

Supplier Registration User Guide


Procedures for Registration on the Supplier Portal

Registering a New Supplier

The process to register a supplier is conducted through the Supplier Portal on the official website of the Ministry of Energy.

Click here

وزارة الطاقة
MINISTRY OF ENERGY



Home

Info

Sign In

12345678

Company DetailsContactsAddressesBusiness ClassificationsBank AccountsProducts and ServicesQuestionnaireReview

Register Supplier: Company Details

BackNextSave for LaterRegisterCancel

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

None

* Tax Country

Taxpayer ID

Commercial Registration (CR)

Note to Approver

Additional Information

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

* Last Name

* Email

* Confirm Email

- Steps (1/21):
- 01

Click on supplier registration link associated with the Ministry of Energy’s click on the supplier registration link on the E-Services, Vendor Services, new Vendor Registration.
- 02

Step one: Enter Your Company Details.
- 03

Fill in the required Company details.
- 04

Click “Next”.


Steps (2/21):

01 Step two: Register the Company’s representatives.

02 The details of the representative entered in the previous step will be displayed.

03 To add a new representative, click “+”.

وزارة الطاقة
MINISTRY OF ENERGY



Home

Info

Sign In

1

2

3

4

5

6

7

8

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Review

Register Supplier: Contacts

Back

Next

Save for Later

Register

Cancel

Enter at least one contact.

Actions

View

Format

Create



Edit

Delete

Freeze

Detach

Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
a, a		as@gmail.com	✓	✓		

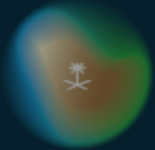
Columns Hidden

7

Steps (3/21):

- 01 Enter your representative details.
- 02 Click “OK”.

وزارة الطاقة
MINISTRY OF ENERGY



Home, Info, Sign In

Progress: 1, 2, 3, 4, 5, 6, 7, 8

Register Supplier: Contacts

Enter at least one contact.

Actions, View, Format, Create, Edit

Name
a, a

Columns Hidden 7

Create Contact

Salutation

* First Name

Middle Name

* Last Name

Job Title

☐ Administrative contact

Phone

Mobile

Fax

* Email

User Account

☐ Request user account

Roles

Actions, View, Format, Freeze, Detach, Wrap

Role	Description
No data to display.	


Create Another, OK, Cancel

Steps (4/21):

01 After adding your representatives.

02 Click “Next”.

وزارة الطاقة
MINISTRY OF ENERGY



[Home](#) [Info](#) [Sign In](#)

12345678

Company Details**Contacts**AddressesBusiness ClassificationsBank AccountsProducts and ServicesQuestionnaireReview

Register Supplier: Contacts ?

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

Enter at least one contact.

Actions ▼View ▼Format ▼[+ Create](#)[Edit](#)[Delete](#)[Freeze](#)[Detach](#)[Wrap](#)

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
a, a		as@gmail.com	✓	✓	Edit	Delete


Columns Hidden 7



Steps (5/21):

01 Step (3): Register Company’s addresses.

02 Click “+”.

وزارة الطاقة
MINISTRY OF ENERGY



 Sign In

✓

✓

3

✓

5

6

7

8

Company DetailsContactsAddressesBusiness ClassificationsBank AccountsProducts and ServicesQuestionnaireReview

Register Supplier: Addresses

BackNextSave for LaterRegisterCancel

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

ActionsViewFormat+ CreateEditDeleteFreezeDetachWrap

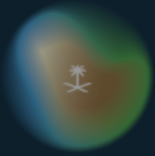
Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display.					
Columns Hidden 3					

Steps (6/21):

