

# Supplier Portal

## DO.070

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Name	Position	Signature

# 1 DOCUMENT CONTROL

## 1.1 Change Record

Date	Author	Version	Change Reference
14 Dec 2022	SCM Team	V1.1	No Previous Document

## 1.2 Reviewers

Name	Position
Inad Alatawi	SBF Business Owner
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## 1.3 Distribution

Copy No.	Name	Location
V1.1	SBF Project library	Riyadh
V1.1	Appspro Project library	Riyadh

### Note To Holders:

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If you receive a hard copy of this document, please write your name on the front cover, for document control purposes.

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## **2 SBF SUPPLIER PORTAL INTRODUCTION:**

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

The Supplier System aims to simplify the supplier registration procedures with SBF company through a Dynamic and SBF solutions for supplier management.

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

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## **2.1 Purpose:**

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

### **This procedure covers the following functional areas:**

- Supplier Registration to SBF Supplier Portal.

## 2.2 Toolbar Function:



Function	Description
Action	Drop list for more actions
View	Show the columns
Format	Resize the columns
	Add
	Duplicate
	Edit
	Delete
	Export to Excel
	Query By Example
 Freeze	Freeze The columns
 Detach	Detach the columns
 Wrap	Warp the columns

### 3 SBF SUPPLIER REGISTRATION INITIATED BY THE SUPPLIER

Click on the below link to open SBF Supplier Portal:

[Registration Link](#)

#### 3.1 Company Details

- Enter The Official Information for your company.
- Including Company Profile attachment.

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.

\* Company Supplier Company Name

\* Tax Organization Type Corporation

Supplier Type Supplier

Attachments None

D-U-N-S Number

Tax Country Saudi Arabia

Taxpayer ID 12345678

Tax Registration Number

Note to Approver

Your Contact Information

Enter the contact information for communications regarding this registration.

\* First Name Supplier First Name

\* Last Name Supplier Last Name

\* Email Supplier@email.com

\* Confirm Email Supplier@email.com

- Then **Click Next**.

### 3.2 Contact Details:

- Enter The contact Information.
- Enter The Administrator Role from your company.

The Administrator User: Supplier Administrator creates and maintains supplier profile. As a Supplier you can view and edit your profile manually (Any change will be reviewed by SBF to approve it).

- Click **Ok** or **Create Another**.

**Create Contact**

Salutation

\* First Name

Middle Name

\* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

\* Email

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...

