



This document is classified as “**Information Classification Category C**”

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1 Notify Supplier to Submit the BG Request

On PO Creation:

A notification is sent to the supplier contact to inform him that BG is required for the Purchase Order.

The screenshot shows a notification in the SMART DUBAI system. At the top, there is a navigation bar with the SMART DUBAI logo and user information: "Logged In As ATLASSAFETY". Below the navigation bar, the notification is titled "Government Resources Planning Systems >". The main content area contains an "Information" box stating "This notification does not require a response." Below this, the notification details are displayed: "PO number/Release 41905673 Requires Bank Guarantee". To the right of this title are three buttons: "OK", "REASSIGN", and "REQUEST INFORMATION". The notification body includes the following text: "From: Mr. Jamal Ali Hassan", "To: LJJI PRADEEP", "Sent: 30-10-2019 11:42:07", "ID: 91771832", "Sent: 30-10-2019", "From Department: Dubai Airports", "Buyer: Mr. Jamal Ali Hassan", "To: Atlas Safety Products Trading LLC", and "Purchase Order/Release number 41905673 requires bank guarantee of amount 4500 (AED), .". At the bottom left, there is a "Return to Worklist" link. At the bottom right, there are three buttons: "OK", "REASSIGN", and "REQUEST INFORMATION".

On Blanket Purchase Agreement Creation:

A notification is sent to the supplier contact to inform him that BG is required for the Blanket Purchase Agreement.

The screenshot shows a notification in the SMART DUBAI system. At the top, there is a navigation bar with the SMART DUBAI logo and user information: "Logged In As ATLASSAFETY". Below the navigation bar, the notification is titled "Government Resources Planning Systems >". The main content area contains an "Information" box stating "This notification does not require a response." Below this, the notification details are displayed: "PO number/Release 41905675 Requires Bank Guarantee". To the right of this title are three buttons: "OK", "REASSIGN", and "REQUEST INFORMATION". The notification body includes the following text: "From: Mr. Jamal Ali Hassan", "To: LJJI PRADEEP", "Sent: 30-10-2019 12:26:37", "ID: 91771840", "Sent: 30-10-2019", "From Department: Dubai Airports", "Buyer: Mr. Jamal Ali Hassan", "To: Atlas Safety Products Trading LLC", and "Purchase Order/Release number 41905675 requires bank guarantee of amount 55000 (AED), .". At the bottom left, there is a "Return to Worklist" link. At the bottom right, there are three buttons: "OK", "REASSIGN", and "REQUEST INFORMATION".

On Blanket Release Creation:

A notification is sent to the supplier contact to inform him that BG is required for the Blanket Release.

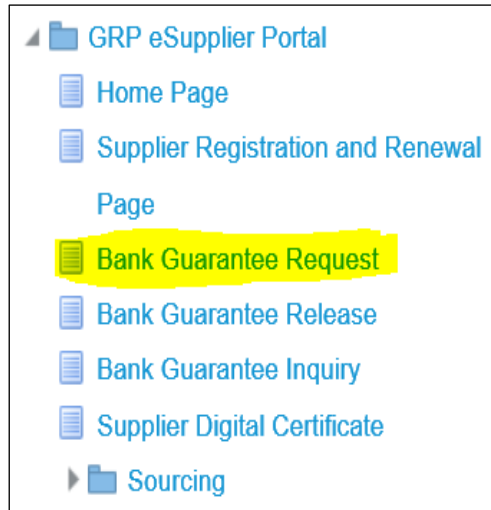
The screenshot shows the Smart Dubai portal interface. At the top, there is a navigation bar with the Smart Dubai logo and user information: "Logged In As ATLISSAFETY". Below the navigation bar, the main content area displays a notification titled "Information" with the message: "This notification does not require a response." Below this, a specific notification is shown: "PO number/Release 41905676-1 Requires Bank Guarantee". To the right of this notification are three buttons: "OK", "REASSIGN", and "REQUEST INFORMATION". Below the notification, the email details are listed: "From: Mr. Jamal Ali Hassan", "To: LLJI PRADEEP", "Sent: 30-10-2019 12:23:35", "ID: 91771837", "Sent: 30-10-2019", "From Department: Dubai Airports", "Buyer: Mr. Jamal Ali Hassan", "To: Atlas Safety Products Trading LLC". A summary line states: "Purchase Order/Release number 41905676-1 requires bank guarantee of amount 68500 (AED),...". At the bottom left, there is a "Return to Worklist" link. At the bottom right, there are three buttons: "OK", "REASSIGN", and "REQUEST INFORMATION".