01 Fill in the required address details.

02 Click “+” to add the address to the Company representatives identified in the previous phase.

وزارة الطاقة
MINISTRY OF ENERGY



Home

Info

Sign In

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Review

Back

Next

Save for Later

Register

Cancel

Register Supplier: Addresses

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

Actions

View

Format

Create

Address Name	Address
No data to display.	
Columns Hidden 3	

Create Address

* Address Name

* Country

Saudi Arabia

* Address Line 1 or P.O. Box

Address Line 2

* City

Postal Code

* 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

Freeze

Detach

Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden 4				

Create Another

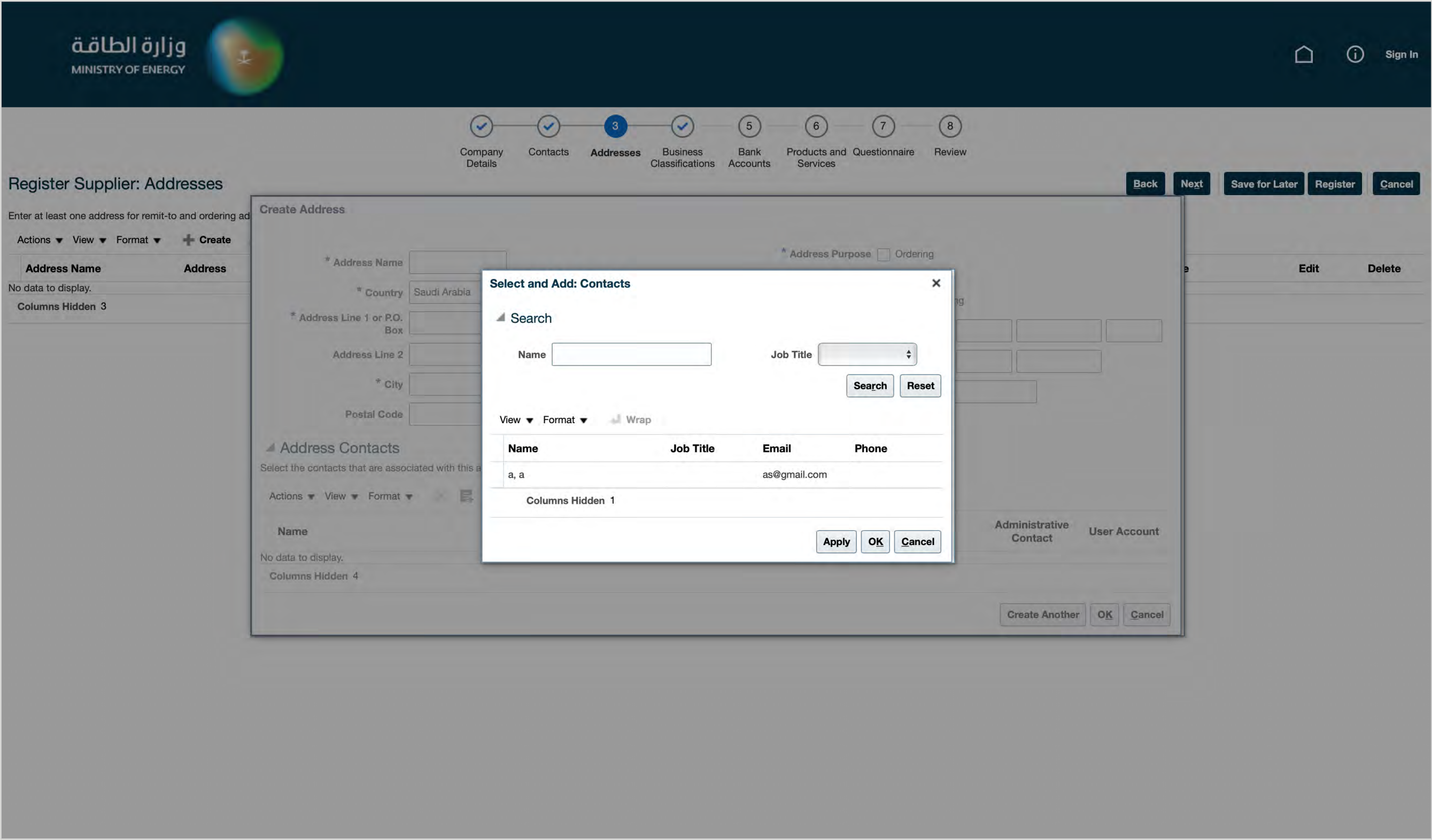
OK

Cancel

Steps (7/21):

01 Select the representatives you want to associate with the provided address.

02 Click “OK”.

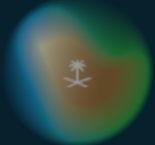


Steps (8/21):

01 After adding the representatives to the address.

02 Click “OK”.

وزارة الطاقة
MINISTRY OF ENERGY



Home

Info

Sign In

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Review

Back

Next

Save for Later

Register

Cancel

Register Supplier: Addresses

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

Actions

View

Format

Create

Address Name	Address
No data to display.	
Columns Hidden 3	

Create Address

* Address Name

* Country

Saudi Arabia

* Address Line 1 or P.O. Box

Address Line 2

* City

Postal Code

* 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

Freeze

Detach

Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden 4				

Create Another

OK


Cancel

Steps (9/21):

01 Step (4): add business classifications and Company certifications.

02 Click “+” to add certifications/ classifications.

وزارة الطاقة
MINISTRY OF ENERGY



[Home](#)[Info](#)[Sign In](#)

1

2

3

4

5

6

7

8

Company DetailsContactsAddressesBusiness ClassificationsBank AccountsProducts and ServicesQuestionnaireReview

Register Supplier: Business Classifications [?](#)

BackNextSave for LaterRegisterCancel

Enter at least one business classification or select none applicable.

