

SAPTCO – Tamkeen Project

Training Manual

Supplier Self Service Registration

Prepared by: Tamkeen Team

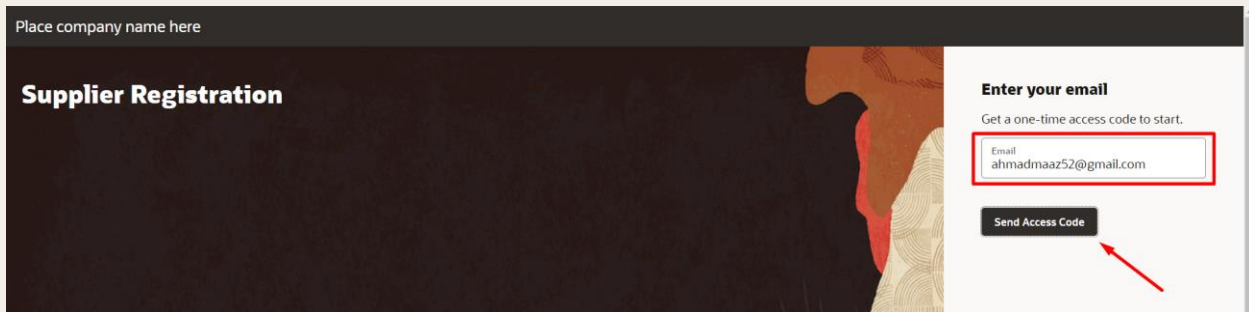
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1 Supplier Self Service Registration

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”.



Place company name here

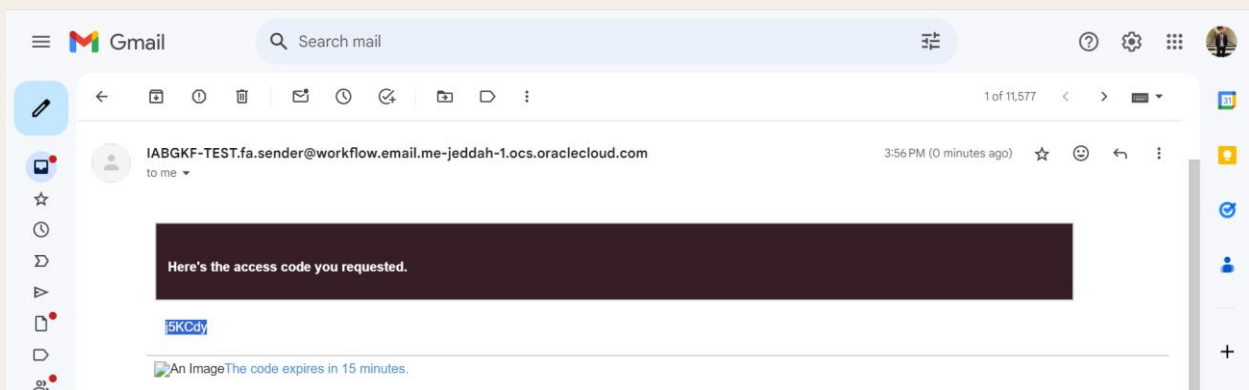
Supplier Registration

Enter your email
Get a one-time access code to start.

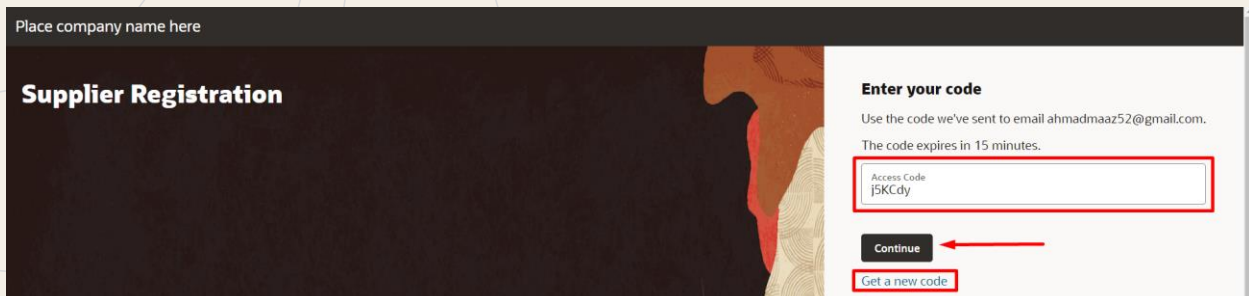
Email
ahmadmaaz52@gmail.com

Send Access Code

2. Copy the received code from the mail.



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



Place company name here

Supplier Registration

Enter your code
Use the code we've sent to email ahmadmaaz52@gmail.com.
The code expires in 15 minutes.

