ISUPPLIER PORTAL USER MANUAL

Supplier Registration

Date 18/02/2024

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RECOMMENDED BROWSERS AND SETTINGS

The latest version of Edge / Chrome supports all major features and are recommended.

REGISTER TO SAMI

To Register as a supplier do the following steps

1. Open SAMI Website , www.sami.com.sa
2. Select Supplier From menu

3. Register New Supplier

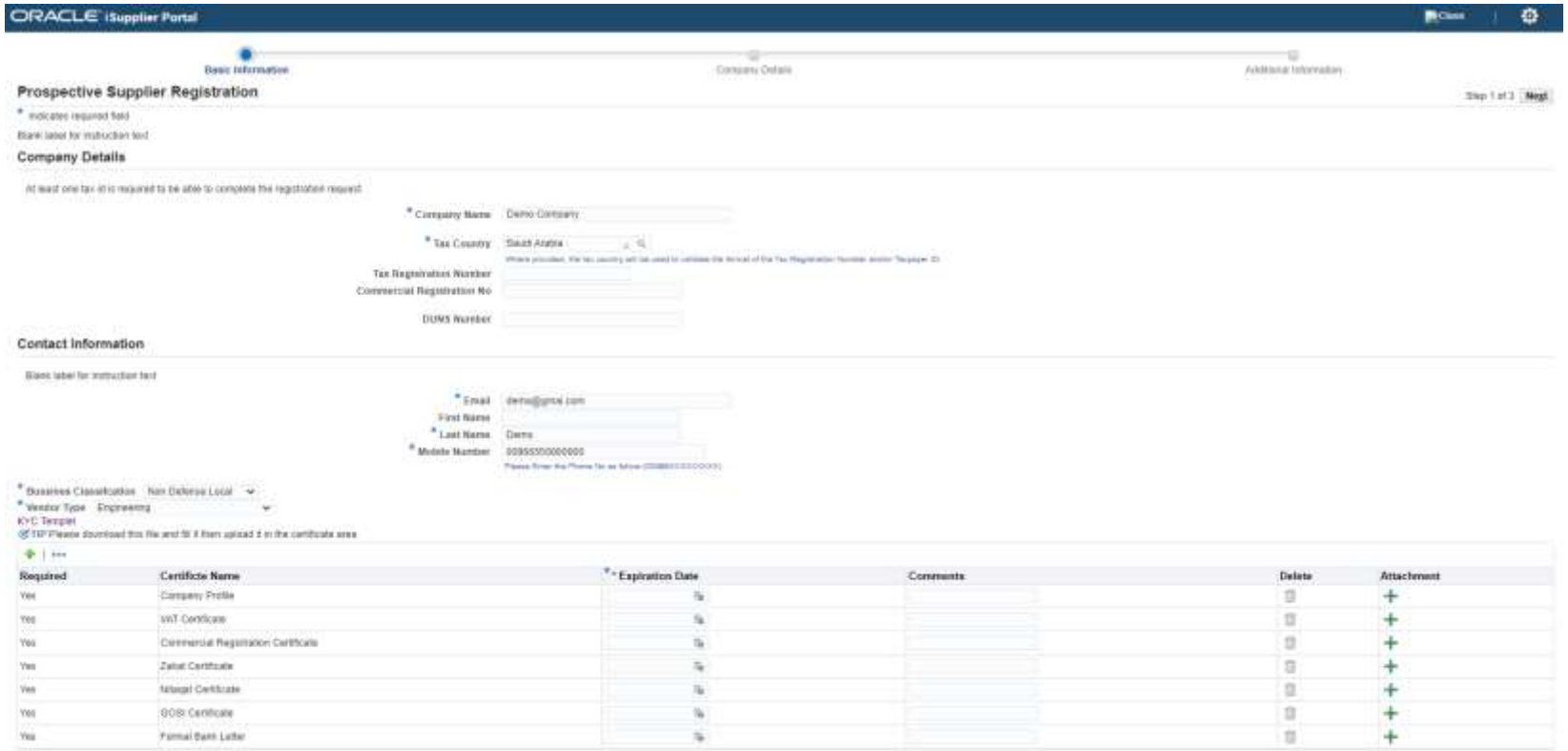
At SAMI, we strive to elevate the quality of our services and to build strong, sustainable business relationships that enable our growth and expansion. In line with this, our company has launched its Suppliers Portal aimed at facilitating tender and procurement procedures. This portal serves as an optimal tool to connect suppliers and contractors with SAMI's Procurement and Contracts Department.