— This section for local supplier, you must enter all the Required certificates ,Enter each certificate in a separate line as requested Any missing certificate may lead your application to be Rejected

ActionsViewFormat

+×

FreezeDetachWrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	* Expiration Date	Attachments	Notes
No data to display.								


Steps (10/21):

01 attach the required document and add the expiry date:

- ▀ Chamber of Commerce Certificate.
- ▀ Commercial Registration Certificate.
- ▀ Add a point before like the previous ones.
- ▀ SME (Small and Medium Enterprises)
- ▀ Certificate, if available.
- ▀ Add a point before like the previous ones
- ▀ Official IBAN letter.
- ▀ Official Signed letter.
- ▀ Saudization Certificate.
- ▀ VAT Certificate.
- ▀ Zakat Certificate.

02 Click “Next”.

وزارة الطاقة
MINISTRY OF ENERGY



[Home](#)[Info](#)[Sign In](#)

1

2

3

4

5

6

7

8

Company DetailsContactsAddressesBusiness Classificati...Bank AccountsProducts and ServicesQuestionnaireReview

Register Supplier: Business Classifications [?](#)

Enter at least one business classification or select none applicable.

This section for local supplier, you must enter all the Required certificates ,Enter each certificate in a separate line as requested Any missing certificate may lead your application to be Rejected

ActionsViewFormat+XFreezeDetachWrap


* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	* Expiration Date	Attachments	Notes
<div><div>✓</div><div>Chamber of Commerce Certificate</div><div>Commercial Registration Certificate</div><div>GOSI Certificate</div><div>Monshaat Certificate</div><div>Official IBAN Letter</div><div>Official signed Letter</div><div>Saudization Certificate</div><div>Tax certificate (VAT / Tax certificate)</div><div>Zakat Certificate</div></div>		<div></div>	<div></div>	<div></div>	<div>mm/dd/y</div>	<div>mm/dd/y</div>	<div>None</div>	<div></div>

Steps (11/21):

01 Step (5): Register Company Bank Accounts.

02 Click “+”.

وزارة الطاقة
MINISTRY OF ENERGY



[Home](#)[Info](#)[Sign In](#)

✓

✓

✓

✓

5

6

7

8

Company DetailsContactsAddressesBusiness ClassificationsBank AccountsProducts and ServicesQuestionnaireReview

Register Supplier: Bank Accounts ?

BackNextSave for LaterRegisterCancel

Enter at least one bank account.

ActionsViewFormat>CreateEditDeleteFreezeDetachWrap

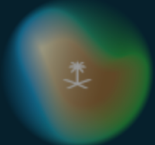
Account Number	IBAN	Currency	Bank	Edit	Delete
No data to display.					
Columns Hidden 8					

Steps (12/21):

01 Enter required bank details.

02 Click “OK”.

وزارة الطاقة
MINISTRY OF ENERGY



Home

Info

Sign In

1

Company Details

2

Contacts

3

Addresses

4

Business Classifications

5

Bank Accounts

6

Products and Services

7

Questionnaire

8

Review

Back

Next

Save for Later

Register

Cancel

Register Supplier: Bank Accounts

Enter at least one bank account.

Actions

View

Format

Create

Edit

Delete

Freeze

Account Number
No data to display.
Columns Hidden 8

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

Steps (13/21):

01 Step (6): Specify the products and services offered by the Company.

02 Click “Select and Add”.

وزارة الطاقة
MINISTRY OF ENERGY



[Home](#)[Info](#)[Sign In](#)

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Review

Back

Next

Save for Later

Register

Cancel

Enter at least one products and services category.