2 Create Bank Guarantee Request from iSupplier

The supplier will login to eSupplier Portal.

The screenshot shows the login page for the Government Resources Planning system. The page title is "أنظمة تخطيط الموارد الحكومية" (Government Resources Planning) and "Government Resources Planning". The login form includes fields for "Username" and "Password", a "LOGIN" button, and a "CANCEL" button. Below the login buttons, there is a link for "Forgot Password?". At the bottom, there are two dropdown menus: "Accessibility" set to "None" and "Language" set to "English".

Then opens the Bank Guarantee Request page.



BG Request page will open.

Click on Create Request button.

BG Requests CREATE REQUEST

Search Requests

Government Department BG Number

SEARCH

Requests

BG Number	Organization	Start Date	End Date	Bank Name	Bank Branch Name	BG Amount	Status	Amendment	Replace
DAC-003	Dubai Airports	01-09-2019	01-08-2020	ENBD	Deira	68500	Rejected		

Request Details page will open.

Request Details

* Government Department

* BG Number

* BG Type

* BG Start Date

* BG Total Amount

* Bank Name

Project Number

Project Description

Cost Center

Creation Date 04-11-2019

* BG Description

* BG Style

* BG Expiry Date

* Auto Renewal






Bank Branch

Project Name

Auction Number

Cost Center Description

Related Purchase Orders

ADD PO |     

PO Number	Release Number	Requested Amount
No results found.		

SUBMIT SAVE

Attached Documents

Attachments None ADD...

Enter the request details.

Request Details

* Government Department	Dubai Airports	Creation Date	04-11-2019
* BG Number	DAC-00001	* BG Description	Test Performance Bond
* BG Type	Performance Bond	* BG Style	Letter
* BG Start Date	01-11-2019	* BG Expiry Date	01-09-2020
* BG Total Amount	9500	* Auto Renewal	Yes
* Bank Name	ENBD	Bank Branch	Deira
Project Number		Project Name	
Project Description		Auction Number	
Cost Center	0475	Cost Center Description	Organization culture & performance management

Add the Purchase Order

Click on ADD PO button.

New line will be created.

Related Purchase Orders

ADD PO

PO Number	Release Number	Requested Amount

Enter the PO number.

Or open the search page to search on the required PO.

Select the PO.

Bank Name

Project Number

Project Description

Cost Center

Related Purchase Orders

ADD PO

PO Number

SUBMIT SAVE

Attached Documents

Attachments None ADD...

Search and Select: PoNumber

CANCEL SELECT

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By PO Number

GO

Results

Select	Quick Select	PO Number	Release Number	Amt
<input type="radio"/>		41905673	0	4500
<input type="radio"/>		41905675	0	55000
<input type="radio"/>		41905676	1	68500

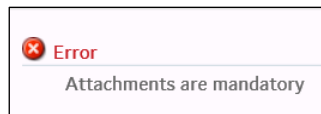
125%

PO is added.

