



دليل المستخدم لتسجيل المورد

الإجـراءات الخاصة بالتسجيل في بوابة الموردين



Company Contacts Addresses Business Bank Products and Questionnaire Review Register Supplier: Company Details ? Intra value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number. * Tax Company * Tax Country Taxpayer ID * Tax Country Taxpayer ID
1 2 3 4 5 6 7 8 Company Contacts Addresses Business Bank Accounts Products and Questionnaire Review Review Register Supplier: Company Details ? Image: Company Contacts Addresses Business Accounts Services Register Register Register Register Register Register Register Register Register Cancel Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number. * * Tax Country * Tax payer ID * Tax Organization Type + -
Negister Supplier. Company Details (*) 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 * Tax Organization Type
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* Tax Organization Type
Supplier Type
Corporate Web Site Note to Approver
Attachments None
Additional Information
Your Contact Information Enter the contact information for communications regarding this registration.
* First Name
* Last Name
* Email
* Confirm Email

الخطوة (1/21):

- 01 اضغط على الرابط الخاص بتسجيل الموردين بحساب وزارة الطاقة.
 - 02 للرحلة الأولى تسجيل تفاصيل الشركة الخاصة بك.
 - 03 قم بإدخال البيانات الأساسية الخاصة بالشركة.
 - 04 اضغط على "التالي".

تسجیل مورد جدید

تتم عملية تسجيل الموردين عن طريق عن طريق الموقع الرسمي لوزارة الطاقة.

اضغط هنا



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الخطوة (2/21):

- 01 للرحلة الثانية تسجيل ممثلي الشركة.
- 02 سيظهر لك بيانات المثل الذي تم إدخالة في الرحلة السابقة.
 - 03 لإضافة ممثل جديد أضغط على "+".

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الخطوة (3/21):

- 01 أدخل البيانات الخاصة بالمثل الخاص بك.
 - 02 اضغط على "موافق".

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الخطوة (4/21):

- 01 بعد إضافة المثلون الخاصين بك.
- 02 اضغط على "التالي".
- 03 قم بإدخال البيانات الأساسية الخاصة بالشركة.
 - 04 اضغط على "التالي".

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الخطوة (5/21):

- 01 للرحلة الثالثة تسجيل عناوين الشركة.
 - 02 اضغط على "+".



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الخطوة (6/21):

- 01 قم بإدخال البيانات الإلزامية للعنوان الخاصة بك.
- 02 اضغط على "+" لربط العنوان بممثلي الشركة الُعرفين في الرحلة السابقة.

	Com De	any Contacts Addresses Business Bank Products and Questionnaire Review Classifications Accounts Services	
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الخطوة (7/21):

- 01 قم بتحديد المثلون الراد ربطهم على العنوان الدخل.
 - 02 اضغط على "موافق".

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الخطوة (8/21):

- **01** بعد ربط المثلون بهذا العنوان.
- 02 اضغط على "موافق".

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	1	2	3	4	5	6	7	8
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الخطوة (9/21):

- 01 المرحلة الرابعة تسجيل تصنيفات العمل و الشهادات الخاصة بالشركة.
- 02 اضغط على "+" لإضافة الشهادات/ التصنيفات.



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nter at least one business classification or select no	one applicable.											
— This section for local supplier, you mu	ist enter all the Required certificates ,Enter each	h certificate in a	a separate line as	s requested Any mi	sing certification	te may lead your ap	plication to be Re	ejected				
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* Classification				Subo	lassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	* Expiration Date	Attachments	Notes
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Official signed Letter Saudization Certificate												
Tax certificate (VAT / Tax certificate)												
Zakat Certificate												

الخطوة (10/21):

01 قم باختيار وإرفاق وتحديد صلاحية المستندات التالية:

- شهادة التسجيل في الغرفة التجارية.

 - شهادة السجل التجاري.
 شهادة التأمينات الاجتماعية.
- شهادة المنشآت الصغيرة والمتوسطة.
 - شهادة الحساب البنكي للشركة.
 - شهادة اعتماد ممثل الشركة.
 - 🔹 شهادة السعودة.
 - شهادة ضريبة القيمة المضافة.
 - 🔹 شهادة الزكاة.