Actions

View

Format

Select and Add

Remove

Freeze

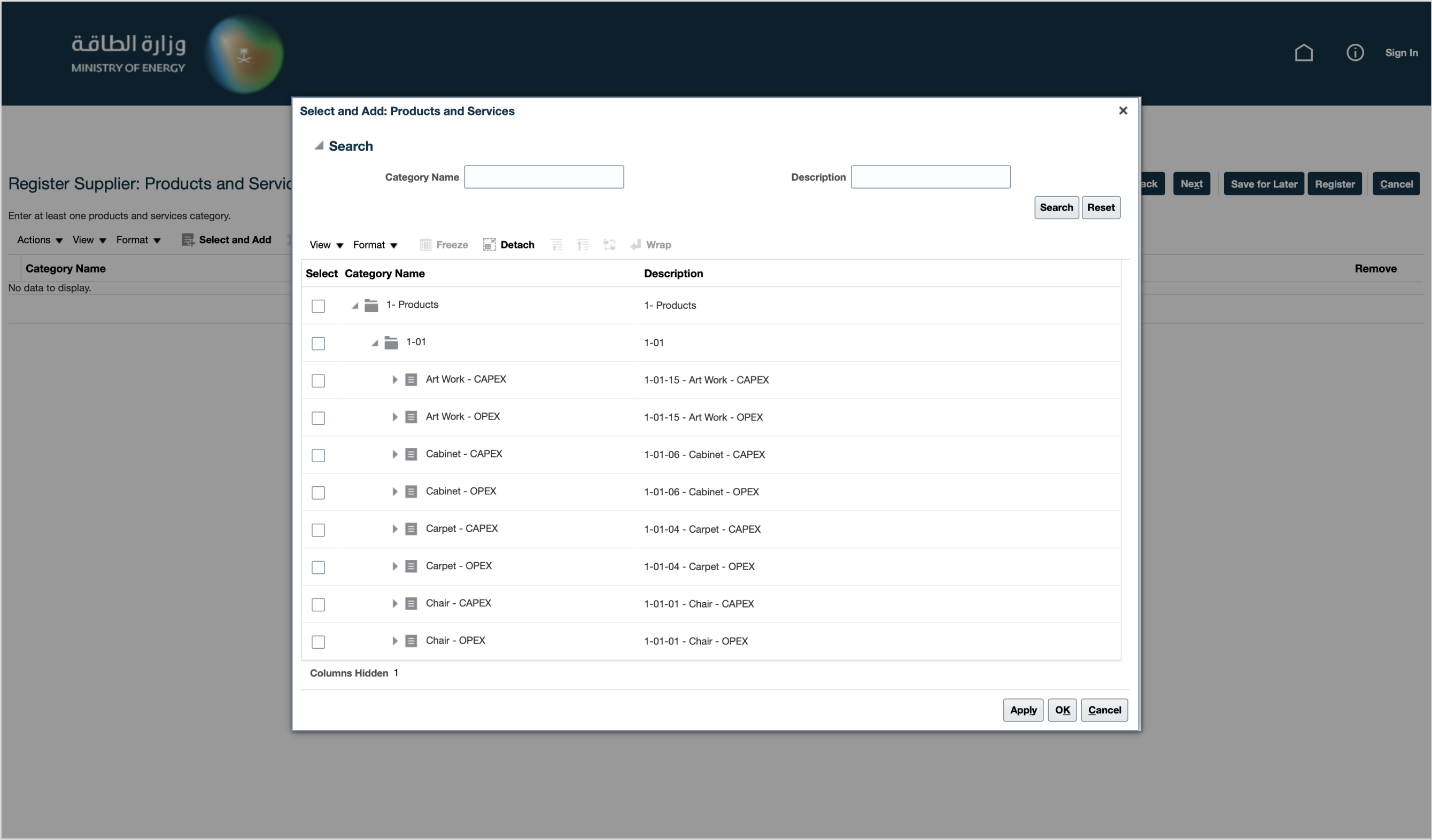
Detach

Wrap

Category Name	Description	Remove
No data to display.		

Steps (14/21):

- 01
- Select from the drop down list the products and services offered by the Company.
- 02
- Click “OK”.




Steps (15/21):

01 Now, the products and services offered by the Company have been added

02 Click “Next”.

وزارة الطاقة
MINISTRY OF ENERGY



[Home](#) [Info](#) [Sign In](#)

✓

Company Details

✓

Contacts

✓

Addresses

✓

Business Classifications

✓

Bank Accounts

6

Products and Services

7

Questionnaire

8

Review

Register Supplier: Products and Services

Back

Next

Save for Later

Register

Cancel

Enter at least one products and services category.