At SAMI, we work tirelessly to achieve our strategic targets and implement the plans outlined by our ambitious vision for the defense sector. Through our services, we aim to reach advanced levels that align with the aspirations of our suppliers. We are dedicated to realizing mutual interests that ultimately serve the Kingdom and help achieve the vision of our wise leadership, consolidating SAMI's leading position in the defense industry sector.

Eng. Walid A. Abukhaled
SAMI's Chief Executive Officer

SUPPLIER REGISTRATION

Once you click on Vendor Registration following page will open as shown below



1.1 Company Details

- Enter your company name

- Enter the country where your business exists.

Once you enter "Saudi Arabia" VAT number under field "Taxpayer ID" is mandatory which is fixed 15- Digit number.

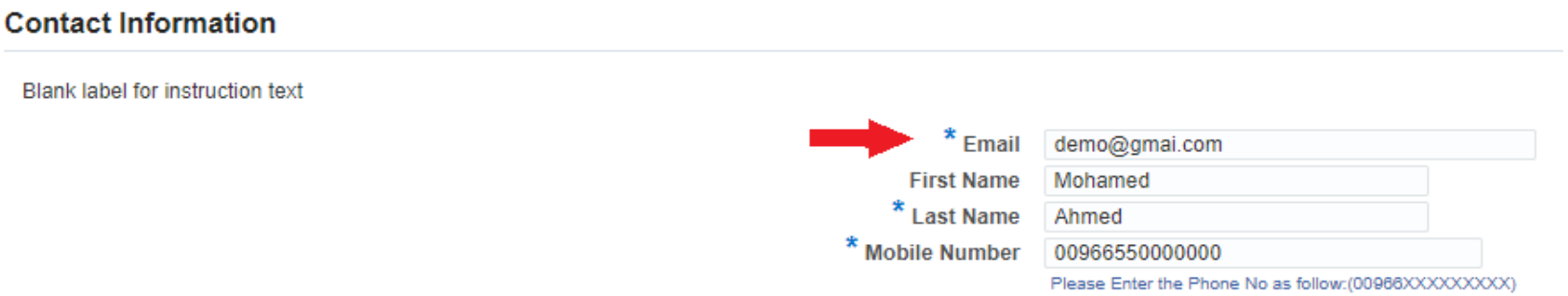
1.2 Contact Information

- Enter your email for all correspondence with SAMI.

This will be your user-name

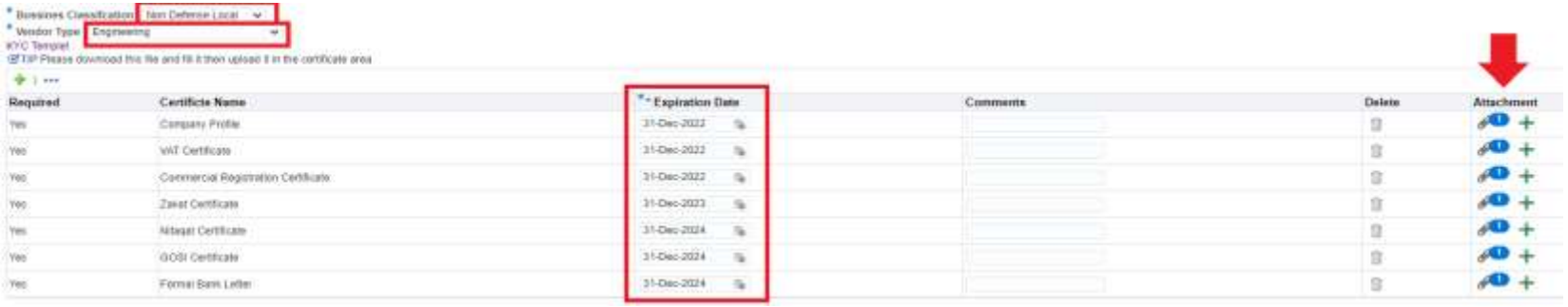
- Enter your First Name.
- Enter your Last Name.
- Enter your Phone area code in field. For example, 00966#

