

Supplier Portal

Supplier Guidelines:

Supplier Portal – Self-service supplier
registration

Supplier Portal

Self-service supplier registration Link:

<https://fa-eugq-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000002560033&busRel=NmGzoBX2WShqPQCaE%2FJPW7W1Ns1%2BRr8T%2Bw%3D%3D>

Supplier Portal

Registration benefits:

1. Self-service registration through the supplier portal
2. Manage Supplier Profile
3. Raising invoices and financial claims through the supplier portal
4. Participate in the Saudi Downtown company's negotiations and submit Quotations through the supplier portal.

Supplier Portal – Company Details

1

2

3

4

5

6

7

8

Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services Questionnaire Review

Register Supplier: Company Details ?

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

Back **Next** Save for Later Register Cancel

Enter Company Name * Company

→ * Tax Organization Type

Supplier Type

Corporate Web Site

Attachments None +

D-U-N-S Number

→ Tax Country

→ * Taxpayer ID

Tax Registration Number

Note to Approver

Additional Information

اسم الشركة حسب السجل التجاري (Company Registered Name)

* CR Number

* Brand Name

Enter commercial registration number

Enter formal company name as per CR

→ * Unified Number الرقم الموحد للشركة

→ * Supplier Type

→ * Sub Type

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

* Last Name

* Email

Enter Company's representative details

Note: (*) means required field

Supplier Portal - Contacts

ORACLE

Register Supplier: Contacts ?

Enter at least one contact.

1

2

3

4

5

6

7

8

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Review

Back

Next

Save for Later

Register

Cancel

Actions View Format + Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Mohammed, Ahmed		ahmed.acn@sa.com	—	—		

Edit Contact: Ahmed Mohammed

Salutation

* First Name

Middle Name

* Last Name

Job Title

2 ☒ Administrative contact

3 ☒ Request user account

4 Enter mobile numbers

Phone

Mobile

Mobile 2

* Email

Note: you have the option to **Save for Later**, in case you want to complete the registration step later.

(+) Create: to add another contact for the company

Supplier Portal - Addresses

1

2

3

4

5

6

7

8

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Review

Register Supplier: Addresses

Enter at least one address for remit-to and ordering address purposes.

BackNextSave for LaterRegisterCancel

ActionsViewFormat+ CreateEditDeleteFreezeDetachWrap

Edit Address: Olaya branch

* Address NameOlaya branch

* CountrySaudi Arabia

CityRiyadh

DistrictAqiq

StreetOlaya

Building No.18

Unit No.1

Postal Code18811

Additional No.

2

Enter National Address

* Address Purpose

☒ Ordering

☒ Remit to

☒ RFQ or Bidding

3

Check all boxes

Phone

Mobile

Email

Address Contacts

Select the contacts that are associated with this address.

4

Add address contact

ActionsViewFormatXAdd FreezeDetachWrap

Name	Job Title	Email	Administrative Contact	User Account
Mohammed, Ahmed		ahmed.acn@sa....	✓	—

Columns Hidden 4

OKCancel

Supplier Portal – Business Classifications

1 — 2 — 3 — **4** — 5 — 6 — 7 — 8

Company Details Contacts Addresses **Business Classifications** Bank Accounts Products and Services Questionnaire Review

Register Supplier: Business Classifications ?

Back **Next** Save for Later Register

☐ None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	* Expiration Date	Attachm
Local Content		Other	Local Content & C	232423	m/d/y	12/31/23	None +

Enter All Classification (Certifications): example Zakat Certificate/ GOSI Certificate etc..

Important: Enter Expiration Date

Important: Add Attachments

Attachments

Actions View + X

Type	Category	* File Name or URL	Title	Description	Attached By
File	From Supplier	LC Certificate.png Update...	LC Certificate.png		SCM Kirolos

Rows Selected 1

OK Cancel

Supplier Portal – Bank Accounts

Register Supplier: Bank Accounts ?