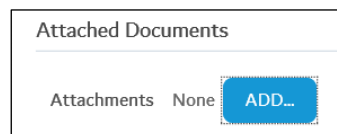
Related Purchase Orders		
<div style="display: flex; align-items: center;"> ADD PO </div>		
PO Number	Release Number	Requested Amount
41905675	0	55000

Adding Attachment

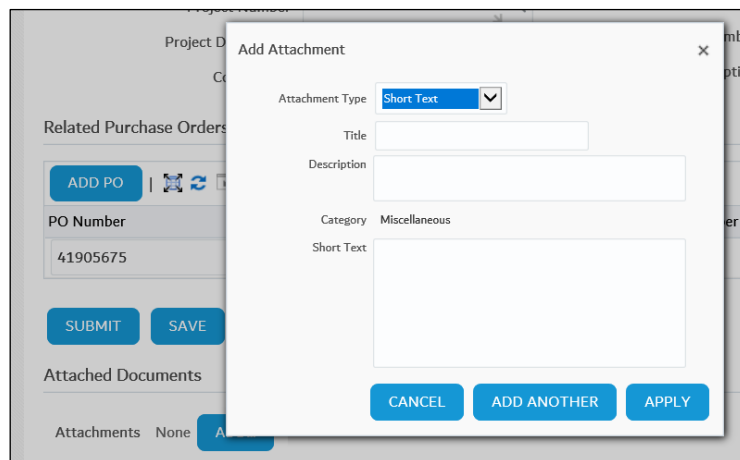
Note that you must attach a soft copy of the original Bank Guarantee document to submit the request.



Click on ADD button

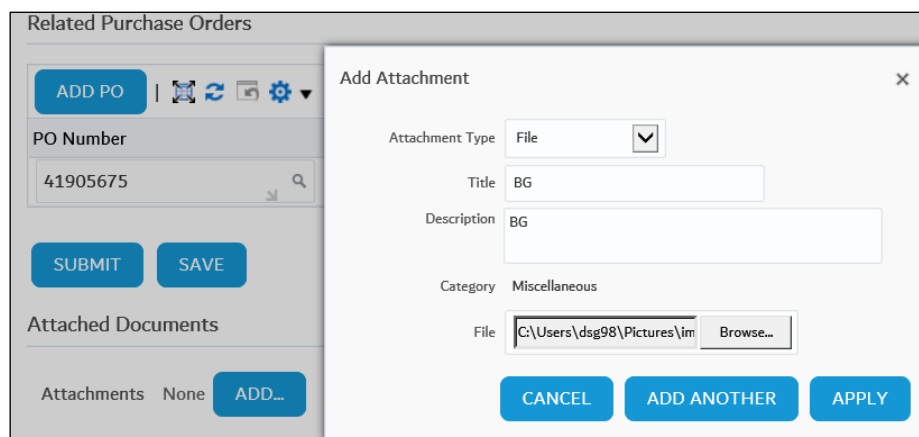


Add Attachment page will open.



Add the soft copy from the original Bank Guarantee document.

Click on APPLY button



Confirmation message will show to you.

Click on CLOSE button.

Add Attachment ✕

Confirmation

Attachment BG has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

[CLOSE](#)

Review your data and then submit the BG request.

You can save the data for later if needed.

* Government Department

* BG Number

* BG Type

* BG Start Date

* BG Total Amount

* Bank Name

Project Number

Project Description

Cost Center

Creation Date

* BG Description

* BG Style

* BG Expiry Date

* Auto Renewal

Bank Branch

Project Name

Auction Number

Cost Center Description

Related Purchase Orders

ADD PO
🔍 🔄 ⏪ ⚙️ 🗑️

PO Number	Release Number	Requested Amount
<input type="text" value="41905675"/>	0	55000

SUBMIT
SAVE






Attached Documents

Attachments [View](#) ADD...

The BG request is submitted to the Government department for approval.

* Government Department	Dubai Airports	Creation Date	04-11-2019
* BG Number	DAC-00001	* BG Description	Test Performance Bond
* BG Type	Performance Bond	* BG Style	Letter
* BG Start Date	01-11-2019	* BG Expiry Date	01-09-2020
* BG Total Amount	9500	* Auto Renewal	Yes
* Bank Name	ENBD	Bank Branch	Deira
Project Number		Project Name	
Project Description		Auction Number	
Cost Center	0475	Cost Center Description	

Related Purchase Orders

[ADD PO](#) |     






PO Number	Release Number	Requested Amount
41905675	0	55000

[SUBMIT](#) [SAVE](#)