This will be your (Login One Time Password OTP)



1.3 Company Official Documents

- Attach your required Documents
  Below Page show details for how to attach a file
- Enter Expiration Date for All Required Documents



1.4 Important Note about Attachments

Attachment Size limit
Due to network / application restrictions, the maximum file size per attachment is 100 MB only.

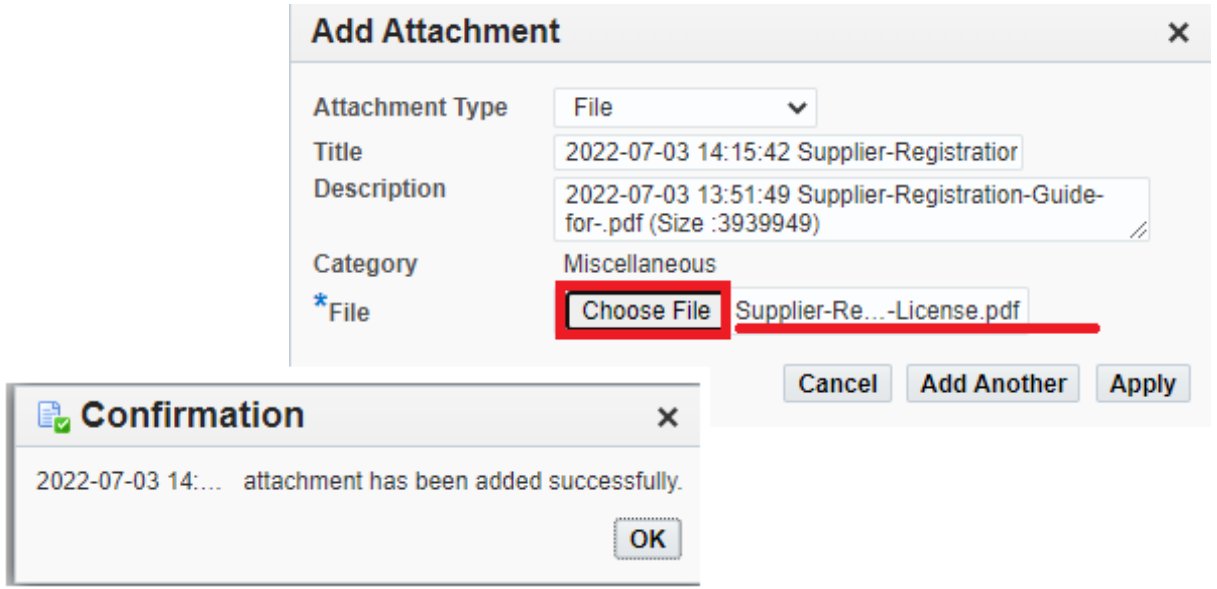
If you have a big file to be attached, you may split the large file into smaller files and attach as many as required.

If any attachment exceeds 100 MB, you will not be able to process further due to error from network controls.

Attachment Type
FILE: Various file type are supported below 100MB for each file.
File Type Should be one of the below:
(PDF : .pdf) (Excel : .xls .xlsx) (word : .doc .docx)

