



User Guide

Supplier Account Management

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Introduction

Supplier Account Management:

The Supplier Account Management (SAM) aims to streamline and optimize processes pertaining to the management of supplier accounts, given its significant role in ensuring the seamless execution of daily business operations, which require accuracy, organization, and high precision.

This tool contributes to enhancing the suppliers' interaction and engagement through the Supplier Portal, offering a streamlined, user-friendly experience that supports the following objectives:

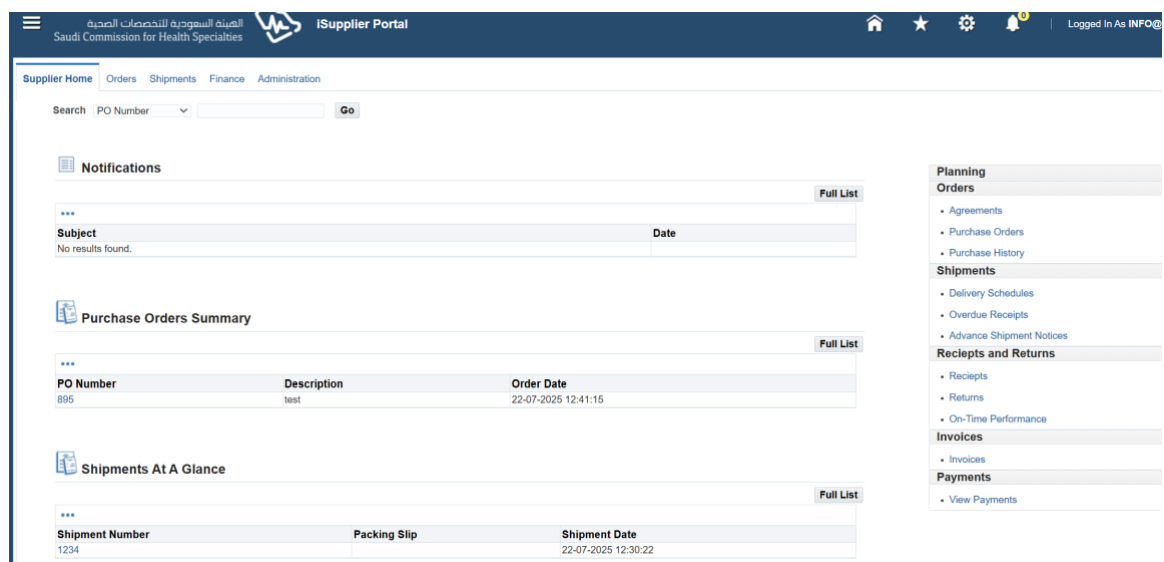
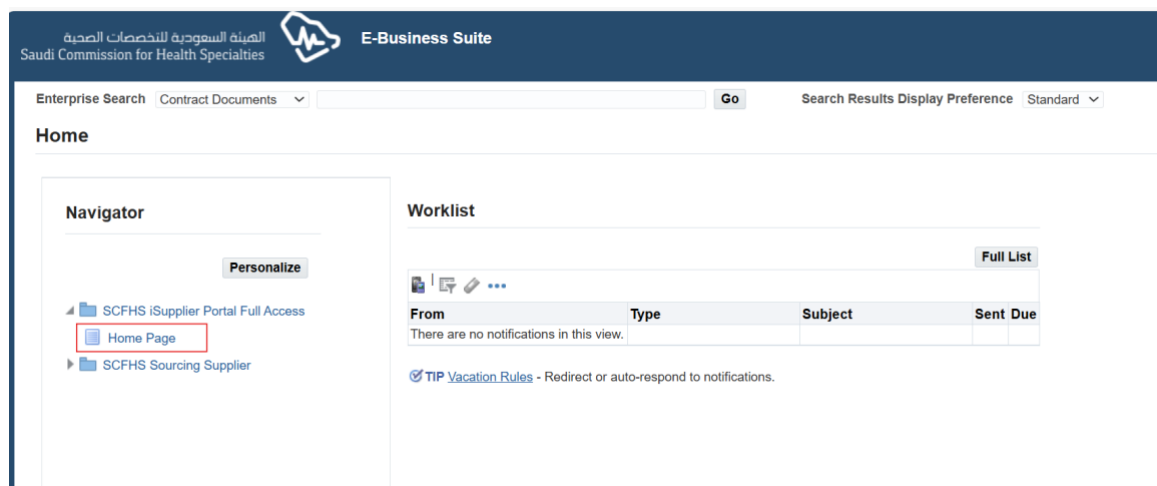
- Facilitating convenient access to information.
- Ensuring continuous communication and follow-up on financial claims.
- Assisting in the development of supplier invitation lists for Requests for Quotation (RFQs), or for the preparation of reports.



Home Page

- The supplier must log in to the Supplier Portal.