Attached Documents

Attachments [View](#) [ADD...](#)






Related Purchase Orders

PO Number	Release Number	PO Type	PO Description	PO Amount Ordered / Agreed	BG Required Amount on PO
41905675	0	Blanket Agreement	test	1000000	55000

Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ^	Usage ^	Update	Delete	Publish to Catalog
BG	File	BG	Miscellaneous	ATLASSAFETY	04-11-2019	One-Time			

Action History

Num	Action Date	Action	From	To	Details
1	04-11-2019 11:32:37	Submit	LUJI PRADEEP	Mr. Lijo Joseph	

Response

NOTE

[Return to Worklist](#)

Display next notification after my response

[APPROVE](#) [REJECT](#) [REASSIGN](#) [REQUEST INFORMATION](#)

When the request is rejected , a notification will be sent to the supplier.

Bank Guarantee Number DAC-00001 for 55000 AED is Rejected.

[OK](#)
[REASSIGN](#)
[REQUEST INFORMATION](#)

From Mr. Lijo Joseph
To LLJI PRADEEP
Sent 04-11-2019 11:58:42
ID 91774924

BG Details

Government Department	Dubai Airports	Creation Date	04-11-2019
BG Number	DAC-00001	BG Amount	55000
BG Description	Test Performance Bond	Automatically Renewed	Yes
BG Start Date	01-11-2019	BG Expiry Date	01-09-2020
BG Type	PERFORMANCE BOND	BG Style	LETTER
Supplier Name	Atlas Safety Products Trading LLC	Supplier Number	124679
Bank Name	ENBD	Bank Branch	Deira
Project Number		Project Name	
Project Description		Bid Number	
Auction Number		Auction Title	
Cost Center	0475	Cost Center Description	Organization culture & performance management
Reference Type		Reference BG Number	

Related Purchase Orders

PO Number	Release Number	PO Type	PO Description	PO Amount Ordered / Agreed	BG Required Amount on PO
41905675	0	Blanket Agreement	test	1000000	55000

BG Amendment

The supplier can view it in the BG Request page.

And he can update it and send it back to approval by clicking on Amendment button.

BG Requests [CREATE REQUEST](#)

Search Requests

Government Department BG Number

[SEARCH](#)

Requests

BG Number	Organization	Start Date	End Date	Bank Name	Bank Branch Name	BG Amount	Status	Amendment	Replace
DAC-00001	Dubai Airports	01-11-2019	01-09-2020	ENBD	Deira	55000	Rejected		
DAC-003	Dubai Airports	01-09-2019	01-08-2020	ENBD	Deira	68500	Rejected		

The Request Details page will open.

Update the required data then submit it.

Request Details

<p>* Government Department <input type="text" value="Dubai Airports"/></p> <p>* BG Number <input type="text" value="DAC-00001"/></p> <p>* BG Type <input type="text" value="Performance Bond"/></p> <p>* BG Start Date <input type="text" value="01-11-2019"/></p> <p>* BG Total Amount <input type="text" value="55000"/></p> <p>* Bank Name <input type="text" value="ENBD"/></p> <p>Project Number <input type="text"/></p> <p>Project Description <input type="text"/></p> <p>Cost Center <input type="text" value="0475"/></p>	<p>Creation Date <input type="text"/></p> <p>* BG Description <input type="text" value="Test Performance Bond"/></p> <p>* BG Style <input type="text" value="Letter"/></p> <p>* BG Expiry Date <input type="text" value="01-09-2020"/></p> <p>* Auto Renewal <input type="text" value="Yes"/></p> <p>Bank Branch <input type="text" value="Deira"/></p> <p>Project Name <input type="text"/></p> <p>Auction Number <input type="text"/></p> <p>Cost Center Description <input type="text" value="Organization culture & performance management"/></p>
---	---

Related Purchase Orders

[ADD PO](#) |

PO Number	Release Number	Requested Amount
<input type="text" value="41905675"/>	0	55000

[SUBMIT](#) [SAVE](#)

Attached Documents

Attachments [View](#) [ADD...](#)

It will be submitted for the Government Department for approval.