1.5 To Upload a file

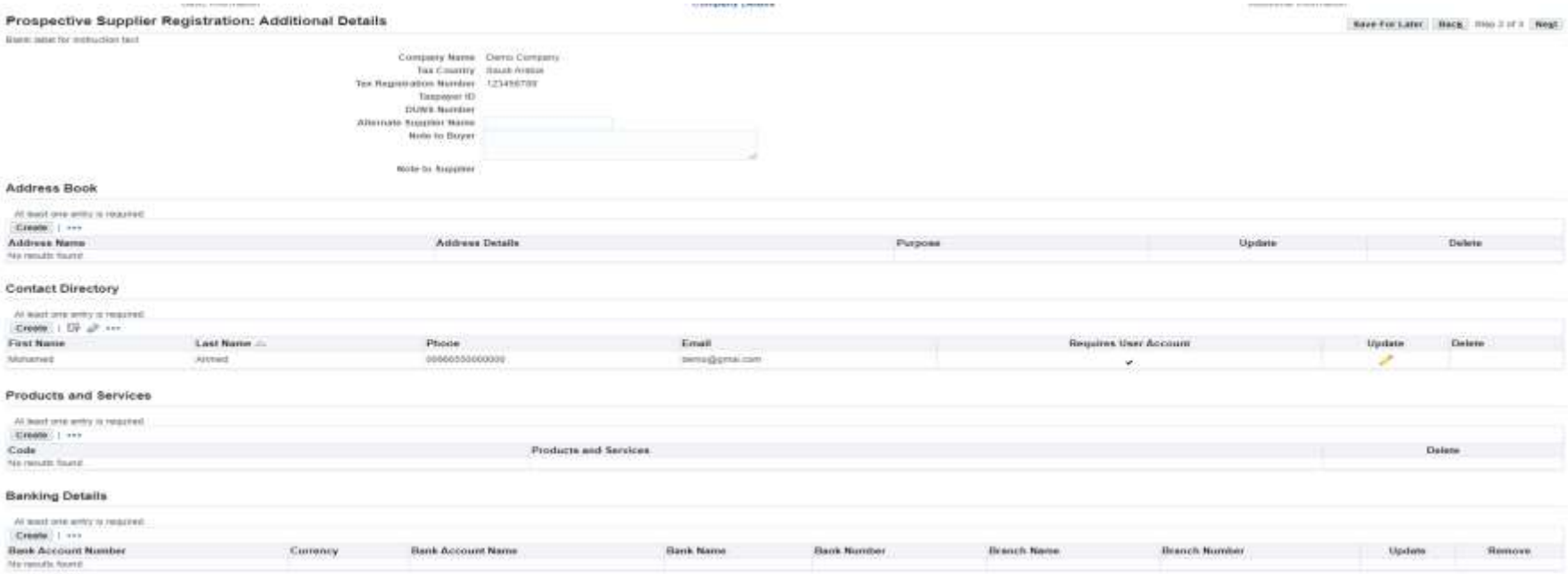
- Press Button: Choose "File"
- Select your File, Then "Open"
- Please Check before apply if the file showing as below



1.6 Company Details

After entering the above information please click on "Next" Button as shown in screen Shot

Once you click on Next button following page will appear, in case you wish to Save your work click on button "Save for Later" on Top Right hand side, once you do that system will provide you link from where you can re-open again & update your registration process.



1.7 Address Book

Under Address Book Click Create , once Clicked following Page will open

- Enter Your Address Name which is your city name.
- Change the "Country" from the drop-down list.
- Enter Address Line 1 in field.
- For more address details Enter in field "Address Line 2", "Address Line 3" & "Address Line 4".
- For more address details, if any
- Enter City/Town /Locality.
- Enter County. If any.
- Enter State/Region. Enter Province. If any.
- Enter Postal Code.
- Enter Phone Area Code. For example, If Saudi Arabia & city as Riyadh then enter 00966 11
- Enter your Phone Number without code.
- Enter your Fax Area Coder in field "Fax Area Code" For example If Saudi Arabia & city as Riyadh then enter 0096611
- Enter your Fax Number without code.
- Enter Email Address same as the one you entered on first Page.

1.8 Contact Directory

Create Address

* Indicates required field

Country	Saudi Arabia
* Address Name	Main Office
* Address Line 1	King Fahad Road
Address Line 2	
Address Line 3	
Address Line 4	
* City	Riyadh
County	
State	
Province	
Postal Code	

Phone Area Code	
Phone Number	
Fax Area Code	
Fax Number	
Email Address	

- [x] Purchasing Address
- [x] Payment Address
- [x] RFQ Only Address

Address Purpose

Purpose	Remove
No results found.	