Navigation Path: Login to Supplier Portal → Home Page.



Updating Supplier Account Information via the Portal:

- Suppliers can autonomously update their information and profile details through the Supplier Portal.
- The supplier must log in to the Supplier Portal.

Navigation Path: Login to Supplier Portal → Home Page → Management.

The screenshot displays the 'iSupplier Portal' interface. The top navigation bar includes a menu icon, the Saudi Commission for Health Specialties logo, the text 'iSupplier Portal', and user information 'Logged In As INFO@TARTIBAT.COM'. Below the navigation bar, the 'Administration' tab is highlighted. The main content area is divided into two sections: 'Profile Management' on the left and 'General' on the right. The 'Profile Management' section lists various options: General, Company Profile, Organization, Address Book, Contact Directory, Business Classifications, Product & Services, Banking Details, Payment & Invoicing, and Surveys. The 'General' section displays a form with fields for Organization Name, Supplier Number (233), Alias, Parent Supplier Name, Parent Supplier Number, DUNS Number (101046), Tax Registration Number (30070906), Taxpayer ID, and Country of Tax Registration. Below this is a 'Search' section with a text input field and a 'Go' button. At the bottom, there is an 'Add Attachment...' button and a table with columns: Seq, Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. The table currently shows 'No results found.'

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

General Company Information

- The General Information page provides an overview of the company's details.
- Supplier can use this page to add attachments related to his own profile.
- The supplier must log in to the Supplier Portal.

Navigation Path: Access Supplier Portal → Home Page → Management → General.

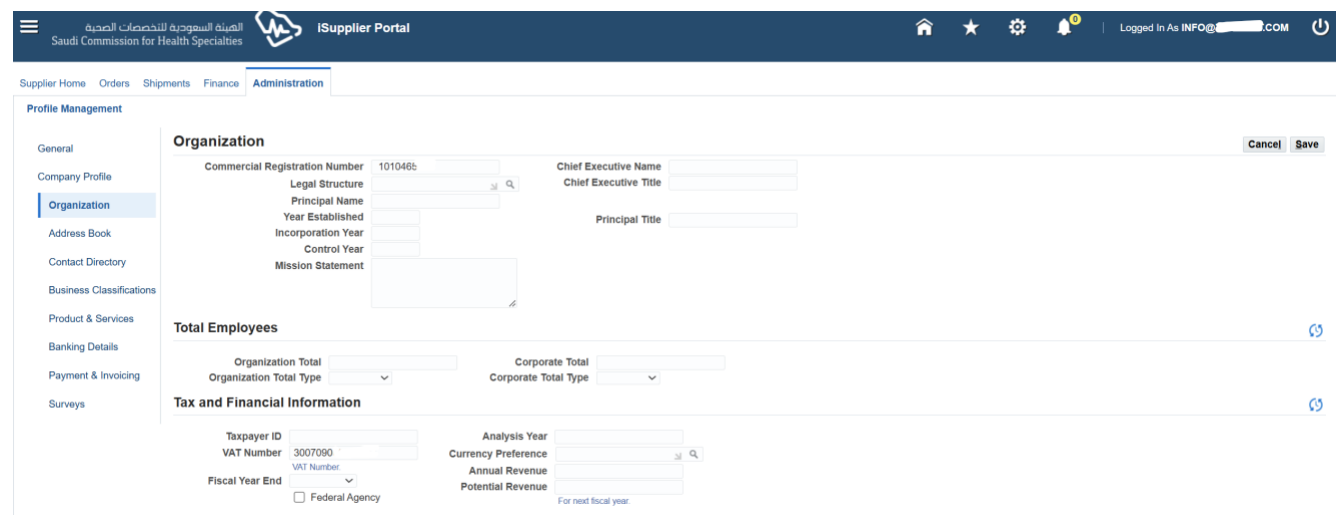
The screenshot shows the 'General' page of the Supplier Portal. The sidebar on the left has 'Administration' and 'General' highlighted. The main content area is divided into sections: 'General' (company details), 'Attachments' (with a search bar and a table), and 'Add Attachment...' (a button to add new attachments).

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

Company Profile

- Use the Company Profile pages to define or update information about the supplier company, such as the commercial registration number, business location, and other relevant company data.
- Use the navigation pane on the left side to access various pages within the Company Profile.
- The Organization page provides high-level information about the supplier company.
- To access the Organization page, click “Organization” from the Company Profile navigation pane.
- The supplier must log in to the Supplier Portal.

