphabet, 1number and 1 special character. Example: password@123



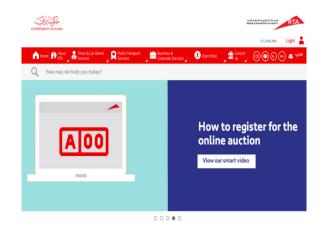




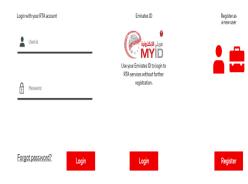
## 2- Prequalification



#### **Login RTA Portal**



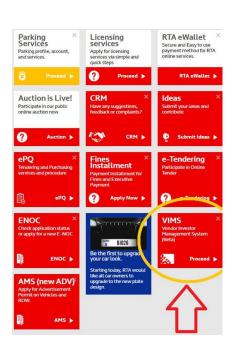




Go to www.rta.ae

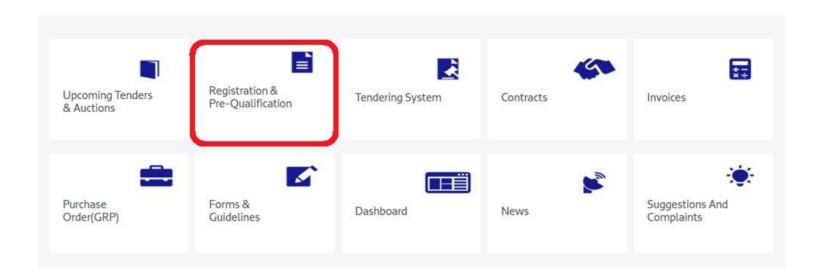
Click on Login icon as shown above.

Insert username and password and Click Login



Click on VIMS



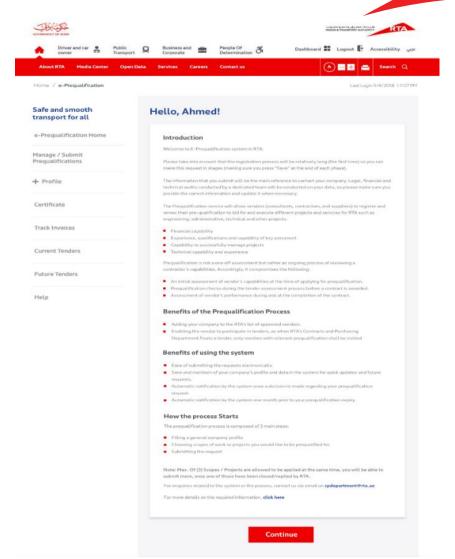


Click on **Registration & Pre-Qualification** 

9

#### Home

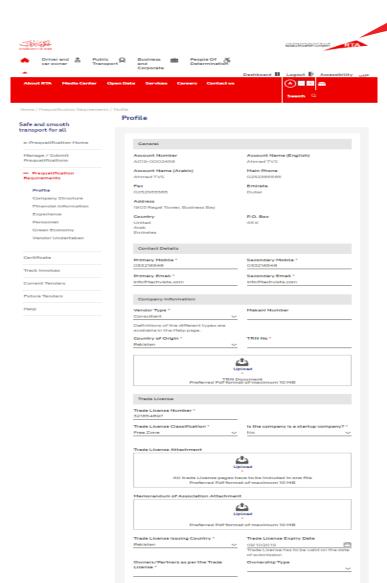
- Please read carefully the introduction
- Click Continue button at the end



#### **Profile**

- Fill in the mandatory info on profile screen
- Attach mandatory documents as following:
  - 1. TRN Certificate.
  - Trade License.
  - 3. Memorandum of Association.
  - 4. Sponsor & Manager ID
- ✓ If company is <u>SME</u> to attach the Membership Certificate.

