

Annexure C – General Instructions to Suppliers

A. Instructions for delivery/service

A.1. Instruction for service:

Supplier shall perform relevant services as per the scope of work agreed applicable for the specific order at relevant site and as per the instruction by authorized Tabreed personnel.

A.2. Instruction for delivery for all sites/Tabreed stores:

Supplier shall adhere to the below instructions prior to delivery of materials.

1. Copy of the Packing List and Delivery Note shall be forwarded to the PO Issuer and Stores Team at least 48 hours prior to delivery of shipment in Tabreed stores (or) at Tabreed site. Packing list shall include the below details, but not limited to the following:
 - Tabreed order number.
 - Tabreed material code.
2. Packing list shall identify the method of packing and shall also indicate the gross weight/volume of the ordered materials.
2. Delivery Note shall include the following details:
 - Tabreed Purchase Order reference.
 - Name and title of the receiver.
 - Contact details & designation.
 - Date of receipt of shipment.
3. Delivery of materials or services to Tabreed stores/site shall be made only after receipt of confirmed delivery schedule from the Procurement Buyer/stores team/site team. Tabreed reserves the right to reject shipment(s) in the event of supplier failing to comply with the delivery instructions set forth in the order.
4. In the event of delivery for large quantities of materials delivered to Tabreed stores, the supplier shall notify Tabreed stores on the facilities (Forklift, Crane, etc.) required to offload the shipment.
5. Driver must have a valid medical insurance card covering Abu Dhabi/UAE network

A.3. HSE (Health, Safety & Environment) Instructions:

Tabreed is committed to an injury and accident-free working environment. All persons and vehicles entering into and working within Tabreed premises are required to adhere to Tabreed HSE Requirements.

The supplier or contractor shall ensure at all times and until the end of the project/services/inventory supply scope:

1. compliance with OSHAD and Tabreed's HSEQ requirements, including the Permit to Work system (where applicable).
2. strictly follow their HSE Plan as reviewed and approved by Tabreed HSEQ:
 - All suppliers are required to wear appropriate PPE, trousers and safety shoes at all times, and safety helmets when applicable.
 - Suppliers must park vehicles in designated areas that do not obstruct operations and ensure the car engine is switched off when the vehicle is unattended.

A.4. Shipping:

Shipping address: as specified on the Purchase Order.

Timings: Monday – Friday, except public holidays, between 07:30 am till 02:30 pm. There shall be no exceptions.

B. Instructions for invoicing:

Supplier shall adhere to the below instructions for submission of Invoice:

1. Before submitting your invoice, ensure the PO Order Confirmation is completed on ARIBA. Click [here](#) for more details.
2. For a Material-based PO, Tabreed shall create a Goods Receipt Note on the system.
3. For a Service-based PO, the Supplier shall complete the Service Entry Sheet on ARIBA, and Tabreed shall review and approve it. Click [here](#) for more details.
4. A soft copy of the Tax Invoice must state the Tax Registration Number of the Supplier & Tabreed.
5. The invoice shall comply with the format and content required by the Executive Regulations of UAE (Applies to suppliers registered & operating in the UAE).
6. All invoices shall be submitted to Tabreed without the usage of highlighted color(s) on the Invoice. All invoices shall have the company stamp on the document without affecting the visibility of the content description in the document.
7. Invoices shall be submitted in accordance with the description mentioned in the PO.
8. All invoices must be submitted only to the following address:

Invoicing address:

National Central Cooling Company (Tabreed) Accounts/Finance Department
Accelerator Building, Masdar City
P.O. Box 29478, Abu Dhabi, United Arab Emirates.
Tel # 02 2020 400

9. Tabreed Finance reserves the right to reject the Invoice in the event of supplier's failure to comply with the instructions outlined in this document.
10. Supplier shall receive a system-generated acknowledgement email from ARIBA.

For step-by-step guidance on 'invoicing', click [here](#).