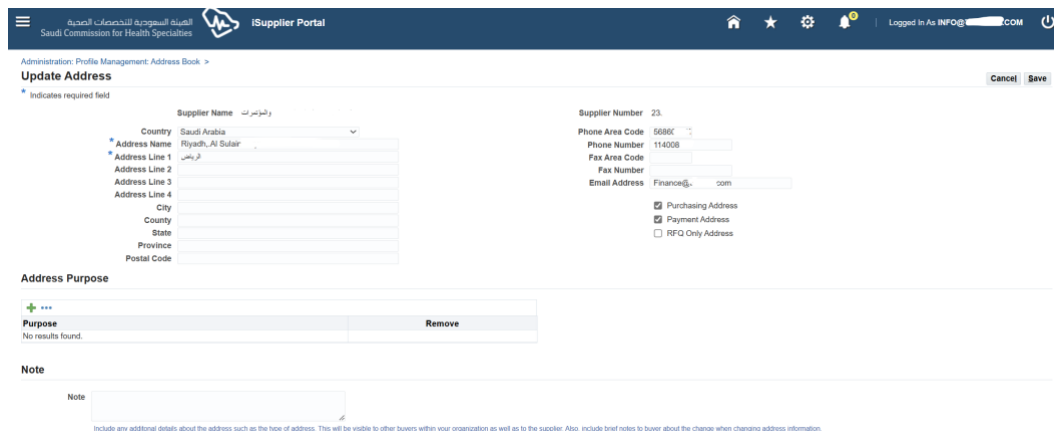
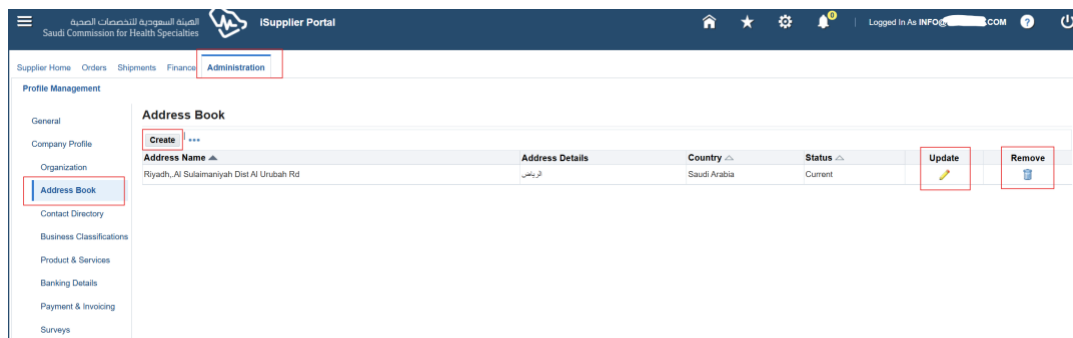
Navigation Path: Access Supplier Portal → Home Page → Management → Company Profile.



The screenshot displays the 'Organization' page within the 'Supplier Portal' of the 'Saudi Commission for Health Specialties'. The page is part of the 'Profile Management' section, with a sidebar on the left containing links to 'General', 'Company Profile', 'Organization' (which is highlighted), 'Address Book', 'Contact Directory', 'Business Classifications', 'Product & Services', 'Banking Details', 'Payment & Invoicing', and 'Surveys'. The main content area is divided into three sections: 'Organization', 'Total Employees', and 'Tax and Financial Information'. The 'Organization' section includes fields for 'Commercial Registration Number' (1010465), 'Legal Structure', 'Principal Name', 'Year Established', 'Incorporation Year', 'Control Year', 'Mission Statement', 'Chief Executive Name', 'Chief Executive Title', and 'Principal Title'. The 'Total Employees' section has fields for 'Organization Total' and 'Corporate Total', each with a dropdown for 'Organization Total Type' and 'Corporate Total Type'. The 'Tax and Financial Information' section includes fields for 'Taxpayer ID', 'VAT Number' (3007090), 'Fiscal Year End', 'Analysis Year', 'Currency Preference', 'Annual Revenue', and 'Potential Revenue'. There is also a checkbox for 'Federal Agency' and a note 'For next fiscal year'.

Address Book

- Use the Address Book page to enter information about your company's various locations.
- You can Create and modify multiple addresses used for transactions with the Saudi Commission for Health Specialties (SCFHS) and other suppliers, including purchasing, payment, and Request for Quotation (RFQ) addresses.
- The Address Book page displays the current addresses defined for your company.
- From this page, you can perform the following actions:
 - Delete an existing address by clicking the "Trash" icon.
 - Update an existing address by clicking the "Pencil" icon.
 - Add a new address by clicking "Create".
- The supplier must log in to the Supplier Portal. **Navigation Path:** Access Supplier Portal → Home Page → Management → Address Book.



Contact Directory

- The Contact Directory lists the employees within your company who serve as points of contact between you and the Saudi Commission for Health Specialties (SCFHS).
- From the Contact Directory page, you can perform the following actions:
 - Delete a contact by clicking the "Trash" icon
 - Update contact details by clicking the "Pencil" icon.
 - Manage the contact's address information by clicking the "Address" icon.
 - Add new contacts by clicking the "Create" icon, entering the required details, and then clicking "Save".
- The supplier must log in to the Supplier Portal.