When the request is Approved, a notification will be sent to the supplier.

Bank Guarantee Number DAC-00001 for 55000 AED is Approved.

[OK](#) [REASSIGN](#) [REQUEST INFORMATION](#)

From Mr. Hari Puthu Kulungara
To LLJI PRADEEP
Sent 04-11-2019 12:13:26
ID 91774938

BG Details

Government Department	Dubai Airports	Creation Date	04-11-2019
BG Number	DAC-00001	BG Amount	55000
BG Description	Test Performance Bond	Automatically Renewed	Yes
BG Start Date	01-11-2019	BG Expiry Date	01-09-2020
BG Type	PERFORMANCE BOND	BG Style	LETTER
Supplier Name	Atlas Safety Products Trading LLC	Supplier Number	124679
Bank Name	ENBD	Bank Branch	Deira
Project Number		Project Name	
Project Description		Bid Number	
Auction Number		Auction Title	
Cost Center	0475	Cost Center Description	Organization culture & performance management
Reference Type		Reference BG Number	

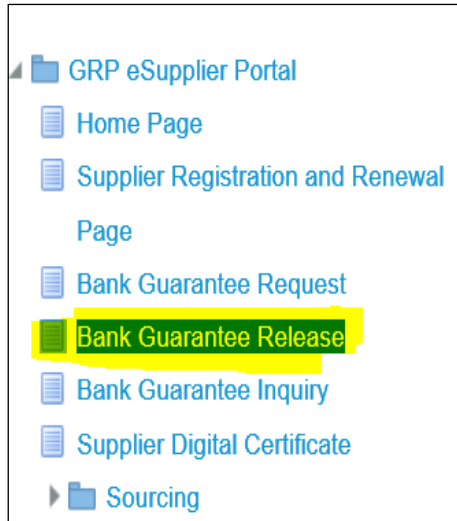
Related Purchase Orders

PO Number	Release Number	PO Type	PO Description	PO Amount Ordered / Agreed	BG Required Amount on PO
41905675	0	Blanket Agreement	test	1000000	55000

3 Release Bank Guarantee from iSupplier

The supplier will login to eSupplier Portal.

Then opens the Bank Guarantee Release page.



Bank Guarantee Release page will open.

Bank Guarantee Release

Search Bank Guarantee

Government Department BG Number

Bank Guarantee

BG Number	BG Description
BG Style	BG Type
BG Status	BG Amount
Vendor Name	Vendor Site
Bank Name	Bank Branch
BG Start Date	BG Expiry Date
Reference Type	Reference BG Number
Total Released Amount	Confiscated Amount
Balance Amount	Automatically Renewed
Auction Number	Auction Title
Bid Number	Project number
Project Name	Project Description
Cost Center	Cost Center Description

Enter the Government Department and the BG number.

Then click on SEARCH button.

Government Department BG Number

Bank Guarantee

BG Number	DAC-00001	BG Description	Test Performance Bond
BG Style	LETTER	BG Type	PERFORMANCE BOND
BG Status	Approved	BG Amount	55000
Vendor Name	Atlas Safety Products Trading LLC	Vendor Site	
Bank Name	ENBD	Bank Branch	Deira
BG Start Date	01-11-2019	BG Expiry Date	01-09-2020
Reference Type		Reference BG Number	
Total Released Amount	0	Confiscated Amount	0
Balance Amount	55000	Automatically Renewed	Yes
Auction Number		Auction Title	
Bid Number		Project number	
Project Name		Project Description	
Cost Center	0475	Cost Center Description	Organization culture & performance management

Related Purchase Orders

PO Number	Release Number	PO Type	PO Description	PO Amount Ordered / Agreed	BG Required Amount on PO
41905675	0	Blanket Agreement	test	1000000	55000

Review the BG data, then click on CREATE RELEASE button.

