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 simplifies 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 Negations 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.
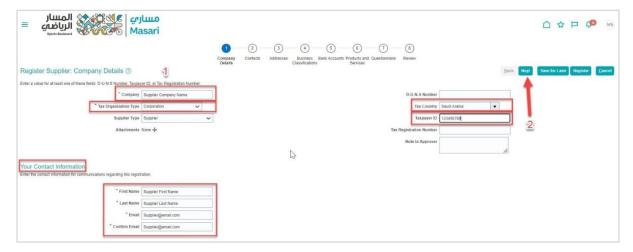
| SBF VENDOR REGISTRATION INITIATED BY THE VENDOR

Click on the below link to open SBF Vendor Portal:

Registration Link

Company Details

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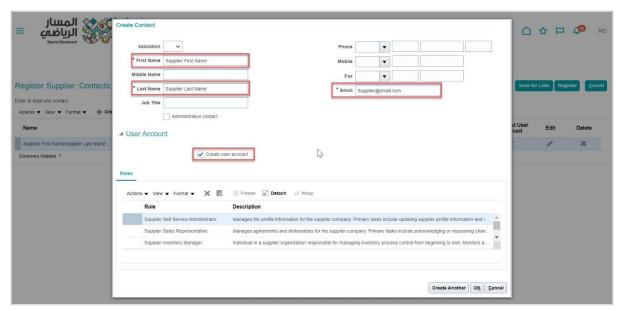2. Including Company Profile attachment.
3. Then Click Next.

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).
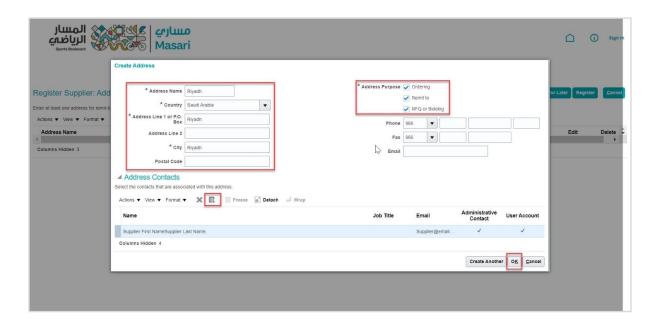
4. Click **Ok** or Create **Another.**

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.

- 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.
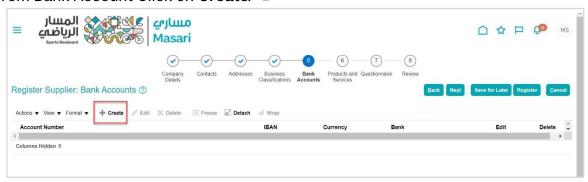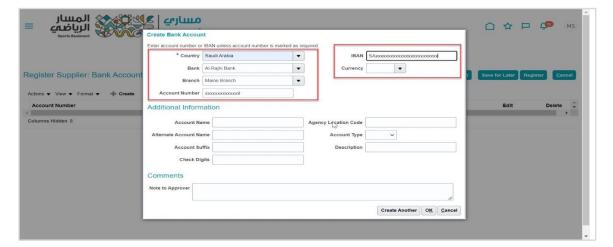3. You must Add all The Required Certificates under the Business Classification Section.

4. Check and confirm all the inserted certificates.

5. Then Click **Next**.

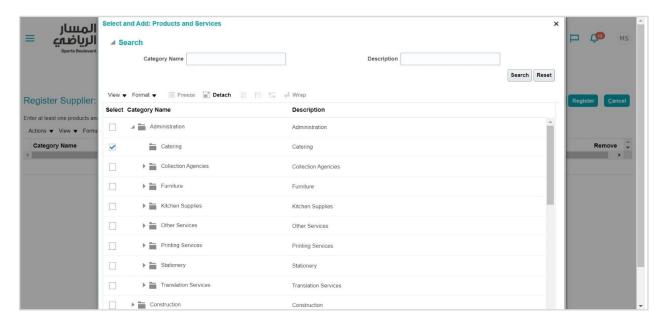## Bank Accounts

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.**

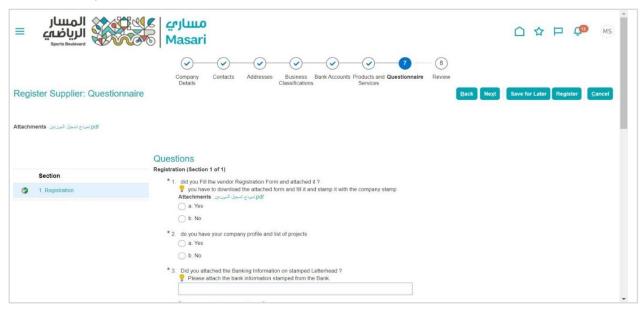2. Select all products and services.

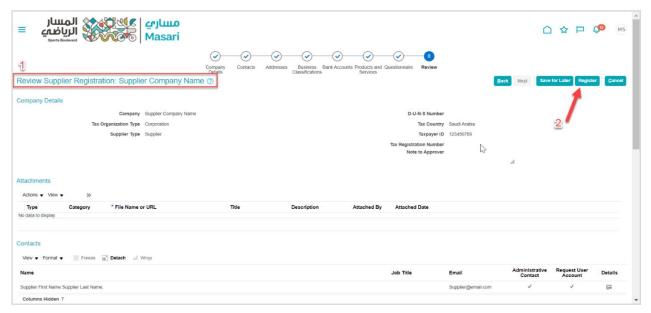3. Then click **apply** then **ok.**

4. Then click Next.

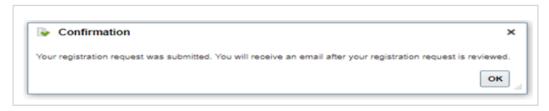## Questionnaire

1. Answer the questions.

2. Click review if needed.

3. Click **Next**.

Review Page

1. Review All the inserted information.

Confirmation   ✕

Your registration request was submitted. You will receive an email after your registration request is reviewed.

                                                                      OK

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.