Navigation Path: Access Supplier Portal → Home Page → Management → Contact Directory.

Contact Directory : Active Contacts

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Sara	A.	+966-0568	info@t.com	Current	✓			
fil			INFO2@...COM	Pending				

Contact Directory : Inactive Contacts

Create Contact

* Indicates required field

Cancel Save

Contact Title
First Name
Middle Name
Last Name
Alternate Name
Job Title
Department
Contact Email
URI

Phone Area Code
Phone Number
Phone Extension
Alternate Phone Area Code
Alternate Phone Number
Fax Area Code
Fax Number

Contact Purpose

Purpose	Remove
No results found.	

****It is advised that each company maintain a minimum of three registered representatives in the Contact Directory**

Business Classifications

- You can add or update the classifications that are relevant to your business operations.
- To add or update business classifications:
 - From the General Information page, click "Business Classifications".
 - On the Business Classifications page, select "Apply" for all classifications applicable to your company.
- The supplier must log in to the Supplier Portal.

Navigation Path: Access Supplier Portal → Home Page → Management → Business Classifications.

The screenshot displays the 'Business Classifications' page in the Supplier Portal. The left sidebar shows the navigation menu with 'Business Classifications' selected. The main content area is titled 'Business Classifications' and includes a 'Certification' section with a checkbox for 'I certify that I have reviewed the classification below and they are current and accurate'. Below this is a table with the following columns: Classification, Applicable, Minority Type, Certificate Number, Certifying Agency, Expiration Date, and Attachments. The table lists various certificates, including Commercial Registration Certificate, VAT Registration Certificate, and others. The 'Applicable' column has checkboxes, and the 'Expiration Date' column has input fields. The 'Attachments' column has a plus icon for each row. The page also includes 'Cancel' and 'Save' buttons at the top right and bottom right.

Products and Services

- The Saudi Commission for Health Specialties (SCFHS) predefines product and service category groups used to classify its supply base.
- You can browse the available list of goods and services categories, and select all items accurately represent your business offerings.
- The SCFHS can then use this information to develop supplier invitation lists for Requests for Quotation (RFQs), or for the preparation of reports.
- The supplier must log in to the Supplier Portal.

Navigation Path: Access Supplier Portal → Home Page → Management → Products and Services.

The screenshot displays the 'Supplier Portal' interface for the Saudi Commission for Health Specialties. The main section is 'Products and Services', which includes a table of existing items and a form to add new ones. The table has columns for Code, Products and Services, Date Added, Approval Status, and View Sub-Category. The 'Add Products and Services' section below the table includes a form with a 'View Sub-Categories' dropdown and an 'Applicable' checkbox, and an 'Apply' button.

Bank Details

- You can create and maintain the bank account information that the Saudi Commission for Health Specialties (SCFHS) will use for payment remittances.
- Each bank account record includes the associated bank name, branch, and account number, with the system automatically validating entries to prevent duplication.
- Supplier can update existing bank details by clicking the "Pencil" icon.
- Once submitted, the entered bank account information becomes accessible to the SCFHS procurement official for review and approval.
- The supplier must log in to the Supplier Portal.

Navigation Path: Access Supplier Portal → Home Page → Management → Bank Details.

Saudi e-Government Regional Portal

iSupplier Portal

Home Star Settings Notifications Logged In As INFO@SAG.COM

Supplier Home Orders Shipments Finance Administration

Profile Management

Administration Profile Management Product & Services >

Banking Details

View General Accounts Go Cancel Save

TIP Data format example: 22-10-2025

Add Create +

Details Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update
XXXXXXXXXXXXXXXX0000000000940			بنك الرياض	17.07.2023		1	+ ↕	- ↕	Approved	[Edit]

Product & Services

Banking Details

Payment & Invoicing

المركز الطبي التخصصي

Specialist Center for Health Specialists

Supplier Portal

Home

Star

Settings

Notifications

Logged In As: INFO

COM

Help

Power

Administration > Profile Management > Banking Details >

Create Bank Account

Cancel Save

*

Indicates required field

Country South Arabia

☒ Account is used for foreign payments

Account Definition must include bank and branch information.

Bank

☐ Existing Bank

☒ New Bank

Bank Name

Bank Number

Tax Payer ID

☐ Existing Branch

☒ New Branch

Branch Name

Branch Number

BIC

Branch Type ASA

Show Bank Details

Show Branch Details

Bank Account

Account Number

Check Digit

IBAN

Account Name

Country

Account Status New

Show Account Details

Comments

Note to Buyer

الهيئة السعودية للتخصصات الصحية
Saudi Commission for Health Specialties



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