



Supplier Registration Guide

Saudi Commission for Health Specialties

Electronic Suppliers Portal

(SCHS support Portal)

Supplier Registration Guide



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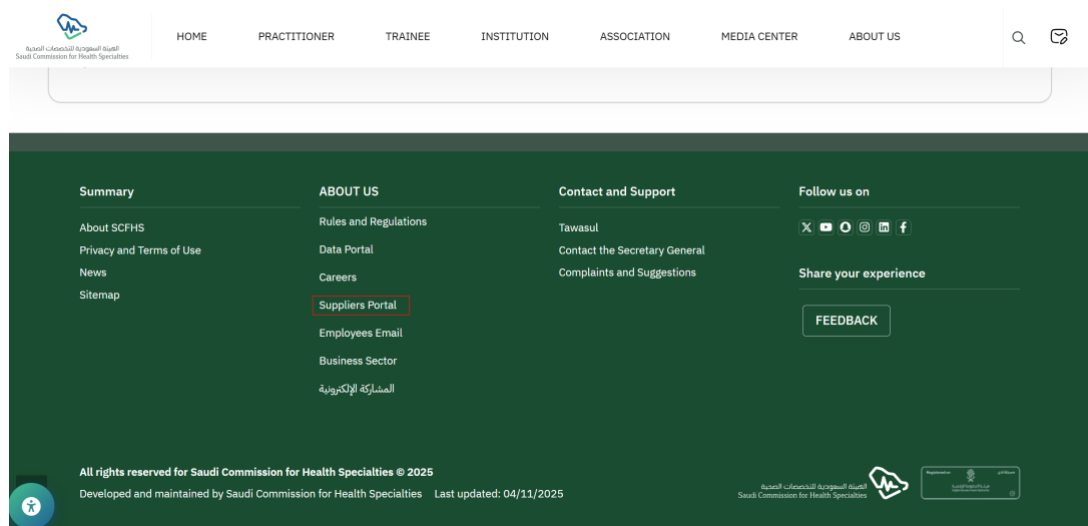
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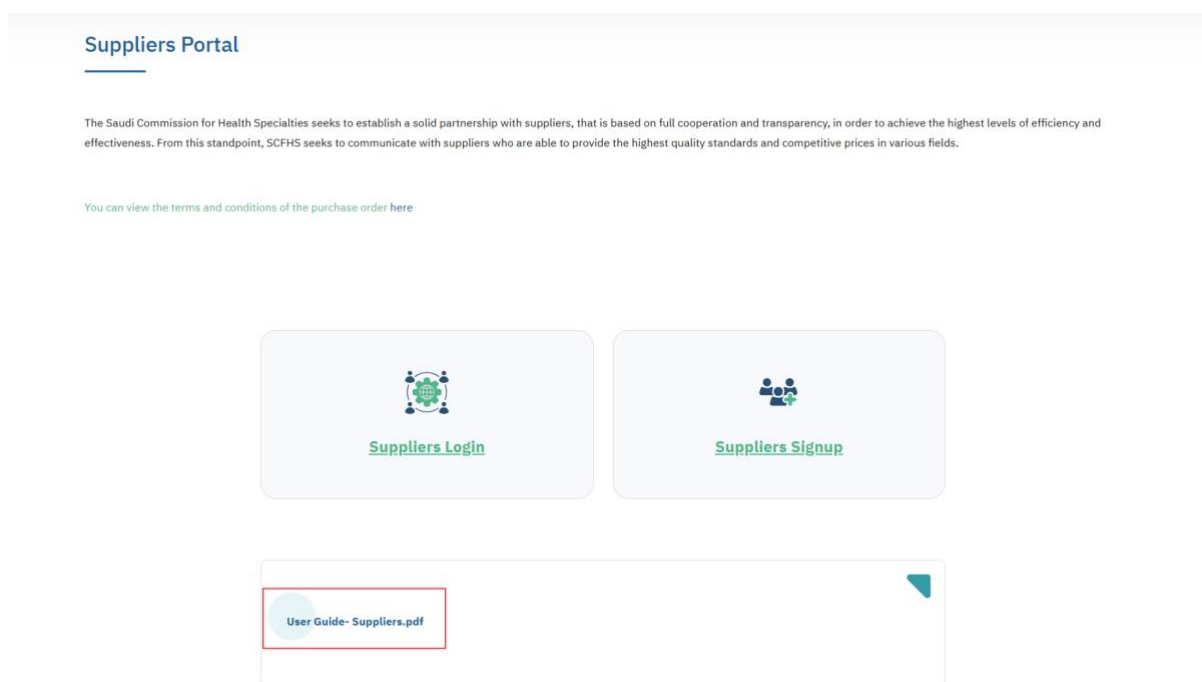
1. Steps to Access the Portal for Registration

The supplier logs in and registers as a new or potential supplier via the official Saudi Commission for Health Specialties portal by following these steps:

1. Open your web browser and enter the official SCFHS website URL: <https://scfhs.org.sa/ar>.
2. Then navigate to the Suppliers Portal link, as shown in the image below.



