



Oracle Enterprise Resource Planning (ERP)

User Guide

SUPPLIER REGISTRATION & CHANGE PROFILE



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Supplier Training Guide

This user guide provides step-by-step instructions for suppliers to complete key processes within the system, including supplier registration and profile management. It is designed to help users navigate the platform easily and ensure that all required information is submitted accurately.

The guide covers the full supplier registration cycle, from initial registration to profile updates through the Supplier Portal.

1 External Supplier Registration

1.1 Submit External Supplier Registration (By Supplier)

Step #1	Access the Registration Page
1	Navigate to the Registration link
2	Enter your email address
3	Click "Send Access Code"

Access Code for Your Supplier Registration

 **Yes@workflow.email.me-jeddah-1.ocs.oraclecloud.com**
To: testingsbf@outlook.com Mon 5/4/2026 1:29 PM

 **High importance**

Here's the access code you requested.
dYzmGsy

 The code expires in 15 minutes.

 Reply

 Forward



Supplier Registration

Welcome Dear

Enter your code

Use the code we've sent to email testingsbf@outlook.com.
The code expires in 15 minutes.

Required

Continue

[Get a new code](#)

Dears,

Please visit our official website at: sportsboulevard.sa/en/register-now to view all frequently asked questions for vendor matters. Along with user guides to abide by new registration, profile change requests, and raising invoices.

If you face any issue, please feel free to contact: vendor.Mngmt@sbf.gov.sa

Step #2 Verify Access	
1	Check your email for the access code
2	Enter the code
3	Click " Continue "

Supplier Registration

Company Details

Company Name Details (1) Website Country Saudi Arabia

Taxpayer ID 123456734567845 Commercial Registration Number 123453456 D-U-N-S Number 123234352

Organization Type Corporation Supplier Type Supplier

Note to Approver

Additional Information

Tax Registration Number 1234567 Company Name in Arabic الشركة بالعربي Supplier Blacklisted No

Attach tax, insurance, and other relevant documents Required

Drag and Drop Select or drop files here.

URL Add URL

SCM 2026 Plan.xlsx Last updated on 5/4/2026 27.95 KB

Updated just now Cancel Save **Continue**

Company Details
Contacts
Addresses
Business Classifications
Bank Accounts
Products and Services

Step #3 Enter Company Information	
1	Enter the Company Name in English in filed "Company".
2	fill in the commercial registration number in filed "Commercial Registration Number"
3	Enter the D-U-N-S Number for the Foreign Supplier only
4	Enter the Taxpayer ID as a VAT number without the last 5 numbers
5	Enter the VAT Number" in the filed "Tax Registration Number" under Additional Information Section.
6	Enter the company Name in Arabic in the filed "Company Name" under Additional Information Section.
7	Note please be sure to enter the mention files correct.
8	Click " Continue "

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Sports Boulevard

مواقد
Mawared

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Supplier Registration

Contacts

Contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name
Reem

Last Name
Alharbi

Email
tes...@outlook.com

Job Title

Country
SA

Mobile *
+966 55 .98

Country
SA

Phone
+966

Ext

Country
SA

Fax
+966

Is this an administrative contact?
Administrative contact will receive general communications from us.
☒ Yes ☐ No

Does this contact need a user account?
User accounts will provide online access to supplier transactions and self-service tasks.
☒ Yes ☐ No

What user roles does this contact need?
Assign at least 1 user role to specify the responsibilities of the contact.

☐ SBF Supplier Customer Service Representative Role
Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include tracking, acknowledging or requesting changes to new orders. Communicates order schedules that are ready to be shipped by submitting advance shipment notices, and monitors the receipt activities performed by the buying organization.

☐ SBF Supplier Sales Representative Role
Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalog line items with customer specific pricing and terms. Updates contract deliverables that are assigned to the supplier party and updates progress on contract deliverables for which the supplier is responsible.

