ETIHAD GLOBAL

SUPPLIER PROFILE 2026

Office Supplies & Workplace Equipment

One price list. Scheduled delivery. One monthly e-invoice.

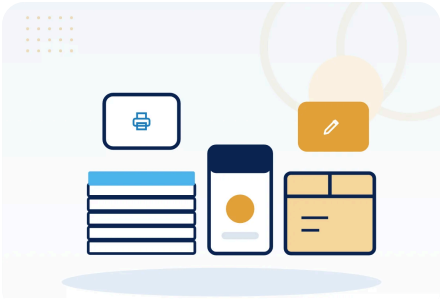


Etihad Global · Obour City, Cairo, Egypt · www.etihadglobal.com.eg

ETIHAD GLOBAL · اتحاد جلوبال

Everything your office uses, from one supplier

Etihad Global is a registered Egyptian company that supplies offices with what they use every day: paper, toner, stationery, cleaning and pantry consumables, business equipment and office furniture. We supply companies across Egypt from our base in Obour City, Cairo.



One price list

Your item codes and prices, fixed for the period you agree.

Scheduled delivery

Weekly, monthly or on demand, with a signed delivery note.

One monthly e-invoice

Registered with the Egyptian Tax Authority, with a spend report by department or site.

Who we supply

Private companies

Of every size, one site or many.

Public bodies

Direct orders and tenders, in the format the buyer asks for.

NGOs & international organisations

Vendor registration and long-term agreements.

Company details

Legal name **Etihad Global (اتحاد جلوبال)**	Address **Villa 19, Block 16069, Fifth District, Obour City, Cairo, Egypt**	Phone and WhatsApp **+20 101 559 7550**
Email **info@etihadglobal.com.eg**	Website **www.etihadglobal.com.eg**	Working hours **Sunday to Thursday, 9:00–17:00**

Registration documents are sent with every quotation or vendor registration on request (see page 7).

Paper & Printing · Toner & Ink · Stationery & Desk · Filing & Archiving · Cleaning & Hygiene · Pantry & Breakroom · Business Equipment · Office Furniture & Setup

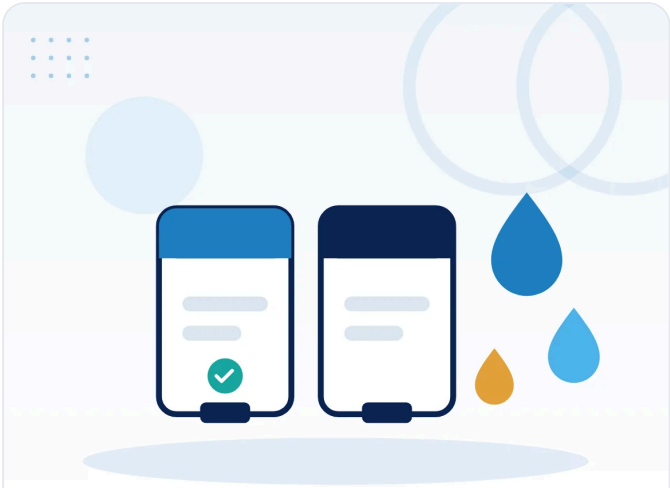
What we supply

Eight categories. Items not on your price list are quoted within one business day.



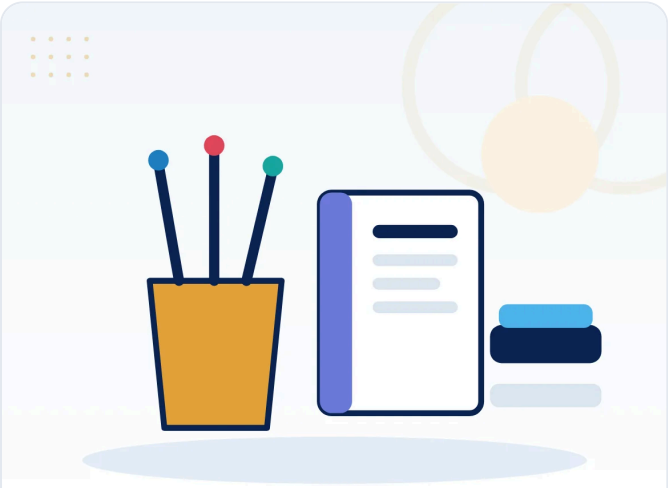
Paper & Printing

- A4 and A3 copy paper, 70 and 80 gsm
- Coloured paper and card
- Envelopes and labels
- POS and fax rolls



Toner & Ink

- Original cartridges: HP, Canon, Brother, Epson, Kyocera and others
- Approved compatible cartridges, always labelled
- Copier toner and drums
- Ink bottles and ribbons



Stationery & Desk

- Pens, pencils and markers
- Notebooks and sticky notes
- Staplers, punches and scissors
- Calculators and desk organisers



Filing & Archiving

- Box files and lever-arch files
- Folders and dividers
- Archive boxes
- Document wallets and sheet protectors

What we supply · continued



Cleaning & Hygiene

- Tissues and paper towels
- Hand soap and sanitiser
- Detergents and disinfectants
- Rubbish bags and cleaning tools



Pantry & Breakroom

- Tea, coffee and sugar
- Bottled water
- Disposable cups and plates
- Packaged goods only



Business Equipment

- Laptops, desktops and monitors
- Printers, copiers, scanners and shredders
- Phones, meeting-room screens, networking basics
- POS hardware, accessories, kitchen appliances



Office Furniture & Setup

- Workstations and chairs
- Meeting rooms and reception
- Storage units
- Layout and installation

How supply works

01 · Set-up
We agree your items, delivery sites and who may order, and take a short consumption baseline per department or site.