Progress: 1. Company Details 2. Contacts 3. Addresses 4. Business Classifications 5. Bank Accounts 6. Products and Services 7. Questionnaire 8. Review

Buttons: Back Next Save for Later Register Cancel

Actions: View Format + Create Edit Delete Freeze Detach Wrap

Account Number	IBAN	Currency	Bank	Edit	Delete
----------------	------	----------	------	------	--------

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country Saudi Arabia IBAN 98609769

Bank The Saudi National Bank Currency SAR

Branch The Saudi National Bank

Account Number SA89091000

Additional Information

Account Name Agency Location Code

Alternate Account Name Account Type

Account Suffix Description

Check Digits

Comments

Note to Approver

Create Another OK Cancel

Enter the following

- Country
 - Bank
 - Branch
 - Account Number
 - IBAN
 - Currency
-
- Click OK
 - Click Next

Supplier Portal – Products and Services

Register Supplier: Products and Services

Enter at least one products and services category.

Progress: Company Details, Contacts, Addresses, Business Classifications, Bank Accounts, **Products and Services**, Questionnaire, Review

Buttons: Back, **Next**, Save for Later, Register, Cancel

Actions: View, Format, **Select and Add**, Remove, Freeze, Detach, Wrap

Select and Add: Products and Services

Search

Category Name: Description:

Search Reset

View Format Freeze Detach Wrap

Select	Category Name	Description
☐	Facility Management (FM)	Facility Management (FM)
☐	General (G)	General (G)
☒	IT	IT
☐	Accessories	Accessories
☐	Consumables	Consumables
☐	Equipment/Hardware	Equipment/Hardware
☒	Licenses/subscription	Licenses/subscription

Columns Hidden 1

- 1- Click on Select and Add to add the category name. (Product and Services).
- 2- Check on your Category & Sub-category if needed.
- 3- Click OK
- 4- Click Next

Supplier Portal - Questionnaire

Register Supplier: Questionnaire

Progress: 1. Company Details, 2. Contacts, 3. Addresses, 4. Business Classifications, 5. Bank Accounts, 6. Products and Services, 7. Questionnaire, 8. Review

Buttons: Back, Next, Save for Later, Register, Cancel

Attachments: None

Please answer all the questions in the 1. section and then move to the next 2. section by clicking on the section name until all the sections

Questions

General Qualification Requirements (1 of 3)

1. * توقيع وأرفاق اتفاقية المحافظة على سرية المعلومات وعدم الإفصاح

Sign & Attach the Non-Disclosure Agreement File for Companies (Attached)

المرفقات NDA-اتفاقية عدم الإفصاح

a. ☒ أوافق على اتفاقية عدم الإفصاح وأؤكد أن الملف المرفق موقع

* مرفقات الرد png.2

b. I accept the NDA Attached the signed NDA ☐

2. * توقيع وإرفاق الشروط والأحكام للتأهيل

Sign and attach terms and conditions:

المرفقات PRCD-VM-F-003 - Vendor (1 of 1)

a. ☒ أوافق على شروط وأحكام

* مرفقات الرد jpg.11-512

Attached the required files signed ☐

Section

General Qualification Requirements .1 ☒

2. Pre-qualification Documents - مستندات التأهيل ☐

3. Organization Size - حجم المنشأة ☐

Supplier Portal - Questionnaire

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Review

Register Supplier: Questionnaire

BackNextSave for LaterRegisterCancel

Attachments None

Questions

Pre-qualification Documents - مستندات التأهيل المسبق (القسم 2 من 3)

10 *

أرفاق ملف تعريف وخلفية عن أنشطة وإنجازات المنشأة مع سيرة الأعمال والسيرة الذاتية لمندراء الإدارات مع بيان تفصيلي لهيكل الشركة

Attach Company Profile

a. أقر بأن المستند المرفق دقيق

* مرفقات الرد Policeman.jpg

b. I acknowledge the attached document is accurate

11 * أرفاق السجل التجاري / الرخصة التجارية (يجب على المنشآت المتواجدة خارج المملكة أن تقوم بتصديقها من السفارة السعودية في نفس البلد)