☐ Supplier Inventory Manager
Individual in a supplier organization responsible for managing inventory process control from beginning to end. Monitors available supplies, materials and products to ensure that customers, employees and

Last updated 12 seconds ago

Cancel Save **Continue**

Company Details
Contacts
Addresses
Business Classifications
Bank Accounts
Products and Services

Step #4 Enter Contact Details	
1	Enter the Contact details Please sure you enter the correct Mobile Number
2	Click " Continue "

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Supplier Registration

Addresses

Address 1

Address Name
Olaya St

What's this address used for? Select at least 1 purpose.
☒ Receive Purchase Orders ☒ Receive Payments ☒ Bid on RFQs

Country/Region
Saudi Arabia

Address Line 1 or P.O. Box
Olaya St, Al Ghadir

Address Line 2

City
Riyadh

Postal Code

Which contacts are associated to this address?
☒ Mahmoud Mousa madel.oracle@gmail.com

+ Add Another Address

Last updated 2 minutes ago

Cancel Save **Continue**

Company Details
Contacts
Addresses
Business Classifications
Bank Accounts
Products and Services

Step #5 Enter Address Details	
1	Enter the Addresses Name
2	Select the " Country "
3	Enter the " Address Line "
4	Enter the " City "
5	Make sure you checked the check box for contact name under " Which contacts are associated to this address? "
6	Click " Continue "

Supplier Registration

Business Classifications

Select a classification or confirm that none are applicable.

Classification

Local supplier

Foreign supplier

None of the classifications are applicable

Last updated 5 minutes ago

Cancel Save **Continue**

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Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Supplier Registration

Business Classifications

Business classification 1

Classification
Local supplier

Subclassification

Certifying Agency
Gosi Certificate (Valid copy)

Other Certifying Agency

Certificate Number
125455

Certificate Start Date
04/May/2026

Certificate End Date
04/May/2026

Notes
Notes

Attach current certificates and supporting documents

Drag and Drop
Select or drop files here.

URL

Add URL

+ Add Another Business Classification

Last updated 21 seconds ago

Cancel Save **Continue**

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Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Step #6 Business Classification	
1	Please Select the applicable classification Local Supplier with enter and attached the required documents as per SBF politics.
1.1	Please attach a copy of the Commercial registration and the Chamber of Commerce.
1.2	Attach bank Iban letter from official bank.
2	Please Select the applicable classification Foreign Supplier with enter and attached the required documents as per SBF politics.
2.1	Please attach a copy of the commercial registration with the APOSTILLE certificate attached.
2.2	If the APOSTILLE certificate is unavailable, the commercial registration must be stamped by the Saudi Embassy in the vendor's country
2.3	Attach bank Iban letter from official bank.
3	Please Note: enter the Expiry date for each Certificates
4	Click " Continue "

Supplier Registration

Bank Accounts

Bank account 1

Country
Saudi Arabia

Bank
Saudi Investment Bank

Bank Branch
Maine Branch

Account Number
12345675078

IBAN
SA12345673456786567

Currency
Saudi Riyal

Account Type
Checking

Account Holder
Reem

Attach supporting documents

Drag and Drop
Select or drop files here.

URL

No items to display.

Last updated 17 seconds ago

5 | 6

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

Step #7 Bank Details	
1	Enter the Bank account required details, Select the country and the Bank
2	Enter the " IBAN Number "
3	Enter the " Account Number "
4	Enter the " Account Holder " should be the same account name.
5	Please note all these data should be copy from the IBAN letter
6	Click " Continue "

Supplier Registration

Products and Services

Search by category or description

4 selected View Selected Clear Selected

Category	Description
☒ Administration	Administration
☒ Construction	Construction
☒ Design	Design
☐ Engineering_Services	Engineering_Services
☐ Facility_Management	Facility_Management
☐ Government_Entity	Government_Entity
☒ HR	HR
☐ Information_And_Communication_Technology	Information_And_Communication_Technology
☐ Insurance	Insurance
☐ Logistics_Management	Logistics_Management
☐ Management_Consultancy	Management_Consultancy
☐ Marketing	Marketing
☐ MEP_Supply	MEP_Supply
☐ Safety_And_Security	Safety_And_Security
☐ Travel_Accommodation	Travel_Accommodation

Last updated 1 second ago

Cancel Save **Submit**

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Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Step #8 Products and Services	
1	Select relevant product and service categories
2	Click "Submit"

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Success

Your registration request 1076077 was submitted.

