

Annexure C – General Instructions to Suppliers/Contractors

A. Instructions for delivery/service

A.1. Instruction for service:

Supplier/Contractor 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/Contractor 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 Procurement Buyer 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:

1.1 Tabreed order number.

1.2 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:

2.1 Tabreed order number.

2.2 Name and title of the receiver.

2.3 Contact details & designation.

2.4 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. Shipping:

Shipping address: as specified on the Purchase Order.

Timings: Monday – Friday, except public holidays.

B. Instructions for invoicing:

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

1. Soft Copy of the Tax Invoice must state:
 - Tax Registration Number of Supplier/Contractor & Tabreed
 - GRN (Goods Receipt Notice) or SES (Service Entry Sheet) Number
2. Invoice to be added as an attachment along with delivery note or service completion report in the “Create Invoice” section of ARIBA.
3. Invoice shall comply with the format and content in accordance with requirements of the Executive Regulations of UAE (Applies for suppliers registered & operating in the UAE).
4. Submission of invoice(s) shall be made on the same day of receipt of GRN or SES in ARIBA.
5. All invoices shall be submitted to Tabreed without the usage of highlighted colour(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.
6. Invoices shall be submitted in accordance with the description mentioned in Tabreed Purchase Order.
7. 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

8. Tabreed Finance reserves the right to reject the Invoice in the event of supplier's failure to comply with the instructions set forth in points #1, 2, 3, 4, 5 & 6.
9. Supplier/Contractor shall receive an automatic system generated acknowledgement email from ARIBA.