داون تاون السعودية
Saudi Downtown

Supplier Guidelines

Supplier Portal – Self Service Supplier Registration

Public

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Introduction & Objective

Introduction:

A company enables external entities (suppliers or vendors) to register themselves in the system, making them eligible for procurement-related activities such as bidding, purchase orders, and contracts.

There are two types of supplier registrations, depending on which registration link is provided by the client:

- **Prospective supplier** is a company or individual that has registered in the supplier portal but has not yet been approved or qualified to conduct business or receive purchase orders.
- **Spend Authorized supplier** is a fully registered and approved supplier who is authorized to receive purchase orders, contracts, and payments from the organization.

Objective:

- It allows vendor to do Self-service registration through the supplier portal.
- Manage Supplier Profile
- Raising invoices and financial claims through the supplier portal
- Participate in the Saudi Downtown Company's negotiations and submit Quotations through the supplier portal.

Self-service supplier registration Link:

LINK

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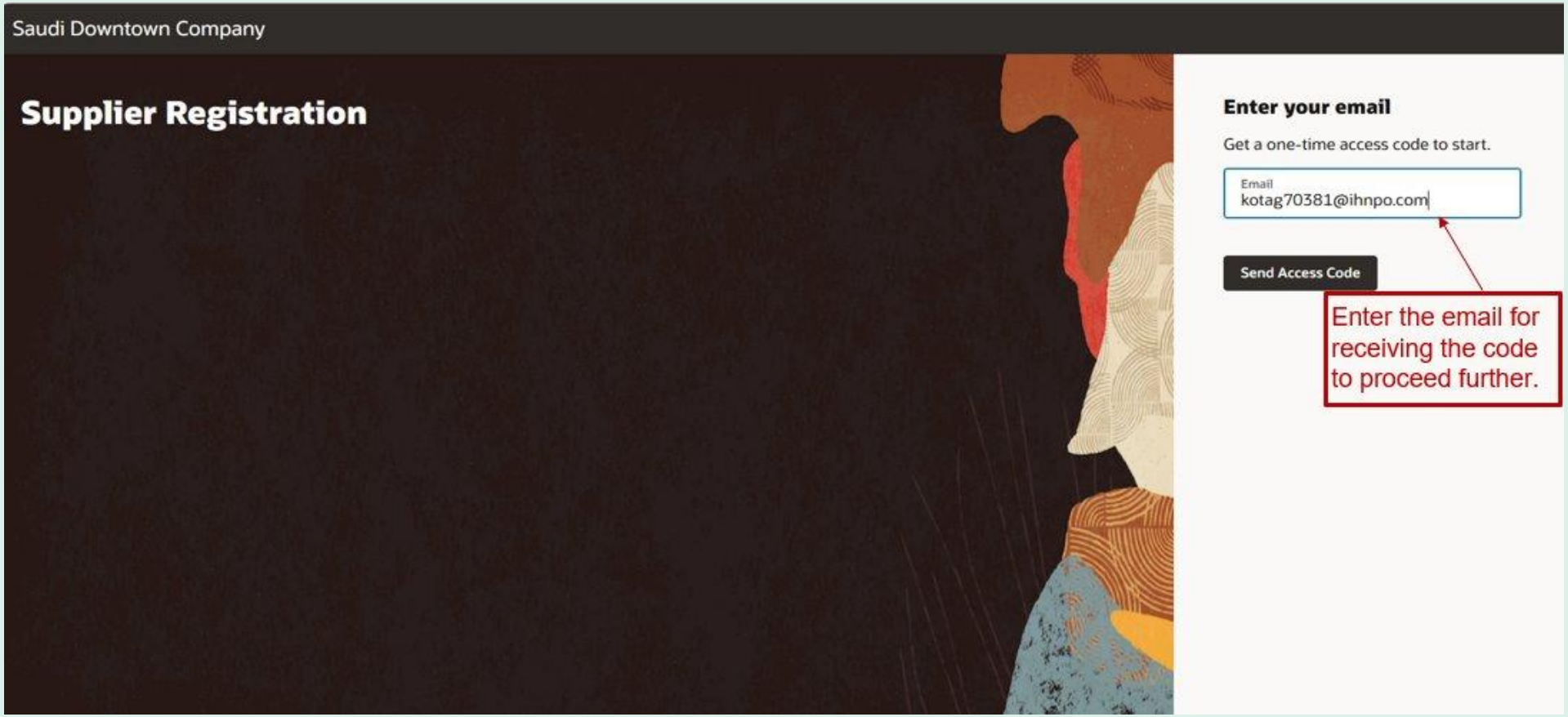
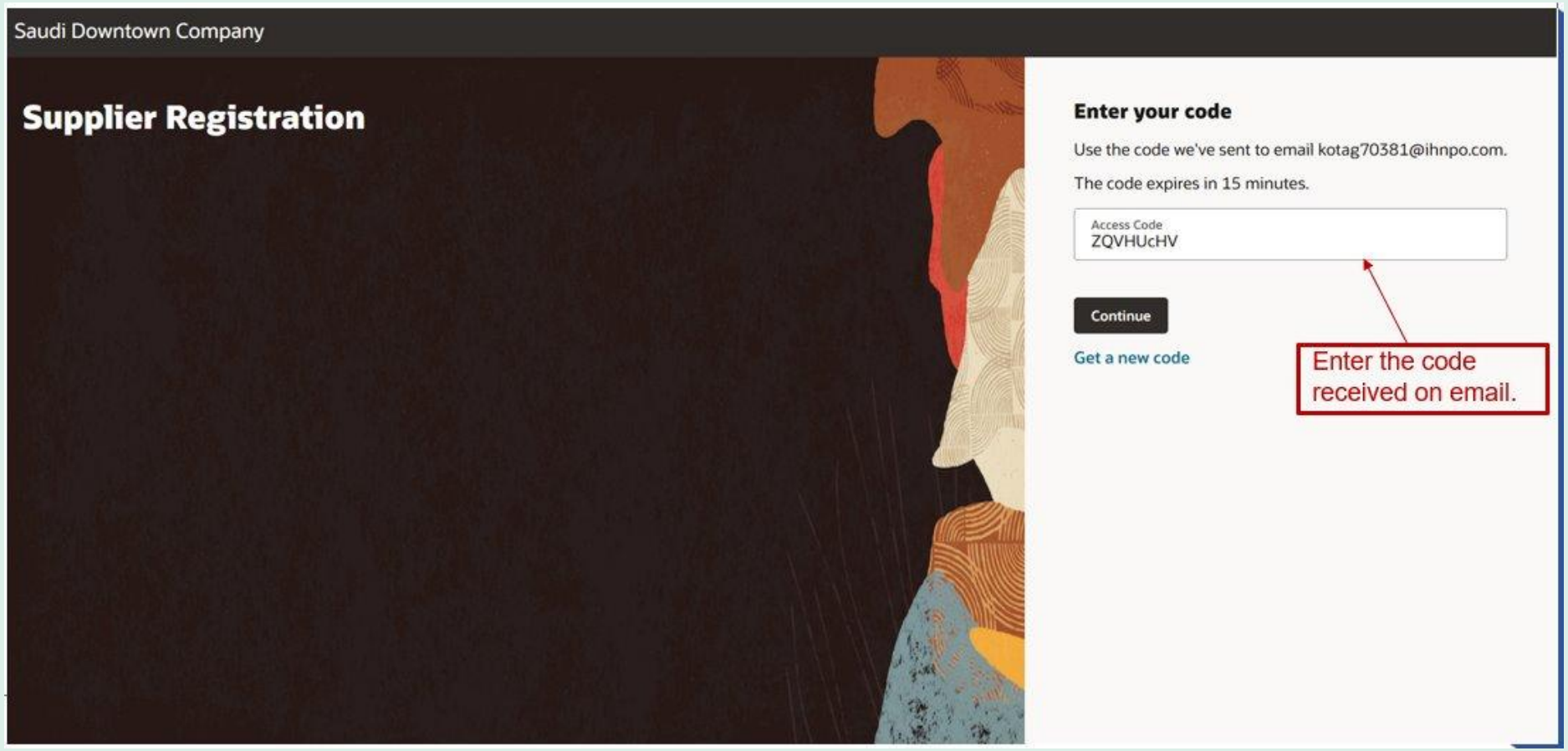
Supplier Portal - Email