Actions

View

Format

Select and Add

Remove

Freeze

Detach


Wrap

Category Name	Description	Remove
No data to display.		

Steps (16/21):

01 Step (7): Click on the forms’ titles to download and upload the Required forms for supplier registration

وزارة الطاقة
MINISTRY OF ENERGY



[Home](#) [Info](#) [Sign In](#)

✔

Company Details

✔

Contacts

✔

Addresses

4

Business Classifications

5

Bank Accounts

✔

Products and Services

7

Questionnaire

8

Review

Back

Next

Save for Later

Register

Cancel

Register Supplier: Questionnaire

Attachments None

Section

✔ 1. Assessment

Questions

Assessment (Section 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

* 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

End of Section 1 of 1

Previous Section

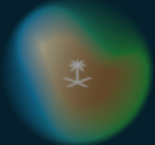
Next Section

Steps (17/21):

01 Click file Name or URL download.

02 Click “OK”.

وزارة الطاقة
MINISTRY OF ENERGY



[Home](#) [Info](#) [Sign In](#)

✔

Company Details

✔

Contacts

✔

Addresses

4

Business Classifications

5

Bank Accounts

✔

Products and Services

7

Questionnaire

8

Review

Register Supplier: Questionnaire

BackNextSave for LaterRegisterCancel

Attachments None

Questions

Attachments

ActionsView+×

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
File	To Supplier	List of Projects.docx	List of Projects	List of Projects	SCM Impl	05/02/2023 08:31

OK

a. Attach

* 4. Please Provide a Company Profile (Clients you worked with

a. Attach


End of Section 1 of 1

Previous SectionNext Section

Steps (18/21):

- 01
- Click “+” to upload the required forms and documents.
- 02
- Upload each of the following files in order:
 - Previous Projects Completed by the Company.
 - Company Financial Statements for the Last 3 Years.
 - Suppliers Disclosure Undertaking Form Company Profile.
 -

وزارة الطاقة
MINISTRY OF ENERGY



[Home](#)[Info](#)[Sign In](#)

