

ISUPPLIER PORTAL USER MANUAL

Supplier Registration

Date 18/02/2024



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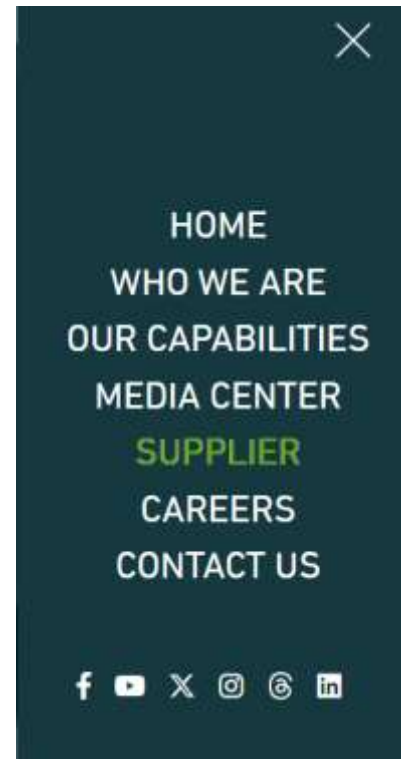
RECOMMENDED BROWSERS AND SETTINGS

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

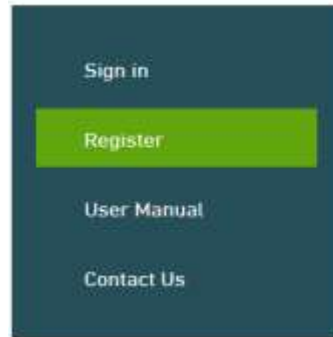
REGISTER TO SAMI

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

ORACLE iSupplier Portal Click | Settings

Basic Information Company Details Additional Information

Prospective Supplier Registration Step 1 of 3 | Next

* indicates required field
Blank label for instruction text

Company Details

At least one tax id is required to be able to complete the registration request.

* Company Name: Demo Company

* Tax Country: Saudi Arabia Where provided, the tax country will be used to determine the format of the Tax Registration Number and Taxpayer ID.

Tax Registration Number:

Commercial Registration No:

DUNS Number:

Contact Information

Blank label for instruction text

* Email: demo@oracle.com

* First Name:

* Last Name: Demo

* Mobile Number: 0095530000000 Please Enter the Phone for us follow (0088613220000)

* Business Classification: Non Defense Local

* Vendor Type: Engineering

KYC Target

📄 PDF Please download this file and fill it then upload it in the certificate area

Required	Certificate Name	* Expiration Date	Comments	Delete	Attachment
Yes	Company Profile	15		🗑	+
Yes	VAT Certificate	15		🗑	+
Yes	Commercial Registration Certificate	15		🗑	+
Yes	Zatca Certificate	15		🗑	+
Yes	Misqaf Certificate	15		🗑	+
Yes	QOS Certificate	15		🗑	+
Yes	Parent Bank Letter	15		🗑	+

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.

Company Details

At least one tax id is required to be able to complete the registration request.

* Company Name	<input type="text" value="Demo Company"/>
* Tax Country	<input type="text" value="Saudi Arabia"/> <small>Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.</small>
Tax Registration Number	<input type="text"/>
Commercial Registration No	<input type="text"/>
DUNS Number	<input type="text"/>

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)

Contact Information

Blank label for instruction text

* Email	<input type="text" value="demo@gmail.com"/>
First Name	<input type="text" value="Mohamed"/>
* Last Name	<input type="text" value="Ahmed"/>
* Mobile Number	<input type="text" value="00966550000000"/>

Please Enter the Phone No as follow:(00966XXXXXXXXXX)

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

* Business Classification: **Non Defense Local**

* Vendor Type: **Engineering**

* KYC Target: **Yes**

* TSP: Please download this file and fill it then upload it in the certificate area

Required	Certificate Name	Expiration Date	Comments	Delete	Attachment
Yes	Company Profile	31-Dec-2022			+
Yes	VAT Certificate	31-Dec-2022			+
Yes	Commercial Registration Certificate	31-Dec-2022			+
Yes	Zakat Certificate	31-Dec-2023			+
Yes	Ahkeq Certificate	31-Dec-2024			+
Yes	GOSI Certificate	31-Dec-2024			+
Yes	Formal Bank Letter	31-Dec-2024			+



▲ 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

Add Attachment

Attachment Type: File

Title: 2022-07-03 14:15:42 Supplier-Registrator

Description: 2022-07-03 13:51:49 Supplier-Registration-Guide-for-.pdf (Size :3939949)

Category: Miscellaneous

*File: Choose File Supplier-Re...-License.pdf

Buttons: Cancel Add Another Apply

Confirmation

2022-07-03 14:... attachment has been added successfully.