You Are Register into SBF

Dears,

Thank you for registering on our platform!

Your request is currently being reviewed and will go through our approval cycle. If we have any comments, we will send the request back to you through a system link.

Once fully approved, you will receive an email to reset your password and will be a prospective supplier in our system. This will grant you access to negotiations and qualifications for SBF projects.

If awarded, you will then be made a spend authorized vendor with full access to the system. Once you receive an email confirming you are spend authorized, make sure to enter your account and attach the following: GOSI, Saudization, ZAKAT, and VAT certificates as a profile change request.

If you face any issue, please feel free to contact: vendor.Mngmt@sbf.gov.sa

Oracle Fusion Applications-Welcome E-Mail

E

euqo-test.fa.sender@workflow.email.me-jeddah-1.ocs.oraclecloud.com

...

To: testingsbf@outlook.com

Mon 5/4/2026 2:02 PM

Dear Reem Alharbi,

Congratulations! Your Oracle Fusion Applications account has been successfully created.

Please follow the link below to reset your password.

https://fa-euqo-test-saasfaprod1.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?_afecid=c03a1578b91443178a5627e03f1a12ac

For any issues, contact your system administrator.

Thank You,
Oracle Fusion Applications

Completed.

This is not working.

I confirm.

← Reply

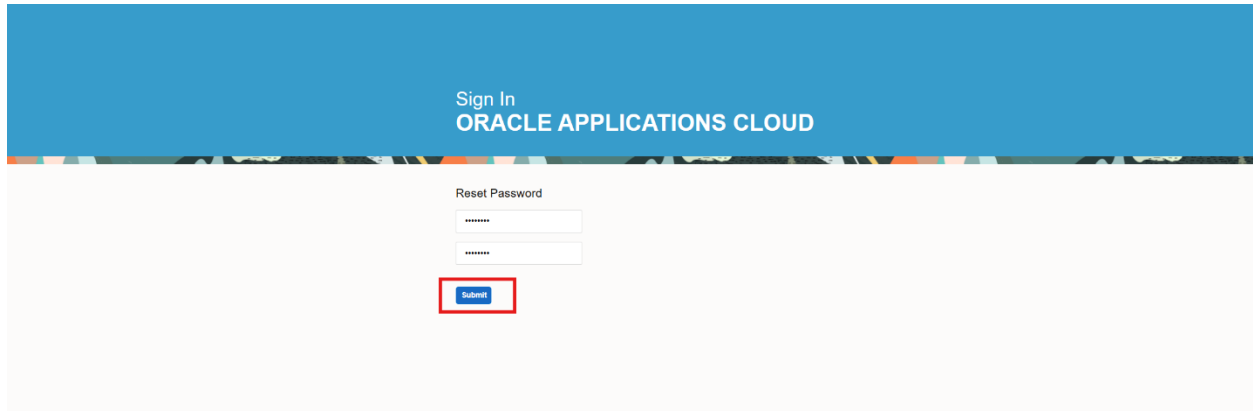
→ Forward

Step #9

Account Confirmation

1

Once the SBF team approved your request you will receive an email confirming that the Oracle account has been successfully created, along with a link to reset the password.



