

Supplier Service Portal

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Introduction to Supplier Lifecycle Management in the System

The Supplier Registration System: is a web interface that enables suppliers to register themselves in the Mawared System of the Ministry of Health as prospective suppliers. Once approved by the buyer at the Ministry of Health, the supplier becomes an **approved vendor** and can then receive purchase orders and submit invoices for payments.

Registering as a prospective supplier is the first step for the supplier to provide the required information in the following areas:

- Basic company information.
- Company details.
- Address details.
- Product, services, and projects details.
- Bank account details.
- Business classifications.
- Additional information.

Requirements and Recommended Software

To access the Supplier Registration System in Mawared through the Ministry of Health's electronic portal, the following requirements must be met:

- Internet Connection with a speed of 1 Mbps or higher.
- Web Browser – Internet Explorer (version 10 or later) or a compatible browser.



Using a pop-up blocker may negatively affect the functionality of the Supplier Registration System. Therefore, it is recommended to add the website to the exceptions list to allow full access and optimal performance.

Navigation Tips

The following information will help you navigate through the system:

Browser Back Button:

Do not use the browser's back button, as it may cause system errors.



Asterisk { * }

Fields marked with an asterisk are mandatory and must be completed with the required information.



Pencil Icon

Allows you to update the field.



Calendar Icon

Click to select a date.



Magnifying Glass Icon

Allows you to search for available values in the field.



If you know the value, enter it and press the "Tab" key to fill the field automatically.

If you don't know the value, click the magnifying glass icon to open the search and selection window.

Go to the List of Values. Click Quick Select to fill the field.

Percentage Symbol (%)

Use % for partial searches when the full value is unknown.

For example, to search for "Abdulrahman Fahad Alhaqbani", you can enter:

Abdulrahman% OR Alhaqbani% OR Abdulrahman%Fahad%Alhaqbani

This method is called wildcard search.

New Supplier Registration

Registering a Prospective Supplier

You can register as a supplier by following the steps below:

Access the Ministry of Health's Supplier Portal:

1. Go to the Ministry of Health website: www.moh.gov.sa
2. Navigate to the Supplier Registration Page by clicking the following link:
https://erp.moh.gov.sa/OA_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/ProspRegPG&OAHF=POS_GUEST_REG_HP&OASF=POS_SUPPREG_REGISTER&OAPB=POS_ISP_BRAND&oid=C11FE8829F1765A0&language_code=us
3. Click on "Register".
4. The first page that appears will be the Prospective Supplier Registration page.

You will be redirected to the Supplier Registration page as shown in the image below:



Basic Information

Company Details

In this step, enter the basic company details in the "Company Details" section. Make sure to fill in all mandatory fields as shown in the example below.



1. In the first field, enter the **company name**.
2. In the second field, enter the **commercial registration number**.

Contact Information

1. Enter the contact email in the **email field**.
2. Enter the supplier's first name in the **first name field**.
3. Enter the supplier's last name in the **last name field**.
4. Enter the mobile number in the **mobile number field**.
5. Enter the **phone area code**.
6. Enter the supplier's phone number in the **extension field**.
7. Once all required fields are completed, click **Next**.

Address Book

The address book page allows you to define your company's current address. This step is **mandatory** to add the purchasing and payment addresses to your company profile by updating the address book.

Click on Configure.



Then **update** the details to configure the address.



1. Enter the supplier address in the **address name** field.
2. The country will appear automatically; **please select the correct country**.
3. Enter **address line 1**.
4. Enter the city information in the **city/town/location** field.
5. Enter the **postal code**.
6. Enter the **phone number** of the contact person.
7. Enter the supplier's **email address**.
8. After updating the information, click **Apply**.

Contact Directory

In this step, add the latest contact information for your company profile.

1. Click Update in the contact directory table to edit the **contact details** of the supplier or their representative.

تفصيل العميل

معلومات العميل - رقم العميل: 12345

الاسم الأول	اسم العائلة	الهاتف	عنوان العميل	البريد الإلكتروني	ملاحظات	تاريخ التحديث
محمد	أحمد	011-12345678	شارع التحرير	muhammad.ahmed@company.com		2023-10-27

1. Select the job title.
2. Select the address name, then click **Apply**.

تعديل بيانات العميل

اسم العميل: محمد أحمد

رقم العميل: 12345

الاسم الأول: محمد

اسم العائلة: أحمد

الهاتف: 011-12345678

عنوان العميل: شارع التحرير

البريد الإلكتروني: muhammad.ahmed@company.com

ملاحظات:

تاريخ التحديث: 2023-10-27

حفظ

Business Classifications

In this step, provide all required details such as the **certificate number, certificate expiry date, and attachments** for each business classification.