3. The following page will open, as shown in the image below. Then, download the User Guide, which explains the registration steps.



4. Click the “Register Supplier” icon, and the page shown below will appear.

The screenshot shows the 'Prospective Supplier Registration' form in the 'Supplier Portal'. The form is divided into several sections: 'Basic Information', 'Company Details', 'Contact Information', and 'Agreements'. The 'Basic Information' section includes fields for 'Supplier Name', 'Tax Country', 'Supplier Type', 'VAT Number', 'Taxpayer ID', and 'MC Establishment Number'. The 'Company Details' section includes fields for 'Email', 'First Name', 'Last Name', 'Phone Area Code', 'Phone Number', and 'Phone Extension'. The 'Contact Information' section includes a 'Blank label for instruction text'. The 'Agreements' section includes a checkbox for 'I accept the SCFHS Non-Disclosure agreement (NDA)' and a 'Download NDA Document' button. The form also includes a progress bar and a 'Next' button.

Download the **NDA document** and ☒ check “**Non-Disclosure Agreement (NDA)**” from SCFHS.

Then, the supplier must follow the detailed procedural steps for registering as a potential supplier as outlined in this document.

2. Steps to Request Supplier Registration

2.1 Company Details

Fill in the company details in the “Company Details” section as shown in the following example:

1. Select the **Supplier Type**, and the page shown below will appear.

The screenshot displays the 'Prospective Supplier Registration' form. The 'Company Details' section is active, showing fields for Supplier Name, Tax Country, Supplier Type, VAT Number, Taxpayer ID, and MC Establishment Number. A modal window titled 'Search and Select: Supplier Type' is open, showing a list of supplier types: Local Supplier, Foreign Supplier, Government Sector, Semi Government Sector, University, and Other Sector. The 'Local Supplier' option is selected. The background form also includes sections for Contact Information and Agreements.

2. Enter all the following information:

- **Supplier Name:** Enter the name of the company or supplier.
- **Tax Country:** Select the name of the tax country from the attached list; this is the country where the user will pay tax.
- **VAT Number:** Enter the company's VAT number or tax identification number.
- **Taxpayer ID:** Enter the company's taxpayer ID as registered in the company's certificate document.

- **Commercial Registration Number:** Enter the company's Commercial Registration Number.

2.2 Representative Guide (Contact Information)

In this section, fill in the contact details of the person or the company representative as follows:

Contact Information

Blank label for instruction text

* Email	Mohammad@TestRegistration100.sa
* First Name	Mohammad
* Last Name	Ali
* Phone Area Code	+966
* Phone Number	5*****
Phone Extension	----

Fill in the following contact details:

Email Address: Enter the email address.

First Name: Enter the person's first name.

Last Name: Enter the person's last name.

Phone Area Code: Enter the phone area code.

Phone Number: Enter the nine-digit phone number without the zero

Phone Extension Number: Enter your phone's extension number, if applicable.

- **Agreements**
 - Upload the Non-Disclosure Agreement (NDA), stamped and signed, following the next steps.
 - Click the "Next" button to proceed to the next Company Details page. Details for that section are provided in the next section.

Company Details

This section provides an overview of the Company Details page.

Prospective Supplier Registration: Additional Details

Blank label for instruction text

Company Name: Test Registration 100
Tax Country: Saudi Arabia
Tax Registration Number: 3002400000003
Taxpayer ID: [Field]
DUNS Number: [Field]
Note to Buyer: [Field]

Address Book

At least one entry is required.

Create: +

Address Name	Purpose	Update	Delete
No results found			

Contact Directory

At least one entry is required.

Create: +

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Mohammad	Ali	+966-0000000000-0000	MohammadAli@TestRegistration100.sa	<input checked="" type="checkbox"/>		

Business Classifications

Classification	Applicable	Certificate Number	Certifying Agency	Expiration Date	Attachment
* Commercial Registration Certificate - شهادة السجل التجاري	<input type="checkbox"/>				
* VAT Registration Certificate - شهادة تسجيل القيمة المضافة	<input type="checkbox"/>				
* Certified letter for bank account - خطاب معتمد للمصارف	<input type="checkbox"/>				
Certificate of GOBI - شهادة الهيئة العامة للغذاء والدواء	<input type="checkbox"/>				
Chamber of Commerce & Industry - غرفة التجارة والصناعة	<input type="checkbox"/>				
Commercial License - ترخيص تجاري	<input type="checkbox"/>				
National Address - العنوان الوطني	<input type="checkbox"/>				

2.3 Address Book

The user can add the address details for the new supplies by navigating to the Address Book section, as shown in the image below.

