

Supplier Registration

تسجيل الموردين

Supplier Registration

This guide aims to clarify the steps and procedures necessary to register a new supplier within the Oracle ERP system used by Zahran Operation and Maintenance Company. This comes as part of the company's commitment to developing procurement and contracting processes and ensuring efficient and timely interaction with suppliers.

This manual provides a simplified and detailed explanation of all stages of supplier registration, starting from logging into the system, filling in supplier details, and concluding with confirmation and approval of the registration by the relevant departments within the company.

Welcome to the Supplier Registration Guide at Zahran Operation and Maintenance Company

: The link below will direct you to the new supplier registration process in 7 steps

Supplier Registration

Registration Steps

Step 1: Company Information

1. Company name.
2. Specify the legal entity of the company (Company – Sole Proprietor – Joint Stock – etc.).
3. Type of supplier (Local – Foreign – etc.).
4. Country where the tax number is registered.
5. Company tax number.
6. Commercial registration number.
7. Company's official website link.
8. Attach the company profile or portfolio of previous work.
9. Register the responsible person's name and email.

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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 Name

* Tax Organization Type

Supplier Type

Company Web Site

Attachments None

Tax Country

Taxpayer ID

CR Number

Note to Approver

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

* Last Name

* Email

* Confirm Email

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Step 2: Contact Information

Add the first name – last name – job title – contact numbers – fax – email.

Edit Contact: Beshoy Mina

Salutation: Mr.

* First Name

Middle Name

* Last Name

Job Title

☒ Administrative contact

☐ Create user account

Roles

Role	Description
No data to display.	

Step 3: Address

Add the company's address including street name – country – city – postal code.

Create Address

* Address Name: Olaya ST

* Country: Saudi Arabia

* Address Line 1 or P.O. Box: Olaya ST

Address Line 2

* City: Riyadh

Postal Code

* Address Purpose: ☒ Ordering, ☒ Permit to, ☒ RFQ or Bidding

Phone: 966, Fax: 966, Email:

Address Contacts

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				

Buttons: Create Another, OK, Cancel

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Step 4: Bank Account

Add bank details: country name – bank name – branch name – account number – international IBAN – currency.

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 Digit

Comments

Note to Approver

Create Another **OK** Cancel

Step 5: Services and Products

Add supplier's sector – available materials and products.

Select Category

Select	Category Name	Description
<input type="checkbox"/>	Advertising, Marketing & Media	Advertising, Marketing & Media
<input type="checkbox"/>	Audio and Visual	Audio and Visual
<input type="checkbox"/>	Facilities Management	Facilities Management
<input type="checkbox"/>	Food & Beverage	Food & Beverage
<input type="checkbox"/>	Human Resources	Human Resources
<input type="checkbox"/>	Intercompany	Intercompany
<input checked="" type="checkbox"/>	IT & Telecoms	IT & Telecoms
<input type="checkbox"/>	Operating Supplies & Equipment	Operating Supplies & Equipment
<input type="checkbox"/>	Professional Services	Professional Services
<input type="checkbox"/>	Travel and Logistics	Travel and Logistics

Columns Hidden: 1

Apply **OK** Cancel

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Step 6: Questionnaires and Attachment of Official Documents

1. General Information:

- Add geographic location – average annual revenue – number of company employees – payment terms.

The screenshot shows the 'Register Supplier: Questionnaire' page in the Oracle system. The progress bar at the top indicates the current step is 'Questionnaire' (Step 6 of 7). The left sidebar shows the 'Section' list with '1. General Information' selected. The main content area displays 'Questions (Section 1 of 3)' with four numbered questions:

- 1. State your all Geographical Presence** (برجاء ارفاق مواقع الشركة) - Response Attachments: None
- 2. Give your Average Annual Gross Revenue** (برجاء ارفاق متوسط الإيرادات السنوية) - Response Attachments: None
- 3. How many people are employed by your company?** (برجاء ارفاق عدد موظفي الشركة) - Response Attachments: None
- 4. What is the payment term?** (برجاء تحديد شروط الدفع) (Preferred Response: Credit)
 - ☐ a. Credit
 - ☐ b. Cash
 - ☐ c. LC

2. Official Documents:

- Chamber of Commerce membership – Commercial Registration – Zakat Certificate – VAT Certificate – Social Insurance Certificate – Bank account certificate stamped by the bank – Owner's ID – Identify company type.
- If it is a local company, please indicate whether the company is listed in the mandatory lists of the Local Content Authority and attach the relevant certificates.

