



The supplier's portal



Contents

1	SAFE SUPPLIER PORTAL DO.070 INTRODUCTION	3
1.1	Purpose.....	4
1.2	Toolbar Function	4
2	SAFE SUPPLIER PORTAL FUNCTIONS	5
2.1	SAFE Supplier Registration initiated by the supplier	5
2.2	Company Details:	5
2.2.1	Contact Details:.....	6
2.2.2	Addresses:.....	7
2.2.3	Business Classification:	8
2.2.4	Bank Accounts:	9
2.2.5	Product Services:	10
2.2.6	Questionnaire:.....	11
2.2.7	Review page:.....	12
2.3	PO ACKNOWLEDGEMENT	13
2.4	Negotiation Acknowledgement	14
2.5	Create ASN (Advance shipments Notice).....	15
2.6	Create ASBN (Advance shipments & Billing Notice)	17
2.7	Manage Orders.....	19
2.8	Manage Schedules	21
2.9	Manage Contracts	22
2.10	Manage Deliverables.....	23
2.11	Create Invoice	24
2.12	Response to supplier qualification questions.....	26
2.13	Supplier Negotiation Response.....	28
2.14	Negotiation Communication.....	32
2.15	33
2.16	Notification List	33
3	NEW/EXISTING SUPPLIER REGISTRATION INITIATED BY SAFE SRM USER.....	34
3.1	Register Exiting Supplier [From SAFE SRM User]	34
3.2	Initiated Registration for new supplier [From SAFE SRM user]	37
4	GENERAL INFORMATION	39



1. SAFE SUPPLIER PORTAL DO.070 INTRODUCTION

Oracle Supplier Portal System Considered part of the Purchasing and financial system. The Supplier System aims to simplify the supplier registration procedures with National Security Services company Through a Dynamic and Safe 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 National Security Services, and follow up on submitted invoices.

- **Key Features:**

- Supplier Registration
- PO Acknowledgement
- Negotiation Acknowledgement
- Create ASN (Advance shipments Notice)
- Create ASBN (Advance shipments & Billing Notice)
- Manage Orders & Schedules
- Manage Contracts & Deliverables
- Create Invoice
- Response to supplier qualification questions
- Supplier Negotiation Response
- View pending and historical transaction
- View Dashboards and reports



1.1 Purpose

This document is the User Manual of the SAFE Supplier Portal describing the functionality provided by the system designed to provide documentation for the users [SAFE Suppliers and SRM] of this module.

1.2 Toolbar Function



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



2. SAFE SUPPLIER PORTAL FUNCTIONS

2.1 SAFE Supplier Registration initiated by the supplier

Click on the below link to open SAFE Supplier Portal:

[SAFE Supplier Portal](#)

2.1.1 Company Details:

Enter The Official Information for your company

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:

* Tax Organization Type:

Supplier Type:

Corporate Web Site:

Attachments:

D-U-N-S Number:

Tax Country:

Taxpayer ID:

Tax Registration Number:

Note to Approver:

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name:

* Last Name:

* Email:

* Confirm Email:

Progress bar: 1 (Company Details) - 2 (Contacts) - 3 (Addresses) - 4 (Business Classifications) - 5 (Bank Accounts) - 6 (Products and Services) - 7 (Questionnaire) - 8 (Review)

Buttons: Back, Next, Save for Later, Register, Cancel

Click Next



2.1.2 Contact Details:

1. Enter The contact Information
2. Enter The Administrator Role from your company
3. 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 SAFE to approve it).
4. ok, create another

Create Contact

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

* Email

User Account

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...
Supplier Sales Representative	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting cha...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks inclu...

Create Another OK Cancel

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



2.1.3 Addresses:

From Address Click On the plus Sign

1. Create address
2. 'Address Purpose' Meaning:
 - I. Ordering: means that SAFE will be able to submit PO to this Address.
 - II. Remit To: means that SAFE can will be able to submit invoices to this Address.
 - III. RFQ or Bidding means that SAFE will be able to submit RFQ and Bidding to this Address.
3. Select All Your Address Information.
4. Add address contacts.

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



2.1.4 Business Classification:

1. Enter Classification (Attachments, Date, Etc.) then click add again to add new record line.
2. You must Add all The Required Certificates under the Business Classification Section.

Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachment
OOIS: Certical	222			9-Jan-20	27-Jan-21	Example: 9-Jan-2022

3. Check and confirm all the inserted certificates.
4. Then Click Next.



2.1.5 Bank Accounts:

1. From Bank Account Click On the plus Sign 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



2.1.6 Product Services:

From Products and Services Click On the select and add

1. Select all products and services.

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
No data to display		

Select and Add: Products and Services

Search

Category Name Description Search Reset

View Format Freeze Detach Wrap

Select	Category Name	Description
<input checked="" type="checkbox"/>	▶ Consultancy Services	Consultancy Services
<input type="checkbox"/>	▶ Facility & Logistics Management	Facility & Logistics Management
<input type="checkbox"/>	▶ Insurance	Insurance
<input checked="" type="checkbox"/>	▶ IT	IT
<input type="checkbox"/>	▶ K9 Material and Services	K9 Material and Services
<input type="checkbox"/>	▶ Marketing and Corp.Comm	Marketing and Corp.Comm
<input type="checkbox"/>	▶ Security Material and Services	Security Material and Services
<input type="checkbox"/>	▶ Vehicles/Vehicle Services	Vehicles/Vehicle Services

Columns Hidden 1

Apply OK Cancel

2. Then click apply then ok.
3. Then click Next.



2.1.6 Questionnaire:

1. Answer the questions.

Register Supplier: Questionnaire

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

Back Next Save for Later Register Cancel

Attachments: None

Questions

Legality Questions (Section 2 of 5)

1. Company Size

2. Previous mega projects

3. Previous work

4. Terms and Conditions

4. ما هو رقم الترخيص التجاري؟

5. ارفق الوثائق الداعمة

End of Section 2 of 5

Previous Section Next Section

2. Click review if needed
3. Click Next



2.1.7 Review page:

1. Review All the inserted information.

Review Supplier Registration: Test Supplier

Company Details

Company: Test Supplier
Tax Organisation Type: Corporation
Supplier Type: Supplier
Corporate Web Site: [Empty]

E-IRN # Number: [Empty]
Tax Country: Saudi Arabia
Taxpayer ID: [Empty]
Tax Registration Number: T35452212133
Role to Approver: [Empty]

Attachments

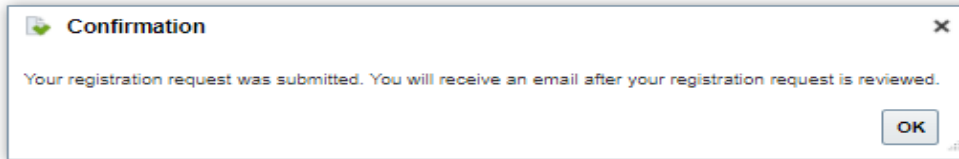
Type	File Name or URL	Title	Description	Attached By	Attached Date
No data to display.					

