

Supplier Portal

DO.070

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Name	Position	Signature

1 DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference
26-January-2022	SCM Team	V1.3	

1.2 Reviewers

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1.3 Distribution

Copy No.	Name	Location
V1.3	SAFE Project Library	Riyadh
V1.3	NEXEL Project Library	Riyadh
V1.3	AppsPro Project Library	Riyadh

Note To Holders:

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If you receive a hard copy of this document, please write your name on the front cover, for document control purposes.

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2 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

2.1 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.

2.2 Toolbar Function



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

3 SAFE SUPPLIER PORTAL FUNCTIONS

3.1 SAFE Supplier Registration initiated by the supplier

Click on the below link to open SAFE Supplier Portal:

[SAFE Supplier Portal](#)

3.1.1 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)

Navigation buttons: Back Next Save for Later Register Cancel

- Click Next

3.1.2 CONTACT DETAILS:

- Enter The contact Information
- Enter The Administrator Role from your company

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).

- ok, create another

Create Contact

Salutation

* First Name

Middle Name

* Last Name

Job Title

☐ Administrative contact

Phone

Mobile

Fax

* Email

☒ 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

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

3.1.3 Addresses:

From Address Click On the plus Sign

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

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

3.1.4 BUSINESS CLASSIFICATIONS:

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

Register Supplier: Business Classifications ⓘ

Enter at least one business classification or select none applicable.

☐ None of the classifications are applicable

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap

Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments
QOSI Certical ▾			222	9-Jan-20	27-Jan-2	Example: 9-Jan-2022

- Check and confirm all the inserted certificates.
- Then Click Next.

3.1.5 BANK ACCOUNTS:

From Bank Account Click On the plus Sign create

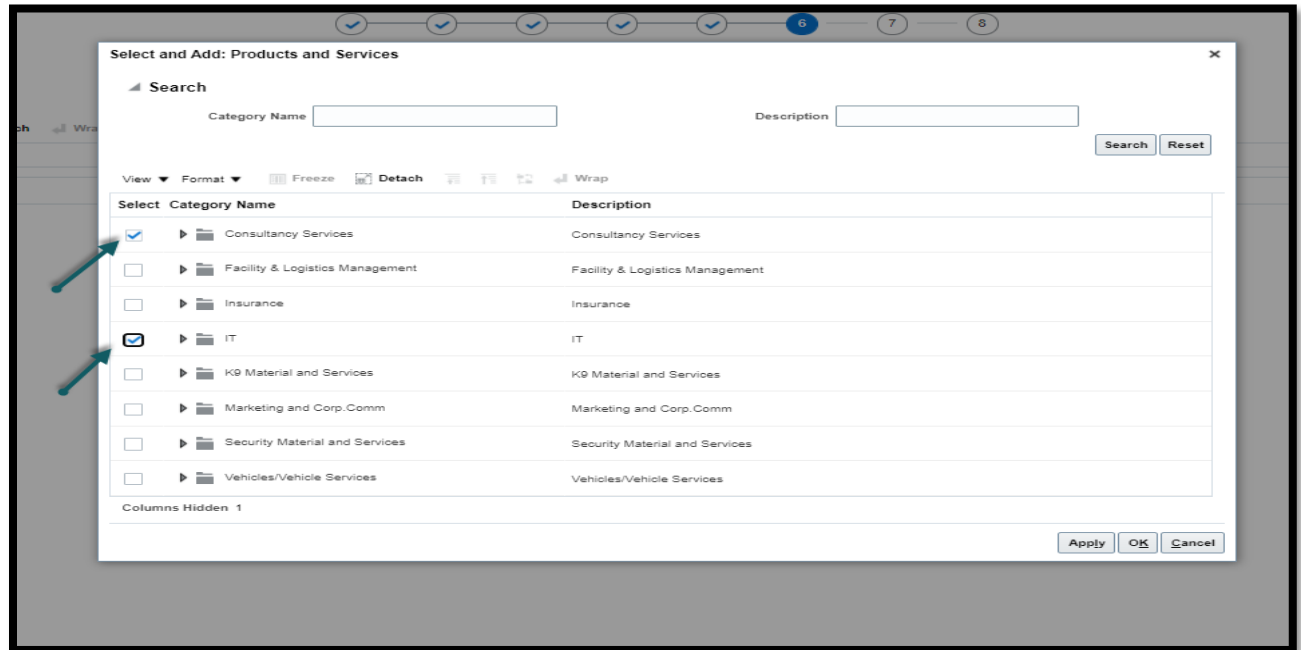
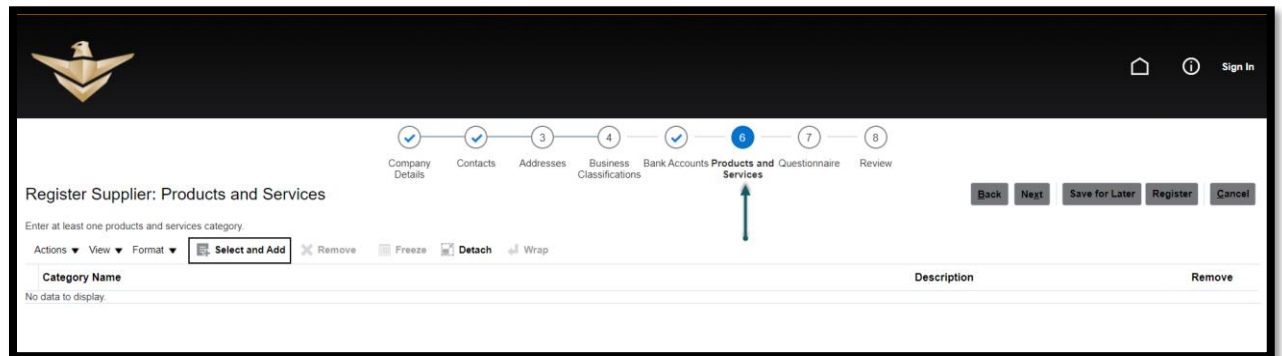
- Enter Bank accounts details

- Check and confirm for Bank account information and you can create another if you want to add more Bank accounts.
- Click OK Then Next

3.1.6 PRODUCTS AND SERVICES:

From Products and Services Click On the select and add

- Select all products and services.



- Then click apply then ok.
- Then click Next.

3.1.7 QUESTIONNAIRE:

- Answer the questions.

Register Supplier: Questionnaire

Attachments: None

Section

1. Company Size

2. **Leadship Questionnaire**

3. Previous mega projects

4. Previous work

5. Terms and Conditions

Questions

Legacy questions (Section 2 of 5)

* 4. ما هو رقم التسجيل التجاري ورق السجل التجاري

* Response Attachments: None

* 5. الرقم التجاري للشركة المسجلة وأرقام الترخيص

* Response Attachments: None

End of Section 2 of 5

Previous Section Next Section

Back Next Save for Later Register Cancel

- Click review if needed
- Click Next

3.1.8 Review page:

- 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

Business Qualifications

Business Qualification Number

Tax Country: Saudi Arabia

Taxpayer ID

Tax Registration Number: 75545323212133

Write to Approver

Attachments

Actions: View

Type: File Name or URL

Title

Description

Attached By

Attached Date

No data to display.