The screenshot shows the 'Register Supplier: Questionnaire' page in the Oracle system, specifically the 'Official Documents' section. The progress bar at the top indicates the current step is 'Questionnaire' (Step 6 of 7). The left sidebar shows the 'Section' list with '2. Supplier Registration Information' selected. The main content area displays 'Questions (Section 2 of 3)' with twelve numbered questions:

- 5. Please attach your Chamber of Commerce Membership Certificate.** (برجاء ارفاق شهادة العضوية التجارية) - Response Attachments: None
- 6. Please attach your Commercial Registration Certificate and enter the end date** (برجاء ارفاق شهادة التسجيل التجاري وادخل تاريخ انتهاء صلاحية الشهادة التجارية) - Response Attachments: None
- 7. Please attach your GAZT Certificate.** (برجاء ارفاق شهادة الغازة) - Response Attachments: None
- 8. Please attach your GOSI Certificate.** (برجاء ارفاق شهادة التأمينات الاجتماعية) - Response Attachments: None
- 9. Please attach your IBAN Certificate.** (برجاء ارفاق شهادة الحساب البنكي الدولي) - Response Attachments: None
- 10. Please attach your VAT certificate** (برجاء ارفاق شهادة ضريبة القيمة المضافة) - Response Attachments: None
- 11. Please attach your Authorized Owner id** (برجاء ارفاق هوية المالك المصرح به / الترخيص للمركبات) - Response Attachments: None
- 12. State Your Establishment** (برجاء تحديد 10 كودات الدولة / المؤسسة / المدينة / المنطقة) (Preferred Response: Local)
 - ☐ a. Local
 - ☐ b. Foreign

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Register Supplier: Questionnaire

Register Establishment 100% 0%

Back Next Save for Later Register Cancel

12. State Your Establishment

يرجى تحديد إذا كانت الشركة (المؤسسة) سعودية أم أجنبية

(Preferred Response: Local)

☒ a. Local

Response Attachments: None

☐ b. Foreign

* 12.a.1. What is the product type?

يرجى اختيار نوع المنتج (الشيء الذي تصنع أو تستورد)

(Preferred Response: Saudi Made)

☒ a. Saudi Made

Response Attachments: None

☐ b. Distributor or Agent

* 12.a.1.a.1. Is your company included in the mandatory list of national products?

هل شركة شركتكم مدرجة في قائمة المنتجات الوطنية الإجبارية

(Preferred Response: Yes)

☒ a. Yes

Response Attachments: None

☐ b. No

* 12.a.1.a.1.1. Please select a list of sectors in which you will work with us

يرجى تحديد قائمة القطاعات

☐ a. Medicines and medical preparations - الأدوية و المستحضرات الطبية

☐ b. Building and Construction - البناء و التشييد

☐ c. Medical supplies - إمدادات الطبية

☐ d. Cleaning consumables - مستلزمات التنظيف

☐ e. Artificial works - الأعمال الفنية

☐ f. Food and agricultural products - الأغذية و إمدادات الزراعة

☐ g. Chemical materials - المواد الكيميائية

☐ h. Furniture - أثاث

☐ i. Personal and household equipment and supplies - إمدادات وتجهيزات شخصية ومنزلية

☐ j. Consumer paper products - إمدادات ورقية استهلاكية

☐ k. Cyber security - الأمن الإلكتروني

☐ l. Information technology - تقنية المعلومات

☐ m. Plastic consumer products - إمدادات الاستهلاكية البلاستيكية

☐ n. Stationery and office supplies - إمدادات ورقية و إمدادات مكتبية

☐ o. Transportation and logistics services - نقل و إمدادات لوجستية

☐ p. None of the above

* 12.a.1.a.1.2. Does your organization have Local Content certification? If Yes, please attach your certificate

يرجى تحديد إذا كان شركتكم معتمدة المحتوى المحلي

☐ a. Yes

☐ b. No

Response Attachments: None

* 12.a.1.a.1.3. Local Content Certificate End Date

يرجى تحديد التاريخ النهائي لمعتمد المحتوى المحلي

Step 7: Review Data

Review the data entered. There are two review options:

1. Review and register later.

ORACLE

Company Details

Contacts

Addresses

Bank Accounts

Products and Questionnaires

Review

Review Supplier Registration: Test#1

Back Next Save for Later Register Cancel

Company Details

Company Name

Test#1

Tax Organization Type

Corporation

Supplier Type

Carrier

Company Web Site

Tax Country

Saudi Arabia

Taxpayer ID

31190055550003

CR Number

1010999942

Note to Approver

Attachments

2. Review and register immediately.

ORACLE

Company Details

Contacts

Addresses

Bank Accounts

Products and Questionnaires

Review

Review Supplier Registration: Test#1

Back Next Save for Later Register Cancel

Company Details

Company Name

Test#1

Tax Organization Type

Corporation

Supplier Type

Carrier

Company Web Site

Tax Country

Saudi Arabia

Taxpayer ID

31190055550003

CR Number

1010999942

Note to Approver

Attachments

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The system will notify you whether all the entered data is correct. If not, please review the provided information, correct it, and save the registration.

Once registration is successfully completed, the system will send a message to the responsible employee.

The data will undergo review and approval. You will receive an email informing you whether your registration was accepted or rejected.

We thank you and wish you all the best in what's to come, and we look forward to a fruitful cooperation between both parties.