SAPTCO – Tamkeen Project

Training Manual

Supplier Self Service Registration

Prepared by: Tamkeen Team



Table of Contents

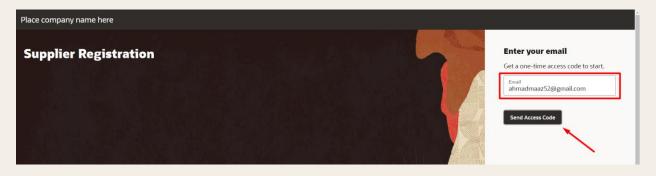




1 Supplier Self Service Registration

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.

= M	Gmail	Q Search mail	⋽⋵	0 🅸 🎟 🌗	
1 *	- • •		1 of 11,577	< > =•	
☆	IABGKF-TEST.fa.	sender@workflow.email.me-jeddah-1.ocs.oraclecloud.com	3:56 PM (O minutes ago) 🙀	© ~ :	
© ∑ ⊳	Here's the access code you requested.				
0*	j5KCdy				
D 21.	An ImageThe c	ode expires in 15 minutes.			

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.

Company Details	Website	Country	Company Details
^{Company} Al Haq Enterprises	www.Alhagenterprises.com	Country Saudi Arabia	Contacts
Taxpayer ID 5656878788	Tax Registration Number 3434334345555	D-U-N-S Number	Addresses
Organization Type Corporation	Supplier Type General Supplies	•	Business Classifications
Note to Approver			Bank Accounts
I am self registering myself. I had cor provided me with the link to self regi	ntacted with your xyz department personnel a ister myself.	nd he	Products and Services
ast updated 3 minutes ago		Cancel Save	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.

First Name Ahmed		Last Name Maaz		Email ahmadma	aaz52@gmail.c	om			
Country SA	Mobile +966 16 785 4462		SA Country	Phone +966		Ext			2 ₇
Job Title Customer Spe	cialist		Country 🗸	Fax +966					Company Details
	istrative contact?	● Yes ○ No							Contacts
Does this conta	Administrative contact will receive general communications from us.							Addresses	
	roles does this contact need? t 1 user role to specify the responsibilities of	of the contact.							Business Classifications
Ma	oplier Self Service Administrator nages the profile information for the s grant employees access to the supplie	supplier company. Primary tas	ks include updating sup	oplier profile informa	tion and requesti	ng user ac	counts		Bank Accounts
Su	oplier Sales Representative							,	Products and Services
Ma	nages agreements and deliverables fo								Questionnaire
Last updated 1 minu	te 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	What's this address use	d for? Select at least 1 purpose	0		۵.	
Address Name Riyadh	Receive Purchase Orders Receive Payments Bid on RFQs					3 ₇
Country/Region Saudi Arabia					•	Company Details
Address Line 1 and 2	Address Line 2		City		•	Contacts
King Fahad Road, 34th Street	5246		Riyadh			Addresses
Postal Code						Business Classifications
Email	Country SA	Phone +966		Ext		Bank Accounts
Country Fax						Products and Services
SA +966						Questionnaire
Last updated 15 minutes ago			Cancel	Save	inue	
						•
Which contacts are associated to this address Ahmed Maaz		hmadmaaz52@gmail.co	om Customer S	pecialist		Bank Accounts
						Products and Services
+ Add Another Address						Questionnaire
Last updated 17 minutes ago			Cancel	Save	ontinue	



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				51 ₇
Bank account 1			面	Company Details
Country Saudi Arabia	•			Contacts
Bank Al-Rajhi	Bank Branch Qassim Road Branch	Account Number 575789898665		Addresses
				Business Classifications
IBAN	Currency Saudi Riyal	Account Type Checking	•	Bank Accounts
Account Holder Ahmed Maaz				Products and Services
Last updated 50 seconds ago		Cancel	Save Continue	Questionnaire
Attach supporting documents				Addresses
Drag and Drop Select or drop files here.				Business Classifications
URL	Add URL			Bank Accounts
No items to display.				Products and Services
+ Add Another Bank Account				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 Search by category or description			6	7
select	ed View Selected Clear Selected			
	Category	Description	Co	npany Details
	▼ 🗅 Assets	Assets	Con	ntacts
	✓ □ Buildings	Buildings	Ad	Iresses
~	🗉 Investment Buildings	Investment Buildings		
~	Office Buildings	Office Buildings	Bus	iness Classifications
	🗉 Residential Buildings	Residential Buildings	Bar	nk Accounts
	Station Buildings	Station Buildings		
	■ Warehouse Buildings	Warehouse Buildings	Pro	ducts and Services
~	▶ 🗅 Buses	Buses	Qu	estionnaire
ast update	ed 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 O Financial Viability O					
Financial Viability ⊕ (Section 2 of 2)	7 ₇				
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	6 B + B				
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				
O c. Less than 25 Million (As per applicable currency)	Contacts				
O d. Net Loss	Addresses				
Required	Auresses				
Add Attachments	Business Classifications				
Comments	Bank Accounts				
	Products and Services				
4. Net Assets for the current year as per the Audited Financial Statement or Annual Tax Returns. Please attach the Audited Documents.					
Required 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)					

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 Θ Financial Viability O	Company Details
Experience and Competency $\widehat{\bullet}$ (Section 1 of 2)	
1. How many Years of Experience you have in your industry?	Contacts
Required	
A. More than 10 Years A. More th	Addresses
O b. 5-9 Years	
🔘 c. Less than 5 Years	Business Classifications
2. Please provide Clientele Details.	Bank Accounts
Required	Dank 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.