Supplier Portal - Email



Supplier Portal - Email



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Supplier Portal - Company Details

Supplier Portal – Company Details

Supplier Registration

Company Details

Enter the name of company

Company: TOYOTA
Website:
Country: Saudi Arabia

Enter the name of country

Taxpayer ID: 1234
Tax Registration Number: 123456
D-U-N-S Number: 121424235

Organization Type: Foreign Corporation
Supplier Type: Local

To be selected carefully as the questionnaire are dependent on this type.

Note to Approver

Additional Information

Company Registered Name written in Arabic الشركة حسب السجل التجاري...: تويوتا
Brand Name - العلامة التجارية
"CR" Unified Number الرقم الموحد للشركة: 45678946352343

Enter commercial registration number

Sub type: Supplier
Mobile Number: 0512345678
Phone Number: 03412345678

City: Madinah
Small & Medium Enterprises: No
Note from Approver

Attach tax, insurance, and other relevant documents

Drag and Drop
Select or drop files here.

URL
Add URL

No items to display.

Cancel Save Continue

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

Note: If the required fields are left blank the registration process will not proceed further.

Supplier Portal – Company Details Mistakes

1. Supplier type should be selected wisely if the foreign supplier type is selected for local supplier, then the questionnaire will be of foreign type.

2. Selecting the wrong country from the dropdown, which can affect tax and localization settings.

3. Choosing the wrong organization and supplier type, can trigger validation issues.

4. Entering CR number in the wrong format or duplicating another supplier's CR number.

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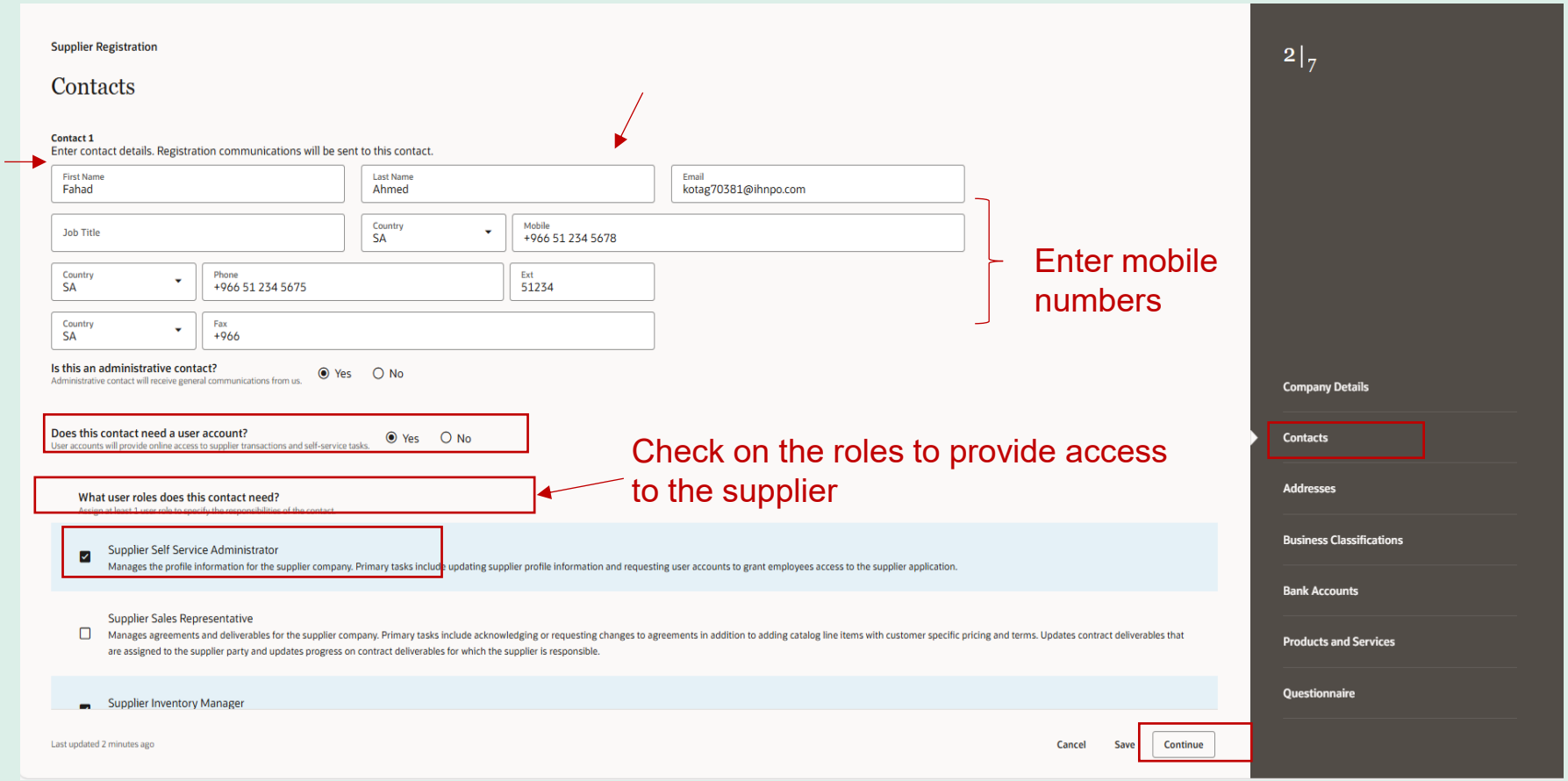
Supplier Portal - Contacts

Supplier Portal - Contacts



Common Mistakes:

1. If the wrong email ID is entered, then after registration approval you will not be able to receive credentials.

2. If you do not check the option need a user account, then the account will not be created after registration.

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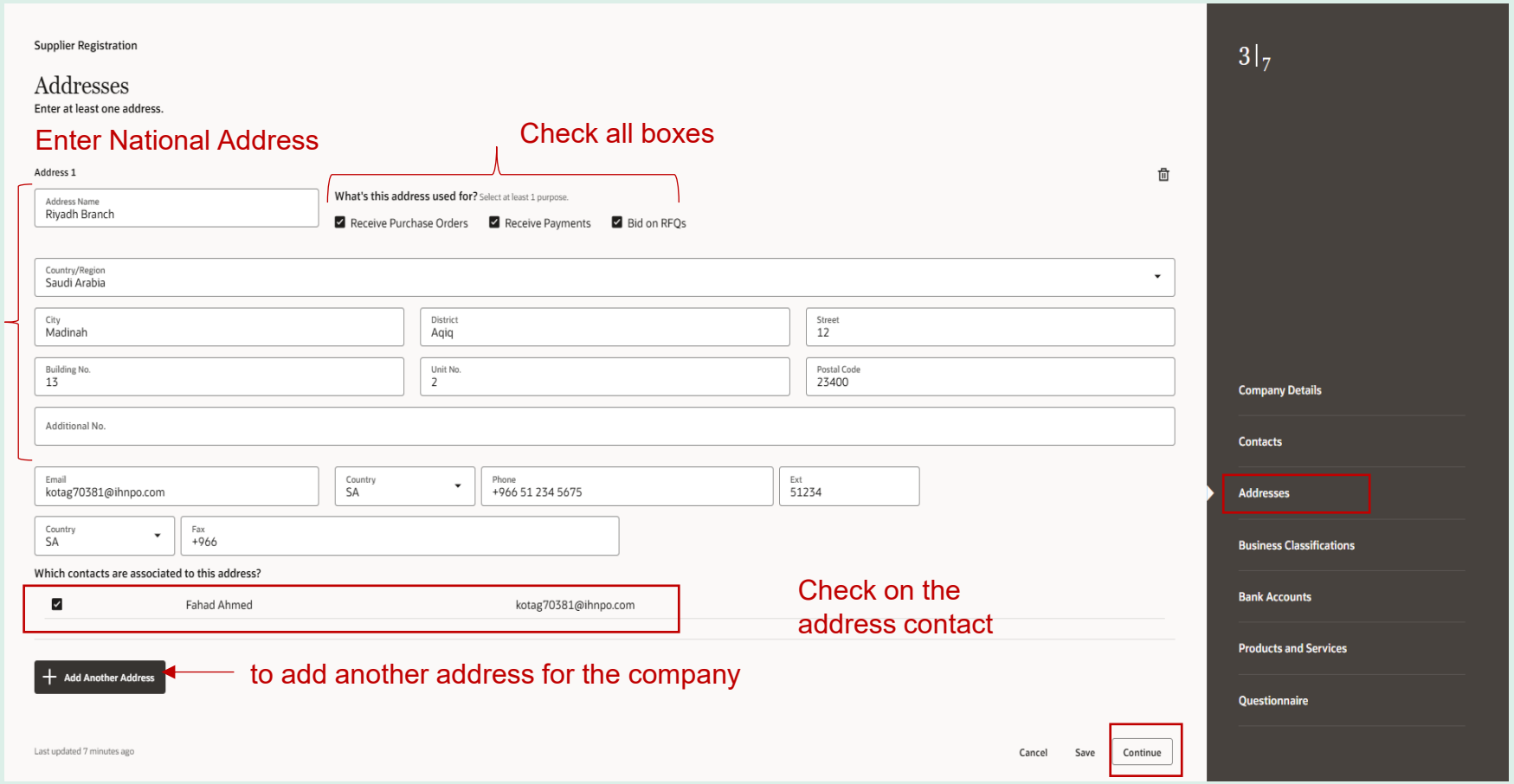
Supplier Portal - Addresses

Supplier Portal - Addresses



Common Mistakes:

1. Missing Address Purpose Checkboxes, At least one purpose is mandatory — missing this can block transaction routing.

2. Not associating the contact person with the address. If unchecked, the system may not route communications or approvals correctly.

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Supplier Portal – Business Clarifications

Supplier Portal - Business Clarifications

Supplier Registration

Business Classifications

Select a classification or confirm that none are applicable.

Classification

- شهادة المؤسسة العامة للتأمينات الاجتماعية GOSI General Org for Social Insurance
- السجل التجاري Commercial Registration Certificate
- شهادة الاشتراك في الغرفة التجارية Chamber of Commerce Certificate
- شهادة الهيئة العامة للزكاة والدخل Zakat Certificate
- شهادة السعودة Saudization Certificate
- شهادة القيمة المضافة VAT Registration Certificate
- شهادة خط أساس المحتوى المحلي Local Content Score Certificate
- شهادة المنشآت الصغيرة والمتوسطة Small and Medium Enterprise Certificate-Munshaat

Last updated 1 minute ago

Cancel Save Continue

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

Supplier Portal - Business Clarifications

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Enter All Classification (Certifications):
for eg: Zakat Certificate /GOSI Certificate etc

Supplier Registration

Business Classifications

Enter at least one business classification or select none applicable.

Business classification 1

Classification: شهادة الهيئة العامة للزكاة والدخل Zakat Certificate

Subclassification

Certifying Agency: Other

Other Certifying Agency

Certificate Number: 123

Required

Certificate Start Date: 01/06/21

Certificate End Date: 24/07/27

Important: Enter Expiration Date

Notes

Attach current certificates and supporting documents

Drag and Drop

Select or drop files here.