02 · Price list
Your codes and prices: 30 days for one-off orders, the contract period for supply agreements.

03 · Order
By email, customer portal, WhatsApp, phone or purchase order. Confirmed the same business day if received by 1:00 pm.

04 · Delivery
On your schedule or on demand. Signed delivery note on receipt.

05 · Invoice
One monthly ETA e-invoice with a spend report. Per-delivery invoices on request.

Service standards

Targets we work to and report on. They are not guarantees.

Same business day
Order confirmation for orders received by 1:00 pm

1 business day
Quotation for items not on your price list

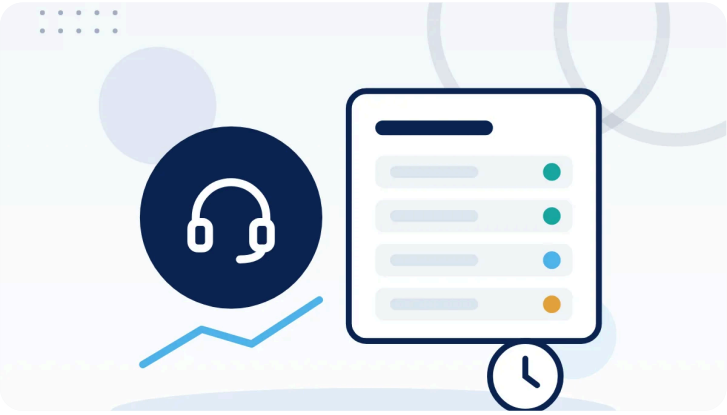
2 business days
Delivery of in-stock items in Greater Cairo; other governorates quoted per order

3 business days
Wrong or defective items collected and replaced from notice

Always labelled
Originals from authorised distributors; compatibles labelled and invoiced as compatible

Free delivery
In Greater Cairo above EGP 3,000 excl. VAT per drop; EGP 150 per drop below

Order the way your team already works
Email, customer portal, WhatsApp, phone or your own purchase order. Every order is logged, so nothing is lost between departments. Sign in at www.etihadglobal.com.eg to reach your customer portal: see and download quotations, delivery notes and invoices, and send new requests.



EQUIPMENT & FURNITURE

Beyond consumables: equipment and workspaces

The same account, the same account manager and the same paperwork for the larger purchases.



Business Equipment

Supply, setup and maintenance

- ✓ Specification matched to the workload
- ✓ Supply, installation and setup
- ✓ Planned preventive maintenance
- ✓ Breakdown response and replacement management

Quoted per project

Office Furniture & Workplace Setup

From one office to a full floor

- ✓ Space planning and layout
- ✓ Workstations, meeting rooms, reception and storage
- ✓ Installation supervision and cabling coordination with IT
- ✓ Post-setup support and warranty handling

Quoted per project

Ready to Work

For companies opening, moving or expanding an office

One contract, one account manager, one schedule of payments. Quoted per site.

- Workspace needs check
- Furniture and setup
- Equipment
- Supplies on replenishment
- Essential Care for the workplace

Payment terms

Purchase	Pricing	Payment
Supplies	Client price list	Advance for new accounts; 30 days after credit approval
Equipment & furniture	Item prices and installation	50% on order · 50% on delivery

Prices in EGP excluding VAT. Supplies and equipment are delivered within Egypt.

Why companies choose us

One supplier
Consumables, equipment and furniture: fewer vendors to register, pay and follow up.

A fixed price list
For the period you agree, with your own item codes.

Clean paperwork
Quotations on letterhead, signed delivery notes, ETA e-invoices, tender documents in your format.

A named account manager
Who knows your sites and your approvals.

Returns and warranty

- Wrong, short or damaged deliveries: tell us within 3 business days; we collect and replace at our cost.
- Unopened items in original condition: returnable within 14 days of delivery.
- Not returnable unless defective: opened printer consumables, paper, cleaning, hygiene and pantry items, and items made or printed to your order.
- Warranty: manufacturer's warranty on originals and equipment, with the claim handled by us; compatible cartridges replaced free for 12 months; furniture 12 months against manufacturing defects.

Full terms: www.etihadglobal.com.eg/returns

Documents available on request

- Commercial Registration extract
- VAT registration certificate
- Social insurance certificate
- Bank account letter
- Tax card
- ETA e-invoicing registration
- Chamber of Commerce membership
- Vendor registration forms in your format



ETIHAD GLOBAL

Ask for your price list

Send us your item list or last month's purchases and we will reply with a price list within one business day.

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Existing clients: sign in at www.etihadglobal.com.eg to reach your customer portal.