AL THURIAH الـثـــــريـــا

Dear Valued Vendor,

Please be advised that, in line with Federal Tax Authority Decision No. 13 of 2026, Al Thuriah Group has updated its vendor listing requirements effective from **1st of October 2026**. We are now required to verify every vendor before recovering input VAT on its supplies, and to re-verify each vendor every 12 months. Please be advised of the following guidelines.

1. Listing – Approved Vendors

Any company who wishes to trade and do business with Al Thuriah needs to be listed as our Approved Vendor.

- Vendor will fill out and submit the Listing Form (with the required mandatory documents listed in Section H). The listing must be renewed every 12 months; we will contact you when it is due.
- Once your trade license expires, kindly send a copy of your renewed license to suppliers@althuriah.com to update our records and avoid any payment inconvenience.
- Kindly notify us within 10 days of any change to your license, address, ownership, authorised representatives or bank details. Changes to bank details will be confirmed with you by phone before they are applied.

2. Purchase Order Process and Delivery

Al Thuriah will raise a Purchase Order detailing line by line the items to be purchased along with their respective quantities, UOM and rates. Below are the required documents to be submitted by the Vendor/Subcontractor upon delivery.

S/N	Delivery Location	Documents to be Submitted	Submit to
1	Materials to Site	Original Delivery Note	Site Contact Person
2	Materials to Main Office	Original Delivery Note	Main Office Recipient / P.O. Contact Person (whoever receives)
3	Services to Site and Main Office	Original Completion Certificate	Contact Person
4	Subcontractor/s	Proforma Invoice	Contact Person

**Mandatory fields for all these documents include P.O. Number, Company Name, UOM and Quantity*

Kindly note that any difference(s) between the Purchase Order and the Delivery Note/Completion Certificate will be returned for revision.

3. Invoice

The Vendor is required to submit the original Invoice along with copy of a signed Delivery Note/signed Completion Certificate/signed Payment Certificate to:

Al Thuriah Group
Finance & Accounts Department
5th Floor, Sahara Tower 1
P.O. Box 23335, Al Nahda, Sharjah, U.A.E.

The Invoice must tally with the corresponding Purchase Order and Delivery Note/Completion Certificate and all rules regarding the Federal Tax Authority such as correct name/format, etc. Any difference(s) in the Invoice will be returned for revision.

4. Payment Process

Once the original Invoice has been received and stamped at the Accounts Department, payment date will be calculated as follows:

- Assuming all Invoice details are correct, then the payment date will be calculated based on the number of days from the date of receipt at the Accounts Department.
- If the Invoice is incorrect, it will be returned to the Vendor for revision. The payment date will then be calculated based on the number of days from the date of receipt of the revised Invoice at the Accounts Department.
- Payments are made by bank transfer only, to the account in the Vendor's own name given in Section E of the Listing Form.

We greatly appreciate your compliance and cooperation on this matter.

AL THURIAH GROUP

Collectively, Al Thuriah Group refers to the following companies:

- *Al Thuriah Bldg. Cont. LLC*
- *Al Thuriah Properties LLC*
- *Al Thuriah Cleaning Services and Maintenance LLC*
- *Al Raya Contracting LLC*