Contacts

Name	Job Title	Email	Admini Contac	Request User Account	Details
Abdullah AbduLah		Abdullah-abdullah@accpro-me.com			

Addresses

Address Name	Address	Phone	Address Purpose	Details
Riyadh	Riyadh, Riyadh		Ordering, Rent to, RFG or Bidding	



2. Click Register.
3. SAFE team will receive your application to review it and take an action.
4. You will receive the feedback from SAFE team ASAP (approved, rejected, request for more information).
5. 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.
6. If they request more information, you will receive email to submit the needed information.



2.2 PO Acknowledgement

1. To Acknowledgement Purchase order, from supplier portal
2. Click manage orders.

3. Enter Purchase order Number.
4. Click search.

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
2021-30208	27-Dec-2021		Alwadi	SCM User	570.00	SAR	Open		27-Dec-2021
2021-30207	27-Dec-2021		Alwadi	SCM User	570.00	SAR	Open		27-Dec-2021
2021-30206	27-Dec-2021		Alwadi	SCM User	570.00	SAR	Open		27-Dec-2021
2021-30202	24-Dec-2021		Alwadi	SCM User	570.00	SAR	Open		19-Dec-2021

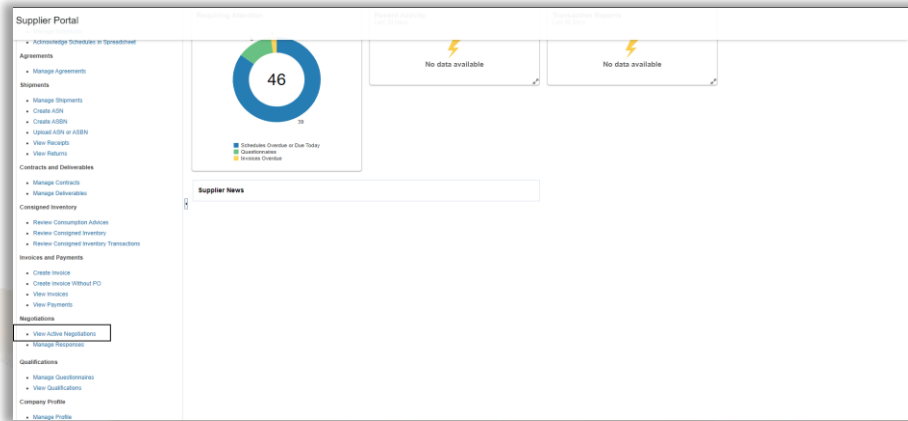
5. Chose the purchase order.
6. Then Click on Acknowledgement.

Line	Item	Description	Quantity	UOM	Price	Ordered	Status
1		video coverage & photography	1	Each	3.00	3.00	Open
2		VVIP gifts (customized gifts)	5	Each	3.00	15.00	Open
3		VIP gifts	10	Each	3.00	30.00	Open
4		Gifts presentation	10	Each	3.00	30.00	Open
5		Relaxation area to entertain the guests	1	Each	3.00	3.00	Open

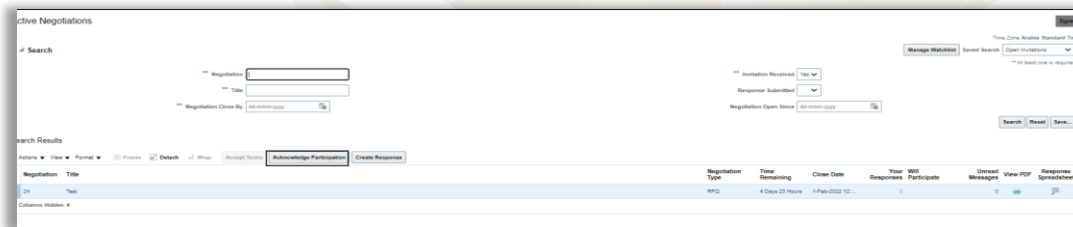


2.3 Negotiation Acknowledgement

1. From supplier portal.
2. Click manage negotiation.



3. To acknowledge and accept Negotiation, click on the Negotiation number from the results screen and the following Negotiation details page opens. Review the details and click on 'Acknowledgement'.



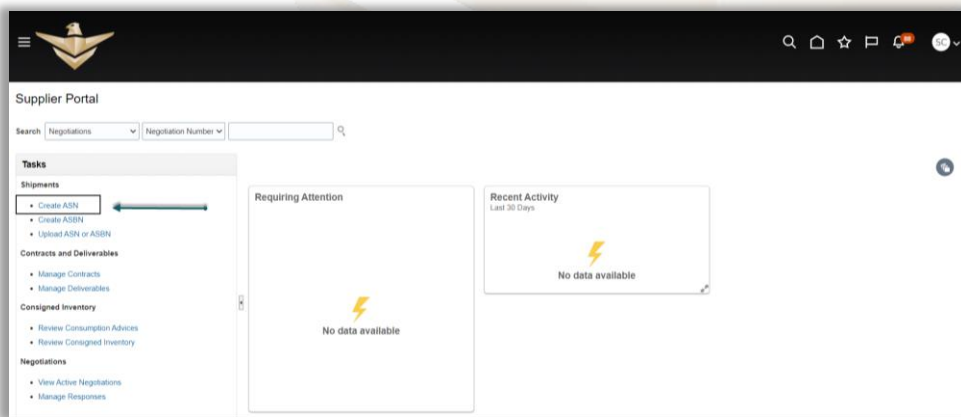


2.4 Create ASN (Advance shipments Notice)

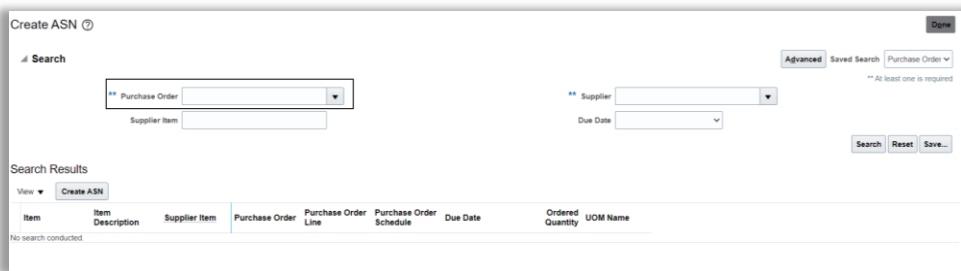
1. The ASN contains details including shipment date, time, and identification number; packing slip data; freight information; item detail including cumulative received quantities; purchase order number; and returnable container information
2. Login.
3. To Create ASN, click supplier portal from home page.



