

New Vendor registration guide manual

Contents

Introduction.....	2
Receiving invitation mail from Portal	2
Starting registration process.....	2
Company information page	3
License & Certifications	6
Termes and conditions	7
Finishing the wizard.....	7

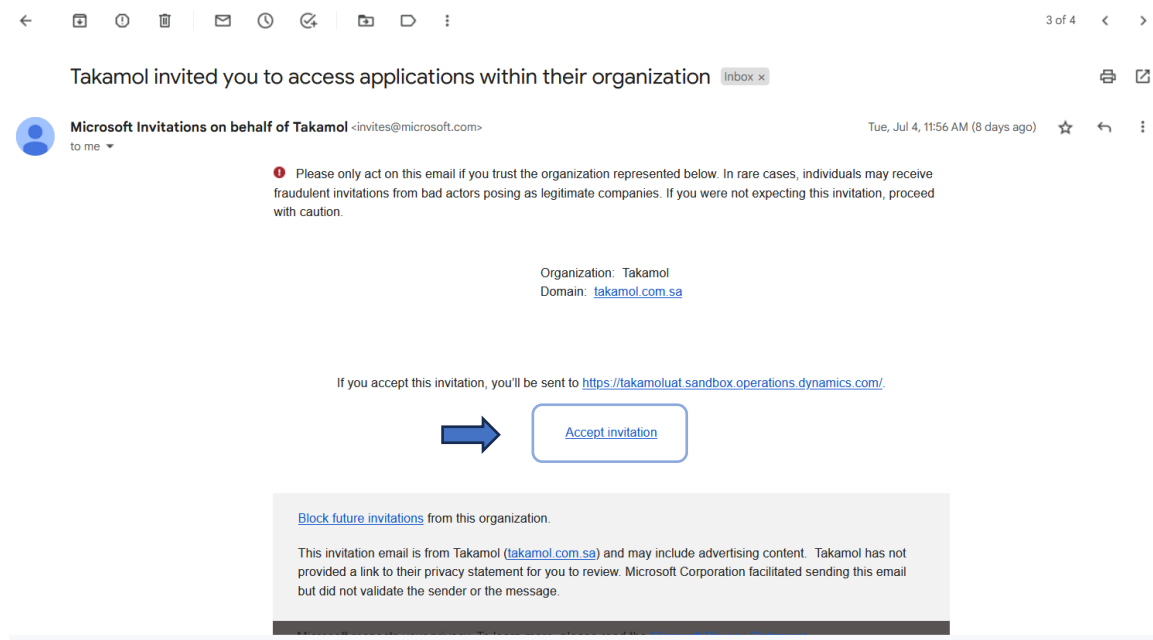
New Vendor registration guide

Introduction

Dear Valuable vendor the following are the steps guide to register as new vendor in our company when you register to our ERP system portal after approval you can update your information and upload your invoices and interactive with business users.

Receiving invitation mail from Portal

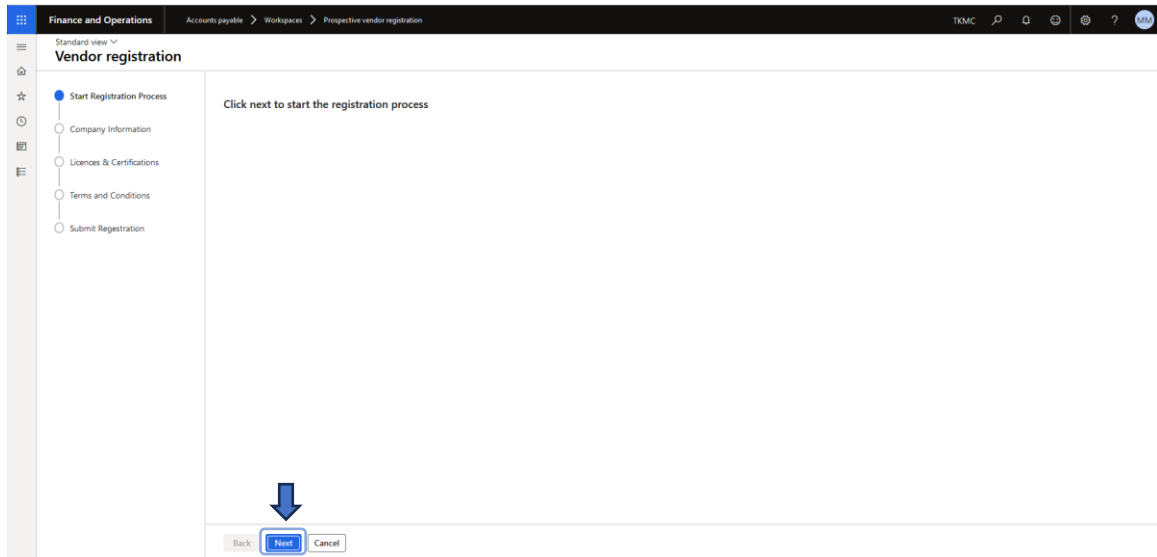
When you download and fill the registration form and send to vendor management Email you will receive an invitation from the system as shown in the below image.



