



Supplier Registration User Manual

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SAUDI MOTORSPORT COMPANY

1. Supplier Registration

All new supplier registrations are initiated online by the supplier. Follow the below link to start your registration application and the below screen will appear.

<http://vendor.saudimotorsport.com/>

Note: All fields marked with * are mandatory

Under the **Company Details** page, kindly fill all the mandatory information along with the Tax Registration details. Either Taxpayer ID or VAT Registration Number is mandatory to be filled to proceed. After completing all fields proceed to the next page.

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: Test

* Tax Organization Type: Corporation

Supplier Type: Supplier

Corporate Web Site:

Tax Country: Saudi Arabia

Taxpayer ID:

VAT Registration Number: 564681561861456

Note to Approver:

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name: test

* Last Name: test

* Email: test@gmail.com

* Confirm Email: test@gmail.com

SUPPLIER REGISTRATION USER MANUAL

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In the **Contacts** page, contact details are to be entered for the person who will be handling the Company's user account after successful completion of the registration process. Click on "Edit" to enter the full contact details including the mobile number. If another contact is required, click on "Create" and add a new contact. Make sure at least one contact has the "Create User Account" box checked. After completion proceed to the next page.

Register Supplier: Contacts

Enter at least one contact.

Name	Job Title	Email	* Mobile	Administrative Contact	Request User Account	Edit	Delete
test_test		test+1654651@gmail.com		☒	☒		

Columns Hidden: 6

Edit Contact: test test

Salutation:

* First Name:

Middle Name:

* Last Name:

Job Title:

☒ Administrative contact

☒ Create user account

Roles

Role	Description
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, request...
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requ...

OK Cancel

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In the **Addresses** page, click on Create to add a new address.

Oracle

Register Supplier: Addresses

Enter at least one address for remit-to and ordering address purposes.

Actions View Format **Create** Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit
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Columns Hidden 3

Provide the address details along with checking all the boxes related to Address Purpose. The vendor also needs to associate an address with contact by selecting the contact already created at Company Details. Finally click on Ok and proceed.

Oracle

Register Supplier: Addresses

Enter at least one address for remit-to and ordering address purposes.

Actions View Format **Create** Edit Delete Freeze Detach Wrap

Create Address

* Address Name Jeddah

* Country Saudi Arabia

* Address Line 1 or P.O. Box King Road, As Shati Distr.

Address Line 2

* City Jeddah

Postal Code 21523

* Address Purpose

☒ Ordering

☒ Remit to

☒ RFQ or Bidding

Phone 966

Fax 966

Email

Address Contacts

Select the contacts that are associated with this address.

Actions View Format **Create** Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
------	-----------	-------	------------------------	--------------

No data to display.

Columns Hidden 4

Create Another OK Cancel

The **Business Classification** page lists all the required documents to be attached. Kindly add the document by clicking on the + symbol and selecting the appropriate document. Enter the certificate number and expiry date (if applicable). Add all applicable documents from the drop down list in separate lines.

If none of the documents are applicable, check the “None of the classifications are applicable” box to proceed.

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Company DetailsContactsAddressesBusiness ClassificationBank AccountsProducts and ServicesQuestionnaireReview

Register Supplier: Business Classifications ?

BackNextSave for LaterRegisterCancel

Enter at least one business classification or select none applicable.

☐ None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

* Classification	Certificate Number	Start Date	Expiration Date	Attachments	Notes
Bank Account Details Business/Trade License Chamber of Commerce Commercial Registration Company Profile Engineering License Financial Statements (3 Years) GOSI (Social Insurance) Industrial License MOMRA Classification Muqawil License Other Projects List VAT Certificate Zakat Certificate		dd-mm	dd-mm	None +	

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Company DetailsContactsAddressesBusiness ClassificationBank AccountsProducts and ServicesQuestionnaireReview

Register Supplier: Business Classifications ?

BackNextSave for LaterRegisterCancel

Enter at least one business classification or select none applicable.

☐ None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

* Classification	Certificate Number	Start Date	Expiration Date	Attachments	Notes
Commercial Reg		dd-mm	dd-mm	None +	

In the **Bank Accounts** page, click on Create to add the bank details. Bank details such as Country, Bank, Branch, Account Number/IBAN, and Account Name are mandatory details to be entered. Once added, proceed to the next page.

Register Supplier: Bank Accounts ?

Enter at least one bank account.

Actions View Format **Create** Edit Delete Freeze Detach Wrap

Account Number	IBAN	Currency	Bank	Edit	Delete
No data to display.					
Columns Hidden: 8					

Register Supplier: Bank Accounts ?