Columns Hidden: 1

Contacts

View: Format: Print: Detail: Wipe

Name	Job Title	Email	Admin Contact	Request User Account	Details
Abdullah Abdulrahman		Abdullah.abdulrahman@suppliers-ma.com		✓	

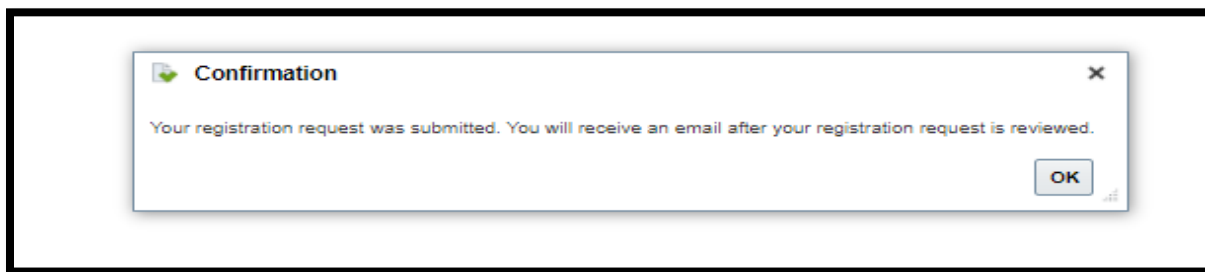
Columns Hidden: 7

Addresses

View: Format: Print: Detail: Wipe

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

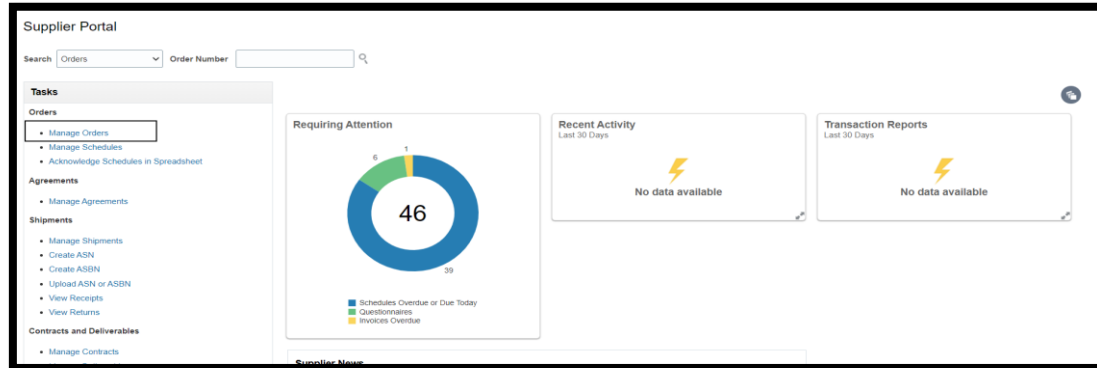
Columns Hidden: 3



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

3.2 PO Acknowledgement

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



- Enter Purchase order Number.
- Click search.

The Manage Orders screen displays a table of search results with the following columns: Order, Order Date, Description, Supplier Site, Buyer, Ordered, Currency, Status, Life Cycle, and Creation Date. The table contains four rows of data for orders 2021-30208, 2021-30207, 2021-30206, and 2021-30202, all with a status of 'Open' and a creation date in December 2021.

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

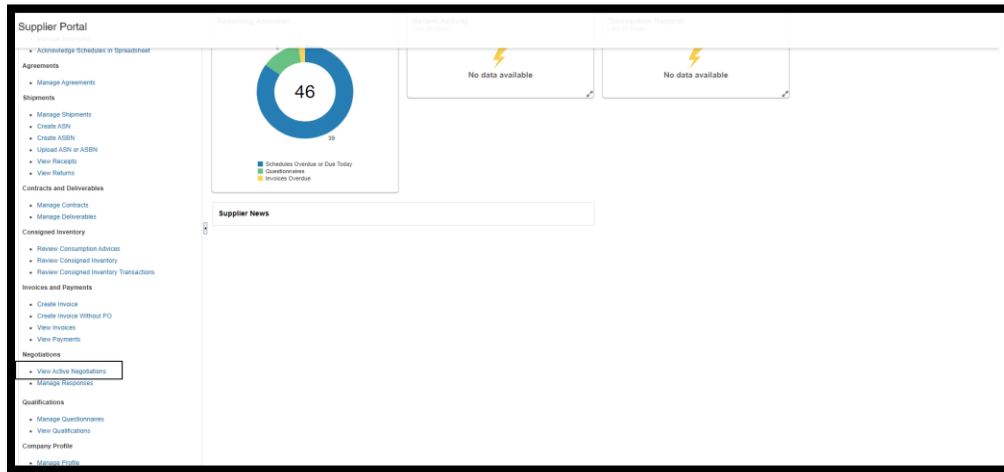
- Chose the purchase order.
- Then Click on Acknowledgement.

The Purchase Order: 2021-30207 details screen shows general information, terms, and a table of lines. The general information includes order details, supplier information, and a table of lines with columns: Line, Item, Description, Quantity, UOM, Price, Ordered, and Status. The lines table contains five rows of data for various items.

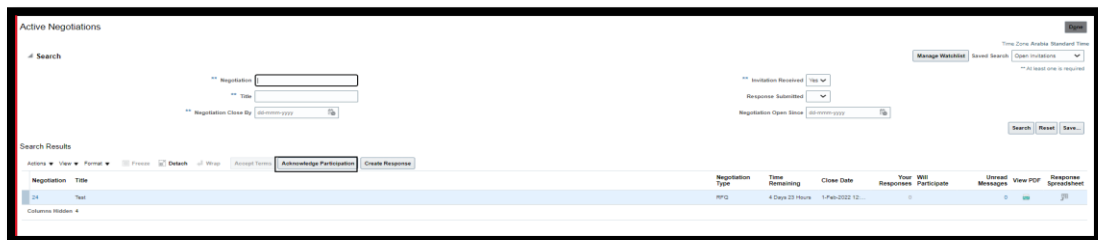
Line	Item	Description	Quantity	UOM	Price	Ordered	Status
1		Order coverage & photography	1	Each	3.00	3.00	Open
2		VMP 500 (customer gift)	5	Each	3.00	15.00	Open
3		VMP 500	10	Each	3.00	30.00	Open
4		Gifts presentation	80	Each	2.00	160.00	Open
5		reception area to receive the guests	1	Each	3.00	3.00	Open

3.3 Negotiation Acknowledgement

- From supplier portal.
- Click manage negotiation.

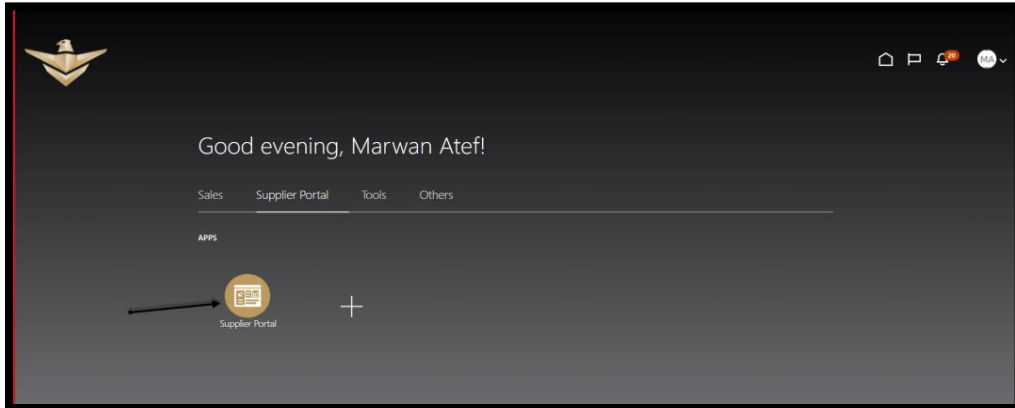


- To acknowledge and accept Negotiation, click on the Negotiation number from the results screen and the following Negotiation details page opens. Review the details and click on 'Acknowledgement'.

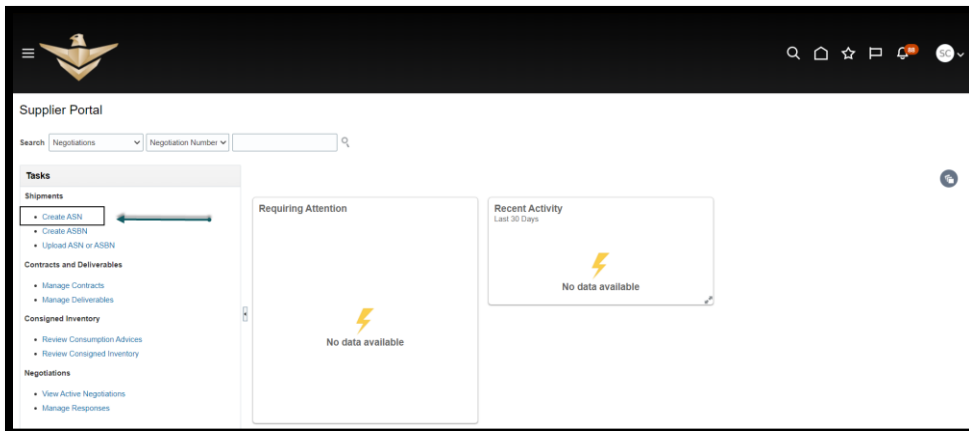


3.4 Create ASN (Advance shipments Notice)

- 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
- Login.
- To Create ASN, click supplier portal from home page.