4. Click On Create ASN from Tasks.



5. Enter the Purchase Number and click search.





6. Chose the Line then click on Create ASN.

Create ASN ⌵

Search Advanced Saved Search Purchase Order

Search Results

View ▼ Create ASN

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
	Certificates & Ja...		2021-30202	7	1	27-Dec-2021	50	Each
	design for onlin...		2021-30202	8	1	27-Dec-2021	1	Each
	sound systems (...)		2021-30202	9	1	27-Dec-2021	1	Each
001-001-0002	Flashlights		2021-30202	10	1	29-Dec-2021	21	Each

7. After Create ASN, Enter The information (shipment, shipment date, ...etc.)

Create ASN Details ⌵

Header

Shipment

Shipped Date 29-Jan-2022 8:51 AM

Expected Receipt Date 29-Jan-2022 8:51 AM

Freight Terms

Shipping Method

Number of Supplier Packing Units

Bill of Lading

Waybill

Packing Slip

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Comments

Lines

Actions ▼ View ▼ Remove Line

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
	Certificates & Ja...		2021-30202	<input type="text"/>	Each	Digital City	50	Each	0

8. Then Click Submit.

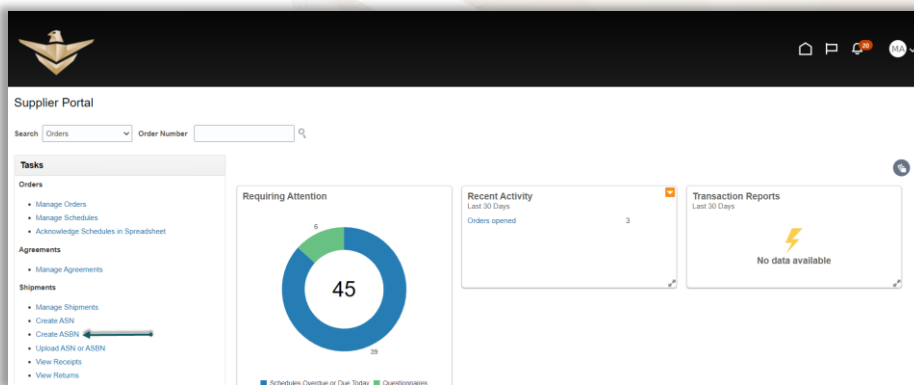


2.5 Create ASBN (Advance shipments & Billing Notice)

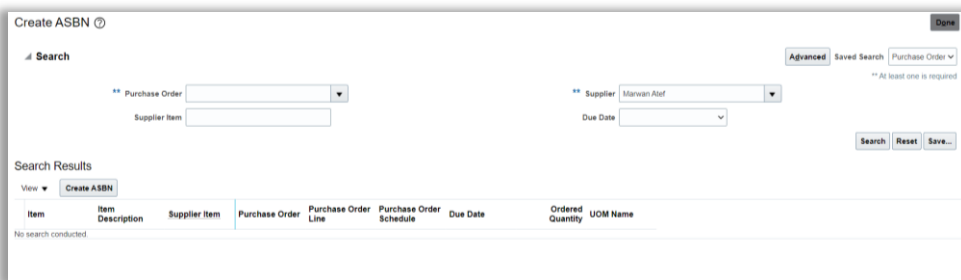
1. ASBN contain the same information as ASNs (shipment date, time, and identification number; packing slip data; freight information; item detail including cumulative received quantities; purchase order number; and returnable container information) plus invoice and tax information.
2. Login.
3. To Create ASBN, click supplier portal from home page.



4. Click On Create ASBN from Tasks.



5. Enter the Purchase Number and click search.





6. Chose the Line then click on Create ASN.

Create ASBN Done

Search Advanced Saved Search Purchase Order

Search Results

View Create ASBN

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
	Certificates & Ja...		2021-30202	7	1	27-Dec-2021	50	Each
	design for orlin...		2021-30202	8	1	27-Dec-2021	1	Each
	sound systems (...)		2021-30202	9	1	27-Dec-2021	1	Each
001-001-0002	Flashlights		2021-30202	10	1	29-Dec-2021	21	Each
	video coverage ...		2021-30206	1	1	31-Dec-2021	1	Each
	VVIP Gifts (cust...		2021-30206	2	1	31-Dec-2021	5	Each
	VIP Gifts		2021-30206	3	1	31-Dec-2021	10	Each
	Gifts giveaways		2021-30206	4	1	31-Dec-2021	50	Each
	reception area L...		2021-30206	5	1	31-Dec-2021	1	Each
	design & printin...		2021-30206	6	1	31-Dec-2021	50	Each
	Certificates & Ja...		2021-30206	7	1	31-Dec-2021	50	Each

7. After Create ASN, Enter The information (shipment, shipment date, ...etc.)

Create ASBN Details Submit Cancel

Header

* Shipment

* Shipped Date

* Expected Receipt Date

Freight Terms

Shipping Method

Number of Supplier Packing Units

Bill of Lading

Waybill

Packing Slip

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Comments

Billing Information

* Invoice

* Invoiced Date

* Invoiced Amount

Shipping Cost

Tax Amount

Payment Terms

* Currency SAR

Supplier Site Alnadi

Lines

Actions View Remove Line

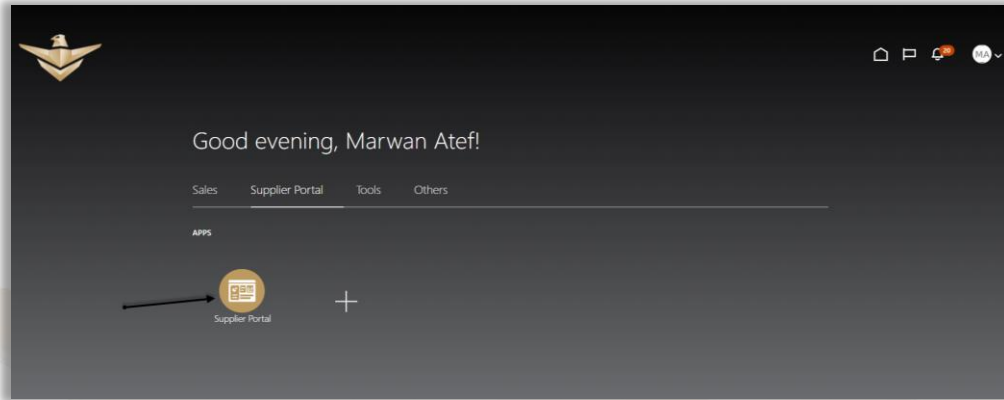
Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
	Certificates & Ja...		2021-30202	<input type="text"/>	Each	Digital City	50	Each	0

8. Then Click Submit.

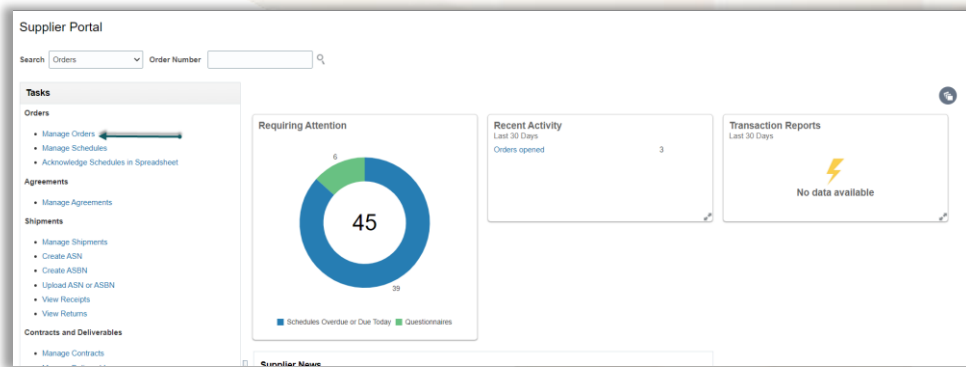


2.6 Manage Orders

1. Login.
2. To View your Orders, click supplier portal from home page.



3. Click On Manage Orders.



4. To View your Active orders, Enter the Purchase order number
5. Click search.



Manage Orders

Search filters: Sold-to Legal Entity, Bill-to BU, Supplier Site, Order, Status, Include Closed Documents.

