البنك المركزي السعودي
SAMA
Saudi Central Bank

Supplier Manual User

Procurement and Vendor Relationship Department

Vendor Relation Section

Supplier Request

1 Supplier Information

1.1	Organization/Supplier Name *
1.2	Primary Contact First Name *
1.3	Primary Contact Last Name *
1.4	Contact Email *
1.5	Contact Phone
1.6	Company Full Address *

In Part 1 of the Request Questionnaires you need to fill basic information.

Building Name

Street 1

Street 2

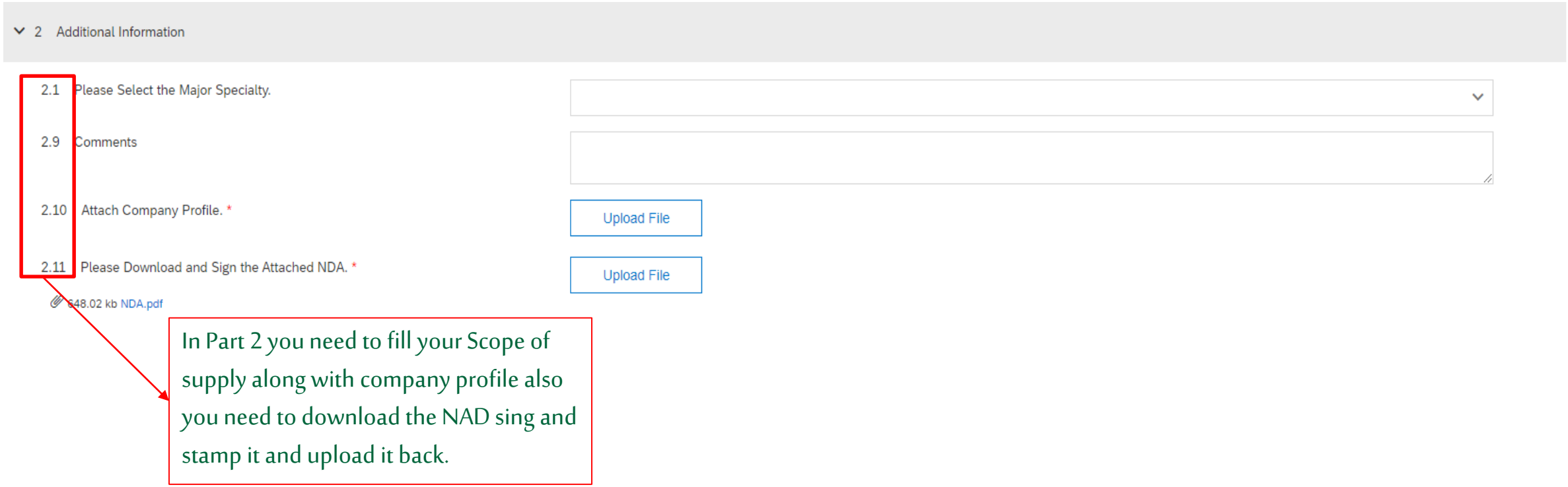
District

Postal Code *

City *

Country *

Supplier Request



Supplier Request Email

الموضوع: SAMA PVR - TEST is reviewing your registration request

Hello Company 111 Team,

SAMA PVR - TEST has received your registration request and will review it for approval.
Their response will be emailed to alawad_yousef@hotmail.com.

If you have any questions, please don't reply to this email but instead contact SAMA PVR - TEST directly.

Supplier Help Desk atVendor-Relations@SAMA.GOV.SA or via the unified call center: +966 11 466-2122.

This email has been sent to you on behalf of Saudi Central Bank e-Marketplace by SAP Ariba.

Regards
SAUDI CENTRAL BANK Procurement and Vendor Relatioship Department.

