

Supplier Registration Guidelines

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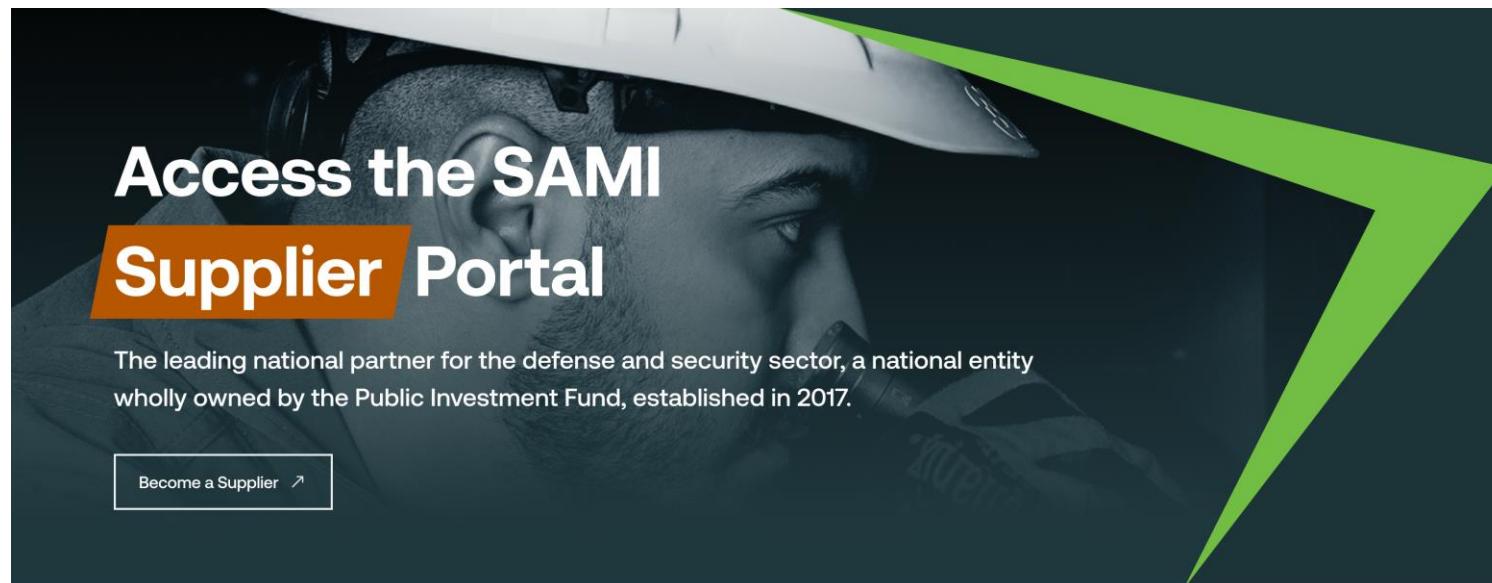
▲ 1 Recommended Browsers and Settings