Click the “Create” icon, and the following page will open.

Create Address

* Indicates required field

Country: Saudi Arabia

Address Name: [Field]
Address Line 1: [Field]
Address Line 2: [Field]
Address Line 3: [Field]
Address Line 4: [Field]
City: [Field]
Country: [Field]
State: [Field]
Postal Code: [Field]

Country Phone Code: [Field]
Phone Area Code: [Field]
Phone Number: [Field]
Email: [Field]

☒ Purchasing Address
☒ Payment Address
☐ RFG Only Address


Address Purpose

Create: +


Purpose	Remove
No results found	

The user must fill in the following details:

1. **Country:** Enter the country name.
2. **Address Name:** Enter the name of the address.
3. **Address Line 1:** Enter additional details for the address.
4. **City:** Select the city name from the attached list.
5. **Province:** Select the province name from the attached list.

6. **State:** Select the state name from the attached list.
7. **Phone Area Code:** Select the phone area code from the attached list.
8. **Phone Number:** Enter the phone number to be used as the supplier contact number.
9. **Email:** Enter the email address to send and receive documents and invitations from the Commission's Procurement Department.
10. **Address Purpose:** The user must select the purpose of this address by clicking the () icon in the Address Purpose section and choosing the purpose from the dropdown list, as shown in the image below.

Address Purpose

Purpose	Remove
Acknowledgments	




Then, click the "Apply" icon.

Contact Directory

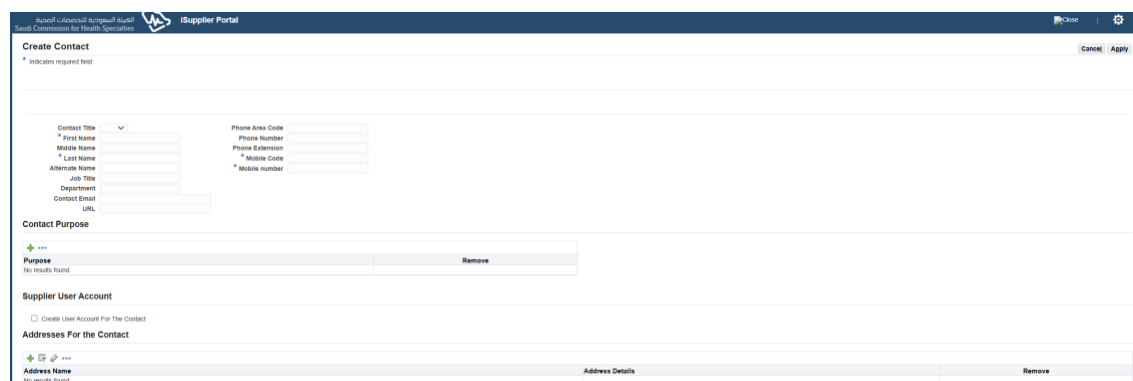
Navigate to the Contact Directory section, as shown in the image below.

Contact Directory

At least one entry is required.

Create	First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
	Mohammad	All	+966-555555555	Mohammad@TestRegistration100.sa	<input checked="" type="checkbox"/>		

Click the "Create" icon, and the page shown below will open.



The user will fill in all the required contact details as follows:

- First name.
- Last name.
- Mobile phone code.
- Mobile number.
- Purpose of Contact.

The user will then proceed to the Supplier User Account section, as shown below:




Supplier User Account


☒ Create User Account For The Contact

Click the empty checkbox to create a user account in the Commission's application, allowing the supplier user to log in after registration and approval.

Navigate to the Contact Addresses section, as shown in the image below.

Addresses For the Contact

  		
Address Name	Address Details	Remove
No results found		

In the "Address Name" field, click the menu icon () and select the address from the dropdown list, as shown below, by clicking the checkmark icon.


×

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By AddressName ▾ Go





Results

Select	Quick Select	AddressName	AddressDetails
<input type="radio"/>		Riyadh	Riyadh, SA

Cancel Select

After selecting the address, the page will appear as shown in the image below.

Addresses For the Contact

  		
Address Name	Address Details	Remove
Riyadh	Riyadh, SA	

Click the "Apply" icon.

2.4 Business Classifications

The user must fill in all required certificate documents and details requested by the Commission's Procurement Department for a new supplier.