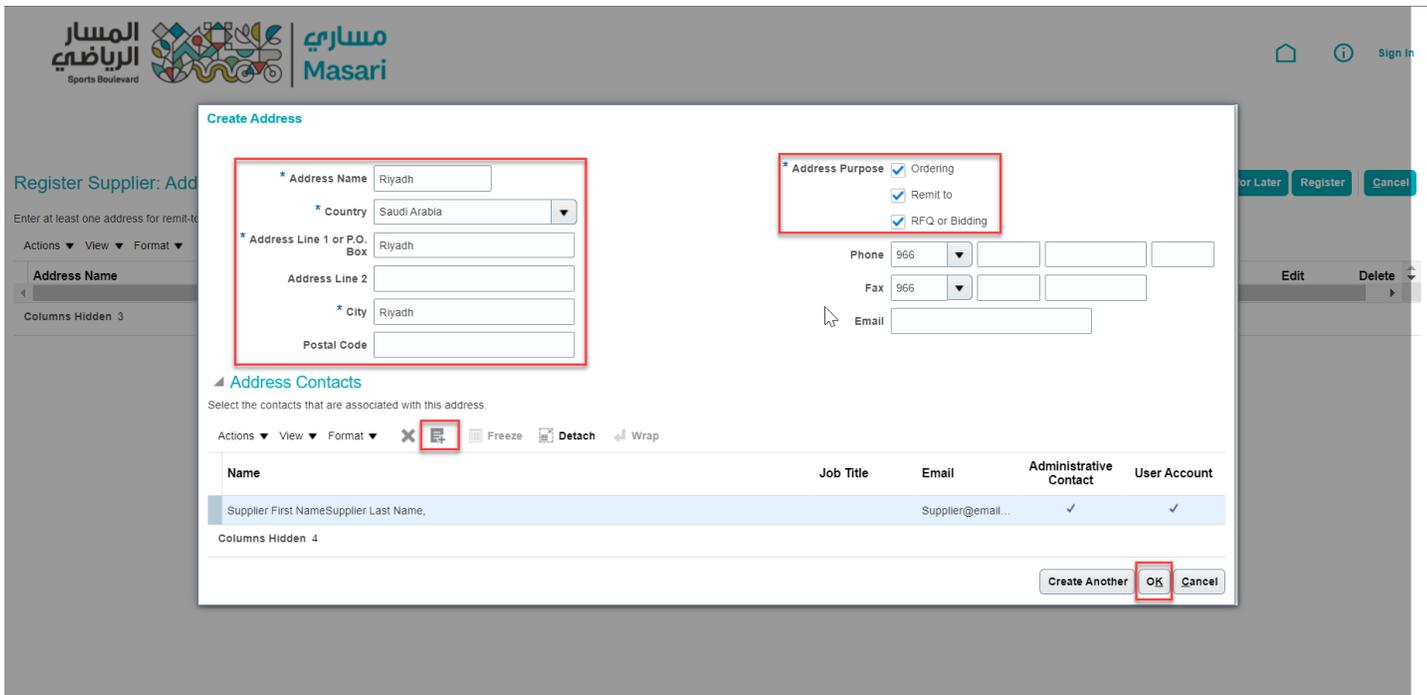
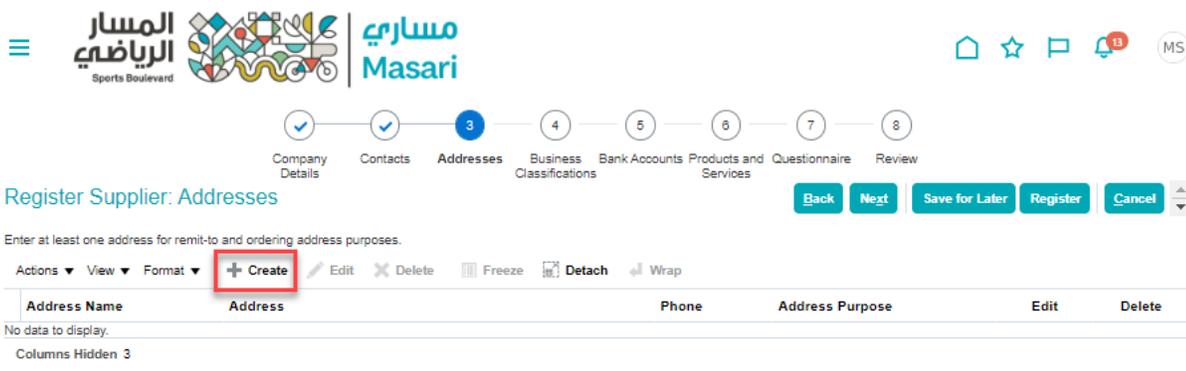
Create Another OK Cancel

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

### 3.3 Addresses:

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**.

### 3.4 Business Classifications:

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

Register Supplier: Business Classification

Enter at least one business classification or select none applicable.