After Submitting your request you will received an email from the system confirming that your request have been delivered to Saudi Central Bank Procurement Department

Registration Invite

الموضوع: Invitation: Register to become a supplier with SAMA PVR - TEST

SAMA PVR - TEST

Register as a vendor with Saudi Central Bank e-Marketplace

Dear Supplier`s,

Yousef Alawad has invited you to register to become a supplier with SAMA PVR - TEST. Start by creating an account with Ariba Network. It's free.

SAMA PVR - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Company 111 already has an account with Ariba Network, sign in with your username and password.

Click Here to create account now

Note:

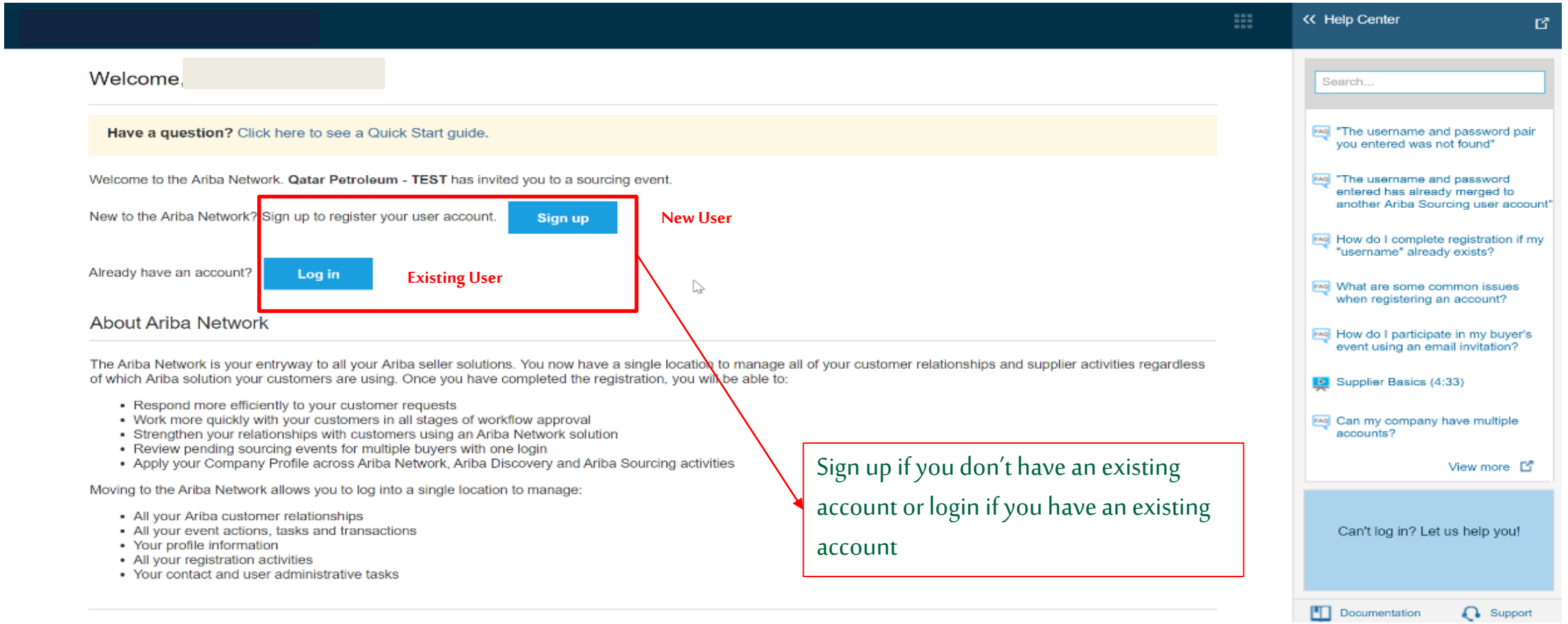
Approved Saudi Central Bank Vendor with existing vendor ID shall perform the following steps to activate their account on Saudi Central Bank e-Marketplace.