Search Results: No search conducted. Columns Hidden 24.

6. From the search results, all purchase orders will show as their statuses.

Manage Orders

Search Results

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
2021-30208	27-Dec-2021		Alwadi	SCM User	570.00	SAR	Open		27-Dec-2021
2021-30207	27-Dec-2021		Alwadi	SCM User	570.00	SAR	Open		27-Dec-2021
2021-30206	27-Dec-2021		Alwadi	SCM User	570.00	SAR	Open		27-Dec-2021
2021-30202	24-Dec-2021		Alwadi	SCM User	570.00	SAR	Open		19-Dec-2021

Columns Hidden 24

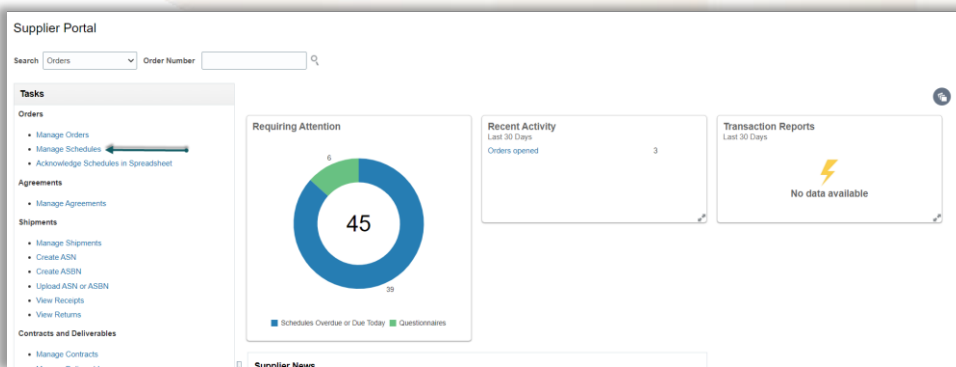


2.7 Manage Schedules

1. To View your Schedules, click supplier portal from home page.



2. Click On Schedules.



3. To View your Active Schedules, Enter the Purchase order number

4. Click search.

Manage Orders

Search

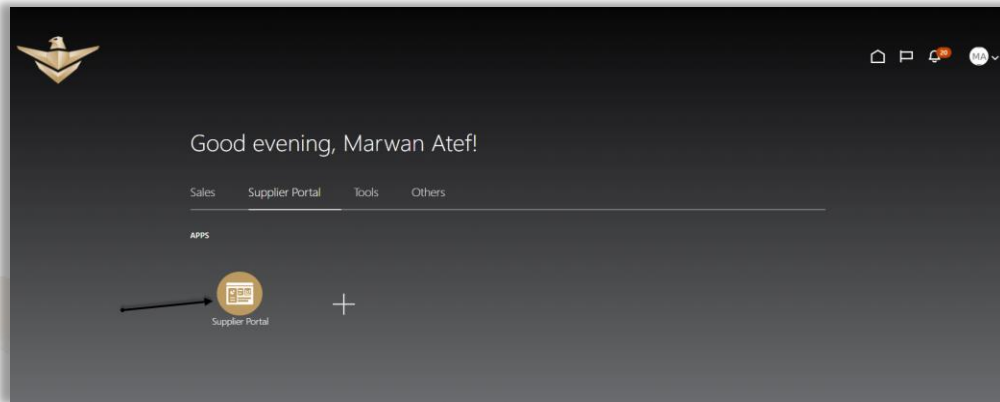
Search Results

Order	Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Pricing UOM	Price	Ordered Currency	Status	Ship-to Location	Request Date
2021-30208	Alwadi	1	video coverage & photography		1	1	Each	Each	3.00	3.00 SAR	Open	Digital City	31-Dec-20
2021-30208	Alwadi	2	VVIP Gifts (customized gifts)		1	5	Each	Each	3.00	15.00 SAR	Open	Digital City	31-Dec-20
2021-30208	Alwadi	3	VIP Gifts		1	10	Each	Each	3.00	30.00 SAR	Open	Digital City	31-Dec-20
2021-30208	Alwadi	4	Gifts giveaways		1	50	Each	Each	3.00	150.00 SAR	Open	Digital City	31-Dec-20
2021-30208	Alwadi	5	reception area to receive the gi		1	1	Each	Each	3.00	3.00 SAR	Open	Digital City	31-Dec-20
2021-30208	Alwadi	6	design & printing Agenda		1	50	Each	Each	3.00	150.00 SAR	Open	Digital City	31-Dec-20
2021-30208	Alwadi	7	Certificates & Jackets		1	50	Each	Each	3.00	150.00 SAR	Open	Digital City	31-Dec-20
2021-30208	Alwadi	8	design for online invitations		1	1	Each	Each	3.00	3.00 SAR	Open	Digital City	31-Dec-20

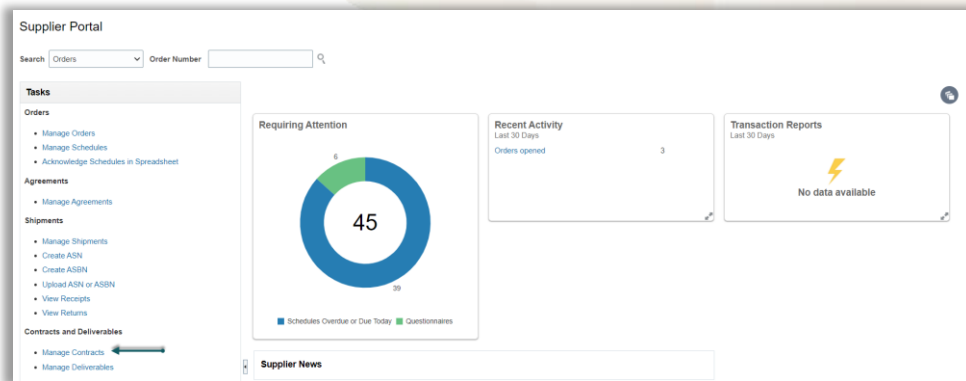


2.8 Manage Contracts

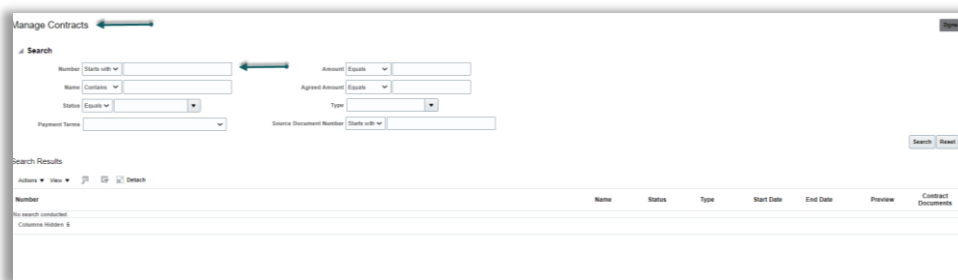
1. Login.
2. To View your Contracts, click supplier portal from home page.



- +
3. Click Contracts.