URL

Add URL

No items to display.

+ Add Another Business Classification

to add another business classification

Last updated 7 seconds ago

Cancel Save Continue

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Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

In Business classifications the supplier's business is classified on the basis of attributes, certifications etc. If the business classification required by supplier is missing so he should approach to the client to add the required classification in the drop down.

Common mistakes:
Entering an incorrect expiration date may cause the system to treat your document as expired, even if it is still valid. This could block transactions or trigger alerts.

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Supplier Portal - Bank Accounts

Supplier Portal – Bank Accounts

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Bank Accounts

Enter at least one bank account.

Bank account 1

Country
Saudi Arabia

Bank
The Saudi National Bank

Bank Branch
The Saudi National Bank

Account Number
121323324823439

IBAN
3245689

Currency
Saudi Riyal

Account Type

Account Holder
Ahmed

Attach supporting documents
Required

Drag and Drop
Select or drop files here.

Add the documents of bank

URL

Add URL

Cheque book.pdf

Last updated on 6/14/2025
103.57 KB

+ Add Another Bank Account

to add another bank account

Updated just now

Cancel Save Continue

Enter the following

- Country
- Bank
- Branch
- Account Number
- IBAN
- Currency
- Account Holder

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

Supplier Portal – Bank Account Mistakes

1. Specifying a currency for the bank account that does not match the supplier's payment agreement or the account's actual currency.

2. Entering incorrect International Bank Account Numbers (IBAN) or Account number.

3. Not attaching the supporting bank documents which will not allow to proceed further.

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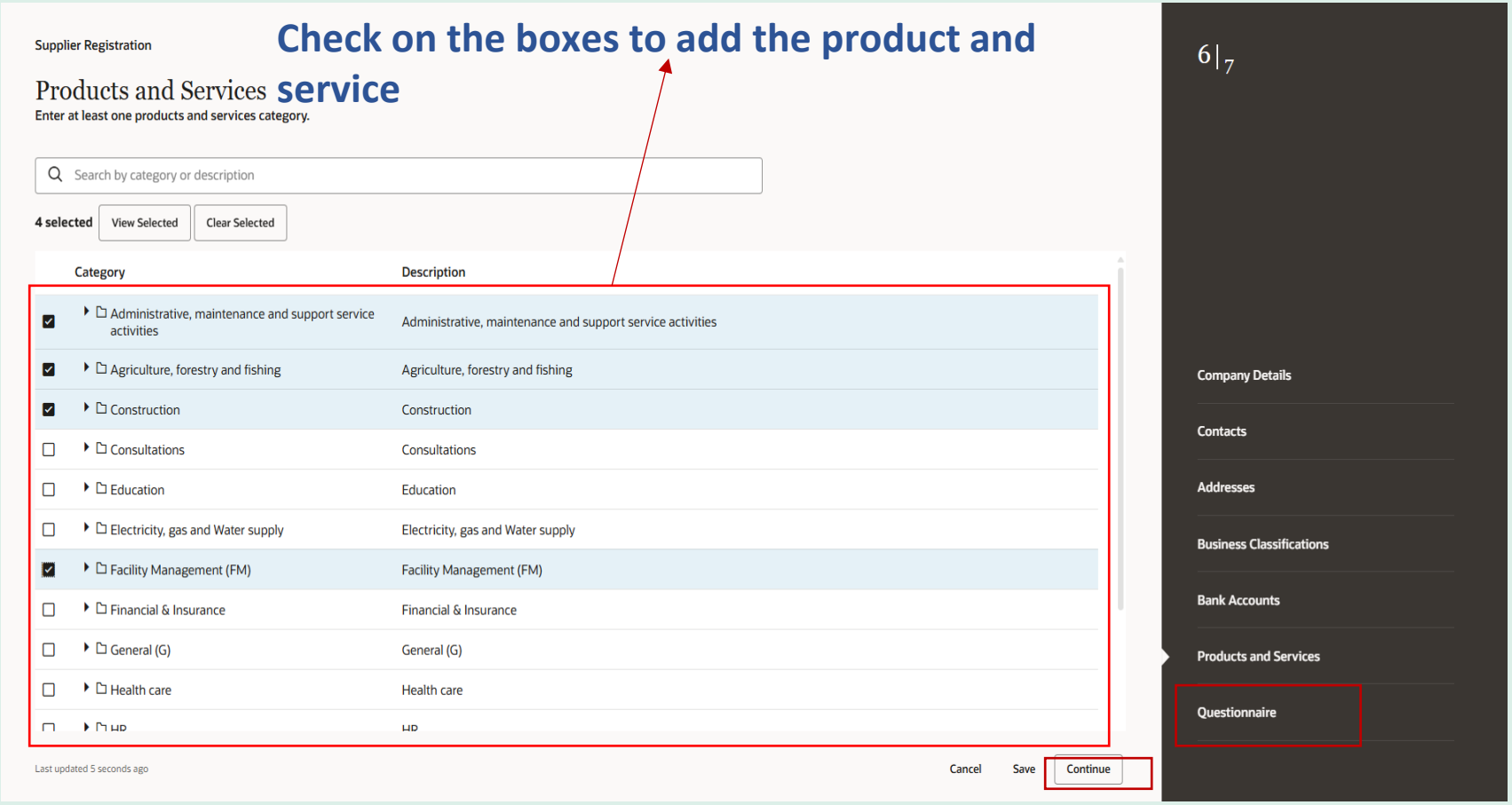
Supplier Portal - Products & Services