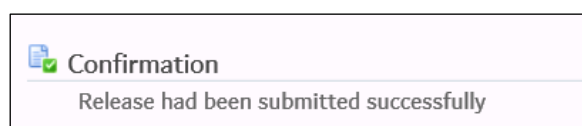
Enter the Release data.

Then submit it.

Release Creation Date Release Date

Released Amount Release Note

Confirmation message will show to you.



The BG Release is submitted to the Government department for approval.

Release Bank Guarantee Number DAC-00001 for 250 AED requires your approval

APPROVE REJECT REASSIGN REQUEST INFORMATION

From LIJI PRADEEP
To Mr. Lijo Joseph
Sent 04-11-2019 14:18:24
ID 91774940

BG Release Details

Government Department	Dubai Airports	BG Creation Date	04-11-2019
BG Number	DAC-00001	Description	Test Performance Bond
BG Type	PERFORMANCE BOND	BG Style	LETTER
BG Amount	55000	Status	Approved
BG Start Date	01-11-2019	BG Expiry Date	01-09-2020
Bank Name	ENBD	Bank Branch	
Supplier Name	Atlas Safety Products Trading LLC	Supplier Number	124679
Supplier Site		Automatically Renewed	Yes
Project Number		Project Name	
Project Description		Bid Number	
Auction Number		Auction Title	
Cost Center	0475	Cost Center Description	Organization culture & performance management
Reference Type		Reference BG Number	
Released Amount	0	Confiscated Amount	0
Balance Amount	55000	Release Creation Date	04-11-2019
Release Date	05-11-2019	Release Amount	250
Release Note	Test Release		

Related Purchase Orders

PO Number	Release Number	PO Type	PO Description	PO Amount Ordered / Agreed	BG Required Amount on PO
41905675	0	Blanket Agreement	test	1000000	55000

Action History

Num	Action Date	Action	From	To	Details
1	04-11-2019 14:18:24	Submit	LIJI PRADEEP	Mr. Lijo Joseph	

Response

NOTE

Return to Worklist

Display next notification after my response

APPROVE REJECT REASSIGN REQUEST INFORMATION

When the Release is rejected, a notification will be sent to the supplier.

A Release for 250 AED of Bank Guarantee Number DAC-00001 is Rejected

[OK](#)
[REASSIGN](#)
[REQUEST INFORMATION](#)

From: LJJI PRADEEP
 To: LJJI PRADEEP
 Sent: 04-11-2019 14:27:43
 ID: 91774943

BG Release Details

Government Department	Dubai Airports	BG Creation Date	04-11-2019
BG Number	DAC-00001	Description	Test Performance Bond
BG Type	PERFORMANCE BOND	BG Style	LETTER
BG Amount	55000	Status	Approved
BG Start Date	01-11-2019	BG Expiry Date	01-09-2020
Bank Name	ENBD	Bank Branch	
Supplier Name	Atlas Safety Products Trading LLC	Supplier Number	124679
Supplier Site		Automatically Renewed	Yes
Project Number		Project Name	
Project Description		Bid Number	
Auction Number		Auction Title	
Cost Center	0475	Cost Center Description	Organization culture & performance management
Reference Type		Reference BG Number	
Released Amount	0	Confiscated Amount	0
Balance Amount	55000	Release Creation Date	04-11-2019
Release Date	05-11-2019	Release Amount	250
Release Note	Test Release		

When the Release is approved , a notification will be sent to the supplier.

A Release for 250 AED of Bank Guarantee Number DAC-00001 is Approved.