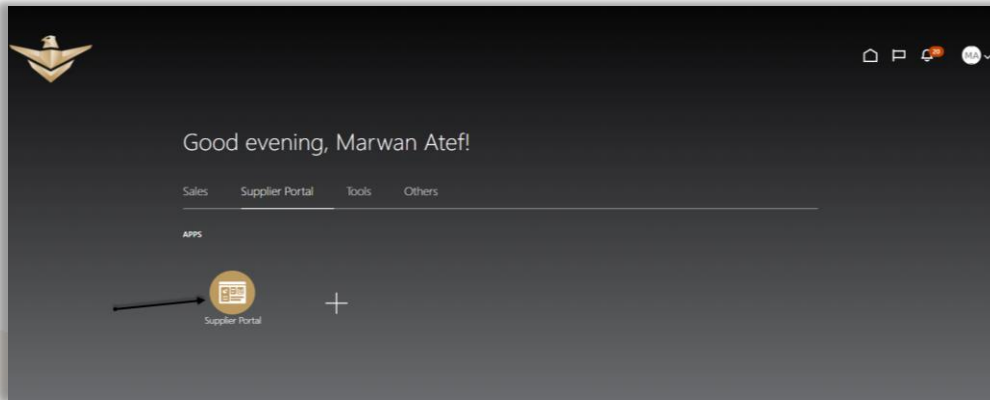
4. To View your Active Contracts, Enter your contract number.
5. Click search.



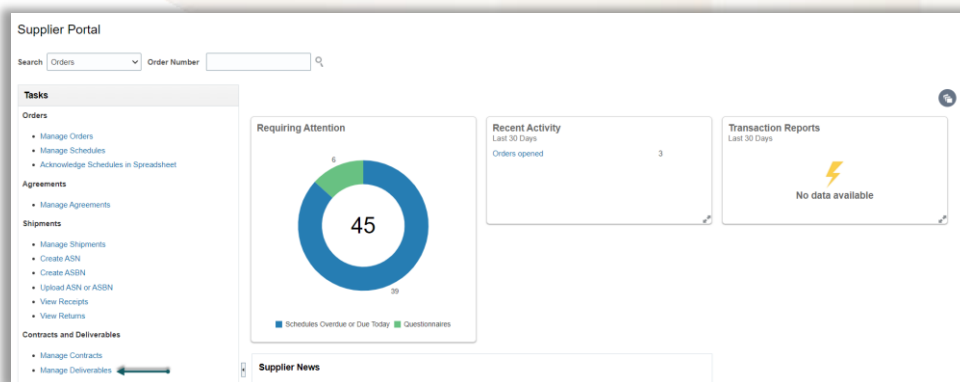


2.9 Manage Deliverables

1. To View your Deliverables, click supplier portal from home page.

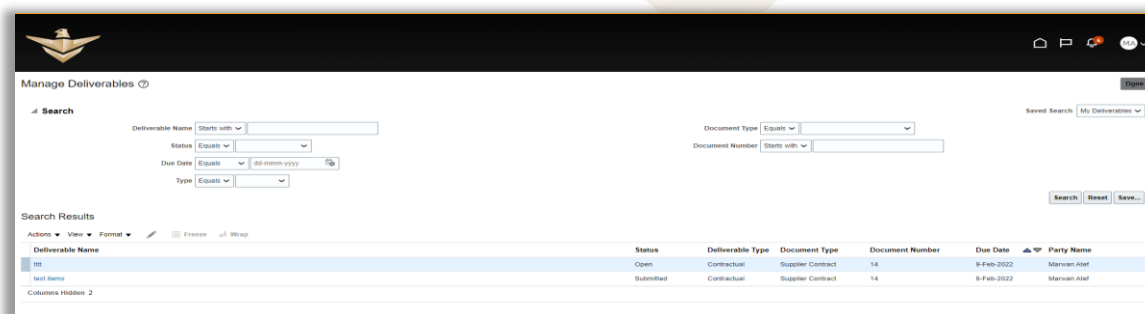


2. Click On Manage Deliverables.



3. To View your Deliverables, Enter the Deliverables number.

4. Click search.



5. From search results you can view the deliverable statuses and deliverable date.

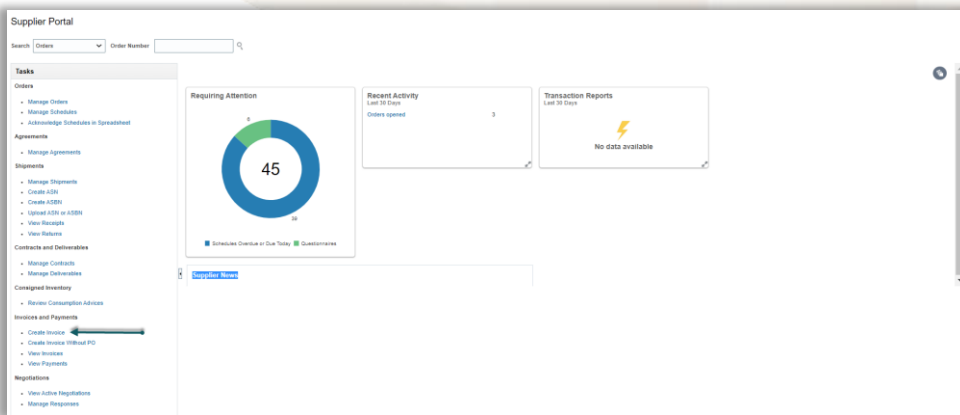


2.10 Create Invoice

1. Login.
2. To Create Invoice, from home page click supplier portal.



3. Click Create Invoice.



4. Enter All the Information for the Invoice.



5. After Review the invoice Click Submit.
6. SAFE finance team will receive your Invoice to review it and take an action.
7. You will receive the feedback from SAFE team ASAP (Approve, reject).



2.11 Response to supplier qualification questions

1. Login.
2. To respond to the Questionnaire, click the Respond to Questionnaire link in the Notification (You Are Invited to Respond to Questionnaire

The screenshot shows a user dashboard for Marwan Atef. The main menu includes Sales, Supplier Portal, Tools, and Others. The dashboard features an Analytics icon and a 'Things to Finish' section with four cards: 'Assigned to Me' (17), 'Created by Me' (0), and two 'Action Required' notifications for Negotiation 15 and 14. A 'Notifications' panel on the right lists several notifications, with the top one being 'You Are Invited to Respond to Questionnaire Material Evolution (24)' from SCM User, which is highlighted with a red box.

3. Or click Supplier Portal from the main menu.
4. Click Manage Questionnaires under Questionnaires.

The screenshot shows the 'Supplier Portal' interface. The left sidebar contains a navigation menu with categories: Tasks, Orders, Agreements, Shipments, Consigned Inventory, Invoices and Payments, Negotiations, and Qualifications. Under 'Qualifications', the 'Manage Questionnaires' option is highlighted with a red box and a blue arrow. The main content area displays a 'Requiring Attention' donut chart with a value of 46, a 'Recent Activity' table, and a 'Transaction Reports' table.