- Click the above link
- Check the Privacy Statement
- If you have an existing Ariba Network Account, please select **Log in**
- If you are new to the Ariba Network, please select **Sign up**
- Fill in the requested information and then select **Create account and continue**
- Verify basic information such as vendor ID, Company Name, etc.
- Select **Submit entire response**, to activate your company account on **Saudi Central Bank e-Marketplace.**
- You will receive notification via email that the account is Registered
- The activation step will allow suppliers to receive RFQ/RFI via Saudi Central Bank e-Marketplace in the future

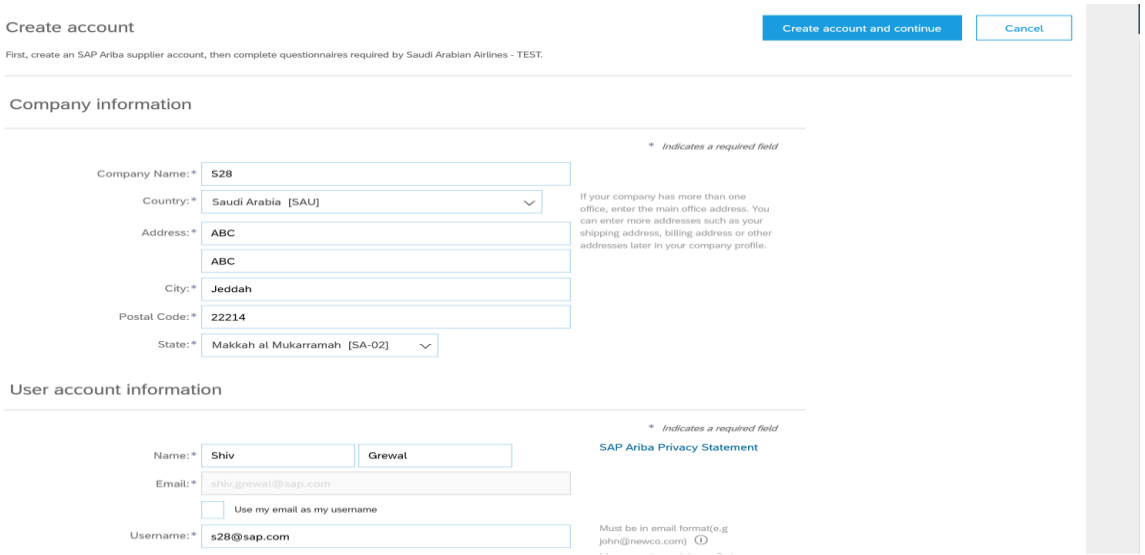
This folder is up to date. Connected to: Microsoft Exchange

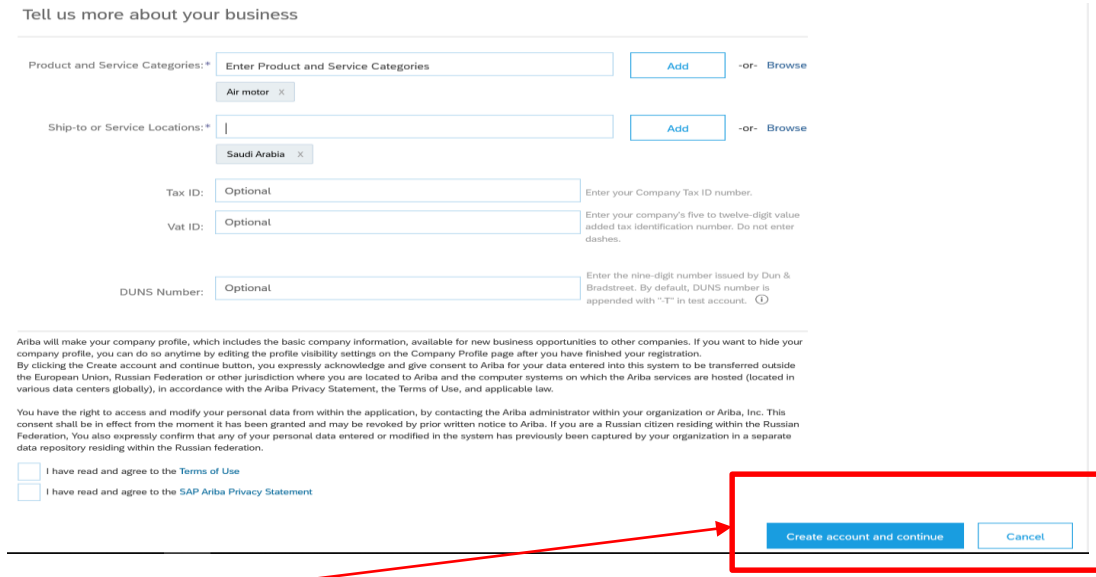
After approving your request you will receive a registration invitation email from Saudi Central Bank that contain the registration questioners link.