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

▲ 2 Register to SAMI

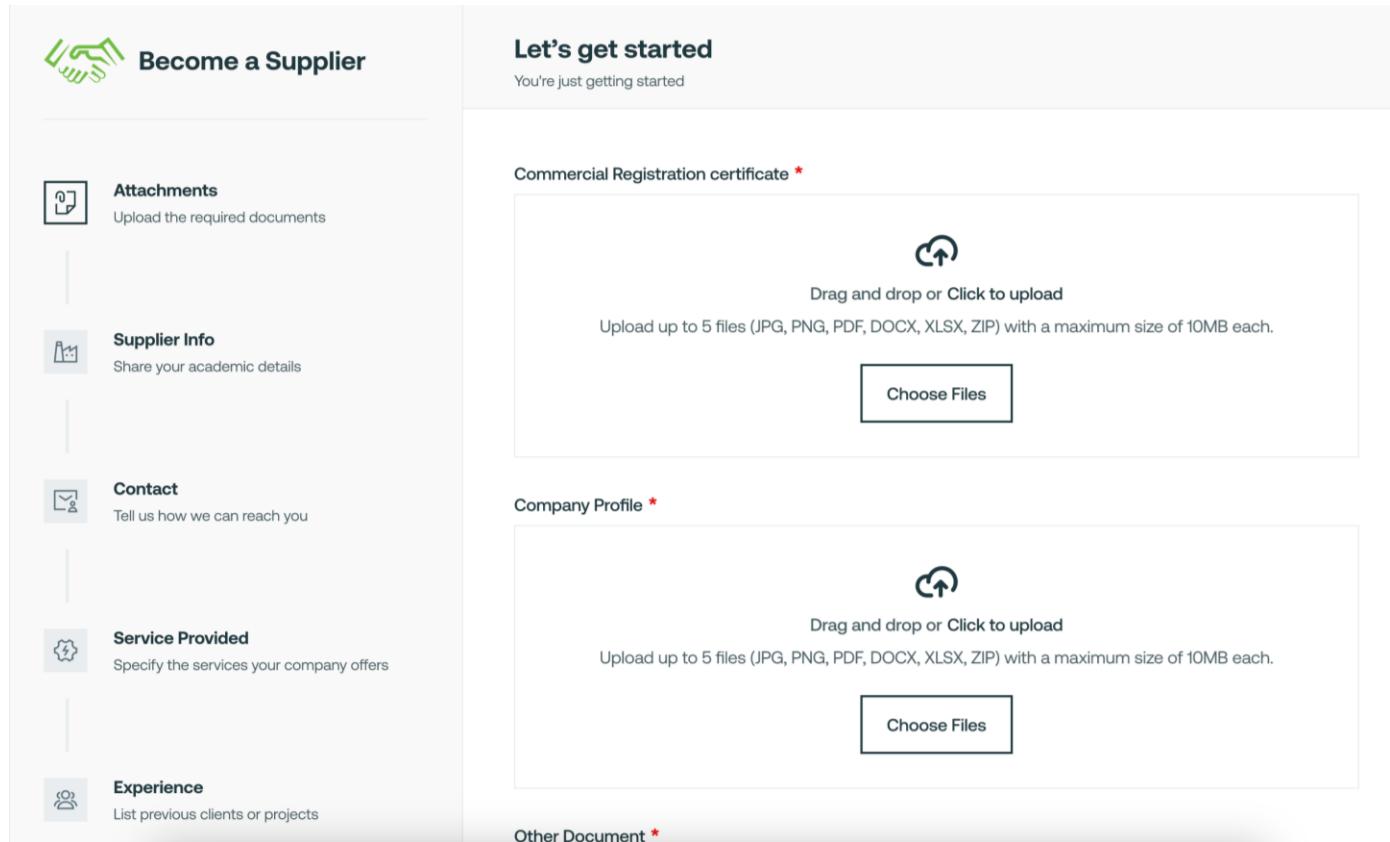
Open SAMI Website, www.sami.com.sa

- Suppliers
- Become a Supplier



3.1 Attachments

- Official Government Commercial Registration Certificate
- Company Profile
- Other Document : Promote your services



The screenshot shows a 'Supplier Registration' form with a sidebar on the left and a main 'Let's get started' section on the right.

Left Sidebar:

- Attachments**: Upload the required documents.
- Supplier Info**: Share your academic details.
- Contact**: Tell us how we can reach you.
- Service Provided**: Specify the services your company offers.
- Experience**: List previous clients or projects.

Right Section: Let's get started

Commercial Registration certificate *

Drag and drop or Click to upload

Upload up to 5 files (JPG, PNG, PDF, DOCX, XLSX, ZIP) with a maximum size of 10MB each.

Choose Files

Company Profile *

Drag and drop or Click to upload

Upload up to 5 files (JPG, PNG, PDF, DOCX, XLSX, ZIP) with a maximum size of 10MB each.

Choose Files

Other Document *

3.2 Supplier Info

- Fill in all information required

 **Become a Supplier**

Attachments Upload the required documents

Supplier Info Share your academic details

Contact Tell us how we can reach you

Service Provided Specify the services your company offers

Experience List previous clients or projects

You're just getting started
Provide your company or business details

Supplier Name *
Enter Supplier Name

Country *
Saudi Arabia

Website URL *
Website URL

CR / Trade license Number *
Enter license Number

Years in Business *
Enter Years in Business

Total Number of Staff *
Enter Number of Staff

Turnover last calendar year (SAR) *

3.3 Contact

- Fill in all information required for the Contact Point
- Public Domains not allowed

 **Become a Supplier**

Attachments
Upload the required documents

Supplier Info
Share your academic details

Contact
Tell us how we can reach you

Service Provided
Specify the services your company offers

Experience
List previous clients or projects

Let's add your contact details
Share your preferred contact information so we can reach you

Name *

Mobile Number *

Email *

Position *

Back **Next**

3.4 Service Provided

- Select the Services that you can provide
- You can select up to 10 Services

Become a Supplier

 **Attachments**
Enter your basic personal details

 **Supplier Info**
Share your academic details

 **Contact**
Tell us how we can reach you

 **Service Provided**
Specify the services your company offers

 **Experience**
List previous clients or projects

Tell us what you services

Specify the services you offer as a supplier

Professional Services 10 Services 

<input checked="" type="checkbox"/> Consultancy Services	<input checked="" type="checkbox"/> Facility Management	<input type="checkbox"/> Legal
<input type="checkbox"/> Internal Audit	<input type="checkbox"/> Research & Technical Services	<input type="checkbox"/> Inspection, Calibration & Testing
<input type="checkbox"/> Marketing	<input type="checkbox"/> Marketing	<input checked="" type="checkbox"/> Learning and Development
<input type="checkbox"/> Public Relations	<input type="checkbox"/> Quality Assurance	

Facilities & Operational Services 10 Services 

Engineering, Construction & Industrial 10 Services 

Procurement (Goods & Services) 10 Services 

3.5 Share your experience

- Provide a list of previous clients you have worked with

Become a Supplier

 **Become a Supplier**

Attachments
Upload the required documents

Supplier Info
Share your academic details

Contact
Tell us how we can reach you

Service Provided
Specify the services your company offers

Experience
List previous clients or projects

Share your experience

List previous clients or projects you have worked with

Client Name 1 *

Client Name 2 *

Client Name 3 *

Client Name 4 *

Client Name 5 *

Are you registered with similar localization programs (Please Specify):

Back **Submit**

▲ 3.6 Finalizing Registration

- Once all information is entered, click "Submit"
- Once you complete your registration, you will be added to our Sourcing List

Submit

THANK YOU