5. Select the Questionnaire using Questionnaire title and click the button Respond.

Manage Questionnaires

Search

Questionnaire Title

Questionnaire

Supplier Site

Status

Response Due Date

Supplier Contact

Search Results

Questionnaire	Questionnaire Title	Supplier Site	Status	Response Due Date	View PDF
8	Salem Initiative		Not started		
24	Material Evolution		Not started		
2	Weapon Suppliers Popou-Assessment		Not started		
17	Training Initiative 1		Not started		
10	Training Initiative 1		Not started		
13	khozama Initiative		Not started	27-Dec...	
10	Training Initiative 1		Not started		

6. Enter the required responses - which can be choosing an option or entering text.

Respond to Questionnaire: Material Evolution

Questionnaire

Title: Material Evolution

Supplier: Marwan Alaf

Procurement BU: SAFE LE BU

Supplier Site

Requested By: SCM User

Responder: Marwan Alaf

Status: Draft

Due Date

Attachments: None

Progress

Section: 1. Company Size

Section: 1. Company Size

Questions

Company Size

1. كم رأس المال للشركة
6000000

2. كم عدد موظفي الشركة
2000

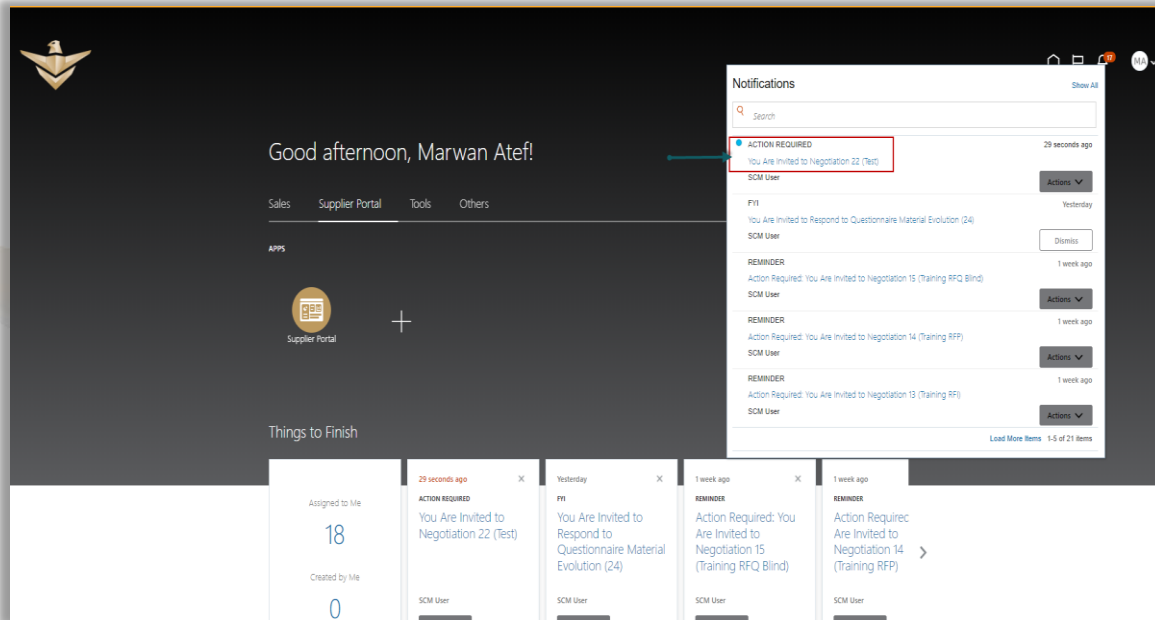
3. كم عدد مشاريع الشركة
168

7. After answering all questions click Save and then Submit.

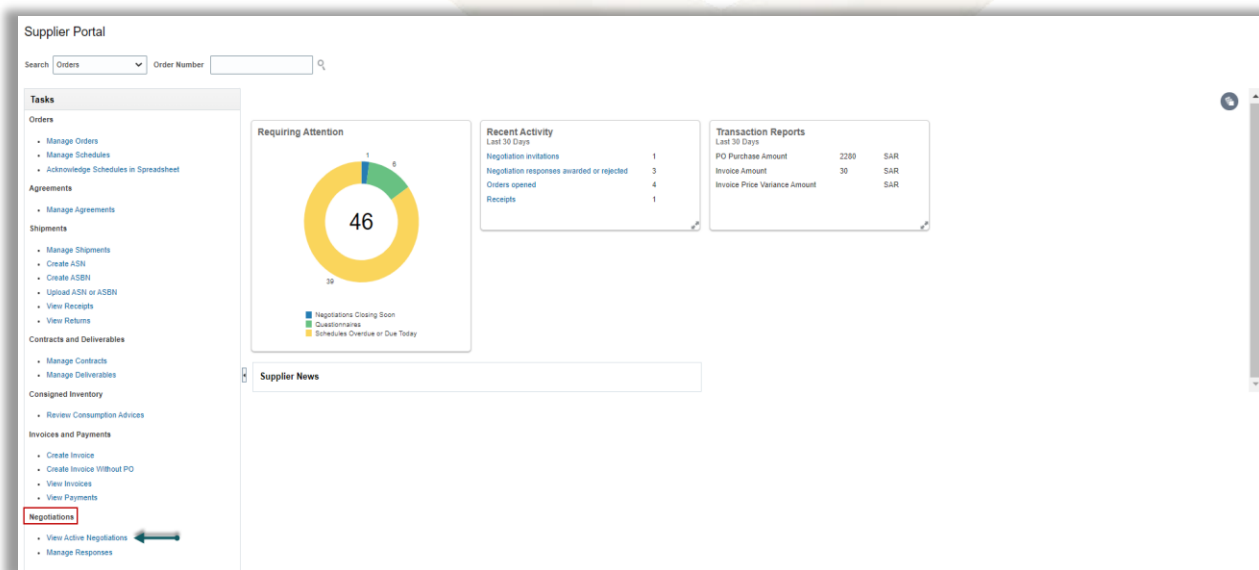


2.12 Supplier Negotiation Response

1. Login.
2. To respond to the Negotiation, click the Respond to Negotiation link in the Notification (You Are Invited to Respond to Negotiation



3. Or click Supplier Portal from the main menu Then from the negotiation tap click View Active negotiation.





4. From Active Negotiation select the Negotiation then Click 'create response'.

Active Negotiations

Search

Search Results

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
22	Test	RFQ	1 Day 22 Hours	12-Jan-2022 4:22 PM	0		0		

5. Response for All the requirements.

Create Response (Quote 7001): Overview

General

Supplier: Marwan Atef

Negotiation Currency: SAR

Response Currency: SAR

Price Precision: 2 Decimals Maximum

Response Valid Until: 27-Jan-2022 4:23 PM

Response Type: Primary

Reference Number: [Text Box]

Note to Buyer: [Text Box]

Attachments: None

Contract Terms

Variables

Deliverables

6. Respond for the Technical questions Then click the right page.



Create Response (Quote 7001): Requirements

Time Remaining 1 Day 22 Hours

Close Date 12-Jan-2022 4:22 PM

Section 1. Technical

1. Have you worked with a major client recently and over the last 3 years?

a. Yes

b. No

1.a.1. What are the clients names?