Navigate to the Business Classifications section, as shown in the image below.

Business Classifications						Rows 1 to 14
Classification	Applicable	Certificate Number	Certifying Agency	Expiration Date	Attachment	
* Commercial Registration Certificate-شهادة السجل التجاري	<input checked="" type="checkbox"/>	10111111	CR	25-11-2027 13:24:02		+
* VAT Registration Certificate-شهادة تسجيل ضريبة القيمة المضافة	<input checked="" type="checkbox"/>	330000001554	VAT			+
* Certified letter for bank account-بيان مصدق الحساب البنكي	<input checked="" type="checkbox"/>	SA123456789	IBAN			+
Certificate of QCBS-شهادة المؤسسة العامة للتوريدات	<input type="checkbox"/>					+
Chamber of Commerce & Industry-إتحاد الغرف التجارية والصناعية	<input type="checkbox"/>					+
Commercial License-الرخصة التجارية	<input type="checkbox"/>					+
National Address-المرکز الوطني	<input type="checkbox"/>					+
Power of Attorney for Authorized Signatory-إمضاء المفوض بالتوقيع	<input checked="" type="checkbox"/>	01	NDA			+
SCFHS NDA Agreement-اتفاقية عدم الإفصاح	<input type="checkbox"/>					+
Saudization Certificate-شهادة التوطين	<input type="checkbox"/>					+

Please enter mandatory fields
QIP Date format example: 21-10-2025

- The user must fill in the following details:

- 1- **Certificate Number:** Enter the certificate number for each business classification document.
- 2- **Certifying Agency:** Enter the name of the issuing agency or organization for the certificate.
- 3- **Expiration Date:** Enter the certificate's expiration date.
- 4- **Attachment:** Upload the certificate document; the message shown below will appear.

2.5 Products and Services

- The Saudi Commission for Health Specialties (SCFHS) defines groups of product and service categories used to classify its supply database.
- You can browse the list of goods and services and select all that apply to your business.
- SCFHS may later use this information to assist in creating supplier invitation lists for requests for quotations or for preparing reports.


The user can select all product and service categories that the supplier will provide to the Commission in the future by following these steps:

Navigate to the Products and Services section, as shown in the image below.

Products and Services		
At least one entry is required.		
Create	Products and Services	Delete
No results found.		

Click the “Create” icon, and the page shown below will open, as in the image.

The user can select the category codes by clicking the applicable checkboxes, then clicking the “Apply” icon.

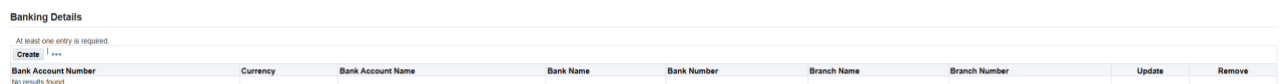


The user can delete product and service codes at any time by clicking the “Delete” icon.

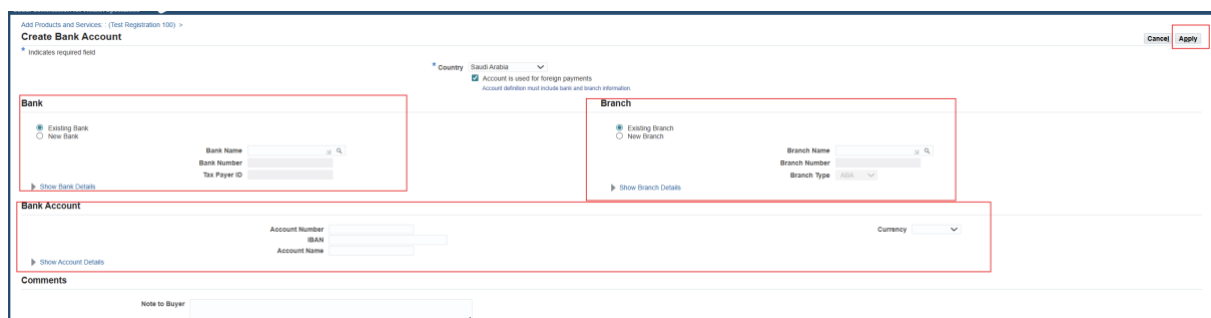
2.6 Bank Details

In this section, the user must fill in the bank accounts and banking details for the supplier profile.

1. Navigate to the **Bank Details** section, as shown below.



2. Click the “Configure” icon to fill in new records for the bank account details, as shown in the image below.



The user must fill in the following details:

- 1- **Bank Name:** Select the current bank name from the list of bank names in the system or choose a new bank name.
- 2- **Branch Name:** Select the current branch name from the list of branch names in the system or enter a new name.