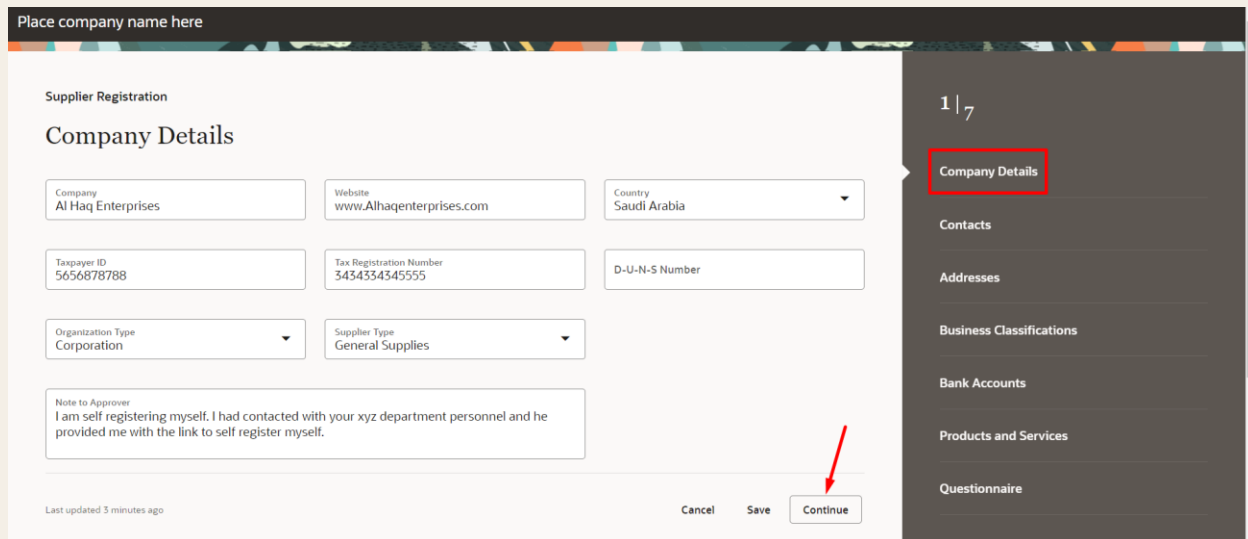
Access Code
j5KCdy

Continue

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.



Place company name here

Supplier Registration

Company Details

Company: Al Haq Enterprises

Website: www.Alhaqenterprises.com

Country: Saudi Arabia

Taxpayer ID: 5656878788

Tax Registration Number: 343433434555

D-U-N-S Number

Organization Type: Corporation

Supplier Type: General Supplies

Note to Approver
I am self registering myself. I had contacted with your xyz department personnel and he provided me with the link to self register myself.

