



SBF User Guide Vendor Portal



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| SBF Vendor PORTAL INTRODUCTION

Oracle Vendor Portal System Considered part of the Purchasing and financial system.

The Vendor System aims to simplify the Vendor registration procedures with SBF company Through a Dynamic and SBF solutions for Vendor management.

Vendor portal enables interaction through a smarter Vendor system. It is a browser-based solution based on self- service Vendors that offers a fully approach to Vendor management by removing communication barriers between efficient employees and Vendors through the interactions between them. The system also allows Vendors to follow up on their claims, participate in Negotiations proposed by the SBF, and follow up on submitted invoices.

Purpose

The Purpose of this document is to provide clear guidance to perform and carry out the following SBF Vendor Portal Registration within the SBF ERP system.

| SBF VENDOR REGISTRATION INITIATED BY THE VENDOR

Click on the below link to open SBF Vendor Portal:

[Registration Link](#)

Company Details

1. Enter The Official Information for your company.
2. Including Company Profile attachment.
3. Then Click Next.

The screenshot shows the 'Register Supplier: Company Details' form in the SBF Vendor Portal. The form is divided into two main sections. The top section, 'Company Details', includes fields for 'Company' (Supplier Company Name), 'Tax Organization Type' (dropdown), 'Supplier Type' (dropdown), and 'Attachments' (None). The bottom section, 'Your Contact Information', includes fields for 'First Name', 'Last Name', 'Email', and 'Confirm Email'. To the right of these fields are fields for 'D-U-N-S Number', 'Tax Country' (Saudi Arabia), 'Taxpayer ID' (123456789), 'Tax Registration Number', and 'Note to Approver'. A red arrow points to the 'Next' button, which is located at the top right of the form. The 'Next' button is highlighted with a red box and a red arrow pointing to it. The 'Back' button is also visible to the left of the 'Next' button. The 'Save for Later', 'Register', and 'Cancel' buttons are located at the bottom right of the form. The form is titled 'Register Supplier: Company Details' and includes a progress bar at the top showing steps 1 through 8.

Contact Details

1. Enter The contact Information.

2. Enter The Administrator Role from your company.
3. The Administrator User: Vendor Administrator creates and maintains Vendor profile. As a Vendor you can view and edit your profile manually (Any change will be reviewed by SBF to approve it).
4. Click **Ok** or **Create Another**.

Create Contact

Salutation:

* First Name: Supplier First Name

Middle Name:

* Last Name: Supplier Last Name

Job Title:

☐ Administrative contact

Phone:

Mobile:

Fax:

* Email: Supplier@email.com

☒ Create user account

Roles

Role	Description
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and r...
Supplier Sales Representative	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting chan...
Supplier Inventory Manager	Individual in a supplier organization responsible for managing inventory process control from beginning to end. Monitors a...

Create Another OK Cancel

5. Check and confirm for contact information and you can create another if you want to add more contacts.
6. Click **OK** Then **Next**.

Addresses

1. From Address Click on Create
- Create address.
 - Address Purpose Meaning:
 1. **Ordering:** means that SBF will be able to submit PO to this Address.
 2. **Remit To:** means that SBF can be able to submit invoices to this Address.
 3. **RFQ or Bidding:** means that SBF will be able to submit RFQ and Bidding to this Address.
 - Select All Your Address Information.
 - Add address contacts.

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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.

Actions View Format **+ Create** Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display.					
Columns Hidden 3					

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Register Supplier: Add

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

Address Name Address Phone Address Purpose Edit Delete

Columns Hidden 3

Create Address

* Address Name Riyadh

* Country Saudi Arabia

* Address Line 1 or P.O. Box Riyadh

Address Line 2

* City Riyadh

Postal Code

* Address Purpose ☒ Ordering ☒ Remit to ☒ RFQ or Bidding

Phone 966

Fax 966

Email

Address Contacts

Select the contacts that are associated with this address.