[OK](#)
[REASSIGN](#)
[REQUEST INFORMATION](#)

From: Mr. Lijo Joseph
 To: LJJI PRADEEP
 Sent: 04-11-2019 14:32:23
 ID: 91774949

BG Release Details

Government Department	Dubai Airports	BG Creation Date	04-11-2019
BG Number	DAC-00001	Description	Test Performance Bond
BG Type	PERFORMANCE BOND	BG Style	LETTER
BG Amount	55000	Status	PARTIALLY RELEASED
BG Start Date	01-11-2019	BG Expiry Date	01-09-2020
Bank Name	ENBD	Bank Branch	
Supplier Name	Atlas Safety Products Trading LLC	Supplier Number	124679
Supplier Site		Automatically Renewed	Yes
Project Number		Project Name	
Project Description		Bid Number	
Auction Number		Auction Title	
Cost Center	0475	Cost Center Description	Organization culture & performance management
Reference Type		Reference BG Number	
Released Amount	250	Confiscated Amount	0
Balance Amount	54750	Release Creation Date	04-11-2019
Release Date	05-11-2019	Release Amount	250
Release Note	Test Release		

4 Notify Supplier When Bank Guarantee is Confiscated

When the BG Confiscation is approved by the government entity, a notification will be sent to the supplier iSupplier account.

A Confiscation for 350 AED of Bank Guarantee Number DAC-002 is Approved.

[OK](#)
[REASSIGN](#)
[REQUEST INFORMATION](#)

From Mr. Hari Puthu Kulungara
 To Mr. Jamal Ali Hassan
 Sent 05-11-2019 14:12:12
 ID 91775202

BG Confiscate Details

Government Department	Dubai Airports	BG Creation Date	28-10-2019
BG Number	DAC-002	Description	test bg dac
BG Type	PERFORMANCE BOND	BG Style	CHEQUE
BG Amount	4500	BG Status	PARTIALLY CONFISCATED
BG Start Date	01-09-2019	BG Expiry Date	05-08-2020
Bank Name	ENBD	Bank Branch	
Supplier Name	Atlas Safety Products Trading LLC	Supplier Number	124679
Supplier Site		Automatically Renewed	No
Project Number		Project Name	
Project Description		Bid Number	
Auction Number		Auction Title	
Cost Center		Cost Center Description	
Reference Type		Reference BG Number	
Released Amount	0	Confiscated Amount	350
Balance Amount	4150	Confiscation CreationDate	05-11-2019
Confiscation Date	06-11-2019	Confiscation Amount	350
Confiscation Reason	test Confiscation Note new		

Related Purchase Orders

PO Number	Release Number	PO Type	PO Description	PO Amount Ordered / Agreed	BG Required Amount on PO
41905671	0	Standard Purchase Order	Helmet Safety Protector - Model 300	10.5	4500

[Return to Worklist](#)

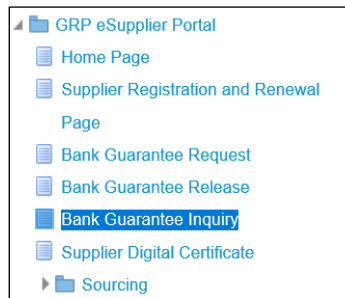
Display next notification after my response

[OK](#)
[REASSIGN](#)
[REQUEST INFORMATION](#)

5 Bank Guarantee Inquiry from iSupplier

The supplier will login to eSupplier Portal.

The opens the Bank Guarantee Inquiry page.



Search Page will open.

Search Requests

Organization BG Number

SEARCH

Requests

BG Number	Organization	Start Date	End Date	Bank Name	Bank Branch Name	BG Amount	Status
No search conducted.							

Enter the Government Department and the BG number.

Then click on SEARCH button.

The BG data will show.

Organization BG Number

SEARCH

Requests

BG Number	Organization	Start Date	End Date	Bank Name	Bank Branch Name	BG Amount	Status
DAC-00001	Dubai Airports	01-11-2019	01-09-2020	ENBD	Deira	55000	Partially Released

Click on the BG number.

The Request details page will open with all the BG details.

Request Details

BG Number DAC-00001 BG Type PERFORMANCE BOND

BG Style LETTER BG Total Amount 55000

Start Date 01-11-2019 End Date 01-09-2020

BG Descr. Test Performance Bond Organization Dubai Airports

Bank Name ENBD Branch Name Deira

Project Number Project Name

Project Descr. Auction Number

Status PARTIALLY RELEASED

Related Purchase Orders

PO Number	Release Number	Requested Amount
41905675	0	55000