3- **Bank Account Details:** Enter the bank account details, such as Account Number, IBAN, etc.

- Click the “**Apply**” icon, and the page will appear as shown in the image below.

Banking Details

At least one entry is required.

Create +

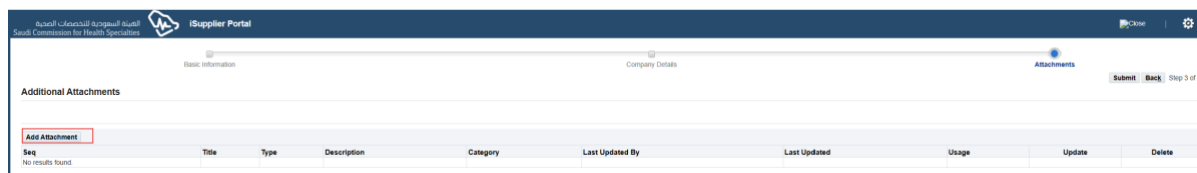
Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
45485555	Saudi Riyal	45485555	بنك الرياض		الرياض			

The user can update or delete these details by clicking the update icon to modify the record or the remove icon to delete it.

6. Attachments

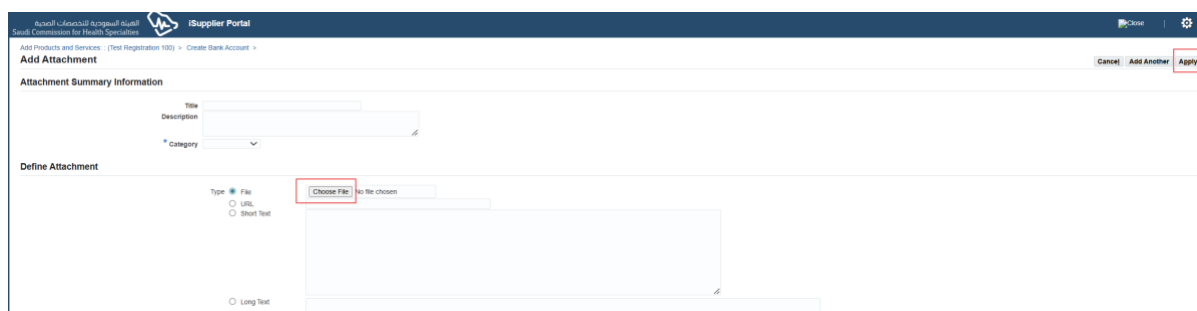
Additional Attachments: The user can add supporting documents in this section and submit them to the Commission's Procurement Department by following these steps:

Navigate to the Attachments section, as shown below, and click the "Go" icon.



Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found									

The page will open below.



Add Attachment

Attachment Summary Information

Title:
Description:
Category:

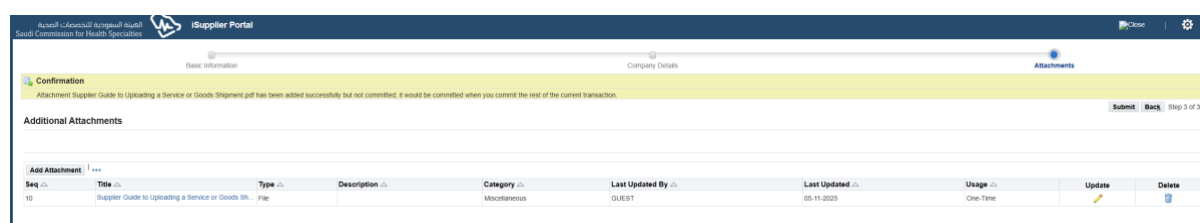
Define Attachment

Type: ☒ File ☐ URL ☐ Long Text

No file chosen

The user must click the "Choose File" icon and select the file to be attached and submitted with the registration request.

Click the "Apply" icon, and the page will appear as shown in the image below.



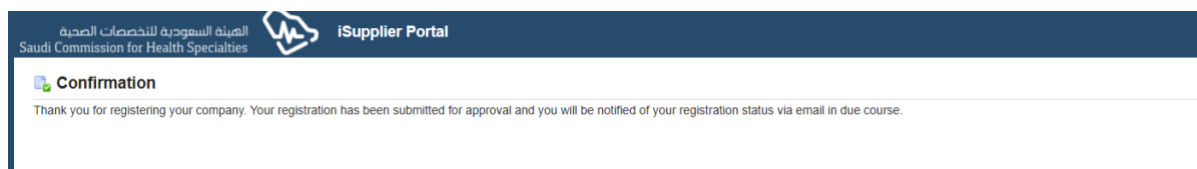
Confirmation

Attachment Supplier Guide to Uploading a Service or Goods Shipment.pdf has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

Additional Attachments

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
10	Supplier Guide to Uploading a Service or Goods Sh.	File		Miscellaneous	GUEST	05-11-2025	One-Time	<input type="button" value="Update"/>	<input type="button" value="Delete"/>

Then click the "Submit" icon to send the request to the Procurement Department for approval and registration as a supplier in the system. The following message will appear.