Registration Invite



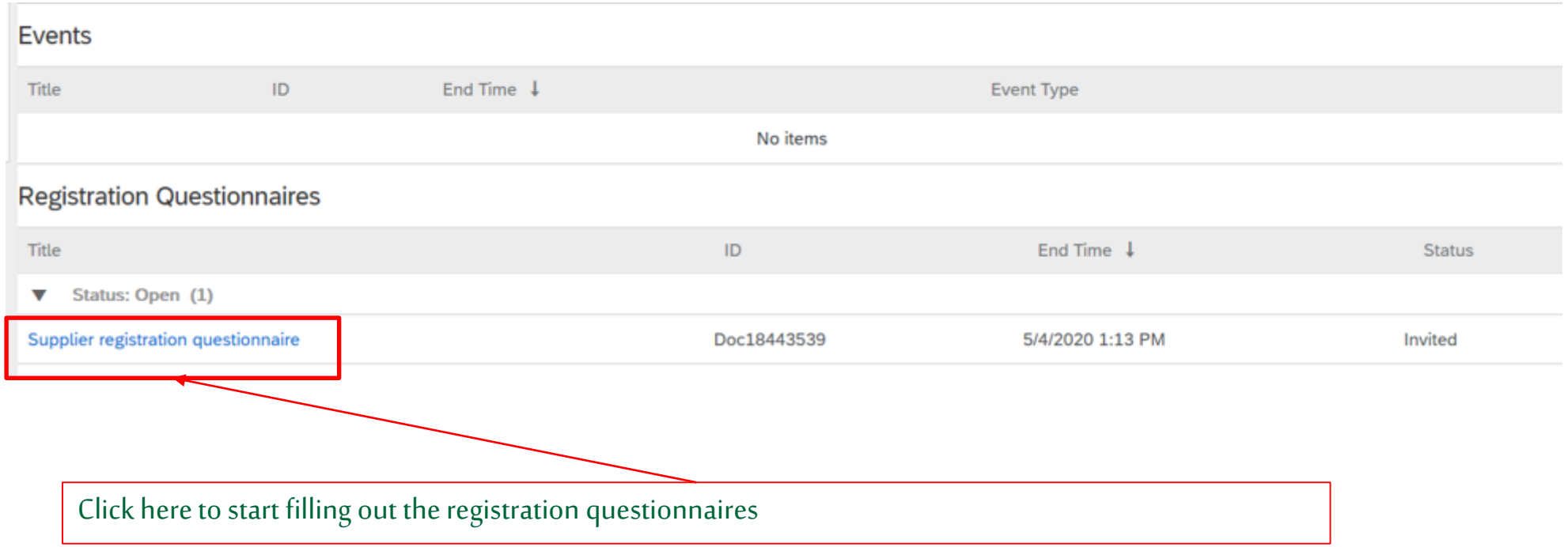
Registration Process





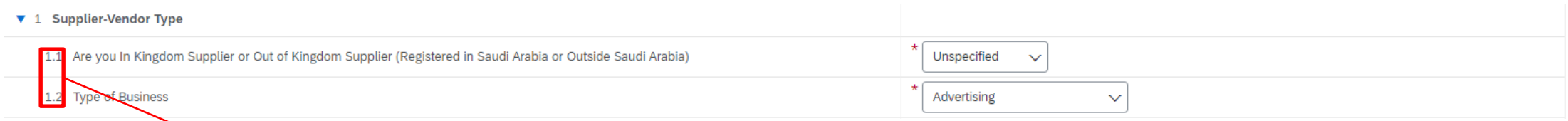
Fill out your account information and click on create account to continue