- Click save
- Click on Next button

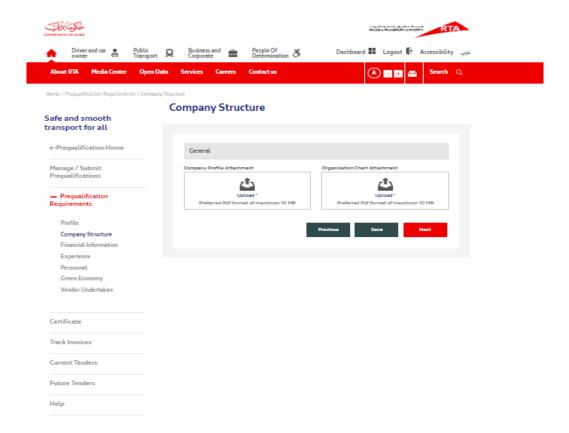


## **Company Structure**



- Attach all mandatory documents as following:
- 1. Company Profile
- 2. Organizational Chart.

- Click save
- Click on Next button

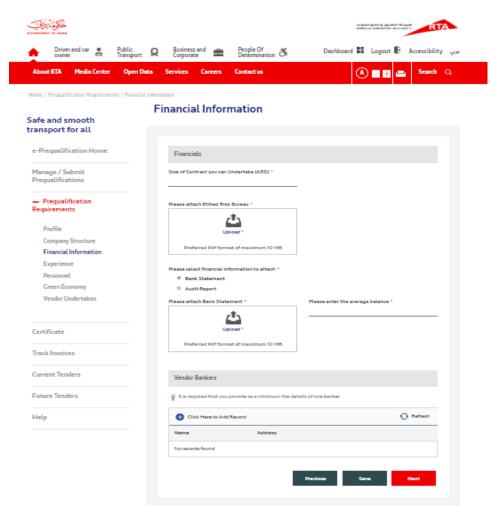


#### **Financial Information**



- Attach all mandatory documents as following:
- Etihad Risk Bureau report.
- 2. Bank Statement from Minor Services up to 1 million financial Limit.
- 3. Audit Report for the Major Projects above 1 million AED Value
- Fill all mandatory information
- Add Vendor banker details

- Click save
- Click on Next button

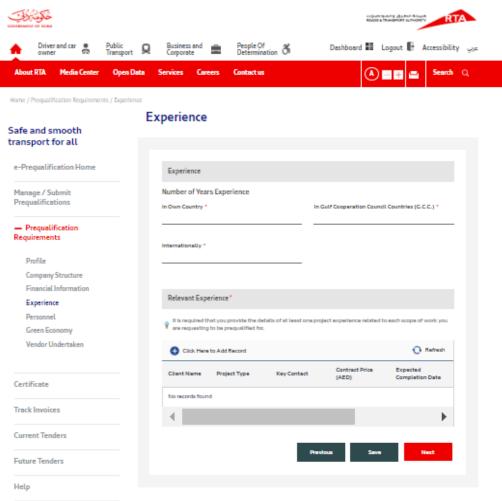


### **Experience**

RTA

- Fill all mandatory information as following:
- Previous Completed and in progress projects information (at least 3 projects for each scope of work)
- Attach Supporting Documents (Contract, letter of Award, LPO).
- 3. Provide the correct value of projects.
- Add Relevant Experience details

- Click save
- Click on Next button



#### **Personnel**

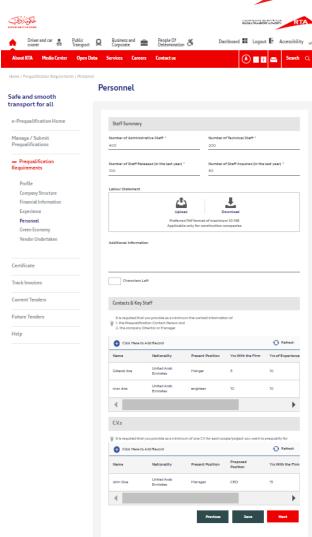
RTA

- Fill all mandatory information
- Add Contacts and Key staff details
- Add CV's
- Add Labour Statement (<u>Contractors Only</u>)