None of the classifications are applicable

Actions: View, Format, +, X, Freeze, Detach, Wrap

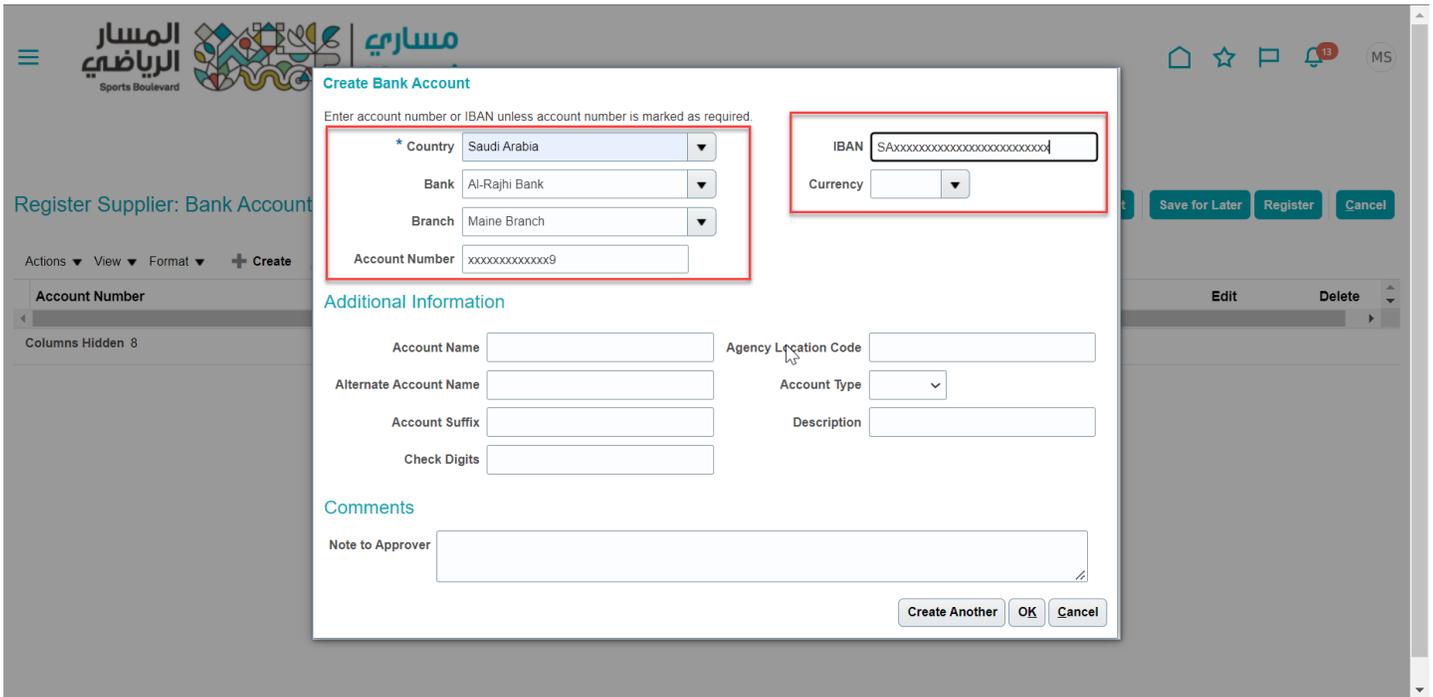
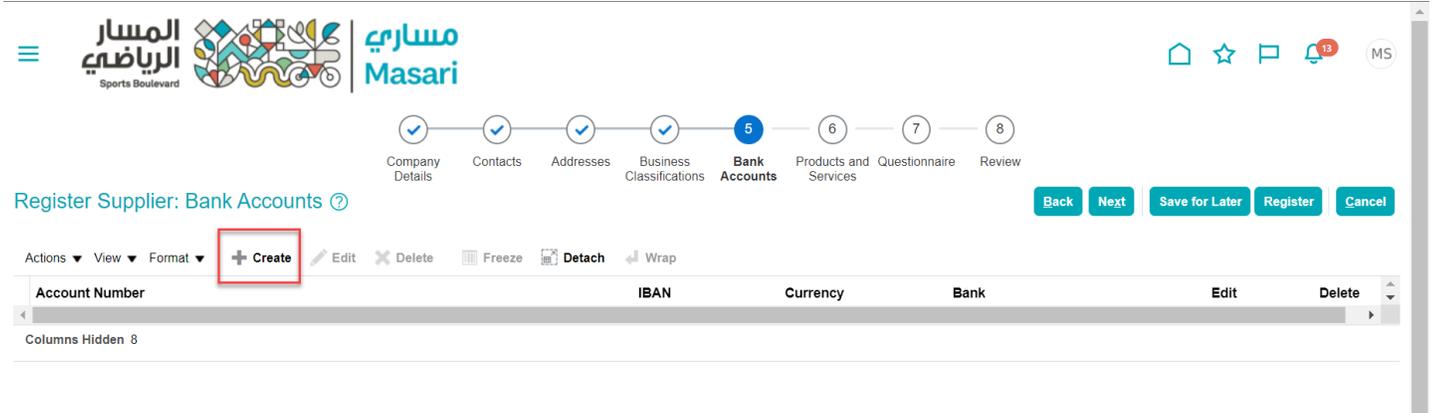
* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Local supplier		Gosi Certificate		123	12/Dec/2	20/Dec/2	None +	

- Check and confirm all the inserted certificates.
- Then Click **Next**.