1. Enter the certificate number and expiry date for the three certificates mentioned above (Zakat Certificate, Commercial Registration Certificate, and Saudization Certificate).
2. Add attachments, which are digital copies of the certificates in Word or PDF format.

البيانات	رقم الشهادة	التاريخ انتهاء الصلاحية	المرفقات
اسم الزكوة المستحق			
تاريخ من التاريخ 14 أو التاريخ المحدود بحساب من التاريخ 14 التالي أو وضع فيها معلومات			
البيانات المرفقة إلى إدارة الجواز			
شهادة السجل التجاري			
شهادة الجواز			
إعدادات رقم الإذن مضافة من نظام أو الترخيص من أي النظام باسم الشركة			
شهادة تخطيط تنمية النظرة أو كودين الترخيص من أي النظام			
شهادة جواز أو كود الترخيص			
شهادة من المؤسسة العامة للتأمينات الاجتماعية المسجلة للشركة في المؤسسة			

2024-04-25 | © موارِد تخطيط موارد المنشأة

Banking Details

In this step, update the bank details used for **registration and payments**. Click on **Configure**.

التفاصيل البنكية

معلومات الحساب (مطلوب)

البنك

رقم حساب البنك

رقم التاجر على البنك

البنك	رقم حساب البنك	رقم التاجر على البنك	العملة	اسم البنك	رقم البنك	اسم الفرع	رقم الفرع	العملة	البلد

Then enter the country field.

تكوين حساب البنك

شتر إلى محل مطلوب

البلد

السلة العربية السعودية

يتم استخدام الحساب المتوافقات الأجنبية

يرجى أن يتضمن تعديد الحساب بيانات البلد والفرع

1. Click on "**Existing Bank**" to search for an available bank to select.

البنك

بنك جديد

بنك موجود

اسم البنك

بنك أبوظبي الأول، ش. م. ع

رقم البنك

90

إظهار تفاصيل البنك

الفرع

فرع جديد

 فرع موجود

اسم الفرع

 رقم الفرع

 BIC

 نوع الفرع

6. Then click on the search icon to select from the list of **available options**.

القائمة

 البحث والتحديد: اسم الفرع

لنبحث عن الفرع. انظر بند البحث من القائمة رقم إدخال بعض الحروف في المقل للنتيجة ثم اختر زر "إظهار"

بحث حسب اسم الفرع

النتائج

الخيار اسم الفرع	رقم الفرع	اسم البنك	رقم البنك	BIC	نوع الفرع
<input checked="" type="radio"/>  فرع الرياض		بنك أبوظبي الأول - فرع	90	ABA	