Last updated 3 minutes ago

Cancel Save Continue

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Company Details

Contacts

Addresses

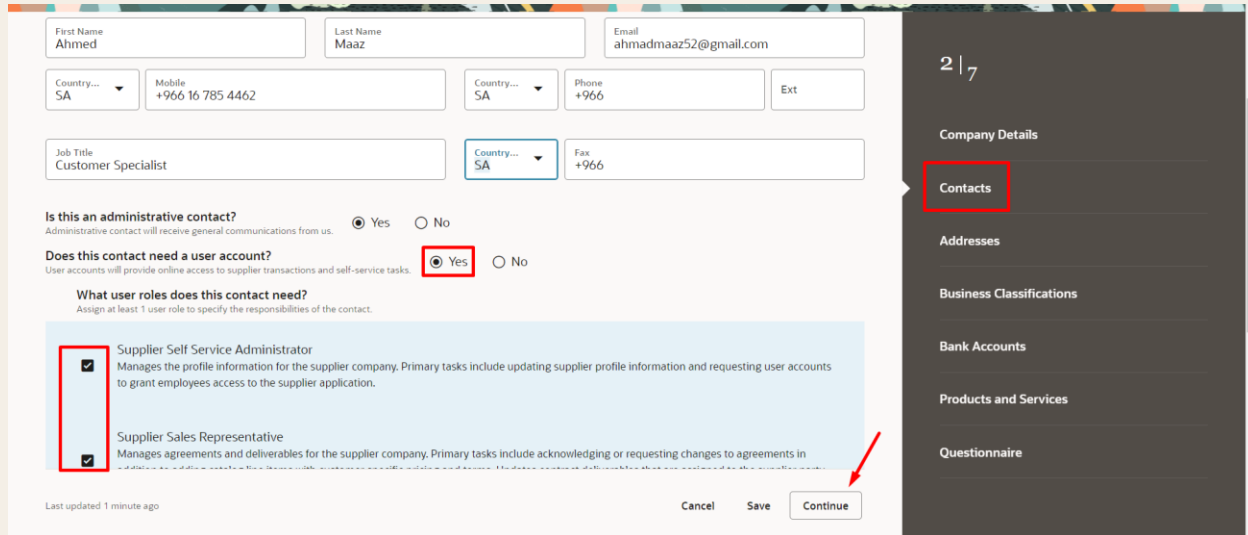
Business Classifications

Bank Accounts

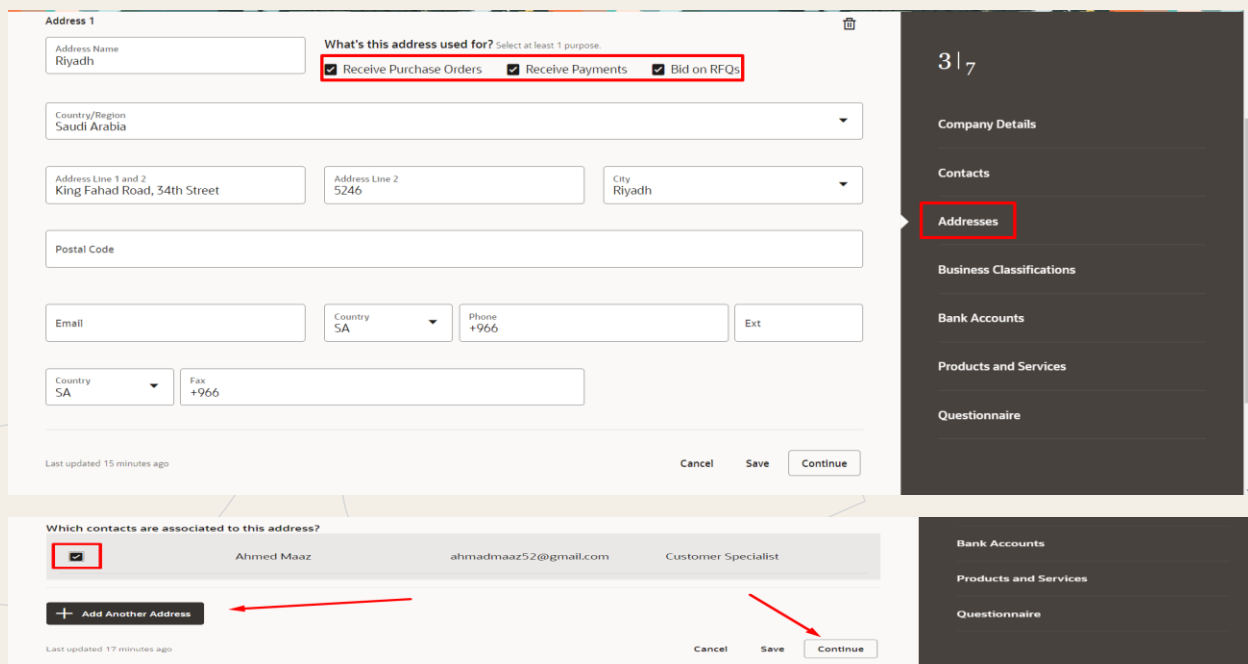
Products and Services

Questionnaire

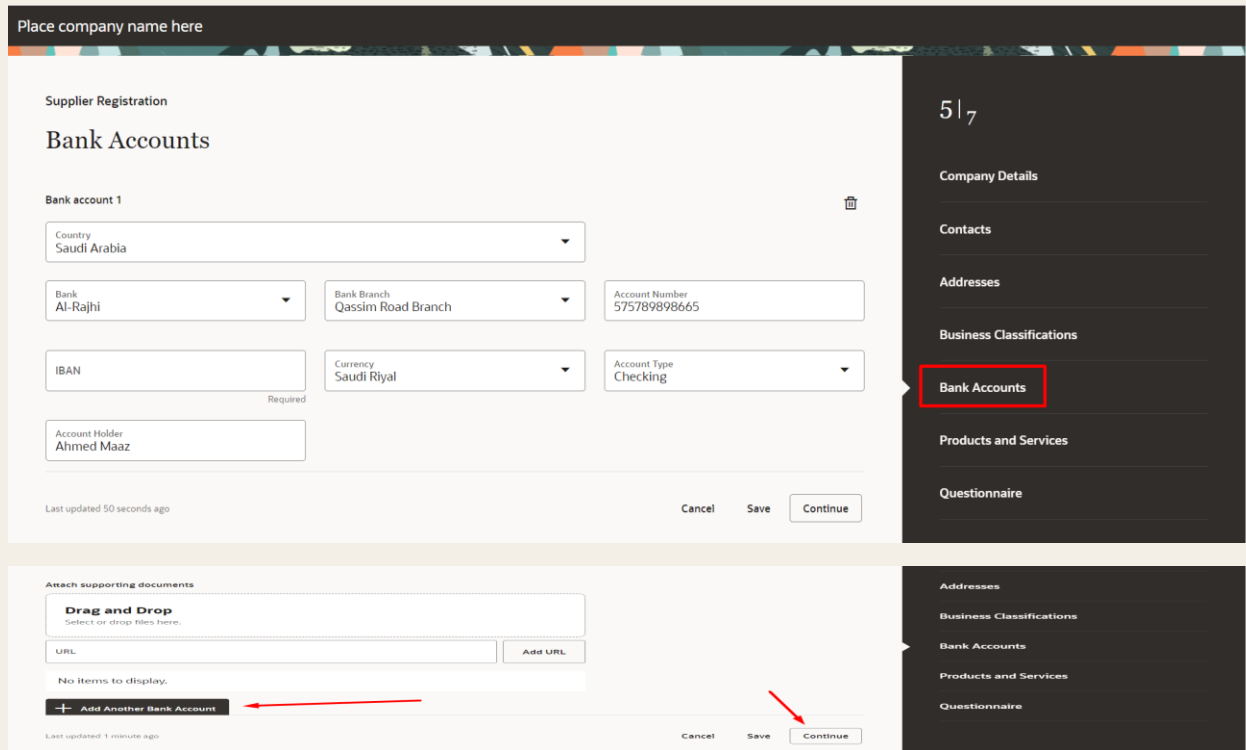
- Enter all mandatory and relevant fields. If you want to request a company's supplier account, click on "Yes" on the second question. All the company provisioned roles will be auto selected by default to your user and you have an option to deselect the role. After that click on "Continue" to move forward 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.