Supplier Portal – Products & Services



The products & services refers to the specific goods and/or services a supplier offers and is capable of delivering to the buying organization.

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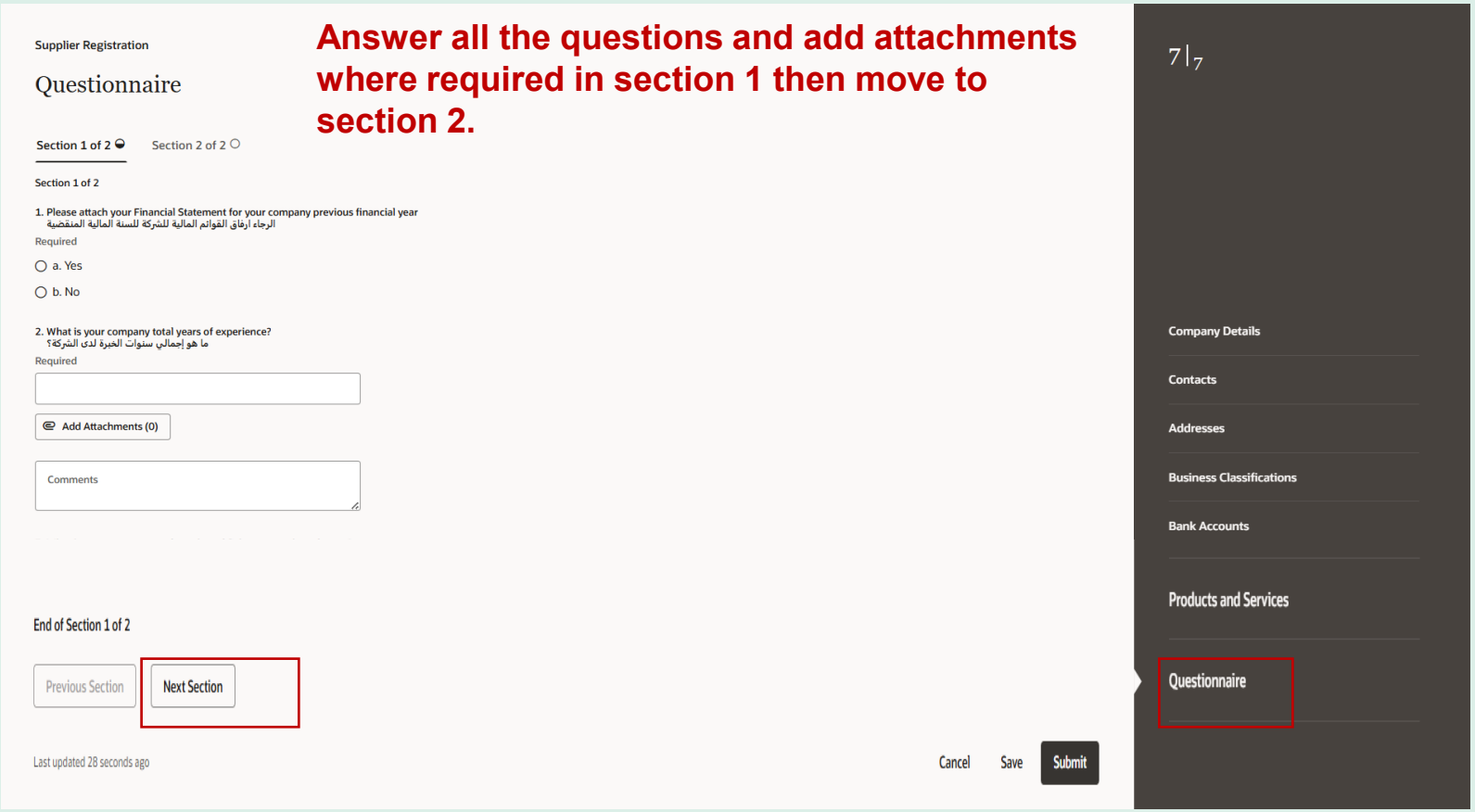
Supplier Portal - Questionnaire