Attach Commercial registration / Trade license

a. أقر بأن المستند المرفق دقيق

* مرفقات الرد jpg.11-512

b. I acknowledge the attached document is accurate

12 * أرفاق شهادة الزكاة

Attach Zakat Certificate

a. أقر بأن الملفات المرفقة دقيقة ومحدثة

* مرفقات الرد jpg.11-512

b. I acknowledge the attached data is accurate and updated

13 * أرفاق شهادة التأمينات الاجتماعية

Attach GOSI Certificate

a. أقر بأن المستند المرفق دقيق

* مرفقات الرد jpg.11-512

b. I acknowledge the attached document is accurate

14 * أرفاق شهادة السعودية

Section

1. General Qualification Requirements



2. Pre-qualification Documents - مستندات التأهيل



3. Organization Size - حجم المنشأة



Supplier Portal - Questionnaire

Register Supplier: Questionnaire

Progress: 1. Company Details, 2. Contacts, 3. Addresses, 4. Business Classifications, 5. Bank Accounts, 6. Products and Services, 7. Questionnaire, 8. Review

Buttons: Back, Next, Save for Later, Register, Cancel

Attachments: None

Questions

20 * عدد موظفي الشركة بدوام كامل
Organization Size - حجم المنشأة (القسمة 3 من 3)

Number of full time employees working for the organization

a. 1-5 ☐
b. 6-49 ☐
c. 50-249 ☒
d. > 250 ☐

21 * مجموع إيرادات الشركة السنوية
Annual income of organization

a. 0 - 3,000,000 ☐
b. 3,000,000 - 40,000,000 ☒
c. 40,000,000 - 200,000,000 ☐
d. > 200,000,000 ☐

22 أرفق شهادة منشآت (إن وجدت)
Attach Monsha'at Certificate (If applicable)

a. أقر بأن البيانات المرفقة دقيقة ومحدثة ☒
b. I acknowledge the attached data is accurate and updated ☐

Section	
1. General Qualification Requirements	☒
2. Pre-qualification Documents - مستندات الترخيص	☒
3. Organization Size - حجم المنشأة	☒

نهاية
القسمة
3 من 3

Supplier Portal - Questionnaire

After Review all entries , Click in **Register**

8

Review

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Review Supplier Registration: Accenture ?

BackNextSave for LaterRegisterCancel

Company Details

Company

Accenture

Tax Organization Type

Foreign Corporation

Supplier Type

Supplier

Corporate Web Site

www.acn.sa.com

D-U-N-S Number

Tax Country

Saudi Arabia

Taxpayer ID

2323242

Tax Registration Number

Note to Approver

Additional Information

اسم الشركة حسب السجل التجاري (Company Registered Name))

Accenture plc

CR Number

68598769

Brand Name

ACN

Unified Number الرقم الموحد للشركة

76987

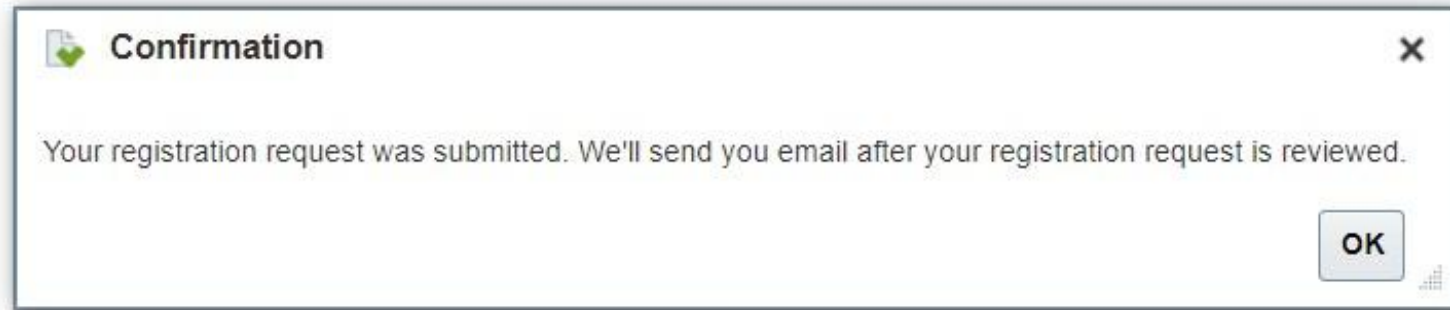
Supplier Type

Foreign

Sub Type

Contractor

Supplier Portal - Questionnaire



After completing the registration, you will receive an email stating that your registration has been completed successfully.
Follow the steps in the email to reset your password.



داون تاون السعودية
Saudi Downtown

Thank you