Actions View Format X Freeze Detach Wrap


Name	Job Title	Email	Administrative Contact	User Account
Supplier First Name Supplier Last Name,		Supplier@email...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Columns Hidden 4

Create Another **OK** Cancel

- Check and confirm for Address information and you can create another if you want to add more addresses.
- Click OK Then Next.

Business Classifications

1. Click on **Create**  and Select Local Vendor or Foreign Vendor.
2. Enter Classification type then add (Attachments, Date, Etc.) then click add again to add new record line.
3. You must Add all The Required Certificates under the Business Classification Section.

4. Check and confirm all the inserted certificates.

5. Then Click Next.

Bank Accounts

1. From Bank Account Click on Create. +

2. Enter Bank accounts details.

3. Check and confirm for Bank account information and you can create another if you want to add more Bank accounts.

4. Click OK Then Next.

Products and Services

1. From Products and Services Click on **Select and Add**.
2. Select all products and services.

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

Register Supplier: Products and Services

Enter at least one products and services category

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

Category Name Description Remove

Select and Add: Products and Services

Search

Category Name Description Search Reset

View Format Freeze Detach Wrap

Select	Category Name	Description
<input type="checkbox"/>	Administration	Administration
<input checked="" type="checkbox"/>	Catering	Catering
<input type="checkbox"/>	Collection Agencies	Collection Agencies
<input type="checkbox"/>	Furniture	Furniture
<input type="checkbox"/>	Kitchen Supplies	Kitchen Supplies
<input type="checkbox"/>	Other Services	Other Services
<input type="checkbox"/>	Printing Services	Printing Services
<input type="checkbox"/>	Stationery	Stationery
<input type="checkbox"/>	Translation Services	Translation Services
<input type="checkbox"/>	Construction	Construction

Register Cancel Remove

3. Then click **apply** then **ok**.
4. Then click **Next**.

Questionnaire

1. Answer the questions.

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

Back Next Save for Later Register Cancel

Attachments: [إمراج تسجيل المورد.pdf](#)

Section: 1 Registration

Questions: Registration (Section 1 of 1)

* 1. did you Fill the vendor Registration Form and attached it ?
⚠ you have to download the attached form and fill it and stamp it with the company stamp
Attachments: [إمراج تسجيل المورد.pdf](#)
☐ a. Yes
☐ b. No

* 2. do you have your company profile and list of projects
☐ a. Yes
☐ b. No

* 3. Did you attached the Banking Information on stamped Letterhead ?
⚠ Please attach the bank information stamped from the Bank

2. Click review if needed.

3. Click Next.

Review Page

1. Review All the inserted information.

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

Back Next Save for Later Register Cancel

Review Supplier Registration: Supplier Company Name ⓘ

Company Details

Company	Supplier Company Name	D-U-N-S Number
Tax Organization Type	Corporation	Tax Country Saudi Arabia
Supplier Type	Supplier	Taxpayer ID 123456789
		Tax Registration Number
		Note to Approver

Attachments

Actions View >>

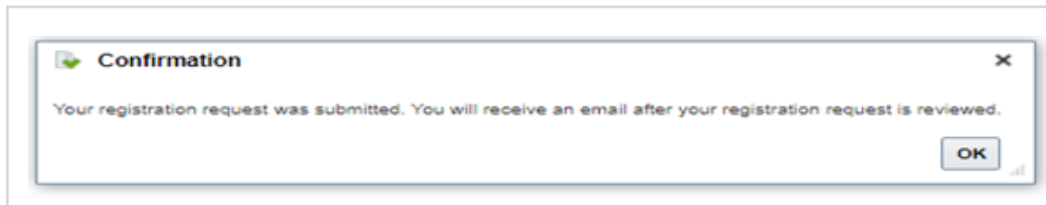
Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.						

Contacts

View Format Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Details
Supplier First Name Supplier Last Name:		Supplier@email.com	✓	✓	

Columns Hidden 7



2. Click Register.

SBF team will then receive your application to review. You will receive the feedback from SBF team ASAP (approved, rejected, request for more information). If your application is approved, you will receive an Email to reset your password and your Username will be the email you entered in the contact details section.

If you are requested to submit more information, you will receive an email to submit the needed information.