Starting registration process

After you click accept invitation from the invitation mail you received from the Portal system registration wizard will start to guide you to fill the information after completing the steps of the wizard as showing in the following image you will be registered and waiting for approval.

Click next to start the registration process



Company information page

Company information page divided to 4 sections as shown in the below image

- **Contact information**
The contact information for the invited person (This is the invited person to access the Portal)
- **Company information**
 - Name (Name of your organization)
 - Organization type (Will be filled automatically)
 - Vendor type (Upon this selection the fields in the form will change automatically)
 - Commercial register (Attachment file)
 - Company profile (Attachment file)
 - Commercial register number (Number of your organization registration)
 - Commercial register end date
 - Company capital
 - Number of employees
 - Commercial activity
 - Segment (The field of your company business)
 - Subsegment (The sub-field of your organization)
 - Telephone + Fax + Email + Website
- **Bank account information**
 - Bank account document --- attached file
 - Bank Account Number
 - Name
 - IBAN number
 - SWIFT code
- **Address information**
 - Location ID – (System automated)
 - Name or description (For Example Head office)

- Purpose (Drop down selection menu)
- Country/region
- ZIP/postal code
- Street
- Post box
- City
- Primary (This button, once activated, becomes the main address of the company)
- Primary for country/region (This button, once activated, indicates the main address of the company in this area)

The screenshot shows the SAP Vendor registration form. The form is titled "Vendor registration" and is part of the "Finance and Operations" system. The form is divided into several sections:

- CONTACT INFORMATION:** Fields for First name (Mohamed), Middle name (Kamal), Last name (Elayeb), Email (m.kamalfirst-technology@outlook.com), and Phone Number (+966541200031).
- COMPANY INFORMATION:** Fields for Name (Takamol), Organization type (Organization), Vendor type (Local), Commercial register (Commercial register), Company profile (Company profile), Commercial register number, Commercial register end date, Number of employees, and Commercial activity.
- BANK ACCOUNT INFORMATION:** Fields for Bank account document, Bank Account Number, Name, IBAN number, and SWIFT code.
- ADDRESS INFORMATION:** A table with columns for Name or description, Address, Purpose, and Primary. A blue arrow points to the "Add" button in the top left corner of this section.


At the bottom of the form, there are buttons for "Back", "Next", and "Cancel".

This section to complete your company address information Click Add to open the detailed address page. Address information is a mandatory information.

Note

If this part of the page didn't appear change the browser zoom.

When you click add button the below form will pop-up.

Standard view 

New address

Location ID

Name or description

Purpose

Country/region

ZIP/postal code


Street

Post box

City

Primary
 No

Primary for country/region
 No



You can add more than one address to the company.

After you Click OK the address line will be added to the company information page.

Vendor registration

CONTACT INFORMATION

First name: Mohamed Middle name: Kamal Last name: Etayeb Email: Contact@outlook.com Phone Number: +0123456789

COMPANY INFORMATION

Name: Takamol Organization type: Organization Vendor type: Local Commercial register: Commercial register end date: 7/13/2034 Company capital: 0.000000 Number of employees: 0 Commercial activity: Company profile: IT Segment: IT Subsegment: IT Software Telephone: +0123456789 Fax: Email: Company@outlook.com Website:

BANK ACCOUNT INFORMATION

Bank account document: Bank Account Number: 0123456789 Name: BANK NAME IBAN number: SA0123456789 SWIFT code: SWIFTcode

ADDRESS INFORMATION

Name or description	Address	Purpose	Primary
Head office	Gharnata mall, Western Ring Road SAU	Business	Yes

Buttons: Back, Next, Cancel

License & Certifications

As mentioned before depending on the vendor type selection in the pervious page this page will be totally customized the showing fields.