- Click On Create ASN from Tasks.



- Enter the Purchase Number and click search.

Create ASN

Search

Advanced | Saved Search | Purchase Order

** Purchase Order

Supplier Item

** Supplier

Due Date

Search | Reset | Save...

Search Results

View

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
No search conducted.								

- 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

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

Create ASN Details ⓘ Submit Cancel

Header

Shipment

Shipped Date 26-Jan-2022 8:51 AM

Expected Receipt Date 26-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

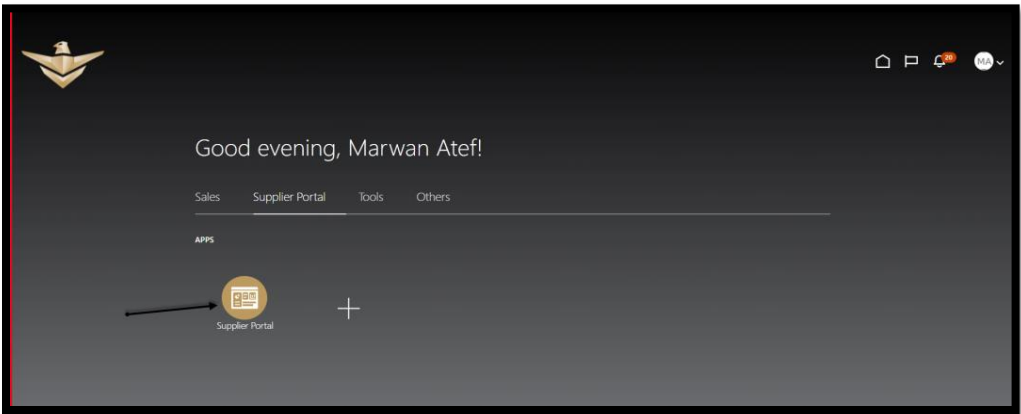
Actions ▾ View ▾ Remove Line

Item	Item Description	Supplier Item	Purchase Order	Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
	Certificates & Ja...		2021-30202		Each	Digital City	50	Each	0

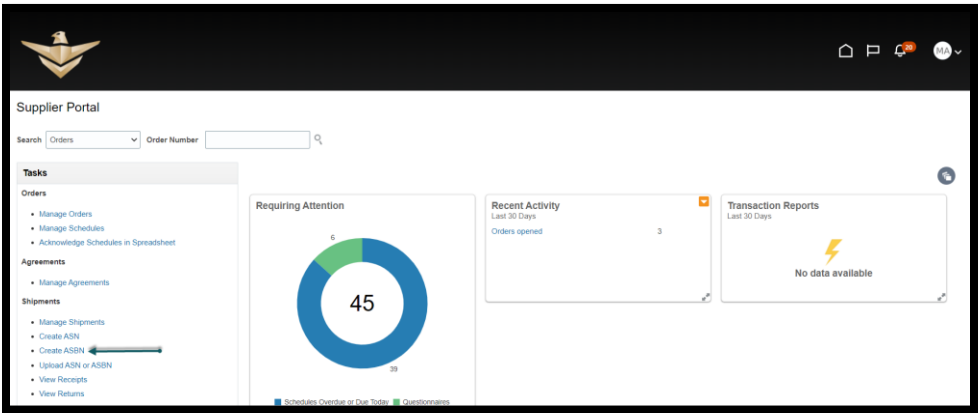
- Then Click Submit.

3.5 Create ASBN (Advance shipments & Billing Notice)

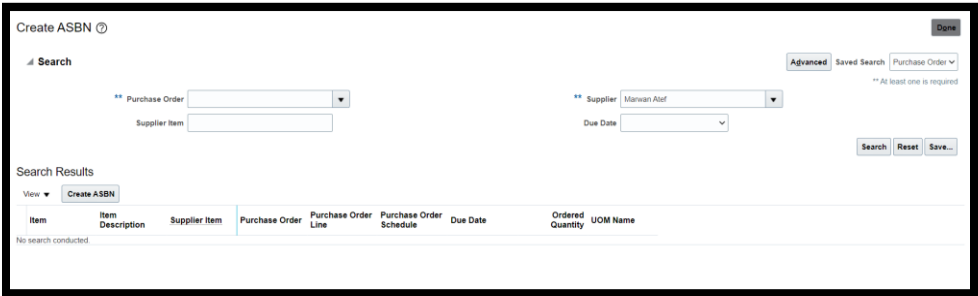
- ASBN contain the same information as ASNs (shipment date, time, and identification number; packing slip data; freight information; item detail including cumulative received quantities; purchase order number; and returnable container information) plus invoice and tax information.
- Login.
- To Create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



- Click On Create ASBN from Tasks.



- Enter the Purchase Number and click search.



- Chose the Line then click on Create ASN.

Create ASBN ⓘ

Search Advanced Saved Search Purchase Order Done

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 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
	video coverage ...		2021-30208	1	1	31-Dec-2021	1	Each
	VVIP Gifts (cust...		2021-30208	2	1	31-Dec-2021	5	Each
	VIP Gifts		2021-30208	3	1	31-Dec-2021	10	Each
	Gifts giveaways		2021-30208	4	1	31-Dec-2021	50	Each
	reception area t...		2021-30208	5	1	31-Dec-2021	1	Each
	design & printin...		2021-30208	6	1	31-Dec-2021	50	Each
	Certificates & Ja...		2021-30208	7	1	31-Dec-2021	50	Each

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

Create ASBN Details ⓘ Submit Cancel

Header

* Shipment

* Shipped Date 26-Jan-2022 10:14 AM

* Expected Receipt Date 26-Jan-2022 10:14 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

Billing Information

* Invoice

* Invoiced Date 26-Jan-2022

* Invoiced Amount

Shipping Cost

Tax Amount

Payment Terms

* Currency SAR

Supplier Site Alwadi

Lines

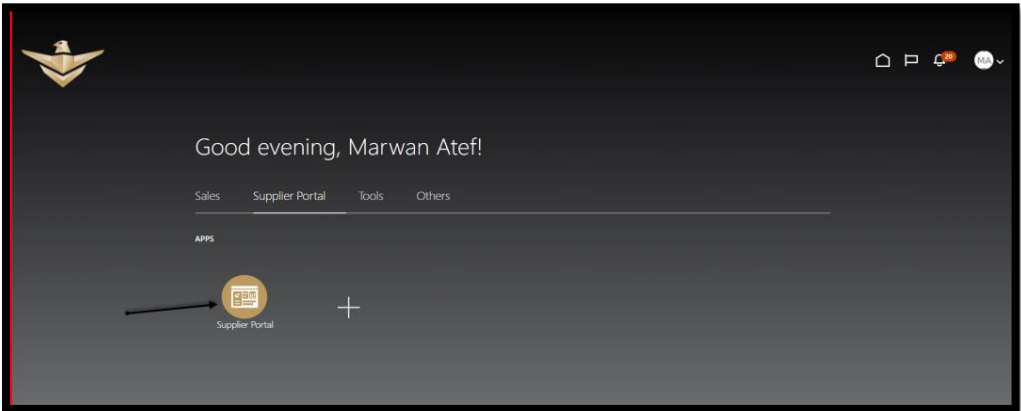
Actions View Remove Line

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
▶	Certificates & Ja...		2021-30202		Each	Digital City	50	Each	0

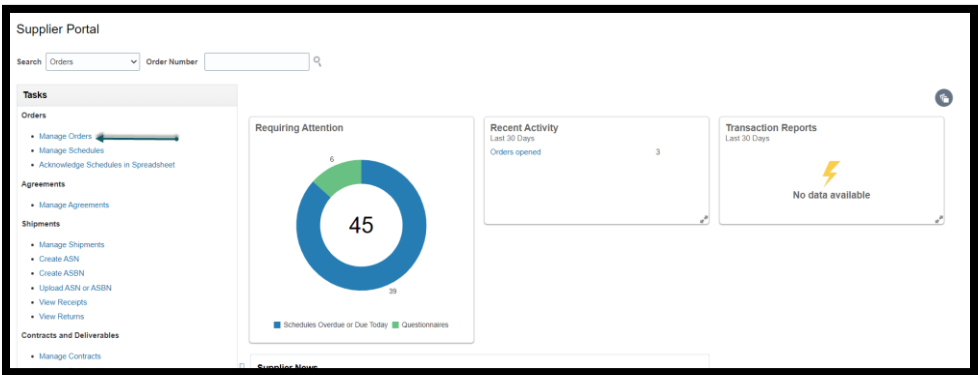
- Then Click Submit.