1.8 Contact Directory

Contact Directory Under Column/field "Update" Click on pencil icon
Once Clicked following Page will open as shown below

- Select Your "Contact Title" from the drop-down menu.
- System will capture your "First Name" from previous page.
- Enter Your Middle Name under field "Middle Name".
- System will capture your "Last Name" from previous page.
- Enter "Alternate Name" If any.
- Enter your Job Title.
- Enter your Department. System will capture your "Contact Email" from previous page.
- Enter your company website information.
- Enter your Phone Area code (Include Country code ex Saudi Arabia 00966 & then city extension)
- Enter Your Phone Extension without country code & city code.
- Enter Your Alternate Phone Area Code.
- Enter only Country code for example Saudi Arabia as 00966
- Enter Your Alternate Phone Number.
- Enter only Mobile Number with Country code & make sure do not enter '0' before your mobile number...if it has any

1.8 Contact Directory

Enter your Fax Area Coder. for example If Saudi Arabia & city as Riyadh then enter II 966+

Update Contact

* Indicates required field

Contact Title		Phone Area Code	
First Name	Mohamed	Phone Number	00966550000000
Middle Name		Phone Extension	
* Last Name	Ahmed	Alternate Phone Area Code	
Alternate Name		Alternate Phone Number	
Job Title		Fax Area Code	
Department		Fax Number	
* Contact Email	demo@gmai.com		
URL			

Contact Purpose

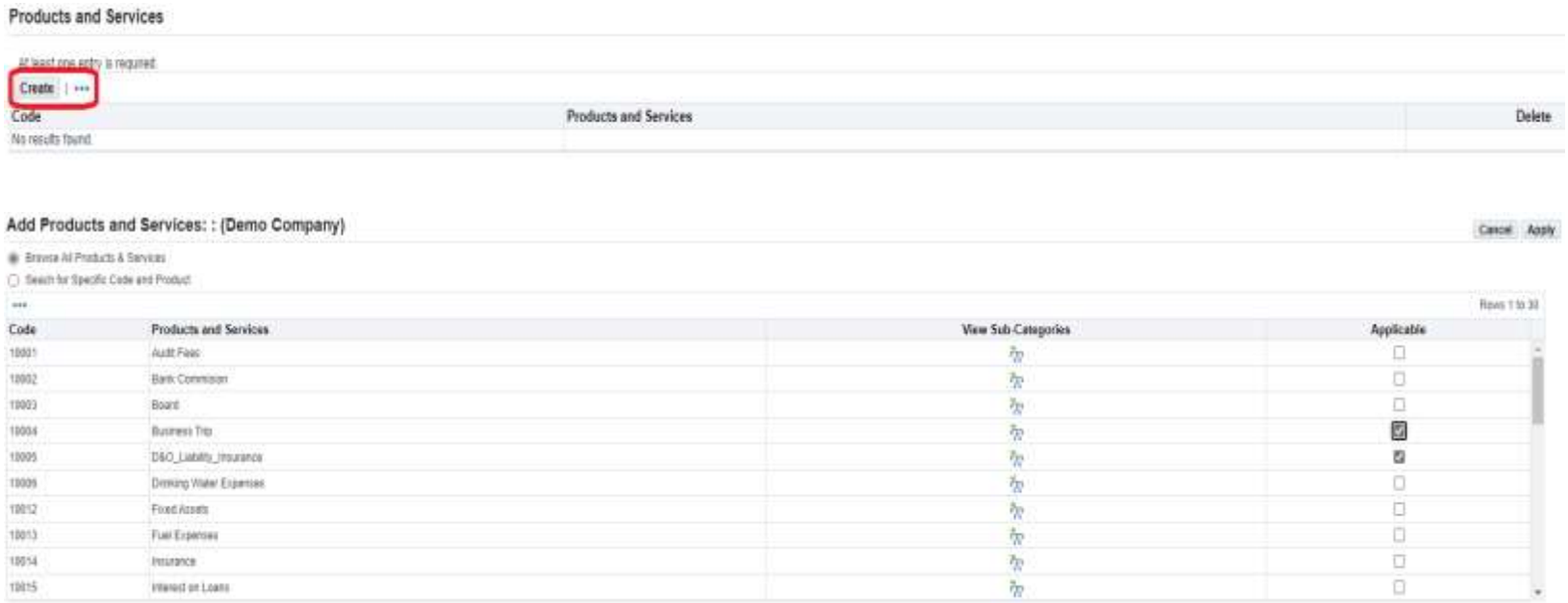
Purpose	Remov
No results found.	