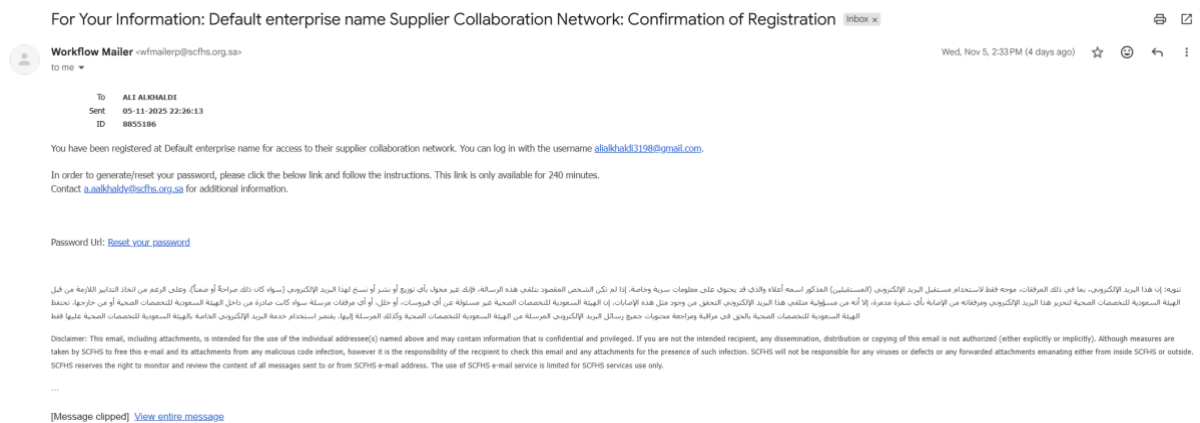


Confirmation

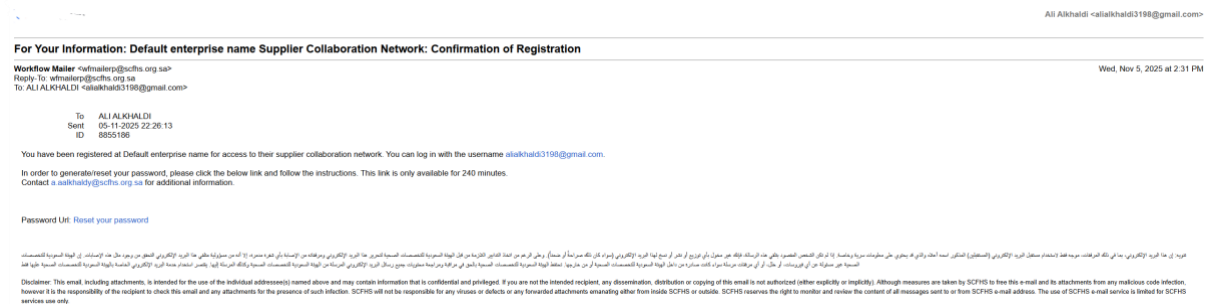
Thank you for registering your company. Your registration has been submitted for approval and you will be notified of your registration status via email in due course.

4.0 Creating an Account and Password for a New Supplier

1. After the supplier submits the registration request as a new supplier, as previously explained via the Suppliers Portal to the Commission’s Procurement Department, an email is sent to the supplier confirming the submission of this request, as shown in the following email.



2. The supplier clicks on the link sent in the email above (Prospective Supplier Registration Status Page) to follow up on the status of the supplier registration request in the system. The page shown below will appear, indicating that the request status is “Approval Pending”, as shown in the image.



3. After the supplier registration request is approved by the Supplier Management Department, two emails are sent to inform the supplier of the request status, as shown in the following two images.

Image (1)

To: ghanem@gmail.com
Subject: For Your Information: Default enterprise name Supplier Collaboration Network: Notification of Rejection
Reply-To: wfmalerpdev@scfhs.org.sa

To: ghanem@gmail.com
Sent: 08-MAY-24 15:33:45
ID: 2772360

Your request to register at Default enterprise name for access to their supplier collaboration network has been declined.

Thank you for your interest. Contact [administrator for additional information](#).