3.6 Manage Orders

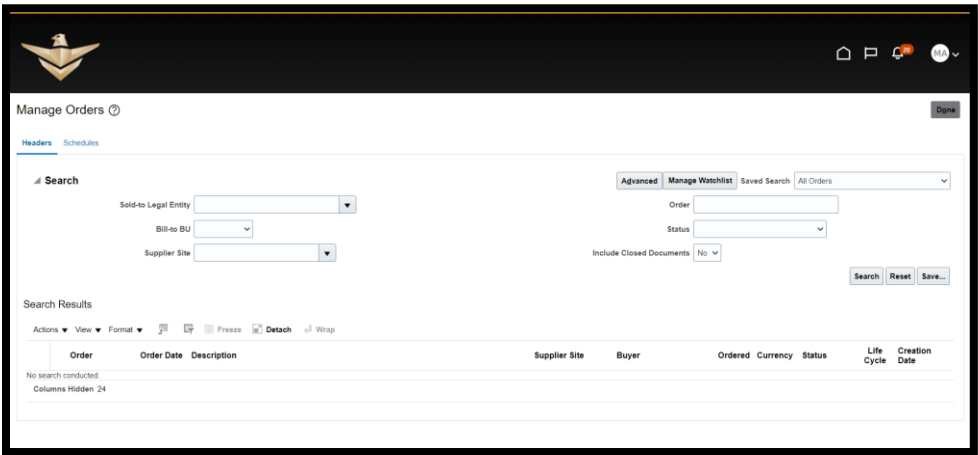
- Login.
- To View your Orders, click supplier portal from home page.



- Click On Manage Orders.



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



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

Manage Orders ⓘ

Sign Out

Headers Schedules

Search

Advanced Manage Watchlist Saved Search All Orders

Search Results

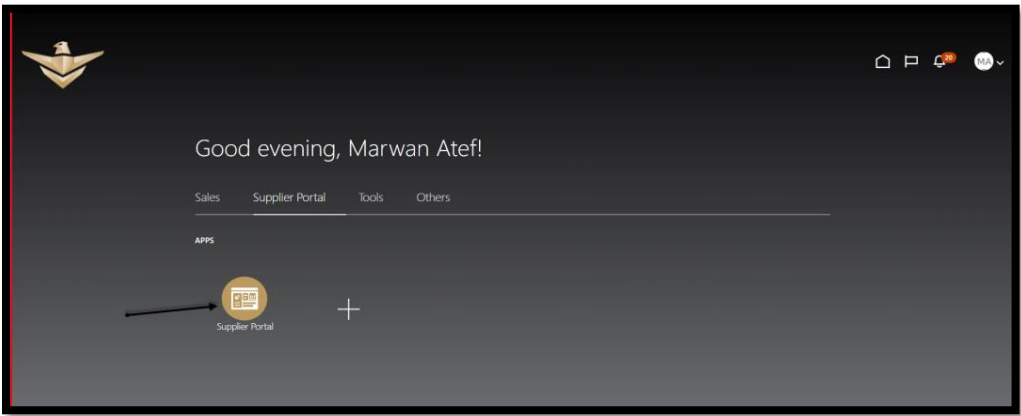
Actions View Format Freeze Detach Wrap

	Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
1	2021-30206	27-Dec-2021		Alkadi	SCM User	570.00	SAR	Open	🔄	27-Dec-2021
	2021-30207	27-Dec-2021		Alkadi	SCM User	570.00	SAR	Open	🔄	27-Dec-2021
	2021-30209	27-Dec-2021		Alkadi	SCM User	570.00	SAR	Open	🔄	27-Dec-2021
	2021-30202	24-Dec-2021		Alkadi	SCM User	570.00	SAR	Open	🔄	19-Dec-2021

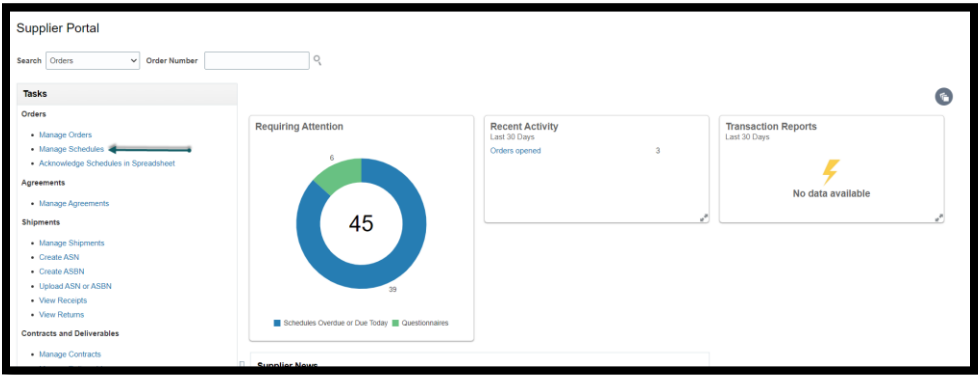
Columns Hidden 24

3.7 Manage Schedules

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



- Click On Schedules.



- To View your Active Schedules, Enter the Purchase order number
- Click search.

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 ga		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

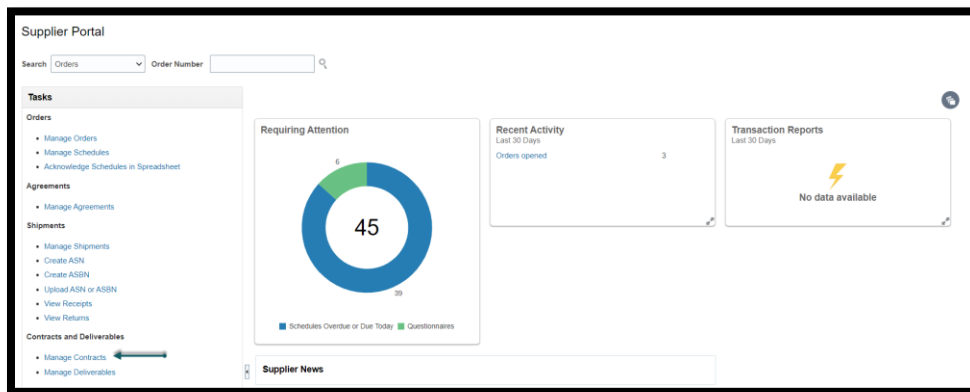
3.8 Manage Contracts

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

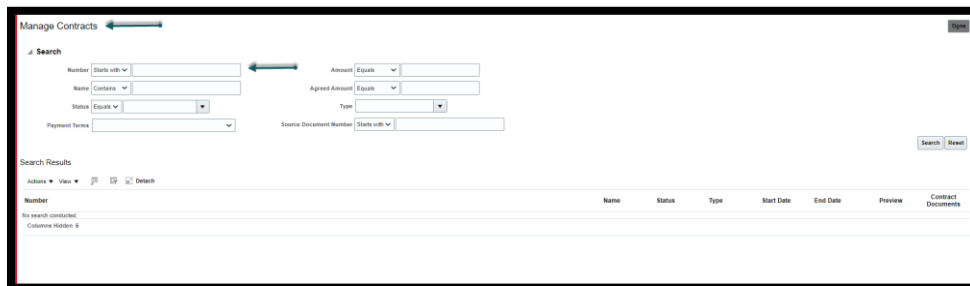


+

- Click Contracts.