### 3.5 Bank Accounts:

From Bank Account Click On **Create**. +

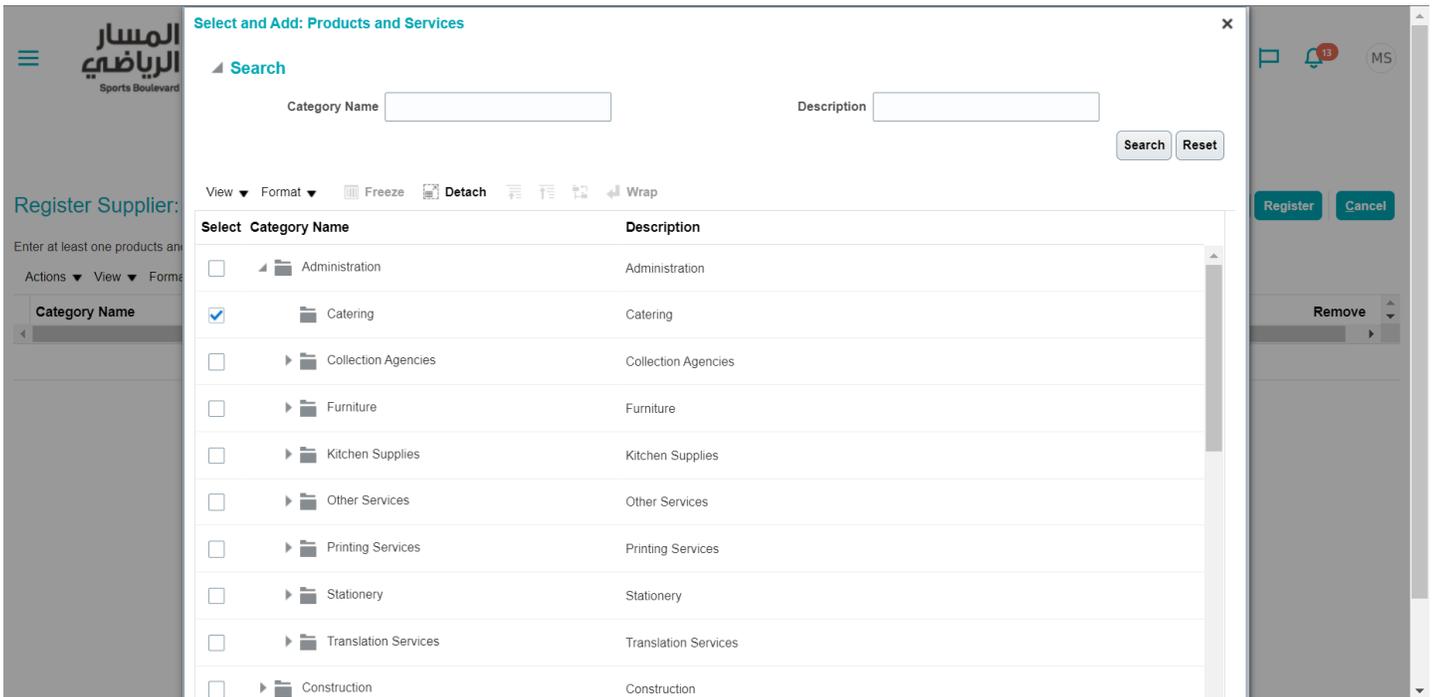
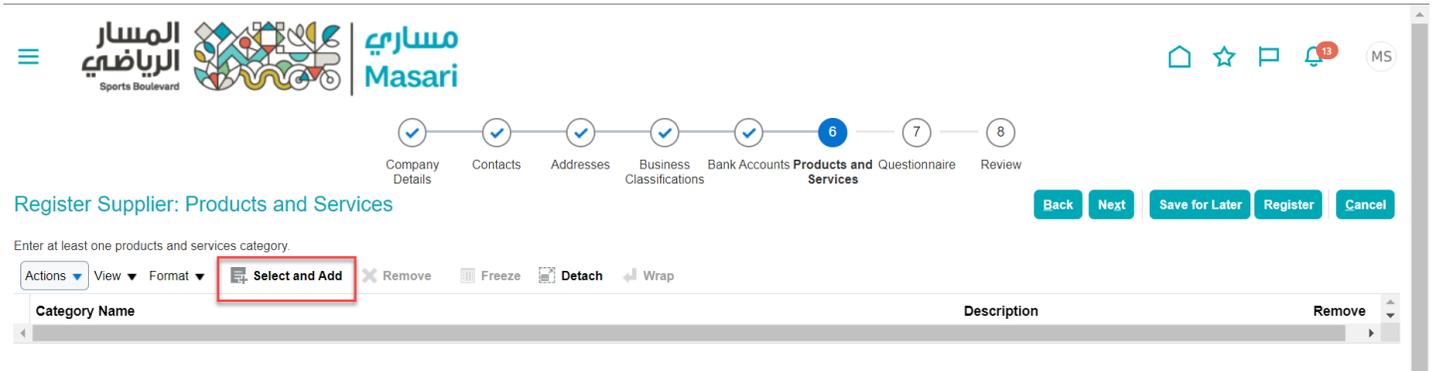
- Enter Bank accounts details.