Name

Section 1. Technical

7. Respond for the Commercial questions then click next.

Create Response (Quote 7001): Requirements

Time Remaining 1 Day 22 Hours

Close Date 12-Jan-2022 4:22 PM

Section 2. Commercial

1. كلاً من عمل الشركة:

a. 0 - 50K

b. 51K - 100K

c. 101K - 150K

d. 151K - 200K

e. 201K - above

Section 2. Commercial

8. Enter the Response price and promised deliver date then click next.

Create Response (Quote 7001): Lines

Currency = Saudi Riyal

Time Remaining 1 Day 22 Hours

Close Date 12-Jan-2022 4:22 PM

Line	Description	Required Details	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date	Requested Delivery Date	Alternate Line Description	Create Alternate Item	Revision	Location	Target Price	Target Quantity	Not
1	Vehicle First Aid Kit		Security/Safety gear		1,500.00	12	Each	18,000.00	26-Jan-2022	26-Jan-2022		+	001-001-0007	BIAC		12	

Grand Totals

All response lines except alternate lines are included.

Response Amount 18,000.00

9. After reviewing all the Requirements.



10. Click submit.



2.13 Negotiation Communication

Messages Tab allow you to communicate directly with SAFE team regarding any active negotiation.

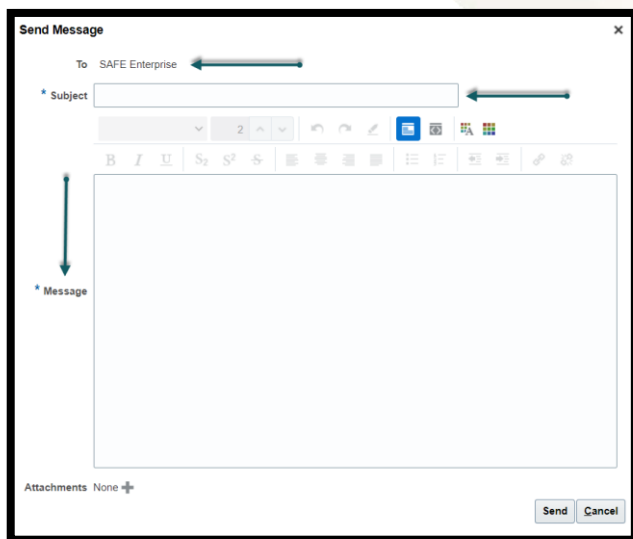
1. From the tap messages→”Messages Button” you can communicate directly with SAFE team if you have any questions regarding the negotiation.
2. Click on messages.



3. Click on the plus sign.



4. Enter the subject.
5. In the Message filed write your message.

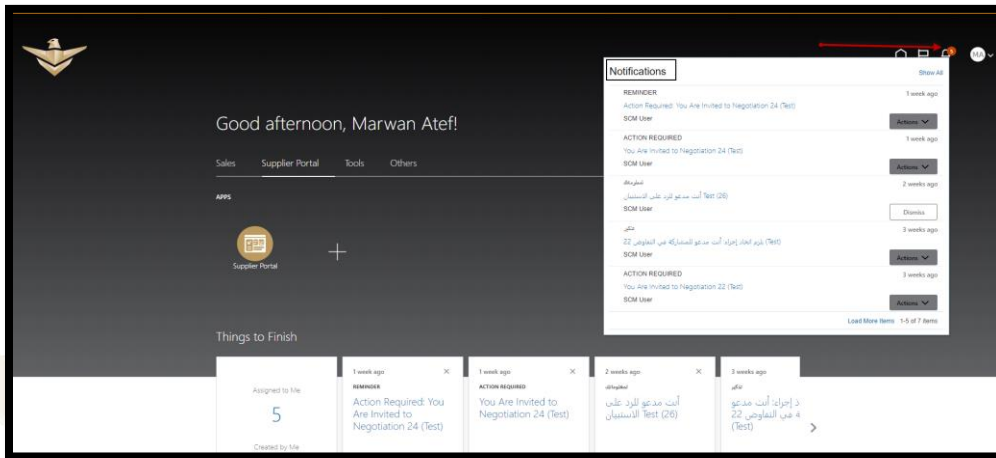


6. After reviewing the message click send.



2.14 Notification List

From the bell notification you can view your notifications and respond if any.



Notification	Detail
Accept	Accept Negotiations, Qualification, ...etc.
Decline	Decline Negotiations, Decline Negotiations, ...etc.
FYI	Information to be noticed Negotiations, Qualification, ...etc.

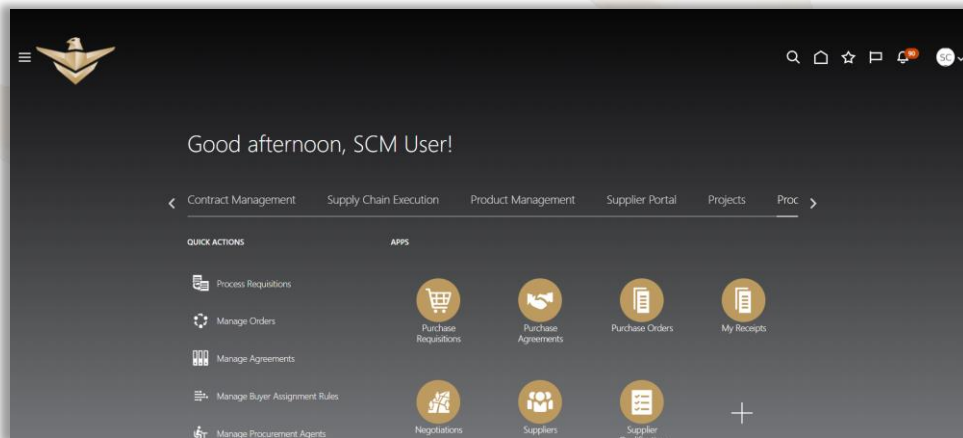


2.15 NEW/EXISTING SUPPLIER REGISTRATION INITIATED BY SAFE SRM USER

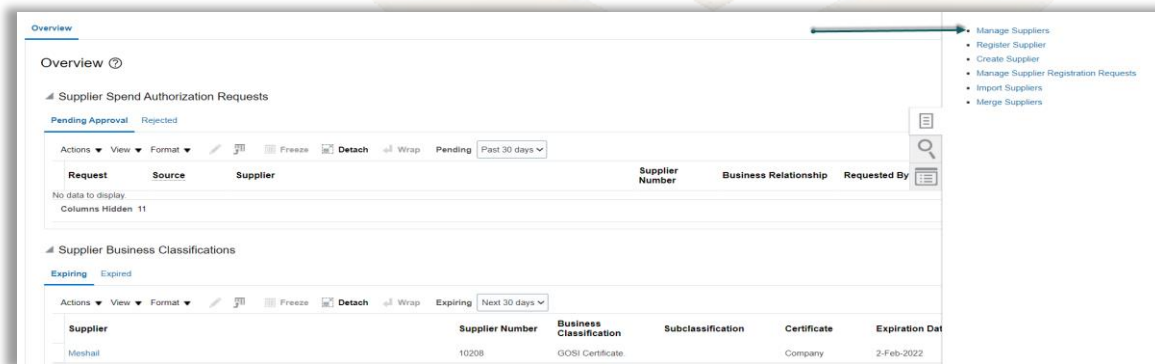
SAFE SRM user would also initiate the supplier registration for a new or existing supplier then the system will send a notification to the supplier to complete his profile and complete the registration process