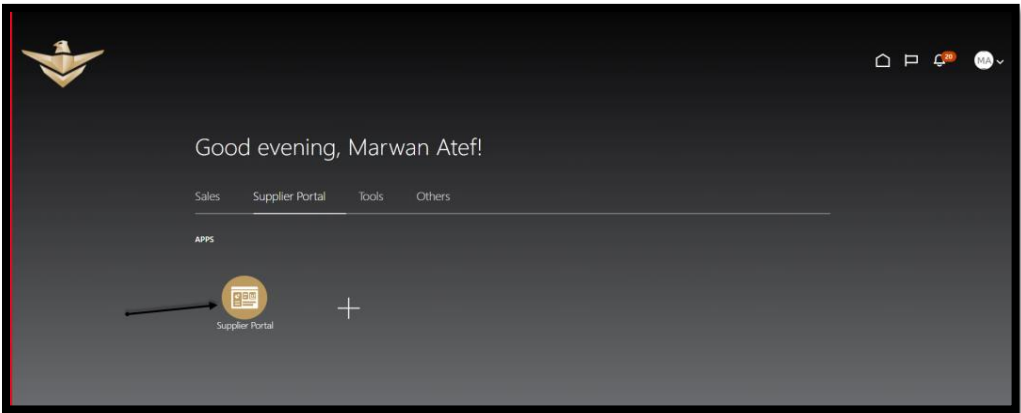


- To View your Active Contracts, Enter your contract number.
- Click search.

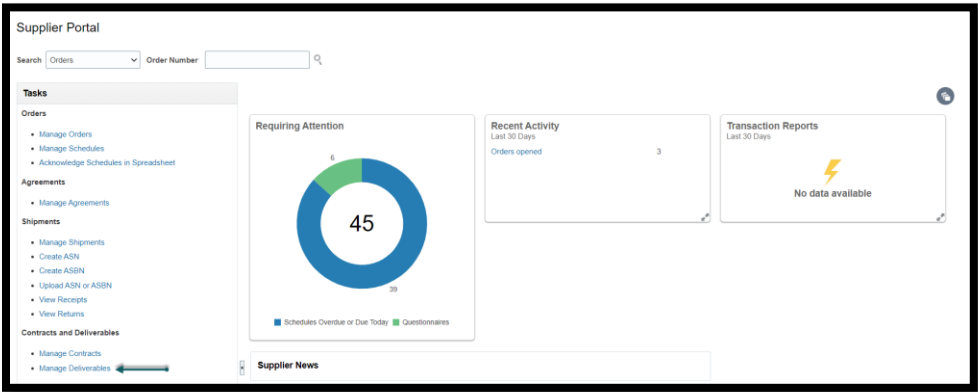


3.9 Manage Deliverables

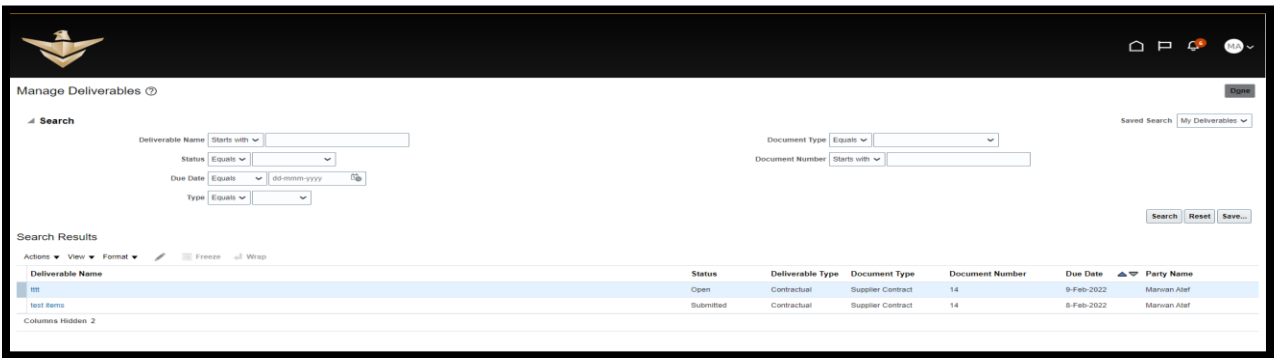
- To View your Deliverables, click supplier portal from home page.



- Click On Manage Deliverables.



- To View your Deliverables, Enter the Deliverables number.
- Click search.



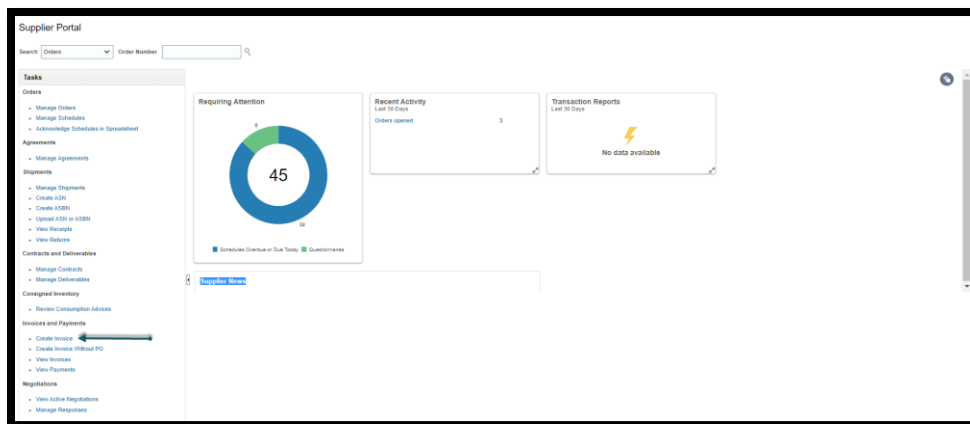
- From search results you can view the deliverable statues and deliverable date

3.10 Create Invoice

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



- Click Create Invoice.

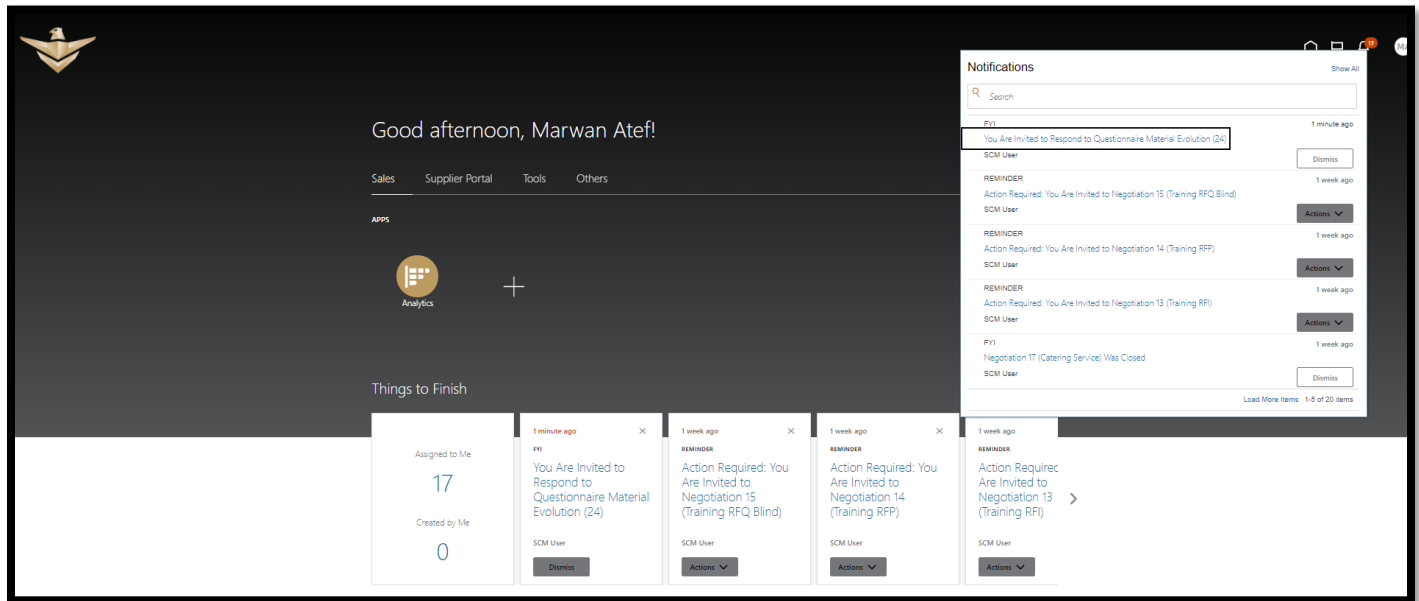


- Enter All the Information for the Invoice.