Supplier Portal – Questionnaire



Answer all the questions and add attachments where required in section 1 then move to section 2.

The questionnaire depends on the supplier type selected in company's details, if 'Local Supplier' is selected the questionnaire will be of local and if 'Foreign Supplier' is selected the questionnaire will be of foreign.
Selecting the incorrect supplier type will trigger the wrong set of questions, which may lead to inaccurate data submission and delays in the approval process.

Supplier Portal – Questionnaire

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Questionnaire

Answer all the questions and add attachments where required in section 2.

Section 1 of 2 | Section 2 of 2

Section 2 of 2

10. Sign and Attach the Non-Disclosure Agreement using SDC template. (Attached)

توقيع وارفاق اتفاقيه المحافظة على سريه المعلومات وعدم الافصاح

View question attachments (1)

Required

- a. اوافق علي الاتفاقية عدم الافصاح لشركه داون تاون السعودية وأؤكد ان الملف المرفق موقع من قبل صاحب الصلاحية
- b. I accept the NDU of Saudi Downtown Company attached the signed NDU by company authorized signatory.

11. To attach ZAKAT Certificate

ارفاق شهادة الذكاه

Required

- a. اقر بأن البيانات المرفقة دقيقة ومحدثة
- b. I acknowledge the attached data is accurate and updated.

12. To attach GOSI Certificate.

أرفاق شهادة التأمنات الإجتماعية

Required

- a. اقر بأن البيانات المرفقة دقيقة
- b. I acknowledge the attached data is accurate

13. To attach Saudization Certificate.

أرفاق شهادة السعودة

Required

- a. اقر بأن البيانات المرفقة دقيقة

Submit the request for registration.

Last updated 1 minute ago

Cancel | Save | Submit

7 | 7

- Company Details
- Contacts
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Supplier Portal – Questionnaire Mistakes

1. Skipping the questions will not allow to proceed to the next section of questionnaire and the registration will not be completed.

2. Not reading the full question or misunderstanding its intent, especially for: Certifications and licenses

3. Not uploading supporting documentation (e.g., tax certificates, licenses, policy documents) (e.g., tax certificates, licenses, policy documents).

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Thank you