In this page you will fill your organization license and certificates like number of certificates and the expiration dates and attaching the scan of the certificates by pressing uploading buttons.

Vendor registration

Licenses & Certifications

Zakat Certificate: Zakat certificate number, Zakat certificate end date

Saudization Certificate: Saudization Certificate Number, Saudization Certificate End Date

Local Content Certificate: Local Content Certificate Number, Local Content Certificate End Date

Chamber Of Commerce Certificate: Chamber Of Commerce Certificate Number, Chamber Of Commerce Certificate End Date

Investment license certificate: Investment License Number, Investment License End Date

VAT Certificate: VAT certificate number, VAT certificate end date

Social Insurance Certificate: Social Insurance No., Social Insurance End Date

Power Of Attorney Certificate: Power Of Attorney Certificate Number, Power Of Attorney Certificate End Date

Monsha'at Certificate: Monsha'at Certificate Number, Monsha'at Certificate End Date

Buttons: Back, Next, Cancel

Terms and conditions

In this page you can read and accept the terms and conditions of our company.

Finance and Operations Accounts payable > Workspaces > Prospective vendor registration

Local content certificate has been attached.

Standard view

Vendor registration

- Start Registration Process
- Company Information
- Licenses & Certifications
- Terms and Conditions
- Submit Registration

I hereby acknowledge and agree to abide by the following acknowledgments, and I assure that all of the Vendor employees, directors, agents, representatives, and sub-contractors are aware of and will abide by such acknowledgments in the process of preparing and submitting bids, proposals, or other business-related communications for "Tajmar" or Business Services, "Tajmar" works for provision of goods and services to "Tajmar" and during the performance of all agreements entered into with "Tajmar" for such purposes.

1. Read and understand the requirements carefully, and that I have submitted all required documents.
2. Read and understand and accept the RFP documents including without limitation terms and conditions, obligation, agreement, template and non-comply.
3. Submitted complete and accurate documents.
4. I have the authority to submit and sign all the required documents.
5. All the documents and certificates are valid.
6. To comply with all applicable laws and regulations and will continuously strive to follow the best practices in terms of regulatory compliance and governance. When conducting business with "Tajmar", we must also comply with the legal and regulatory requirements governing applicable procurement documents and agreements (including but not limited to proposals, invitations to bid and resulting contractual and purchasing agreements). Violation of relevant laws and regulations may result in dissolution of all business relationships between "Tajmar" and the non-compliant vendor.
7. To comply with the obligations of confidentiality that are outlined in the applicable request for proposal, the invitation to bid, or agreement to and between "Tajmar" and the Vendor.
8. To be responsible for any delay if I submit an incomplete document and/or fail to provide any additional documents and/or requested information.
9. I will monitor my business activities and to prevent any form of corruption, bribery, extortion, embezzlement, fraud, collusion, or any other crime against or unlawful conduct that might be directed towards "Tajmar", any government or government official, or any private party.
10. Prohibit and prevent any form of payment, loans, privileges, benefits, inducements, or other transfers of anything of value directly or indirectly to "Tajmar" or its employees or their families that appear to be intended or designed to secure an improper or unethical advantage or to influence or compromise the objective judgment of "Tajmar" or employees or representatives.
11. Not to offer or provide any gifts or hospitality to any of "Tajmar's" employees, or their families.
12. Communicate fairly, honestly, and transparently with "Tajmar". And to promptly and proactively disclose to "Tajmar" any interests or circumstances that either conflict or might cause the appearance of a conflict with the best interests of "Tajmar", including without limitation any personal, financial, or family relationships the Vendor or its employees may have with any employee of "Tajmar". The Vendor will cooperate with "Tajmar" in the management of any conflict of interest.
13. Implement cybersecurity safeguards that comply with the applicable laws and regulations and are no less rigorous than the best industry practices.

Accepted terms and conditions

Back Next Cancel

When you accept the terms and condition of the company click next.

Finishing the wizard

Click finish to submit the information you filled in the pervious pages of the wizard

Finance and Operations Accounts payable > Workspaces > Prospective vendor registration

Local content certificate has been attached.

Standard view

Vendor registration

- Start Registration Process
- Company Information
- Licenses & Certifications
- Terms and Conditions
- Submit Registration

Back Finish Cancel

Congratulation your application is submitted in the system and waiting for approval

Thank you