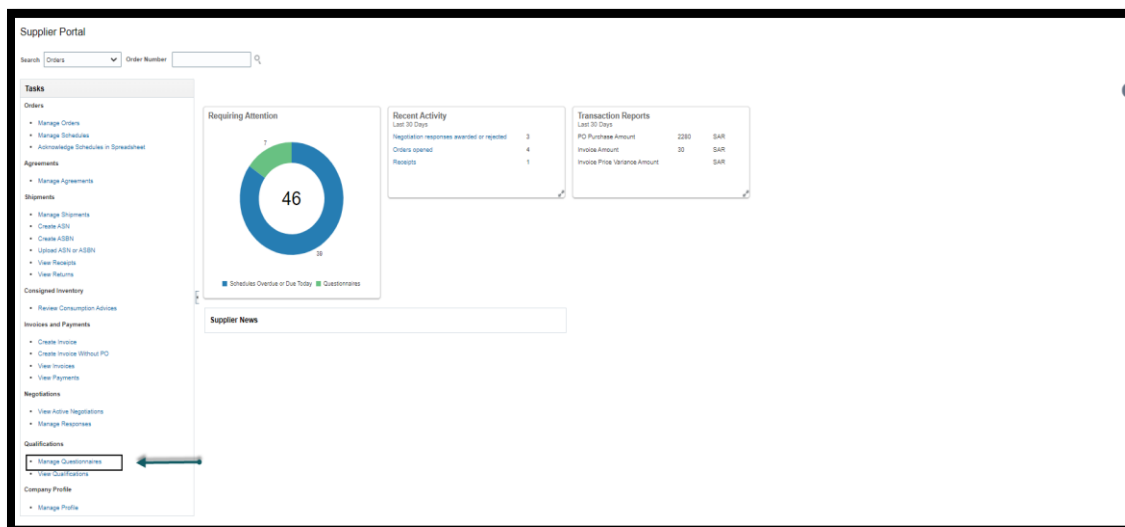
- After Review the invoice Click Submit.
- SAFE finance team will receive your Invoice to review it and take an action.
- You will receive the feedback from SAFE team ASAP (Approve, reject).

3.11 Response to supplier qualification questions

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



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



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

Manage Questionnaires

Search

Questionnaire Title
Questionnaire
Supplier Site

Status: Not started/Draft/Resubmit
Response Due Date: dd-mm-yyyy
Supplier Contact

Search Results

Actions View Format Freeze Detach Wrap Respond

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

Columns Hidden: 6

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

Respond to Questionnaire: Material Evolution

Questionnaire

Title: Material Evolution
Procurement BU: SAFE LE BU
Requested By: SCM User

Supplier: Marwan Alai
Supplier Site
Responder: Marwan Alai

Status: Draft
Due Date
Attachments: None

Progress: Section: 1. Company Size

Questions

Company Size

1. رقم دار الشركة
0000000

2. رقم موقع الشركة
2000

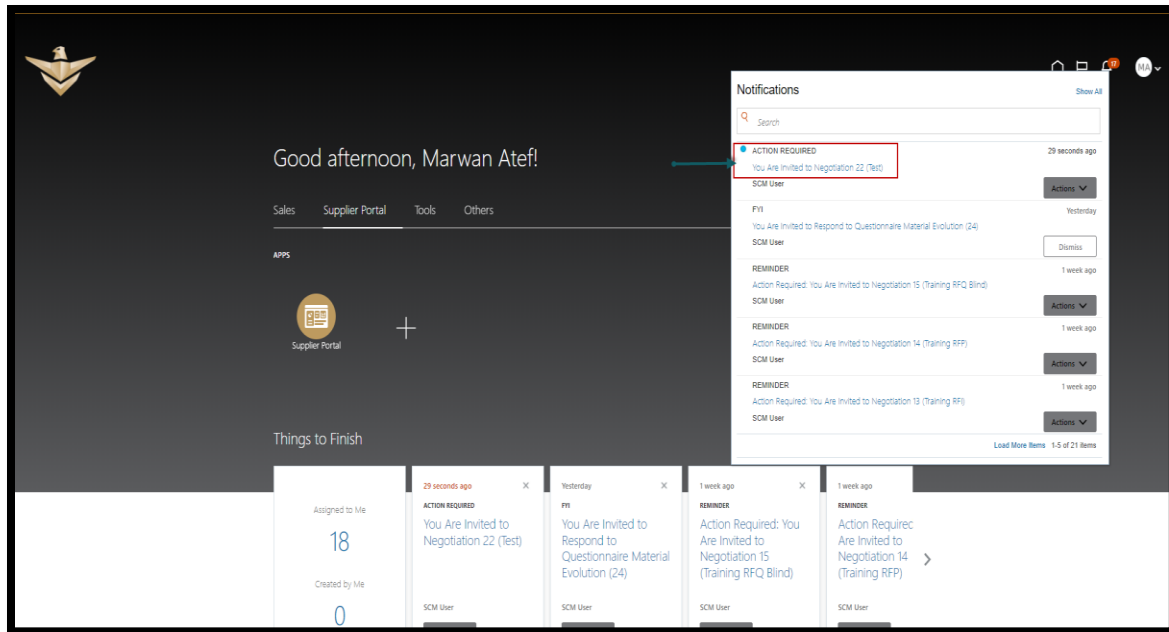
3. رقم مشروع الشركة
168

Section: 1. Company Size

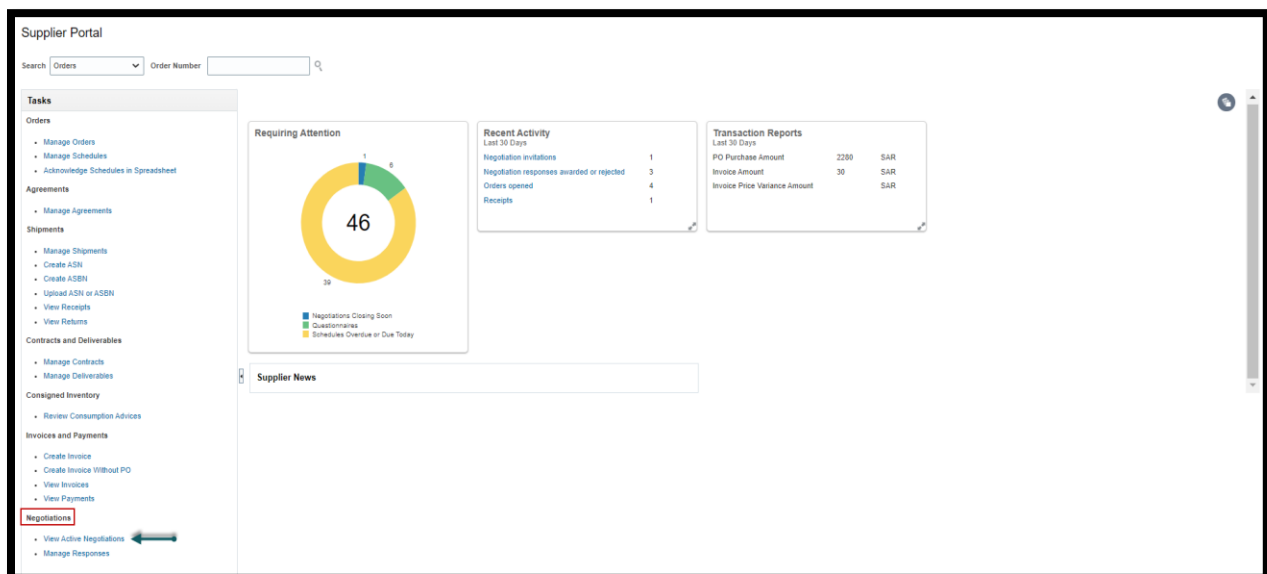
- After answering all questions click Save and then Submit.