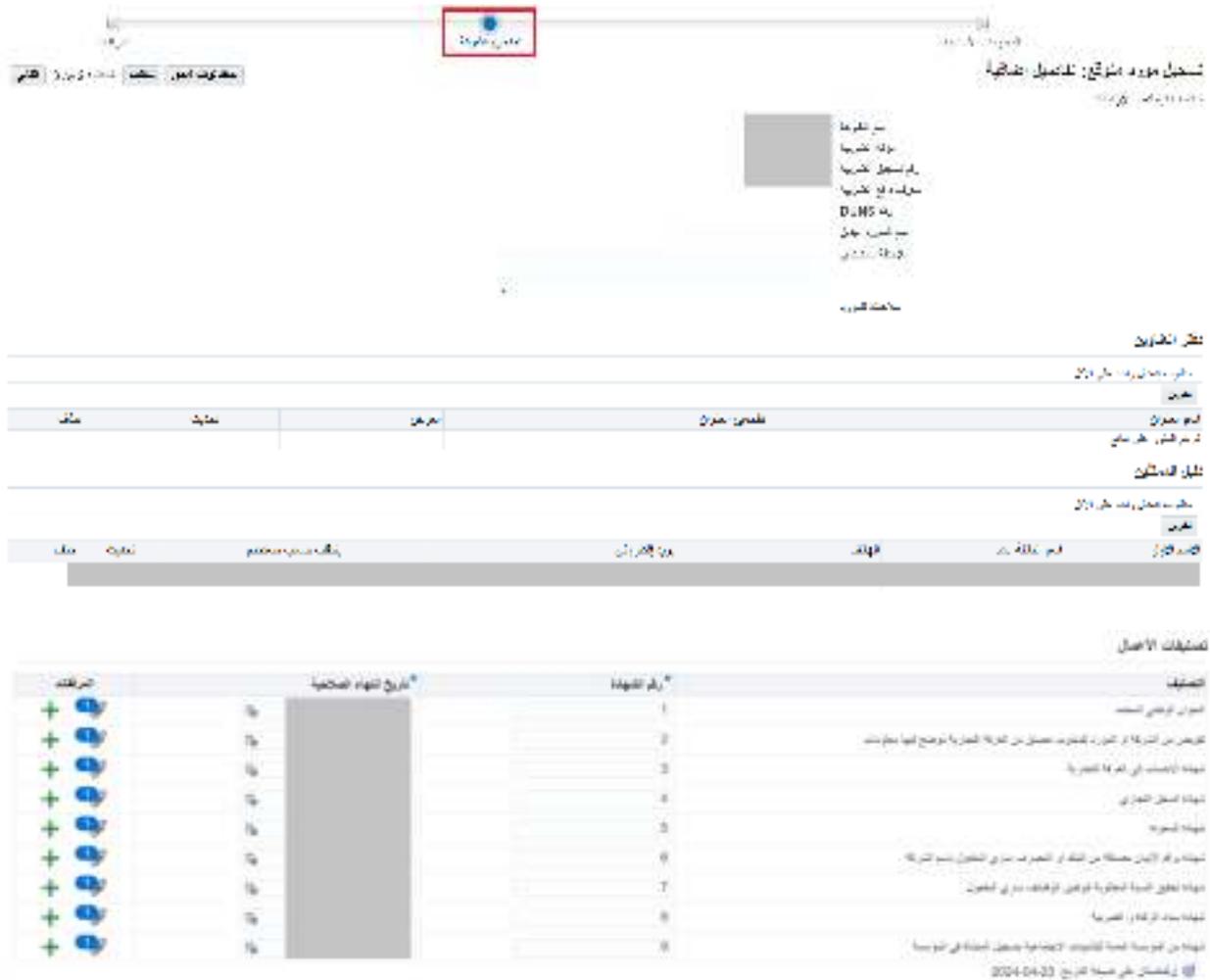
7. Enter the account number, account name, and currency.

The screenshot shows a form for entering account details. The account name is 'مصرف عمان' (Bank of Oman), the account number is '118000000', and the currency is 'عماني رials' (Omani Rials). The account type is 'حساب مصرفي' (Bank Account). The account is associated with the 'مصرف عمان' (Bank of Oman) and the 'عمان' (Oman) region. The account is currently active.

8. Enter notes for the **Purchasing Department**.

9. Enter the IBAN number, then click **Apply**.

10. The "Prospective Supplier Registration: Additional Details" page will appear. On this page, the supplier reviews all the information entered before submitting it for final approval by the Supplier Management Department at the Ministry or saving it for later review. The supplier can also modify or add any additional details, then click Next.



نظرة سريعة

اسم المورد	رقم المورد	نوع المورد	محل

التعليقات الإضافية

رقم التعليق	نوع التعليق				
1					
2					
3					
4					
5					
6					
7					
8					
9					

2024-04-23

Attachments

In this page, you can add **additional attachments**.

1. Click on Add Attachment.



2. In this step, the following page will appear as shown in the images below. Select an attachment and click the **Apply** button.

The dialog box titled 'إضافة مرفق' (Add Attachment) contains the following fields and controls:

- A dropdown menu for 'نوع المرفق' (Attachment Type) with 'ملف' (File) selected.
- A text input field for 'العنوان' (Title).
- A larger text input field for 'البيان' (Description).
- A dropdown menu for 'إلى المشتركين' (To Share With) with 'إلى المشتركين' (To Share With) selected.
- A 'Browse...' button next to a file input field for 'ملف*' (File*).
- At the bottom, three buttons: 'تطبيق' (Apply), 'إضافة أخرى' (Add More), and 'إلغاء' (Cancel). The 'تطبيق' button is highlighted with a red border.

3. Then the next page will appear showing the list of the attachments that have been **added**.



4. In this step, click on the **Submit** button. A confirmation message will appear indicating that the request has been submitted and that the Supplier Management Department at the Ministry will contact the supplier, as shown in the image below.



The end.