Sign In
ORACLE APPLICATIONS CLOUD

Reset Password

Submit

Step #10	Activate Account
1	Set your password
2	Click " Submit "
3	Login to the portal

1.2 Supplier Profile Change

Sign In
Oracle Applications Cloud

Company Single Sign-On

or

User ID
mohamed.ayoub@outlook.com

Password

[Forgot Password](#)

Sign In

Select Language
English

Step #1	Login
1	Navigate to portal
2	Enter your email and password
3	Click "Sign In"

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Good afternoon, Reem Alharbi

Me **Supplier Portal** Procurement Tools Others

APPS

Supplier Portal +

Things to Finish

Assigned to Me: 2
Created by Me: 0

30 minutes ago: Oracle Fusion Applications-Password Reset Confirmation [Dismiss]

42 minutes ago: Supplier Contact User Account for Sports Boulevard Foundation Was Created [Dismiss]

Show More

Step #2

Access Supplier Portal

1

Navigate to **Supplier Portal**

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Supplier Portal

Notifications: 2 Unread

Supplier News

أخبارنا الموردين:

في إطار ضمان سير عملية الفواتير بسلاسة، نود إبلاغكم بأن مؤسسة المسار الرياضي قد قامت مؤخرًا بتحديث عنوانها الوطني.

نظرًا لتغيير العنوان الوطني للمقر الرئيسي لمؤسسة المسار الرياضي، نطلب من جميع الموردين تعديل تفاصيل فواتيرهم وفقًا للعنوان الوطني المحدث أدناه. ونود أن نلفت انتباهكم إلى أنه لن يتم قبول الفواتير التي تحتوي على العنوان الوطني السابق للمؤسسة.

العنوان للمسابق:
2914 - حي العتيق
رقم الوحدة: 2
الرياض 13519 - 6432

Negotiations

Invoices

Payments

Contracts

Company Profile

المسار الرياضي Sports Boulevard | مـوارد Mawared

Company Name Details (1)
Company profile

Change Profile

Organization Details | Addresses | **Contacts** | Payment Methods | Bank Accounts | Business Classifications | Products and Services

General

Supplier Number 11579	Supplier Type Supplier	Status Active	Organization Type Corporation
D-U-N-S Number 123234352	Customer Number	SIC	National Insurance Number

Income Tax

Taxpayer Country Saudi Arabia	Taxpayer ID 123456734567845	State reportable No
Federal Reportable No	Use withholding tax No	Withholding Tax Group
Federal Income Tax Type	Name Control	Verification Date
Tax Reporting Name		

Step #3		Open Profile
1	Click "Company Profile"	
2	Click "Change Profile"	

Requested By ABDULLAH ALGHANIM Requested On 19/May/2026

Organization Details | Addresses | **Contacts** | Payment Methods | Bank Accounts | Business Classifications | Products and Services

1 item + Add Contact

ABDULLAH ALGHANIM
Corporate Sales

Active

Phone Email Addresses

ABDULLAH ALGHANIM

First Name
ABDULLAH

Enter 150 or fewer characters.

Last Name
ALGHANIM

Middle Name
AHMEED

Job Title
Corporate Sales

Status
Active

☒ Administrative Contact ⓘ

Email
[Redacted]

Country
SA

Phone

Ext

Country
SA

Mobile
+966 55 002 0086

Country
SA

Fax

Cancel

Update

Step #4

Update Contacts Information

1	Update the fields needs to be update
2	Like email or first/last name
3	Click “update”

Requested By ABDULLAH ALGHANIM Requested On 19/May/2026

Organization Details Addresses **Contacts** Payment Methods Bank Accounts Business Classifications Products and Services

1 item [+ Add Contact](#)

ABDULLAH ALGHANIM
Corporate Sales

Active



New contact

First Name
Adel

Last Name
Mousa

Middle Name

Job Title

☒ Administrative Contact ⓘ

Email
mousa-c@sbf.gov.sa

Country
SA ▼

Phone
+966 50 243 5779

Ext

Country
SA ▼

Mobile

Country
SA ▼

Fax

Contact addresses

Addresses
PC TARMEEZ | 1 ▼

☒ PC TARMEEZ
RDCL2848, RIYADH 13783
Ordering, Remit to, RFQ or Bidding

☒ Request user account ⓘ

Roles
SBF Supplier Bidder Role, Supplier Accounts Receivable Specialist, Supplier Self Service Administrator 3 ▼