Supplier User Account

☑ Create User Account For The Contact

1.9 Products and Services

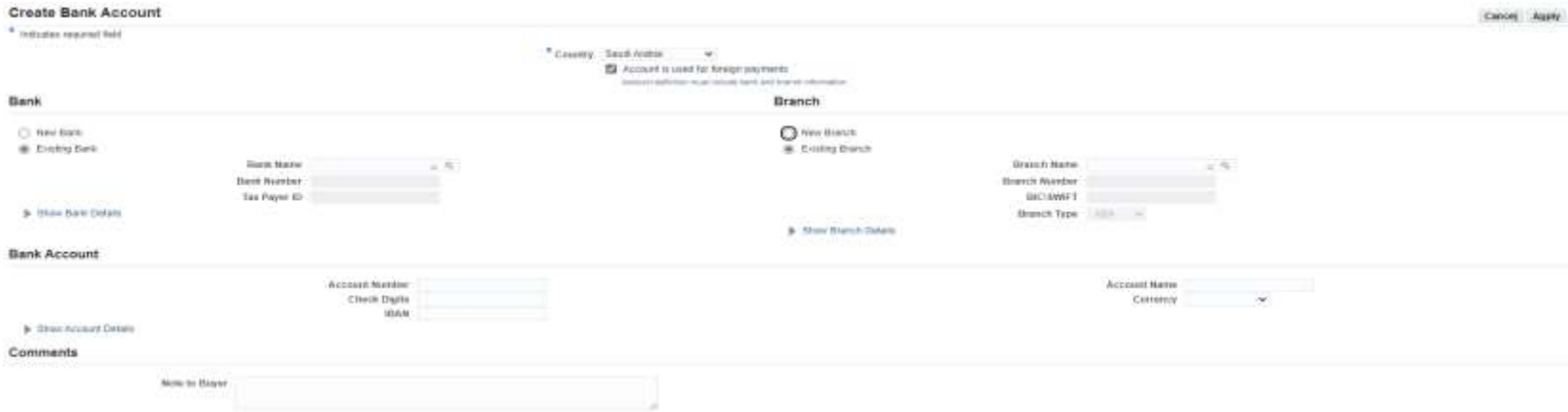
Under "Products & Services" Please click "Create" Button in order to enter about your products & services which you specialize into.
Once Create Button is clicked following page will appear.
then click under field Applicable & then finally click Apply button on top right-hand side.



1.10 Banking Details

Under "Banking Details" Please click "Create" Button in order to enter about your bank information where the payments will be made into.
Once Create Button is clicked following page will appear, select country as "Saudi Arabia" & make sure to uncheck for "Accounts is used for foreign payments"

- Under Section "Bank" ----> for "Existing Bank" Select Radio Button Select Your "Bank Name" (to view all banks list click on search icon and "%")
- Do not enter any data under "Bank Number"
- Under Section "Branch" ----> for "Existing Branch" Select Radio Button Select Your "Branch Name" (to view all branches list click on search icon and "%")
- Do not enter any data under "Branch Number"
- Under Section "Bank Account" enter your Bank Account. Under "Account Name" enter name of Account.
- Select "Currency" from drop down list to identify currency of account
- Under "Comments" you can write any message to SAR Company (optional)
- Finally click Apply button on top right hand side



1.11 Finalizing Registration

Once all information is entered, please select Next and Submit on Top right-hand side to receive confirmation message & email entered during the Registration Process. You can track your request through the notification email send to your provided email id.

(This will Submit your Vendor Registration Request & SAMI system will fire an email to you notifying about your request)

THANK YOU

SAMI