#### Business Rule(s):

- Need to add 2 records in contact and key staff section (<u>mandatory</u>):
- one will be the PQ contact person
- > other will be the **Director/Manager**

- Click save
- Click on Next button



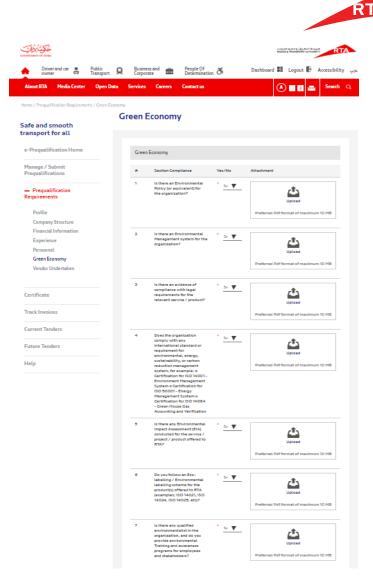
## **Green Economy**

- Attach mandatory documents
- Answer each question with Yes, No, N/A
- Click on Next button

#### Business Rule(s):

 If the answer to any question(s) is Yes the attachment(s) will be mandatory

- Click save
- Click on Next button



## **HSE (For Contractors only)**

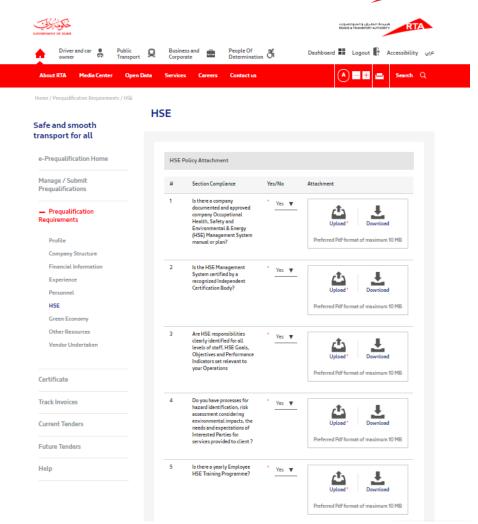
RTA

- Attach mandatory documents
- Answer each question with Yes, No, N/A
- Click on Next button

#### Business Rule(s):

 If the answer to any question(s) is Yes the attachment(s) will be mandatory

- Click save
- Click on Next button



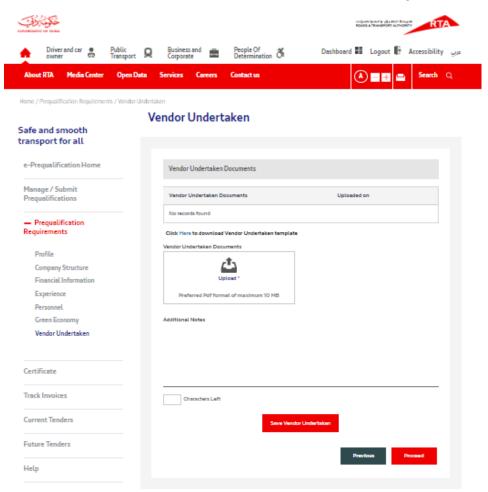
#### Vendor Undertaken

RTA

- Click to download the template
- Attach the undertaken letter after sign and stamp
- Click on Save additional data
- Click on Proceed button

#### Business Rule(s):

 Multiple documents can be added at a time.