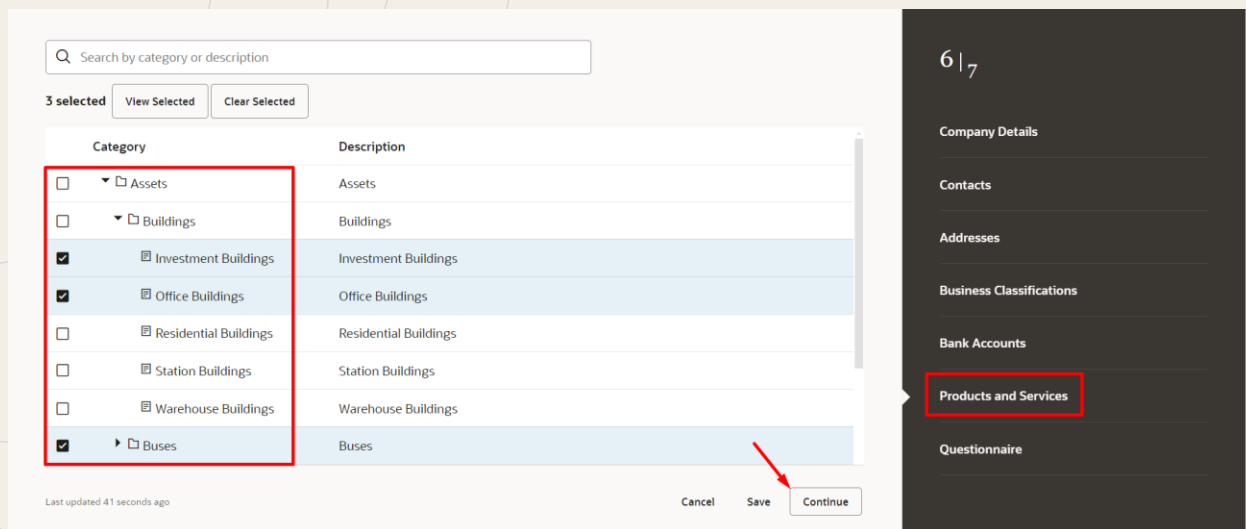
- Enter all the mandatory and relevant fields and necessary fields including Address purpose whether it will be used for Receiving Orders, Receiving Payments or only RFQ Bidding. Associate your previously created contact with this address and click on continue.



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.

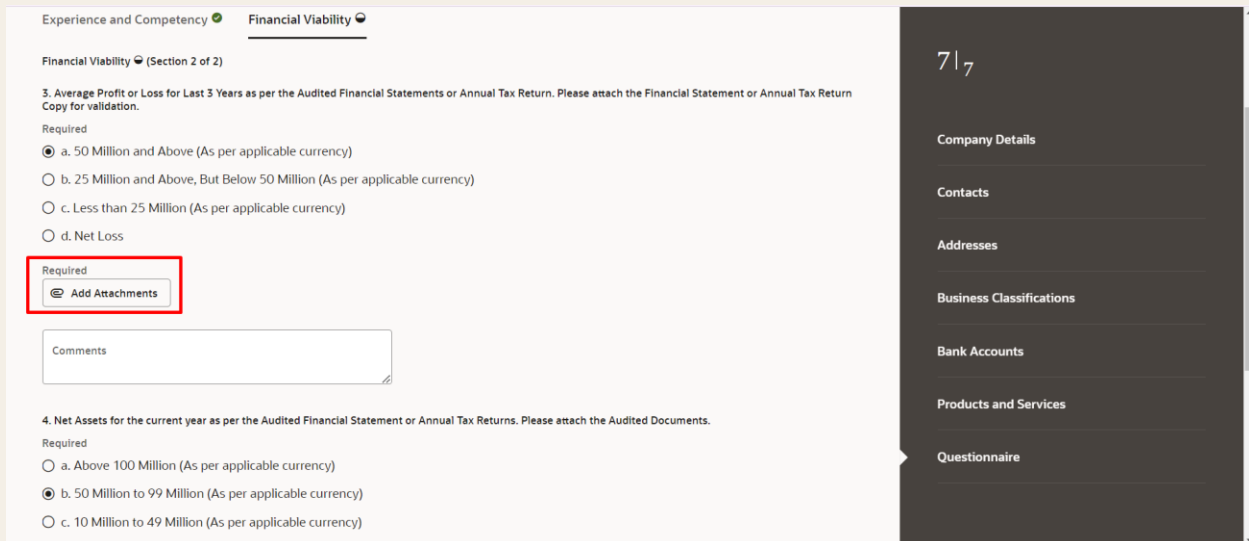


8. Enter your products and services that you will be providing us. “You can select the minor categories “Investment Buildings” and “Office Buildings” or major categories (If you provide all the categories under the major category) “Buses” as selected in our below example. After selecting all the necessary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