OK

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.

Prospective Supplier Registration: Additional Details

Mark: asterisk for instruction text

[Save For Later](#) [Back](#) Step 3 of 3 [Next](#)

Company Name	Demo Company		
Tax Country	South Africa		
Tax Registration Number	123456789		
Taxpayer ID			
DUNS Number			
Alternate Supplier Name	<input type="text"/>		
Note to Buyer	<input type="text"/>		
Note to Supplier	<input type="text"/>		

Address Book

All least one entry is required.

[Create](#) | [***](#)

Address Name	Address Details	Purpose	Update	Delete
No results found				

Contact Directory

All least one entry is required.

[Create](#) | [DV](#) | [***](#)

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Mohamed	Ahmed	0066055000000	demo@gmail.com	<input checked="" type="checkbox"/>	Update	Delete

Products and Services

All least one entry is required.

[Create](#) | [***](#)

Code	Products and Services	Delete
No results found		

Banking Details

All least one entry is required.

[Create](#) | [***](#)

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
No results found								

1.7 Address Book

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

Address Book

All text one entry is required

Create ***

Address Name	Address Details	Purpose	Update	Delete
No results found				

- 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 Code 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	

- Purchasing Address
- Payment Address
- 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

Contact Directory

All at least one entry is required.

Create |   ...

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Mohamed	Ahmed	00966550000000	demo@gmail.com	<input checked="" type="checkbox"/>		

- 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 Code, for example If Saudi Arabia & city as Riyadh then enter 011 966+

Update Contact

* Indicates required field

Contact Title <input type="text" value="v"/> First Name <input type="text" value="Mohamed"/> Middle Name <input type="text"/> * Last Name <input type="text" value="Ahmed"/> Alternate Name <input type="text"/> Job Title <input type="text"/> Department <input type="text"/> * Contact Email <input type="text" value="demo@gmail.com"/> URL <input type="text"/>	Phone Area Code <input type="text"/> Phone Number <input type="text" value="0096655000000"/> Phone Extension <input type="text"/> Alternate Phone Area Code <input type="text"/> Alternate Phone Number <input type="text"/> Fax Area Code <input type="text"/> Fax Number <input type="text"/>
---	--

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.

Products and Services

at least one entry is required

Create | ...

Code	Products and Services	Delete
No results found.		

Add Products and Services: : (Demo Company) Cancel Apply

Browse All Products & Services
 Search for Specific Code and Product

...

Code	Products and Services	View Sub-Categories	Applicable
1001	Audit Fees	...	<input type="checkbox"/>
1002	Bank Commission	...	<input type="checkbox"/>
1003	Board	...	<input type="checkbox"/>
1004	Business Trip	...	<input checked="" type="checkbox"/>
1005	D&O_Liability_Insurance	...	<input checked="" type="checkbox"/>
1006	Drinking Water Expenses	...	<input type="checkbox"/>
1007	Fixed Assets	...	<input type="checkbox"/>
1008	Fuel Expenses	...	<input type="checkbox"/>
1009	Insurance	...	<input type="checkbox"/>
1010	Interest on Loans	...	<input type="checkbox"/>

Rows 1 to 10

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"

Banking Details

All at least one entry is required.

Create | +

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
No results found								

- 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

Create Bank Account Cancel Apply

* Indicates required field

* Currency: Saudi Arabia

Account is used for foreign payments
Account is used for foreign payments and foreign information

Bank

New Bank
 Existing Bank

Bank Name

Bank Number

Tax Payer ID

[Show Bank Details](#)

Branch

New Branch
 Existing Branch

Branch Name

Branch Number

BR/ARWF

Branch Type

[Show Branch Details](#)

Bank Account

Account Number

Check Digits

IBAN

[Show Account Details](#)

Account Name

Currency

Comments

Notes to Buyer

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