02 ثم اضغط على "التالي".

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الخطوة (11/21):

- 01 للرحلة الخامسة تسجيل الحسابات البنكية الخاصة بالشركة.
 - 02 اضغط على"+".

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الخطوة (12/21):

- 01 قم بإدخال البيانات البنكية الأساسية.
 - 02 اضغط على "موافق".

وزارة الطاقـة MINISTRY OF ENERGY					🗋 (j) Sign In
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ter at least one products and services category.					
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o data to display.					

الخطوة (13/21):

- 01 للرحلة السادسة تحديد المنتجات والخدمات المقدمة من الشركة.
- 02 اضغط على "تحديد وإضافة".

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الخطوة (14/21):

- 01 قم بإختيار من القائمة المنسدلة للمنتجات والخدمات المقدمة من الشركة.
 - 02 اضغط على "موافق".



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Register Supplier: Products and Services	
Enter at least one products and services category. Actions View Format Freeze	e 📺 Detach 🚽 Wrap
Category Name	
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الخطوة (15/21):

- 01 للآن تم إضافة المنتجات والخدمات المقدمة من الشركة.
 - 02 اضغط على "التالي".

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وزارة الطاقـة Ministry of energy	
Register Supplier: Questionnaire Attachments None	Company Contacts Addresses Business Bank Products and Questionnaire Review Details Classifications Accounts Services
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Section	Assessment (Section 1 of 1)
1. Assessment	* 1. The list below the details of relevant projects executed recently and over the last 3 years. Complete with specific details on the program. download the attached document and fill them up, then upload them again
	 a. Attach * 2. List of audit financial statement over last three years a. Attach * 3. Please review the Code of Conduct document and agree Attachments Supplier Disclosure Undertaking a. Attach * 4. Please Provide a Company Profile (Clients you worked with a. Attach

الخطوة (16/21):

01 المرحلة السابعة اضغط على مسميات النماذج لتحميلها ورفع الملفات اللازمة لتسجيل المورد.

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-	File	To Supplier	List of Projects.docx	List of Projects	List of Projects	SCM Impl	05/02/2023 08:31	

الخطوة (17/21):

- 01 اضغط على "مسمى النموذج" لتحميلة.
 - 02 اضغط على "موافق".



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الخطوة (18/21):

- 01 اضغط على "+" لرفع النماذج والستندات المطلوبة.
- **02** رفع كلاً من الملفات التالية حسب الترتيب:
 - المشاريع السابقة للشركة.
- القوائم المالية للشركة لآخر 3 سنوات.
- مستند تعهد الإفصاح الخاص بالوردين.
 الملف التعريفي للشركة.

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الخطوة (19/21):

- **01** رفع النموذج واللف الطلوب.
- 02 اضغط على "موافق".

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وزارة الطاقة MINISTRY OF ENERGY	
Register Supplier: Questionnaire	Image: Company Details Image: Company Contacts Addresses Business Bank Classifications Products and Questionnaire Review Services
Section 1. Assessment	Subsections Subsection 1 of 1: * 1. The list below the details of relevant projects executed recently and over the last 3 years. Complete with specific details on the program. download the attached document and fill them up, then upload them again Attachments List of Projects • a. Attach * Response Attachments Form Supplier + * 1. List of audit financial statement over last three years • a. Attach * Response Attachments financial statement + * Response Attachments financial statement + * Response Attachments financial statement + * Response Attachments Supplier Disclosure Undertaking • a. Attach * Response Attachments Supplier Disclosure Undertaking + * A. Please Provide a Company Profile (Clients you worked with • a. Attach * Response Attachments Company Profile +

الخطوة (20/21):

- 01 التأكد من رفع جميع النماذج واللفات المطلوبة.
 - 02 اضغط على "التالي".



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الخطوة (21/21):

- 01 المرحلة الثامنة مراجعة البيانات المدخلة أثناء التسجيل.
 - 02 ثم قم بالضغط على "تسجيل".

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2024

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في حال وجود أي استفسار يرجى الدخول على الرابط التالي:

خدمة تسجيل الموردين