3.12 Supplier Negotiation Response

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



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



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

Active Negotiations

Search

Search Results

Columns Hidden 4

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
22	Test	RFO	1 Day 22 Hours	12-Jan-2022 4:2...	0		0		

- Response for All the requirements.

Create Response (Quote 7001): Overview

Overview | Requires | Lines | Review

Messages | Respond by Spreadsheet | Actions | Back | Next | Save | Submit | Cancel

Time Remaining 1 Day 22 Hours

General

Supplier Marwan Alor

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

Note to Buyer

Attachments None

Contract Terms

Variables

Deliverables

- 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?

Ream

Section 1: Technical

- 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. كم ربحك من العملية؟

a. 0 - 50K

b. 51K - 100K

c. 101K - 150K

d. 151K - 200K

e. 201K - above

Section 2: Commercial

- 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

- After reviewing all the Requirements.



1234

OverviewRequienLinesReview

Review Response: Quote 7001

MessageRespond by SpreadsheetActionsBackNextSaveSubmitCancel

Lead Sample: Jan-2022 6:31 PM
Time Zone: Arabia Standard Time

Currency: Saudi Riyal

TitleText

Close Date12-Jan-2022 4:22 PM

Time Remaining1 Day 21 Hours

OverviewRequirementsLines

General

Supplier: Marwan Alaf

Response Type: Primary

Negotiation Currency: SAR

Reference Number

Response Currency: SAR

Note to Buyer

Price Precision: 2 Decimals Maximum

Attachments: None

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

Contract Terms

Variables

Provide values for the listed variables. The values you enter are automatically populated in the contract terms.

ViewFormatFreezeWrapViewAll variables

Name	Description	Value	Clauses
No data to display.			

Deliverables

ViewFormatFreezeWrap

- Click submit.

3.13 Negotiation Communication

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

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



- Click on the plus sign.



- Enter the subject.
- In the Message filed write your message.

Send Message [X]

To: SAFE Enterprise

* Subject: [Empty text box]

[Rich text editor toolbar with icons for bold, italic, underline, font size, color, background color, bulleted list, numbered list, link, unlink, etc.]

* Message: [Large empty text area]

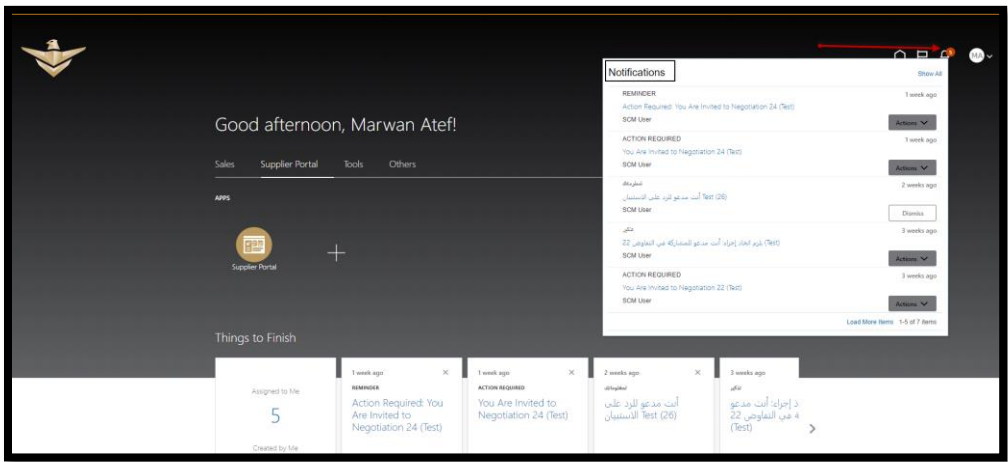
Attachments: None +

[Send] [Cancel]

- After reviewing the message click send.

3.14 Notification List

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



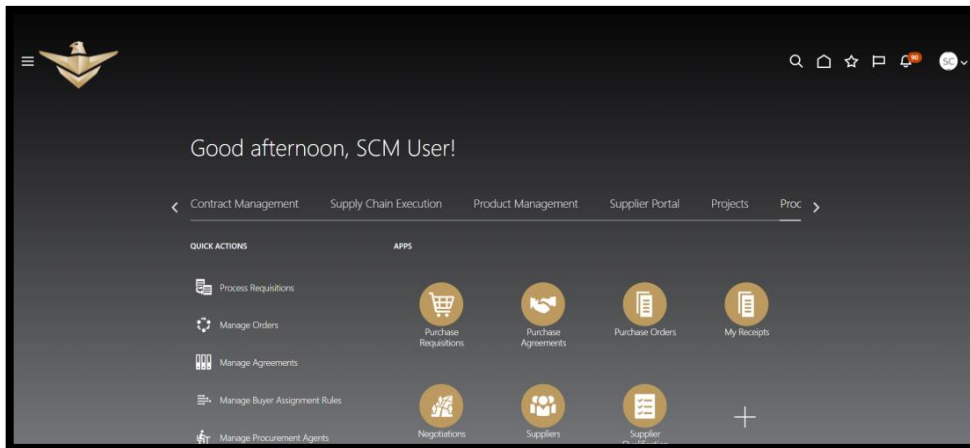
Notification	Detail
Accept	Accept Negations, Qualification, ...etc.
Decline	Decline Negations, Decline Negotiations, ...etc.
FYI	Information to be noticed Negations, Qualification, ...etc.

4 NEW/EXISTING SUPPLIER REGISTRATION INITIATED BY SAFE SRM USER

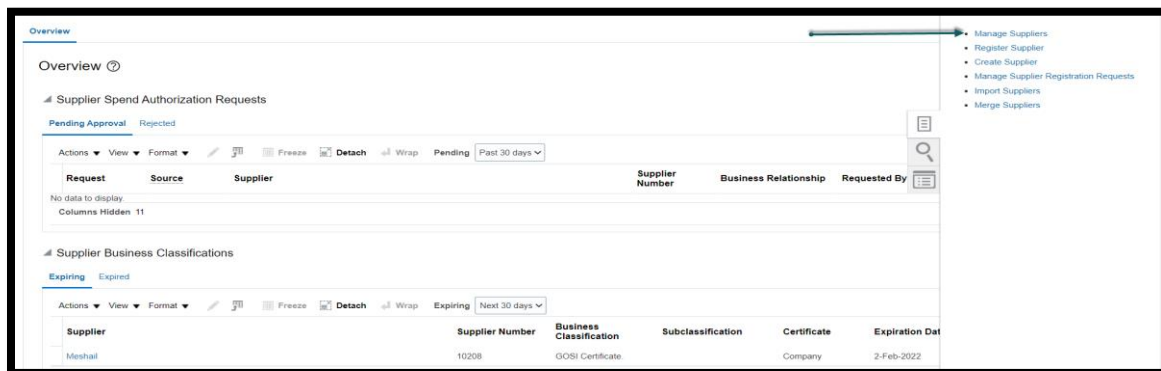
SAFE SRM user would also initiate the supplier registration for a new or existing supplier then the system will send a notification to the supplier to complete his profile and complete the registration process

4.1 Register Exiting Supplier [From SAFE SRM User]

Procurement → supplier → manage supplier



- Click Manage supplier.