Registration Questionnaires



Click here to start filling out the registration questionnaires

Registration Questionnaires Part 1



Part 1 contains two questions based on your answer in question No. 1.1 the registration requirement will be different.

Registration Questionnaires Part 2

▼ 2 **Basic Information & Address**

2.1	Company Name in Arabic	
2.2	Company Name in English	* Company 111
2.3	Occupation Practice Permit Number	
2.4	Occupation Practice Permit Expiry Date	
2.5	Main Activity Description	* Unspecified
2.6	Main telephone number	*
2.7	Main address	*Show More Name: king Saud Street 1: 123 King Saud St Street 2: District: Postal Code: 12121 City: * Riyadh

Part 2 will help us to know you better!
By providing us some basic information about you!

Registration Questionnaires Part 3, 4, 5, & 6

3 Contact Information	Add Contact Information (0)	
4 Reference (At least 3 Major clients to Your Organization)	Add Reference (At least 3 Major clients to Your Organization) (0)	
5 Bank Information	Add Bank Information (0)	
▼ 6 Vendor Structure		
6.1 Do You have existing Organization structure?		* Unspecified
6.3 Total No. of Employees.		
6.4 Total No. of Saudi Employees.		
6.5 Total no. of employees in Sales Department.		
6.6 Total number of employees in Purchasing Department.		
6.7 Total number of employee in Quality Department.		

Part No. 3 & 5 are Mandatory.
Part 4 & 6 will give us more information about you!

Registration Questionnaires Part 7 & 8

▼ 7	**Quality System**	
7.1	Are you Certified? If yes to which standard, If No are you planning to be certified?	Unspecified
7.2	Is your Materials and products comply with SASO Standard?	
7.3	Do you have inspection procrdures to check qulity of goods received, in process and final inspection? (If yes submit inspection procedures)	
▼ 8	**Scope of supply**	
8.1	Select Commodity Supplied.	*(select a value) [select]
8.2	Major Scope of supply	*
8.3	Sup Scope of supply	*
8.4	Do you have Items/service standard and specification documents?	* Unspecified
8.7	Have you ever worked with Saudi Central Bank (Main office and/or Branches)?	* Unspecified

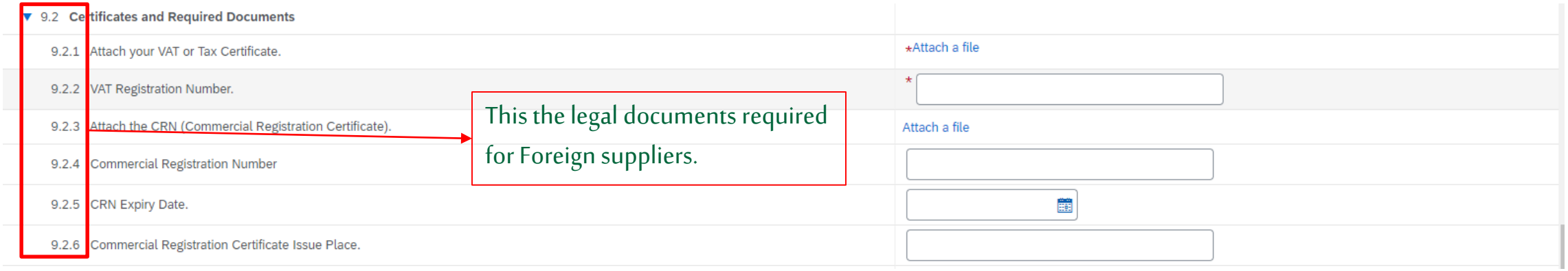
In these 2 Parts will get to know better about your business and services.