To: AHMAD MOHAMMAD <abdullah12333333@scfhs.com>
Subject: For Your Information: Default enterprise name Supplier Collaboration Network: Confirmation of Registration
Reply-To: wfmalerpdev@scfhs.org.sa

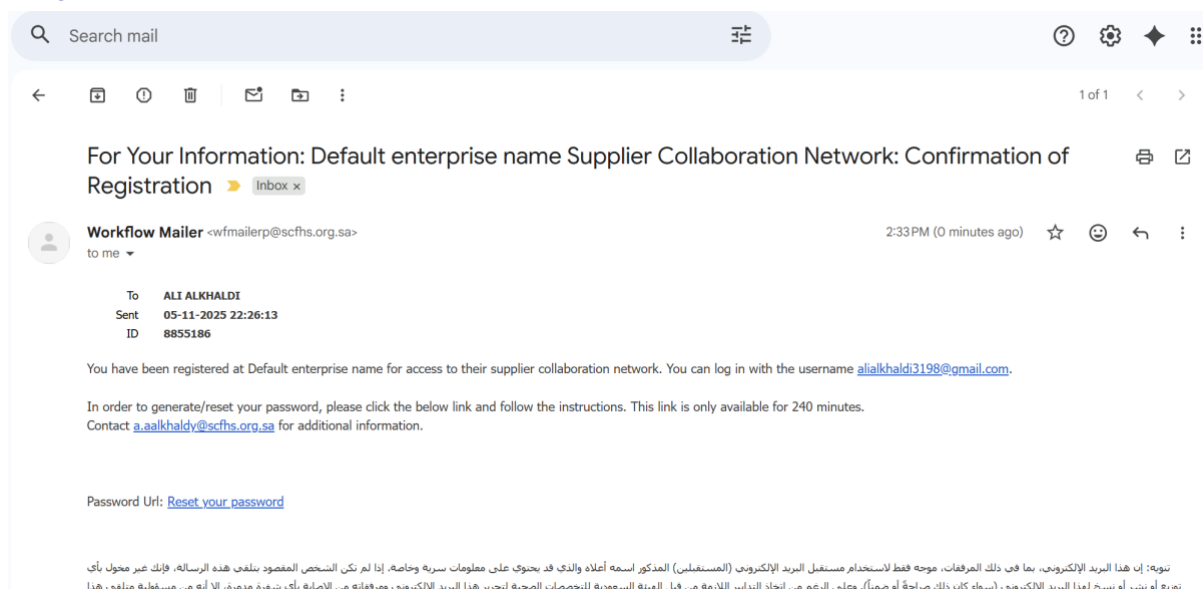
To: AHMAD MOHAMMAD
Sent: 07-05-2024 20:40:57
ID: 2772352

You have been registered at Default enterprise name for access to their supplier collaboration network. You can log in with the username abdullah12333333@scfhs.com.

In order to generate/reset your password, please click the below link and follow the instructions. This link is only available for 240 minutes.
Contact for additional information.

Password Uri: [Reset your password](#)

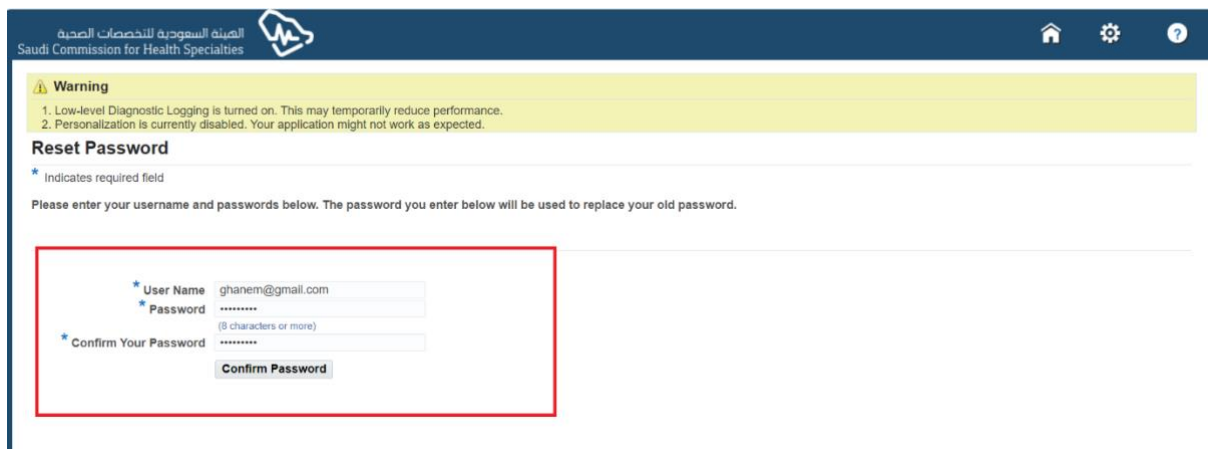
Image (2)



4. The supplier clicks on the “Reset your password” link to reset the password for the supplier account and user on the Commission’s system, as shown in the image below. After that, the supplier can log into the system to submit invoices, submit quotations, and view.