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

Manage Suppliers

Keywords

Search Reset Save

Results

Actions View Format Print Filter Refresh Detail Wrap Register Supplier

Supplier	Supplier Number	Alternate Name	Business Relationship	Parent Supplier	Creation Date	Inactive Since	Tax Registration Number	Taxpayer ID	Q-15-N-5 Number
Abdulhadi Saad Alhassan	10174		Spent Authorized		17-Aug-2021				
Abdulhadi Foad Company	10036		Spent Authorized		28-Mar-2021		30044113410003		
Abdulhadi Alhassan	10104		Spent Authorized		1-Sep-2021				
Abdulhadi Alhassan	10108		Spent Authorized		23-Jun-2021				
Abdulhadi Alhassan for tourism and development company	10101	Mena Hotel	Spent Authorized		5-Jul-2021				
Abdulhadi Alhassan	10109		Spent Authorized		2-Jun-2021				
Abdulhadi Alhassan	10102		Spent Authorized		18-Sep-2021				
Abdulhadi Alhassan	10104		Spent Authorized		28-Mar-2021				
Abdulhadi Alhassan (Law Firm)	10002		Spent Authorized		28-Mar-2021		31000767000003		
ACQVON CONSULTING PRIVATE LIMITED	10101		Spent Authorized		19-Sep-2021				
Abdulhadi Alhassan	10107		Spent Authorized		23-Jun-2021				
Abdulhadi Alhassan	10105		Spent Authorized		6-Sep-2021				
Al Hassan	10010		Spent Authorized		28-Mar-2021		30044127000003		
Al Ene Information Security Company (ISAC)	10007		Spent Authorized		28-Mar-2021		3007680510003		
Al Ene Rent a Car	10001		Spent Authorized		18-Apr-2021				

- Click on the Contact tab.

Overview Manage Suppliers Supplier: Abdulhadi Alhassan for tourism and development company

Edit Supplier: Abdulhadi Alhassan for tourism and development company

Profile Addresses Sites **Contacts** Qualifications

General

Supplier Abdulhadi Alhassan for tourism and development company

Supplier Number 10101

Alternate Name Mena Hotel

Tax Organization Type Corporation

Supplier Type

Inactive Date 01/09/2021

Status Active

Business Relationship Spent Authorized

Parent Supplier

Parent Supplier Number

Creation Date 5-Jul-2021

Creation Source Manual

Registration Request

Attachments None

Profile Details

Organization Business Classifications Products and Services Transaction Tax Income Tax Payments

Transaction Tax

Allow tax applicability

Rounding Level

Rounding Rule

Allow offset taxes

Set Invoice Values on Tax Inclusive

Tax Classification Code

Overview Manage Suppliers Supplier: Abdulhadi Alhassan for tourism and development company

Edit Supplier: Abdulhadi Alhassan for tourism and development company

Profile Addresses Sites **Contacts** Qualifications

Actions View Format Print Filter Refresh Detail Wrap Status Active

Name	Job Title	Email	Administrative Contact	User Account	Status
No data to display					
Columns Hidden: 0					

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

Additional Information

Solution

* First Name

Middle Name

* Last Name

Job Title

☐ Administrative contact

Contact Addresses

Actions

Address Name	Address	Phone	Address Purpose	Status
No data to display.				

User Account

Rules

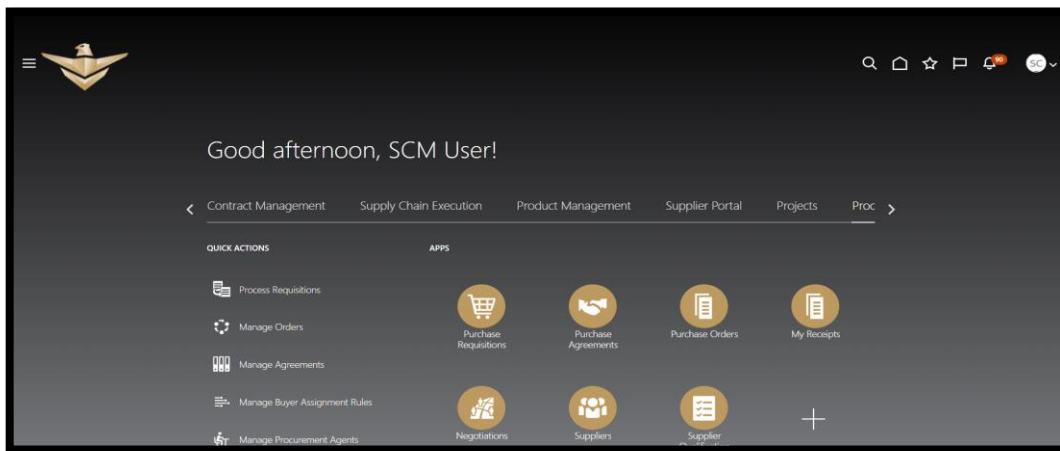
Actions

Rule	Description
No data to display.	

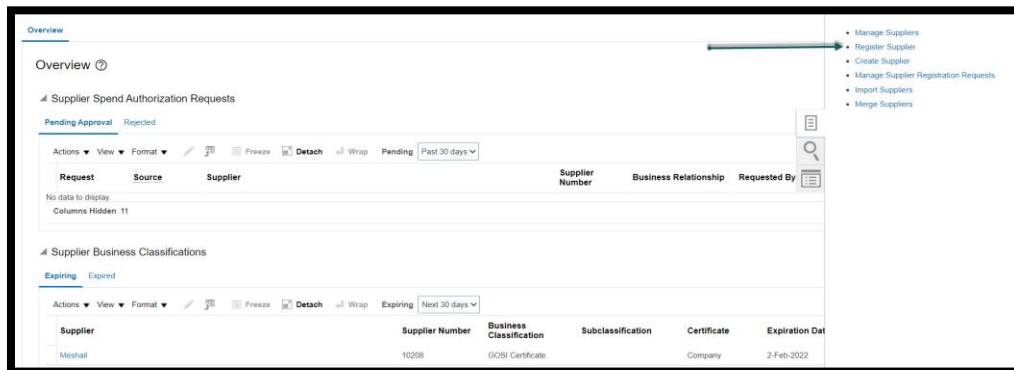
- After adding the email (create user account) the supplier will receive notification to complete the Registration.

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

Procurement → supplier → Register supplier



- Click Register supplier.



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

- From Contact Tab.
- Add contact information
 - Note you must Add email for the supplier to receive the registration notification.
 - Add create user account.

Contacts

Enter at least one contact

Actions: View, Format, Print, Refresh, Details, Wrap

Name	Job Title	Email	Admin Contact	Request User Account
No data to display.				
Columns Hidden: 7				

Addresses

Enter at least one address

Actions: View, Format, Print, Refresh, Details, Wrap

Address Name	Address	Phone	Address Purpose
No data to display.			
Columns Hidden: 3			

Additional Information

Salutation: [Dropdown]
 * First Name: [Text Field]
 Middle Name: [Text Field]
 * Last Name: [Text Field]
 Job Title: [Text Field]
☐ Administrative contact

Phone: [Text Field]
 Mobile: [Text Field]
 Fax: [Text Field]
 Email: [Text Field]
 Status: Active [Dropdown]

Contact Addresses

Actions: View, Format, Print, Refresh, Details, Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				
Columns Hidden: 4				

User Account

- AFTER Adding the information review.

Register Supplier

Enter a value for at least one of these fields: D-U-S Number, Taxpayer ID, or Tax Registration Number

Registration Details

* Company: [Text Field]
 * Request Reason: [Dropdown]
 Justification: [Text Field]

Company Details

* Tax Organization Type: [Dropdown]
 Supplier Type: [Dropdown]
 Corporate Web Site: [Text Field]

Business Relationship

Procurement Site: [Dropdown]
 * Business Relationship: [Dropdown]
 D-U-S Number: [Text Field]
 Tax Country: [Dropdown]
 Taxpayer ID: [Text Field]
 Tax Registration Number: [Text Field]
 Attachments: None

Contacts

Enter at least one contact

Actions: View, Format, Print, Refresh, Details, Wrap

Name	Job Title	Email	Admin Contact	Request User Account
No data to display.				
Columns Hidden: 7				

Addresses

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

5 GENERAL INFORMATION

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

6 OPEN AND CLOSED ISSUES FOR THIS DELIVERABLE

6.1 Open Issues

ID	Issue	Resolution	Responsibility	Target Date	Impact Date

6.2 Closed Issues

ID	Issue	Resolution	Responsibility	Target Date	Impact Date