## Manage/Submit Prequalification

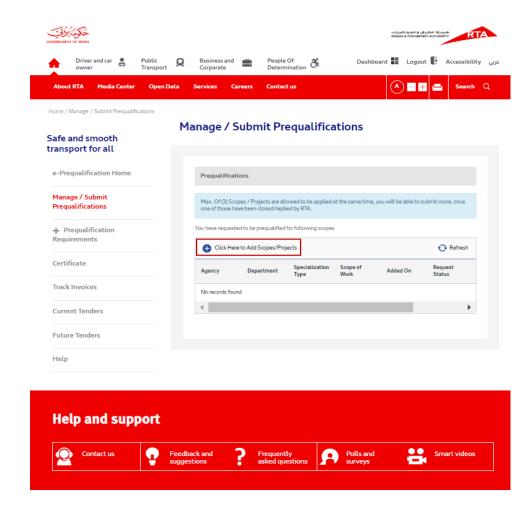


#### Pre-Requisite(s):

Profile of vendor should be completed

#### Step(s):

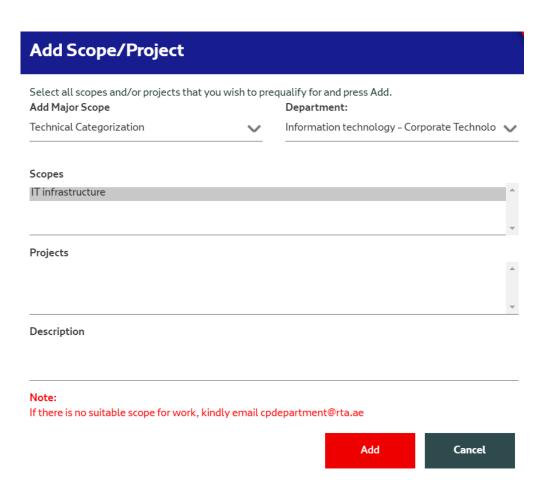
- Click on manage/submit prequalification
- Click on "Click here to add record"



## Manage/Submit Prequalification Cont.



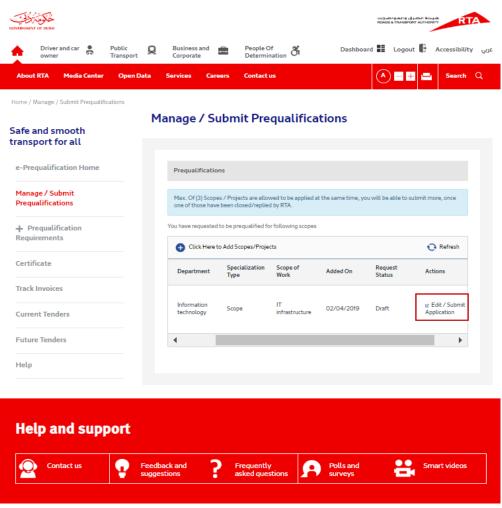
- Select Major scope.
- Select Department.
- Select Scope from the list.
- Click on Add button.



## Manage/Submit Prequalification Cont.



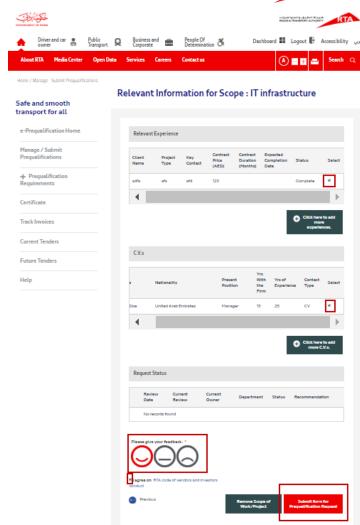
• Click on edit/submit application button.



## Manage/Submit Prequalification Cont.



- Select experience from the grid.
- Select CV from the grid.
- Select Feedback by clicking on it.
- Accept agreement.
- Click on "Submit for prequalification request" button.



## **Vendor Affairs Support Team**



For any further clarification and assistance, please contact:

Email: Reach\_Mahmoud.Oriqat@rta.ae cpdepartment@rta.ae

Tel.: 04-290 3241 04-290 3242



## Thank you