- If there is difficulty opening the link, it is recommended to try using a different web browser.



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Saudi Commission for Health Specialties

Warning

1. Low-level Diagnostic Logging is turned on. This may temporarily reduce performance.
2. Personalization is currently disabled. Your application might not work as expected.

Reset Password

* Indicates required field

Please enter your username and passwords below. The password you enter below will be used to replace your old password.

User Name: ghanem@gmail.com

Password: (8 characters or more)

Confirm Your Password

Confirm Password

The supplier enters the following fields:

- Enter the email that was invited for registration or the email provided by the supplier when submitting the registration request.
- Password
- Confirm Your Password

5. In the case of a rejected request, an email is sent as shown in the image below.

To: ghanem@gmail.com
Subject: For Your Information: Default enterprise name Supplier Collaboration Network: Notification of Rejection
Reply-To: wfmalerpdev@scfhs.org.sa

To: ghanem@gmail.com
Sent: 08-MAY-24 15:33:45
ID: 2772360

Your request to register at Default enterprise name for access to their supplier collaboration network has been declined.

Thank you for your interest. Contact [administrator for additional information](#).

5. Invitations for Previously Approved Supplier to Complete Registration

1. The procurement officer invites a supplier who is already registered in the system. The supplier then receives the following email, as shown in the image below, indicating that they have been invited to complete their registration in the system and create a user account.

From: ERP Workflow Email Dev <wfmalerpdev@scfhs.org.sa>
Date: 7 May 2024 at 10:10:59 PM GMT+3
To: testsupplier@gmail.com
Subject: For Your Information: Default enterprise name Supplier Collaboration Network: Invitation to Register
Reply-To: wfmalerpdev@scfhs.org.sa

To: testsupplier@gmail.com
Sent: 08-MAY-24 04:56:42
ID: 2772355

You have been invited to register with Default enterprise name for access to their supplier collaboration network.

You can access the registration page by clicking the following [link](#). You will be asked to provide additional contact information before submitting your registration request.

If necessary, you can forward this invitation to a colleague in order that they can complete the registration process.

Thank you.

2. The supplier clicks on the link to access the registration page and complete the user registration details, as shown in the image below:

Respond to Invitation

Cancel Submit

You have been invited to register. Please complete the registration form and then click the submit button.
* Indicates required field

My Company Details

Company Name

My Profile

Enter your information. Your email address will be your Username for the system.

* Email Address	<input type="text" value="testsupplier@gmail.com"/>	Phone Area Code	<input type="text"/>
Email address will be used as the Username.		* Phone Number	<input type="text" value="057893425545"/>
Contact Title	<input type="text" value="v"/>	Extension	<input type="text"/>
* First Name	<input type="text" value="Abdullah"/>	Fax Area Code	<input type="text"/>
Middle Name	<input type="text"/>	Fax Number	<input type="text"/>
* Last Name	<input type="text" value="Ahmad"/>		
Job Title	<input type="text"/>		

Then click the “Submit” icon to send the request for approval by the Procurement Department. The following message will appear to confirm that the request has been submitted.

Confirmation

Thank you for registering. Your registration request has been submitted for approval. You will be notified of your registration status via email.

3. The Procurement Department reviews the supplier user's information and approves it.
An email is then sent to the supplier, as shown in the image below, after which the supplier resets their password.

From: ERP Workflow Email Dev <wfmalerpdev@scfhs.org.sa>

Date: 7 May 2024 at 10:28:08 PM GMT+3

To: ABDULLAH AHMAD <testsupplier@gmail.com>

Subject: For Your Information: Default enterprise name Supplier Collaboration Network: Confirmation of Registration

Reply-To: wfmalerpdev@scfhs.org.sa

To: ABDULLAH AHMAD
Sent: 08-05-2024 05:13:52
ID: 2772357

Your request to register with Default enterprise name for access to their supplier collaboration network has been approved. You can log in with the username TESTSUPPLIER@GMAIL.COM.

In order to generate/reset your password, please click the below link and follow the instructions. This link is only available for 240 minutes.

Contact for additional information.

Password Url: [Reset your password](#)



6. Resetting Password

"You can reset your account password via 'Login Help', as shown in the screenshot below."

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Saudi Commission for Health Specialties

User Name

Password

Log In Cancel

Login Assistance

[Register Here](#)

Accessibility

None

Language

English

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