- Check and confirm for Bank account information and you can create another if you want to add more Bank accounts.
- Click **OK** Then **Next**.

### 3.6 Products and Services:

- From Products and Services Click On **Select and Add**.
- Select all products and services.



- Then click **apply** then **ok**.
- Then click **Next**.

### 3.7 Questionnaire:

- Answer the questions.

The screenshot shows the 'Register Supplier: Questionnaire' page in the Masari system. At the top, there are logos for 'المسار الرياضي Sports Boulevard' and 'مساري Masari'. A progress bar indicates the current step is 'Questionnaire' (7), with previous steps like 'Company Details', 'Contacts', 'Addresses', 'Business Classifications', 'Bank Accounts', and 'Products and Services' completed. A 'Review' step (8) is also visible. Navigation buttons include 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel'. Below the progress bar, there is an 'Attachments' section with a PDF file named 'نموذج تسجيل الموردين.pdf'. The 'Questions' section is titled 'Registration (Section 1 of 1)' and contains three questions:

- 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: نموذج تسجيل الموردين.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.

- Click review if needed.
- Click **Next**.

### 3.8 Review Page:

- Review All the inserted information.

The screenshot displays the 'Review' page for a supplier registration. At the top, there are logos for 'المسار الرياضي Sports Boulevard' and 'مساربي Masari'. A progress bar indicates the current step is 'Review'. Below the progress bar, a red box highlights the link 'Review Supplier Registration: Supplier Company Name'. To the right, there are buttons for 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel'. A red arrow points to the 'Register' button. The main content area shows 'Company Details' with fields for 'Supplier Company Name', 'Tax Organization Type' (Corporation), and 'Supplier Type' (Supplier). It also displays 'D-U-N-S Number', 'Tax Country' (Saudi Arabia), 'Taxpayer ID' (123456789), and 'Tax Registration Number Note to Approver'. Below this is an 'Attachments' section with a table that currently has no data. At the bottom, there is a 'Contacts' table with columns for Name, Job Title, Email, Administrative Contact, Request User Account, and Details. A confirmation dialog box is overlaid at the bottom of the page, stating: 'Your registration request was submitted. You will receive an email after your registration request is reviewed.' with an 'OK' button.

- Click **Register**.
- SBF team will receive your application to review it and take an action.
- You will receive the feedback from SBF team ASAP (approved, rejected, request for more information).
- If your application is approved, you will receive Email to reset your password and your Username will be the email you entered in the contact.
- If they request more information, you will receive email to submit the needed information.

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## 4 OPEN AND CLOSED ISSUES FOR THIS DELIVERABLE

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### 4.1 Open Issues:

ID	Issue	Resolution	Responsibility	Target Date	Impact Date

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### 4.2 Closed Issues:

ID	Issue	Resolution	Responsibility	Target Date	Impact Date