2.16 Register Existing Supplier [From SAFE SRM User]

Procurement → supplier → manage supplier



1. Click Manage supplier.



2. Search for the supplier.
3. Chose the target supplier.
4. Click on action to Edit or click on the pen tap.



Manage Suppliers

Supplier

Supplier	Supplier Number	Alternate Name	Business Relationship	Parent Supplier	Creation Date	Inactive Since	Tax Registration Number	Supplier ID	Q.R.S. Number
Abdulmohsen Al-hokair	10174		Spent Authorized		17-Aug-2021				
Abdullah Fozaid Company	10108		Spent Authorized		28-Feb-2021		30040112441000		
Abdullah Al-Jawani	10104		Spent Authorized		1-May-2021				
Abdullah Jaber	10130		Spent Authorized		23-Jan-2021				
Abdulmohsen Al-hokair for tourism and development company	10151	New Hire	Spent Authorized		6-Jul-2021				
Abdulmohsen Othman Al-hokair	10128		Spent Authorized		2-Jul-2021				
Abdulmohsen Farid Al-hokair	10102		Spent Authorized		16-May-2021				
Ahmed Al-hadi	10140		Spent Authorized		28-Jan-2021				
Abdulmohsen Othman Al-hokair for tourism and development company	10102		Spent Authorized		28-Feb-2021		31000767000000		
AL-HOKAIR CONSULTING PRIVATE LIMITED	10101		Spent Authorized		16-May-2021				
AHM AL-HOKAIR AL-HOKAIR	10137		Spent Authorized		23-Jan-2021				
Abdullah Fozaid Al-hokair	10105		Spent Authorized		6-May-2021				
Al-hokair	10103		Spent Authorized		28-Feb-2021		30002073000000		
Al-hokair	10107		Spent Authorized		28-Feb-2021		30007000010000		
Al-hokair	10061		Spent Authorized		16-Apr-2021				
Al-hokair	10104		Spent Authorized		17-Aug-2021				

5. Click on the Contact tab.

Manage Suppliers

Edit Supplier: Abdulmohsen Al-hokair for tourism and development company

Profile Address Sites Contacts Qualifications

General

Supplier: Abdulmohsen Al-hokair for tourism and development company

Supplier Number: 10151

Alternate Name: New Hire

Tax Organization Type: Corporation

Supplier Type: Supplier

Inactive Date: 01-01-2021

Status: Active

Business Relationship: Spent Authorized

Parent Supplier: Parent Supplier Number

Creation Date: 6-Jul-2021

Creation Source: Manual

Registration Request

Attachments: None

Profile Details

Organization Business Classifications Products and Services Transaction Tax Income Tax Payments

Controls and Defaults Tax Registrations Classifications Tax Reporting Codes Withholding Tax Registrations Withholding Tax Exemptions

Transaction Tax

Allow tax applicability

Allow offset taxes

Rounding Level

Rounding Rule

Set Invoice Values on Tax Inclusive

Tax Classification Code

Manage Suppliers

Edit Supplier: Abdulmohsen Al-hokair for tourism and development company

Profile Address Sites Contacts Qualifications

Contacts

Name	Job Title	Email	Administrative Contact	User Account	Status
No data to display.					
Contacts: 0					

6. Click on the plus sign to add contact Information.
7. Add the contact information.
8. Note you must Add email for the supplier to receive the registration notification.
9. Click on the create user account.

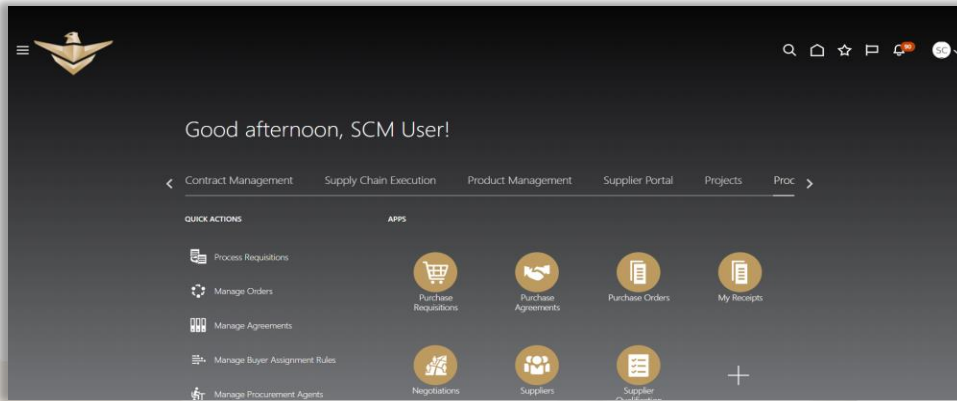


10. After adding the email (create user account) the supplier will receive notification to complete the Registration.

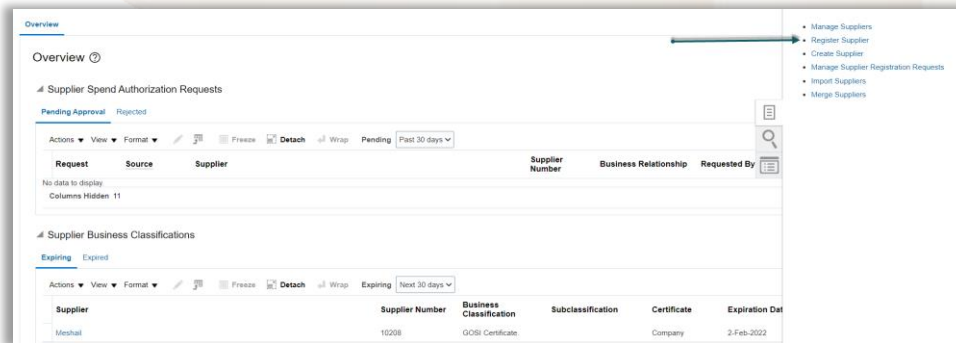


2.17 Initiated Registration for new supplier [From SAFE SRM user]

Procurement → supplier → Register supplier



1. Click Register supplier.



2. Enter Registration Details (company name, Request reason, ...etc.).

The screenshot shows the "Register Supplier" form. It has two main sections: "Registration Details" and "Company Details".

Registration Details:

- * Company: [Text input field]
- * Request Reason: [Dropdown menu]
- Justification: [Text area]
- Procurement BU: [Dropdown menu]
- * Business Relationship: [Dropdown menu]

Company Details:

- * Tax Organization Type: [Dropdown menu]
- Supplier Type: [Dropdown menu]
- Corporate Web Site: [Text input field]
- D-U-N-S Number: [Text input field]
- Tax Country: [Dropdown menu]
- Taxpayer ID: [Text input field]
- Tax Registration Number: [Text input field]

At the bottom right, there are "Register" and "Cancel" buttons, and an "Attachments" section with "None" listed.

3. From Contact Tab.

4. Add contact information

- Note you must Add email for the supplier to receive the registration notification.
- Add create user account.



5. AFTER Adding the information review.

6. Then click Register, the email (create user account) the supplier will receive notification to complete the Registration.



3. GENERAL INFORMATION

1. Block and end supplier: This can be done by SAFE through supplier portal Admin.
2. Edit/grant the supplier roles: This can be done by SAFE through IT Admin.

