Supplier Registration Guidelines
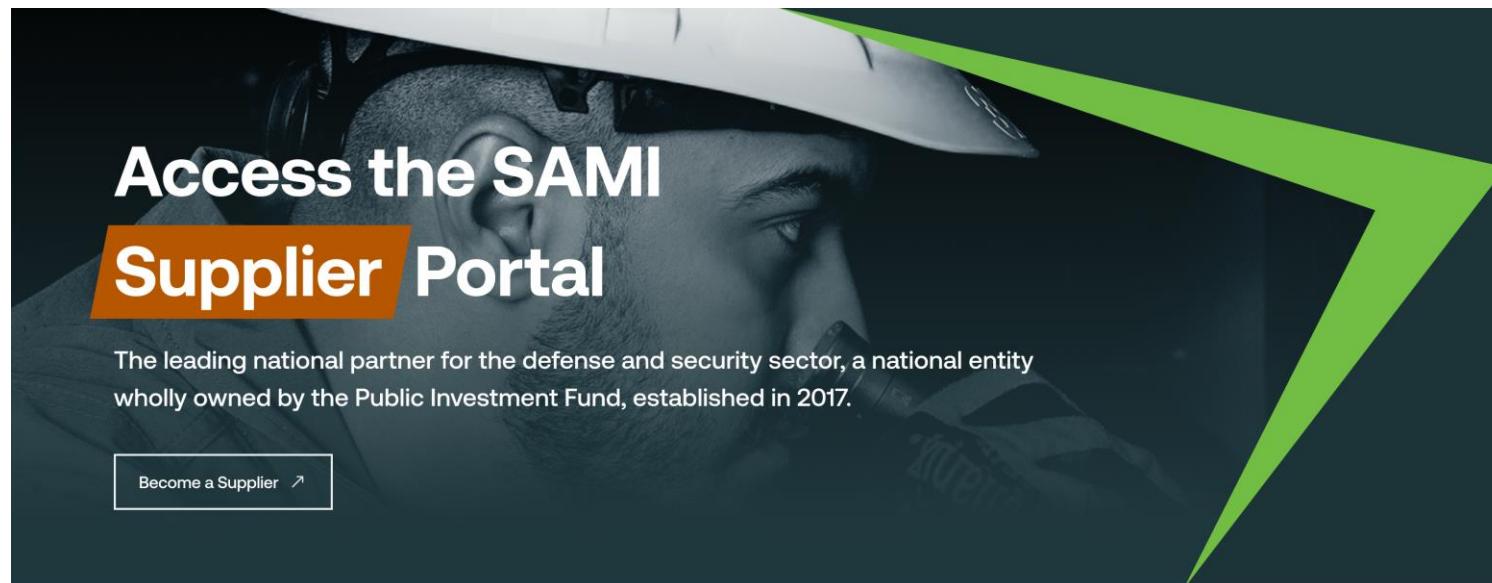
Date 01/01/2026

◢ **Contents**

1 Recommended Browsers and Settings

The latest version of Edge / Chrome supports all major features and are recommended
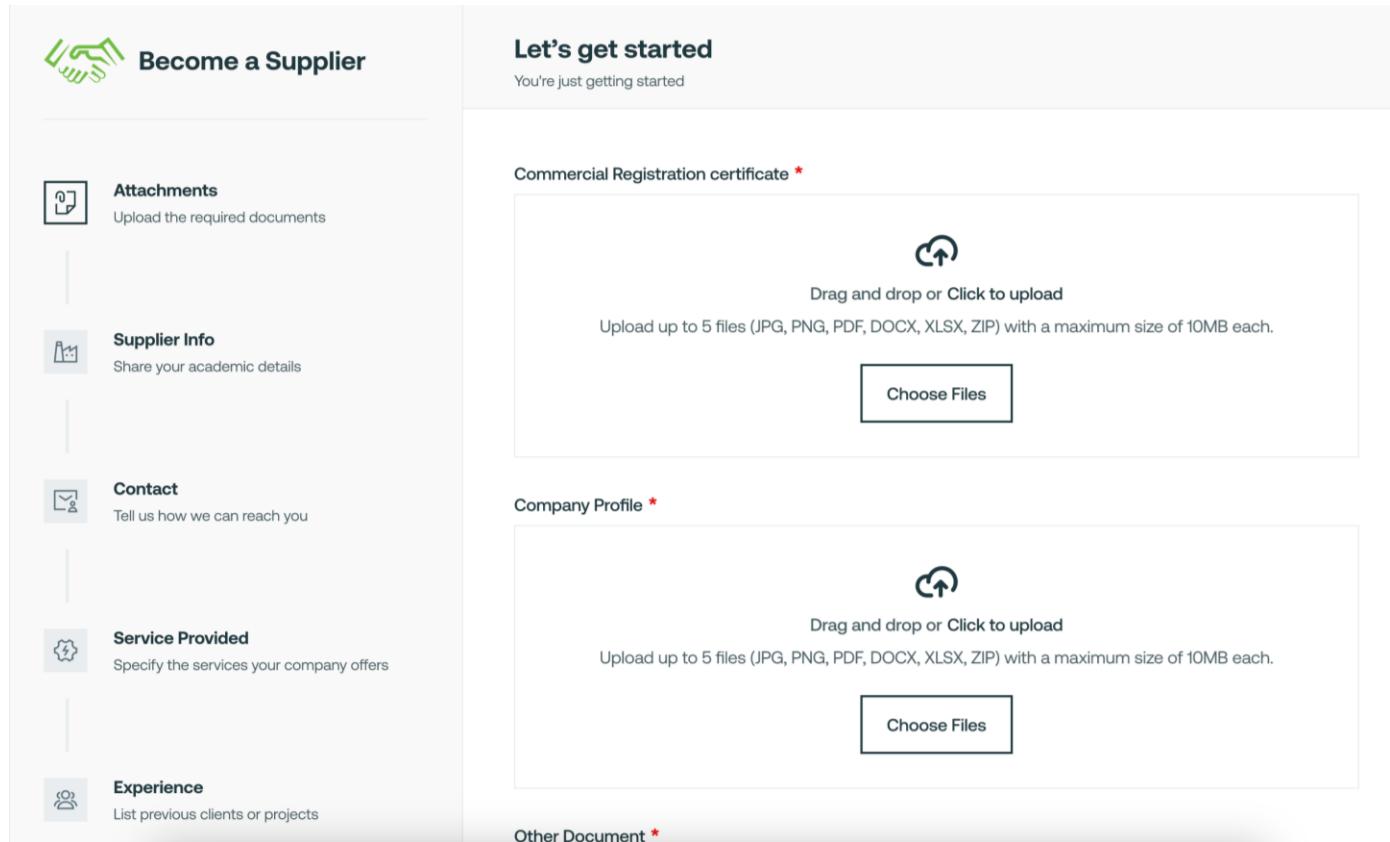
2 Register to SAMI

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

SÁMI

◢ 3.2 Supplier Info

- Fill in all information required

Become a Supplier

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

✓ **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

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 (SAP) *

Supplier Registration

3.3 Contact

- Fill in all information required for the Contact Point

- Public Domains not allowed

Become a Supplier

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

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

Name *
Enter Name

Mobile Number *
+966 ⌄   Enter your mobile number

Email *
Enter Email

Position *
Position

Back   Next

◢ 3.4 Service Provided

- Select the Services that you can provide

- You can select up to 10 Services

3.5 Share your experience

- Provide a list of pervious clients you have worked with

◢ **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