Registration Questionnaires Part 9 (Kingdom Suppliers)

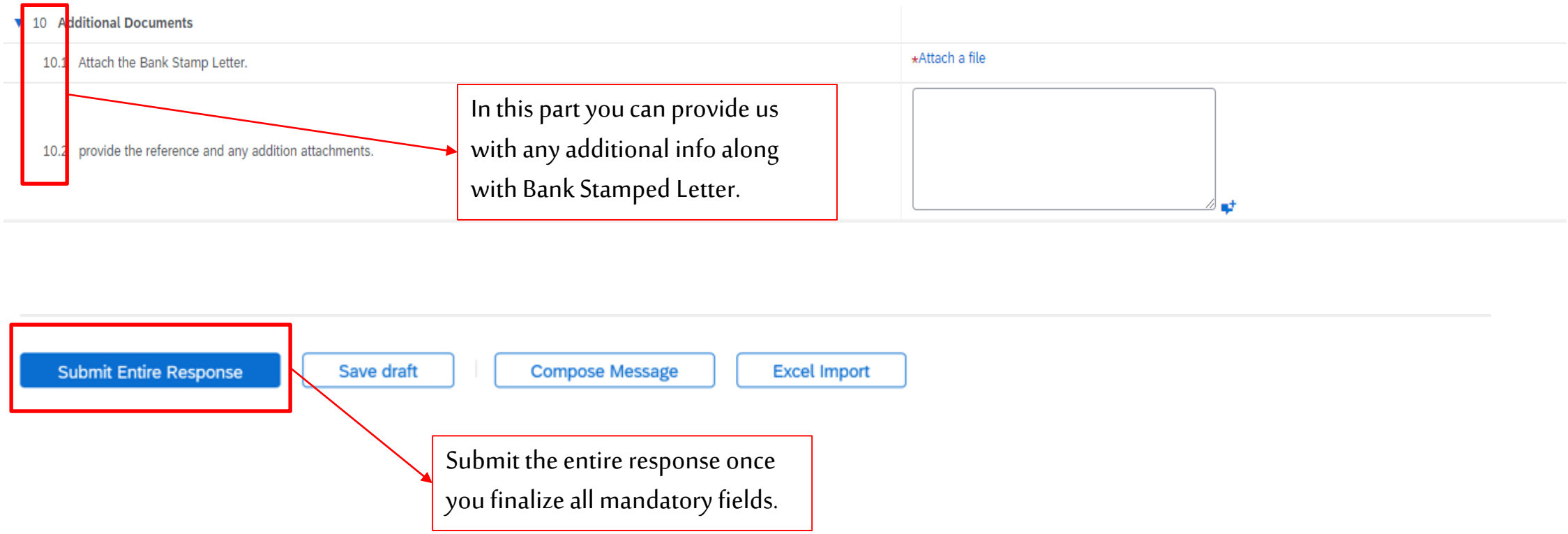
9.1 Certificates and Required Documents	
9.1.1 Attach Chamber of Commerce Certificate.	*Attach a file
9.1.2 Chamber of Commerce Certificate Expiry Date.	*
9.1.3 Attach GOSI Certificate.	*Attach a file
9.1.4 GOSI Certificate Expiry Date.	*
9.1.5 Please Provide GOSI Subscription Number.	*
9.1.6 Attach your ZAKAT Certificate.	*Attach a file
9.1.7 ZAKAT Certificate Expiry Date.	*
9.1.8 Attach Saudization Certificate (Issued by a Ministry of Labour).	*Attach a file
9.1.9 Saudization Certificate Expiry Date.	*
9.1.10 Saudization Certificate Number.	*
9.1.11 Attach the CRN (Commercial Registration Certificate)	*Attach a file

In this part you need to provide us with all your legal documents.

Registration Questionnaires Part 9 (Outside Kingdom Suppliers)



Registration Questionnaires Part 10



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