1

Company Details

2

Contacts

3

Addresses

4

Business Classifications

5

Bank Accounts

6

Products and Services

7

Questionnaire

8

Review

Register Supplier: Questionnaire

Back

Next

Save for Later

Register

Cancel

Attachments

None

Section

1. Assessment

Questions

Assessment (Section 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

None

+

* 2. List of audit financial statement over last three years

a. Attach

Response Attachments

None

+

* 3. Please review the Code of Conduct document and agree

Attachments

Supplier Disclosure Undertaking

a. Attach

Response Attachments

None

+

* 4. Please Provide a Company Profile (Clients you worked with

a. Attach

Response Attachments

None

+

End of Section 1 of 1

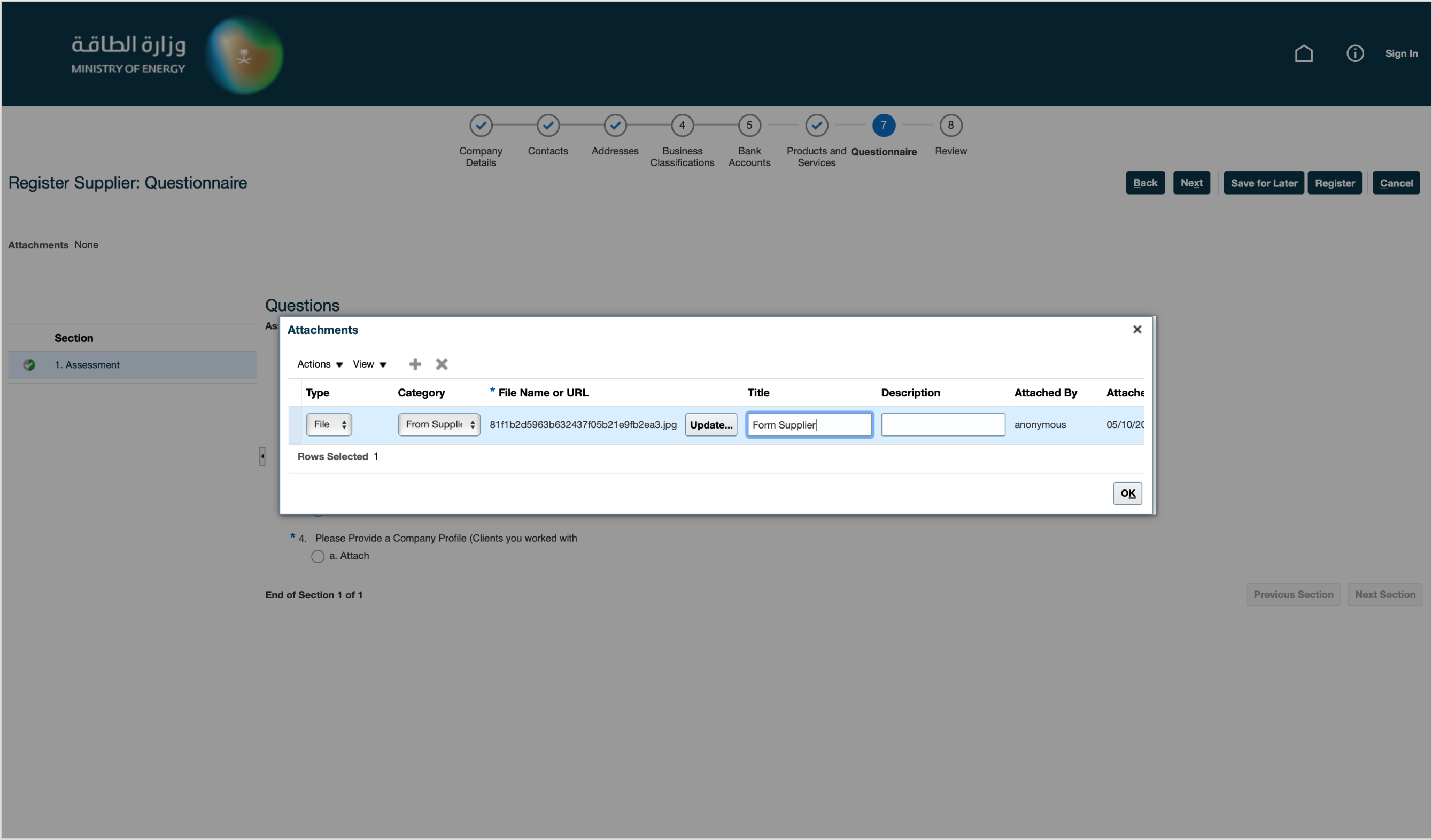
Previous Section

Next Section

Steps (19/21):

01 Upload the required form and file.


02 Click “OK”.



Steps (20/21):

- 01
- Ensure all required forms and documents are uploaded.
- 02
- Click “Next”.

وزارة الطاقة
MINISTRY OF ENERGY



[Home](#)[Info](#)[Sign In](#)

12345678

Company DetailsContactsAddressesBusiness ClassificationsBank AccountsProducts and ServicesQuestionnaireReview

BackNextSave for LaterRegisterCancel

AttachmentsNone

Section

1. Assessment

Questions

Assessment (Section 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

AttachmentsList of Projects

a. Attach

Response AttachmentsForm Supplier

* 2. List of audit financial statement over last three years

a. Attach

Response Attachmentsfinancial statement

* 3. Please review the Code of Conduct document and agree

AttachmentsSupplier Disclosure Undertaking

a. Attach

Response AttachmentsSupplier Disclosure Undertaking

* 4. Please Provide a Company Profile (Clients you worked with

a. Attach

Response AttachmentsCompany Profile

End of Section 1 of 1


Previous Section



Next Section

Steps (21/21):

- 01
- Step (8): Review data entered during registration.
- 02
- Then, click “Register”.

وزارة الطاقة
MINISTRY OF ENERGY



Sign In

✓

Company Details

✓

Contacts

✓

Addresses

✓

Business Classifications

✓

Bank Accounts

✓

Products and Services

✓

Questionnaire

8

Review

Review Supplier Registration: test ?

Back

Next

Save for Later

Register

Cancel

Company Details

Company

test

Tax Organization Type

Corporation

Supplier Type

Supplier

Corporate Web Site

Tax Country

Egypt

Taxpayer ID

Commercial Registration (CR)

10111192

Note to Approver



Additional Information


Attachments

Actions ▾View ▾+×

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



Contacts

View ▾Format ▾ **Detach** 

Name	Job Title	Email	Administrative Contact	Request User Account	Details
a, a		as@gmail.com	✓	✓	

Columns Hidden 7

Addresses

View ▾Format ▾ **Detach** 

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

For any inquiries, please access the following link for supplier services:

[Click here](#)