Grant Data Access By
☒ Suppliers ⓘ ☐ Supplier Sites ⓘ

Suppliers
TARMEEZ PC EST 1 ▼

Cancel Create

Step #4.1 Create a New Contacts Information	
1	Click " Add Contact "
2	Enter all Contact Information the First/Last name and the mobile number
3	Please make sure you check " Administrative Contact "
4	Select the addresses
5	Checked the " Request User Account " to create a user for this contact if need
6	Click " Create "

Requested By ABDULLAH ALGHANIM Requested On 19/May/2026

[Organization Details](#) [Addresses](#) [Contacts](#) [Payment Methods](#) **[Bank Accounts](#)** [Business Classifications](#) [Products and Services](#)1 item [+ Add Bank Account](#)

2101909309940

Saudi Arabia

Primary

Bank
Riyadh BankBranch
Maine BranchCurrency
SARFrom Date
25/Dec/2024

Inactive Date

2101909309940Country
Saudi ArabiaAccount Number
2101909309940IBAN
SA4220000002101909309940Currency
SARBank
Riyadh BankBank Branch
Maine BranchAccount Type
SavingsAccount Holder
TARMEEZ PC EST☐ Allow international payments☒ PrimaryFrom Date
12/16/2024

Inactive Date

**Attach supporting documents**Category
ACH Request Form

Cancel

Update

Step #5 Update Bank Information	
1	Update the required if need
2	Add attach doc "Bank Letter"
3	Click "Update"

The screenshot shows the Mawared system interface for a 'Change Request 603019' (Draft). The request is for 'TARMEEZ PC EST' and was requested by 'ABDULLAH ALGHANIM' on '19/May/2026'. The 'Bank Accounts' tab is selected in the navigation bar. Below the tabs, the '+ Add Bank Account' button is highlighted with a red box. The text 'No items to display.' is visible below the button.

Step #5.1 Create Bank Information	
1	Click on "Bank Accounts" tab
2	Click on "Add Bank Account"

New bank account

Country: Saudi Arabia

Account Number: 6500521778

IBAN: SA0000082189000

Currency: SAR

Bank: Riyadh Bank

Bank Branch: Maine Branch

Account Type: Checking

Account Holder: Mahmoud Mousa

☐ Allow international payments ☐ Primary

From Date: 5/20/2026

Inactive Date:

Attach supporting documents: ACH Request Form

Step #5.1 Create Bank Information	
1	Select the "Country"
2	Enter "Account Number"
3	Enter the "IBAN" make sure the same IBAN number from the bank letter
4	Enter the "Currency"
5	Select the "Bank"
6	Select the "Bank Branch"
7	Enter the "Account Holder" the account name
8	Attache the Bank Letter

Requested By ABDULLAH ALGHANIM Requested On 19/May/2026

Organization Details Addresses Contacts Payment Methods Bank Accounts **Business Classifications** Products and Services

12 Items + Add Business Classification

Local supplier	Expired	
Certifying Agency Company Profile with Products/Services	Certificate Start Date	Certificate End Date 15/Apr/2026

Local supplier

Classification Local supplier	Subclassification
Certifying Agency Company Profile with Products/Services	Other Certifying Agency
Certificate Start Date	Certificate End Date 12/31/2026 
Status Expired	Certificate Number الملف التعريفي
Provided By ABDULLAH ALGHANIM	
Notes	

Attachments

Drag and Drop
Select or drop files here

Cancel **Update**

Step #6 Update Business Classification	
1	To Update the Certificate, click on " Business Classification "
2	Please press " Edit " icon and update the " Expiration Date "
3	Click " Update "

Requested By ABDULLAH ALGHANIM Requested On 19/May/2026

Organization Details Addresses Contacts Payment Methods Bank Accounts **Business Classifications** Products and Services

12 items [+ Add Business Classification](#)

New business classification

Classification Local supplier	Subclassification
Certifying Agency Gosi Certificate (Valid copy)	Other Certifying Agency
Certificate Start Date	Certificate End Date 6/24/2026
Status	Certificate Number
Notes	

Attachments

Drag and Drop
Select or drop files here.