Enter at least one bank account.

Actions View Format **Create** Edit Delete Freeze Detach Wrap

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country IBAN

Bank Currency

Branch

Account Number

Additional Information

* Account Name Agency Location Code

Alternate Account Name Account Type

Account Suffix Description

Check Digits

Comments

Note to Approver

Create Another OK Cancel

In the **Products and Services** page, click on “Select and Add”, and select all categories applicable to your business. Once completed, proceed to the next page. Note that some categories have one, two, or three sub-levels of categories. Make sure you select the categories only applicable to you as shown in your company profile.

Register Supplier: Products and Services

Enter at least one products and services category.

Actions View Format **Select and Add** Remove Freeze Detach Wrap

Category Name	Remove
No data to display.	

Columns Hidden 1

Select and Add: Products and Services

Search

Category Name Description

Search Reset

View Format Freeze Detach Wrap

Select Category Name

- ☐ Administrative and Support Services
- ☐ Engineering, Civil Works, Architecture & Landscaping
- ☐ Architectural Services
- ☐ Infrastructure & Civil Works
- ☐ Asphaltting
- ☐ Backfilling
- ☐ Dredging
- ☐ Electrical Works
- ☐ Groundworks
- ☐ Lighting Works

Columns Hidden 2

Apply OK Cancel

In the **Questionnaire** page, answer all the questions confirming the information provided in previous pages.



Register Supplier: Questionnaire

[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

Attachments None

Questions

Vendor Pre-Qualification (Section 1 of 1)

Section

1. Vendor Pre-Qualification

- * 1. Kindly confirm the below documents -where applicable- are valid and attached in Page 4 'Business Classification'

- ☐ a. Bank Account Details Letter (All Vendors)
- ☐ b. Business / Trade License / Certificate of Incorporation (Foreign Vendors)
- ☐ c. Chamber of Commerce Membership Certificate (Local Vendors)
- ☐ d. Commercial Registration (Local Vendors)
- ☐ e. Company Profile (All Vendors)
- ☐ f. Financial Statements (3 Years) (All Vendors)
- ☐ g. GOSI (Social Insurance) Certificate (Local Vendors)
- ☐ h. Projects List (All Vendors)
- ☐ i. VAT Certificate (Local Vendors)
- ☐ j. Zakat Certificate (All Vendors)

- * 2. Please confirm that you submitted your specialized certification (MOMRA Certification, MOI License, Oracle Partner, Engineering License, ...) in Page 4 'Business Classification'.

- ☐ a. Submitted in Page 4 'Business Classification'
- ☐ b. Not Submitted
- ☐ c. Not Applicable

- * 3. How many years of experience do you have in your area of expertise? Selection must be supported by upload Profile in Page 4 'Business Classifications'

- ☐ a. 0-2 years
- ☐ b. 2-7 years

Upon completion of the questionnaire, the vendor needs to review the information provided.

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Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

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Save for Later

Register

Cancel

Review Supplier Registration: Test65468415

Company Details

Company

Test65468415

Tax Organization Type

Corporation

Supplier Type

Supplier

Corporate Web Site

Tax Country

Saudi Arabia

Taxpayer ID

VAT Registration Number

564681561861456

Note to Approver

Attachments

Actions

View

+

x

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.						

Contacts

View

Format

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Detach

Wrap

Name	Job Title	Email	* Mobile	Administrative Contact	Request User Account	Details
test, test		test+1654651@gmail.com		✓	✓	

Columns Hidden 6

Addresses

View

Format

Freeze

Detach

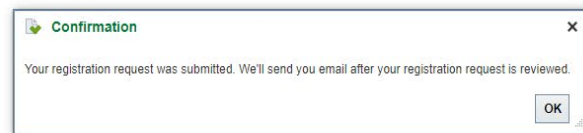
Wrap

Address Name	Address	Phone	Address Purpose	Details
Jeddah	King Road, As Shati Distr.,Jeddah 21523		Ordering; Remit to; RFQ or Bidding	

Columns Hidden 3

If you click on “Save for Later”, you will receive an email from the system with a link to log back in and continue your previously filled information.

If you click on “Register” to submit your application, below confirmation message will be displayed upon submission of registration request.



Post internal review, notification through the system will be sent to the contact email address with one of the following outcomes:

- Registration request is approved and vendor is now registered in SMC vendor database
- Vendor to review and update their submission with additional information
- Registration request is rejected