Category	Description
<input type="checkbox"/> Assets	Assets
<input type="checkbox"/> Buildings	Buildings
<input checked="" type="checkbox"/> Investment Buildings	Investment Buildings
<input checked="" type="checkbox"/> Office Buildings	Office Buildings
<input type="checkbox"/> Residential Buildings	Residential Buildings
<input type="checkbox"/> Station Buildings	Station Buildings
<input type="checkbox"/> Warehouse Buildings	Warehouse Buildings
<input checked="" type="checkbox"/> Buses	Buses

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 (Section 2 of 2)

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)

☐ b. 25 Million and Above, But Below 50 Million (As per applicable currency)

☐ c. Less than 25 Million (As per applicable currency)

☐ d. Net Loss

Required

Add Attachments

Comments

4. Net Assets for the current year as per the Audited Financial Statement or Annual Tax Returns. Please attach the Audited Documents.

Required

☐ a. Above 100 Million (As per applicable currency)

☒ b. 50 Million to 99 Million (As per applicable currency)

☐ c. 10 Million to 49 Million (As per applicable currency)

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Company Details

Contacts

Addresses

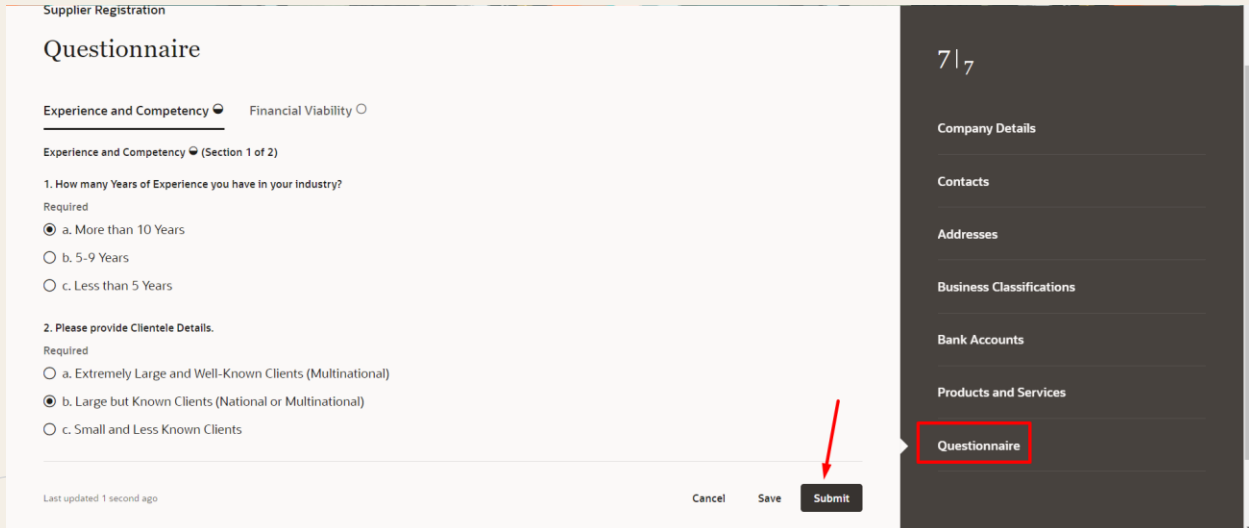
Business Classifications

Bank Accounts

Products and Services

Questionnaire

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

Experience and Competency Financial Viability

Experience and Competency (Section 1 of 2)

1. How many Years of Experience you have in your industry?

Required

☒ a. More than 10 Years

☐ b. 5-9 Years

☐ c. Less than 5 Years

2. Please provide Clientele Details.

Required

☐ a. Extremely Large and Well-Known Clients (Multinational)

☒ b. Large but Known Clients (National or Multinational)

☐ c. Small and Less Known Clients

Last updated 1 second ago

Cancel Save **Submit**

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Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

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

