SAPTCO – Tamkeen Project

Training Manual

Supplier Self Service Registration

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1 Supplier Self Service Registration

Supplier will self-register himself by following the company provided link and enter all the necessary details given on the form.

1. Supplier needs to provide his E-mail address and click on "Send Access Code".



2. Copy the received code from the mail.

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1 +		1 of 11,577	< >	-		3
□• ☆	IABGKF-TEST.fa.sender@workflow.email.me-jeddah-1.ocs.oraclecloud.com to me ▼	3:56 PM (O minutes ago) 🛛 🛧	⊙ €	- I	1	
() D	Here's the access code you requested.		Ĺ			•
	EKCity					+

3. Paste the Code and then click on "Continue". If the code is expired, then click on "Get a new code".





- 4. On the first Page, enter necessary company details:
- **Company:** Supplier name will be entered in company field.
- Website
- Request Reason: Select the reason for supplier registration request.
- Business Relationship: Select spend authorized as a business relationship.
- Tax Organization Type: Select tax organization type of supplier.
- **Supplier Type:** Select the type for supplier.
- **Tax Country:** Select supplier country in tax country.
- Supplier Taxpayer ID (CR Number) and Tax Registration Number (VAT Registration Number)
- Attachments

After entering mandatory and relevant fields, click on "Continue" to move forward to the next section of the registration process.

upplier Registration			1 7
Company Details			Company Details
Company	Website	Country Saudi Arabia	Contacts
Taxpayer ID	Tax Registration Number	D-U-N-S Number	Addresses
Organization Type	Supplier Type		Business Classifications
Note to Approver			Bank Accounts
l am self registering myself. I had provided me with the link to self	l contacted with your xyz department personnel and he register myself.		Products and Services
			Questionnaire



5. Enter all mandatory and relevant fields. If you want to request a company's supplier account, click on "Yes" on the second question. All the company provisioned roles will be auto selected by default to your user and you have an option to deselect the role. After that click on "Continue" to move forward to the next section. Also, if you want to add another contact, please click on "Add Another Contact" on the bottom left of the page.

Country Mobile Country Phone +966 Ext 7				
Job Title Customer Specialist SA Fax +966	ills			
Is this an administrative contact?				
Administrative contact will revise general communications from us. Contract will revise general communications and self-service tasks. Contract will revise general communications and self-service tasks. Contract will revise general communications and self-service tasks. Contract will revise general communications from us. Contract will revise general communications and self-service tasks. Contract will revise tasks and				
What user roles does this contact need? Business Classi Assign at least 1 user role to specify the responsibilities of the contact. Business Classi	ifications			
Supplier Self Service Administrator Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.	; 			
Supplier Sales Representative Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes to agreements in Questionnaire	services			
Last updated 1 minute ago Cancel Save Continue				

6. Enter all the mandatory and relevant fields and necessary fields including Address purpose whether it will be used for Receiving Orders, Receiving Payments or only RFQ Bidding. Associate your previously created contact with this address and click on continue.

Address 1		団	
Address Name	What's this address used for? Select at least 1 purpose.	-	31-
	Receive Purchase Orders Receive Payments	Bid on REQs	0.17
Country/Region Saudi Arabia		•	Company Details
Address Line 1 and 2	Address Line 2 City	•	Contacts
			Addresses
Postal Code			Business Classifications
Email	Country SA Phone +966	Ext	Bank Accounts
Country Fax			Products and Services
2A +900			Questionnaire
Last updated 15 minutes ago		Cancel Save Continue	
Which contacts are associated to this add	ess?		Bank Accounts
Ahmed M	aaz ahmadmaaz52@gmail.com	Customer Specialist	
		~	
+ Add Another Address			Questionnaire
Last updated 17 minutes ago		Cancel Save Continue	



7. If you want to provide bank accounts, please provide the necessary details. You can optionally attach documents related to bank accounts as necessary. If you want to create multiple bank accounts, select "Add another bank account" and enter the details filled in the previous one. After adding all your bank accounts click on "Continue" to move forward to the next section.

Place company name here				
Supplier Registration Bank Accounts				5 ₇
Bank account 1			۵	Company Details
Country Saudi Arabia	•			Contacts
Bank	Bank Branch	Account Number		Addresses
				Business Classifications
IBAN	Currency Saudi Riyal	Account Type Checking	•	Bank Accounts
Account Holder				Products and Services
Last updated 50 seconds ago		Cancel	Save Continue	Questionnaire
Attach supporting documents				Addresses
Select or drop files here.				Business Classifications
URL	Add URL			Bank Accounts Products and Services
No items to display.			×	Questionnaire
Last updated 1 minute ago		Cancel	Save Continue	

8. Enter your products and services that you will be providing us. "You can select the minor categories "Investment Buildings" and "Office Buildings" or major categories (If you provide all the categories under the major category) "Buses" as selected in our below example. After selecting all the necessary products and services, click on "Continue".

Q Se	arch by category or description		6 ₇
3 selecte	ed View Selected Clear Selected		
	Category	Description	Company Details
	▼ 🗅 Assets	Assets	Contacts
	▼ 🗅 Buildings	Buildings	Addresses
	Investment Buildings	Investment Buildings	
	🗉 Office Buildings	Office Buildings	Business Classifications
	Residential Buildings	Residential Buildings	Bank Accounts
	E Station Buildings	Station Buildings	
	Warehouse Buildings	Warehouse Buildings	Products and Services
	▶ 🗅 Buses	Buses	Questionnaire
Last update	d 41 seconds ago		Cancel Save Continue



9. Provide answer to the required questions and to optional questions. Required Questions are marked as "Required" below the Question text. Also, an answer might contain the required attachment task and is only visible once a specific option is selected as an answer.

Experience and Competency Financial Viability Financial Viability				
Financial Viability ⊕ (Section 2 of 2)	717			
3. Average Profit or Loss for Last 3 Years as per the Audited Financial Statements or Annual Tax Return. Please attach the Financial Statement or Annual Tax Return Copy for validation.				
Required				
a. 50 Million and Above (As per applicable currency)	Company Details			
O b. 25 Million and Above, But Below 50 Million (As per applicable currency)	Contacts			
🔘 c. Less than 25 Million (As per applicable currency)				
🔿 d. Net Loss	Addresses			
Required				
@ Add Attachments	Business Classifications			
Comments	Bank Accounts			
A				
4. Net Assets for the current year as per the Audited Financial Statement or Annual Tax Returns. Please attach the Audited Documents.	Products and Services			
Required				
O a. Above 100 Million (As per applicable currency)	Questionnaire			
b. 50 Million to 99 Million (As per applicable currency)				
O c. 10 Million to 49 Million (As per applicable currency)				
<u>.</u>				

10. If there are multiple sections of questionnaire, click on next section at the end of the first section to move forward and answer against the next section. Once completed, click on "Submit" to send the registration for approval.

Supplier Registration	
Questionnaire	717
Experience and Competency Financial Viability	Company Details
Experience and Competency $\widehat{=}$ (Section 1 of 2)	
1. How many Years of Experience you have in your industry?	Contacts
Required	
a. More than 10 Years	Addresses
O b. 5-9 Years	
O c. Less than 5 Years	Business Classifications
2. Please provide Clientele Details.	Bank Accounts
a. Extremely Large and Well-Known Clients (Multinational)	
b. Large but Known Clients (National or Multinational)	Products and Services
O c. Small and Less Known Clients	Questionnaire
Last updated 1 second ago	Cancel Save Submit



11. Note down the Registration request number for tracking purpose from the organization.