URL

Add URL

Cancel

Create

Step #6	Add Business Classification
1	To Add a new certificate, click on “ Add Business Classification ” button
2	Please make sure you add all the required documents with the “ Expiration Date ”
3	Please attach a copy of the registration certificate to the Zakat, Tax, and Customs Authority
4	Please attach the Social Insurance Certificate
5	Please attach the VAT Certificate
6	Please attach the Saudization/Nationalization Certificate
7	Click “ Create ”

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Change Request 600017 Draft Cancel Review Changes Save Submit

Company Name Details (1)
Requested By Reem Alharbi Requested On 04/May/2026

Organization Details | Addresses | Contacts | Payment Methods | Bank Accounts | Business Classifications | Products and Services

General

Supplier Name: Company Name Details (12) Supplier Number: 11579 Supplier Type: Supplier Status: Active

Organization Type: Corporation D-U-N-S Number: 123254352 Customer Number: SIC:

National Insurance Number:

Income tax

Taxpayer Country: Taxpayer ID:

☐ Federal reportable ☐ Use withholding tax ☐ State reportable

Federal Income Tax Type: Withholding Tax Group:

Tax Reporting Name: Name Control: Verification Date:

Transaction tax

Tax Registration Country: Tax Registration Type: Commercial Registration Number:

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Review Changes Draft Submit

Company Name Details (1)
Change Request: 600017 Requested By: Reem Alharbi Requested On: 04/May/2026 Change Description:

Organization Details

Attribute	Changed From	Changed To
Supplier Name	Company Name Details (1)	Company Name Details (12)

Step #7

Update Profile Information

1	Update the required fields like company details
2	Click "Review Changes" to preview updates
3	Click "Submit"

Review Changes Draft

Company Name Details (1)

Change Request: 600017 Requested By: Reem Alharbi Requested On: 04/May/2026 Change Description

Change Request Description

Change Request Description

Organization Details

Attribute	Changed From	Changed To
Supplier Name	Company Name Details (1)	Company Name Details (12)

Cancel Submit

Company profile

Change request 600018 is pending approval
Requested by Reem Alharbi on 04/May/2026.
[View change request](#) [Withdraw and edit change request](#)

Organization Details Addresses Contacts Payment Methods Bank Accounts Business Classifications Products and Services

General

Step #7.1 Submit Change Request	
1	Enter a description for the changes
2	Click "Submit"

Note: The supplier can withdraw or edit the change request before it is approved.

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Supplier Portal

Notifications [Show All](#)

Search

P11
Supplier Profile Change Request 600017
Was Approved by Sports Boulevard Foundation
2 minutes ago
[Dismiss](#)

Company Name Details (12)
Company profile

View Last Change Request Change Profile

Organization Details Addresses Contacts Payment Methods Bank Accounts Business Classifications Products and Services

General

Supplier Number
11579

Supplier Type
Supplier

Status
Active

Organization Type
Corporation

D-U-I-S Number
123234352

Customer Number

SIC

National Insurance Number

Income Tax

Taxpayer Country
Saudi Arabia

Taxpayer ID
123456734567845

Federal Reportable
No

Use withholding tax
No

State reportable
No

Step #8 Approval and Update	
1	After review, the supplier will receive a notification once the request is approved
2	The approved changes will be reflected in the profile after being approved by the SBF team.