User Guide
Supplier Account Management

الهيئة السعودية للتخصصات الصحية
Saudi Commission for Health Specialties

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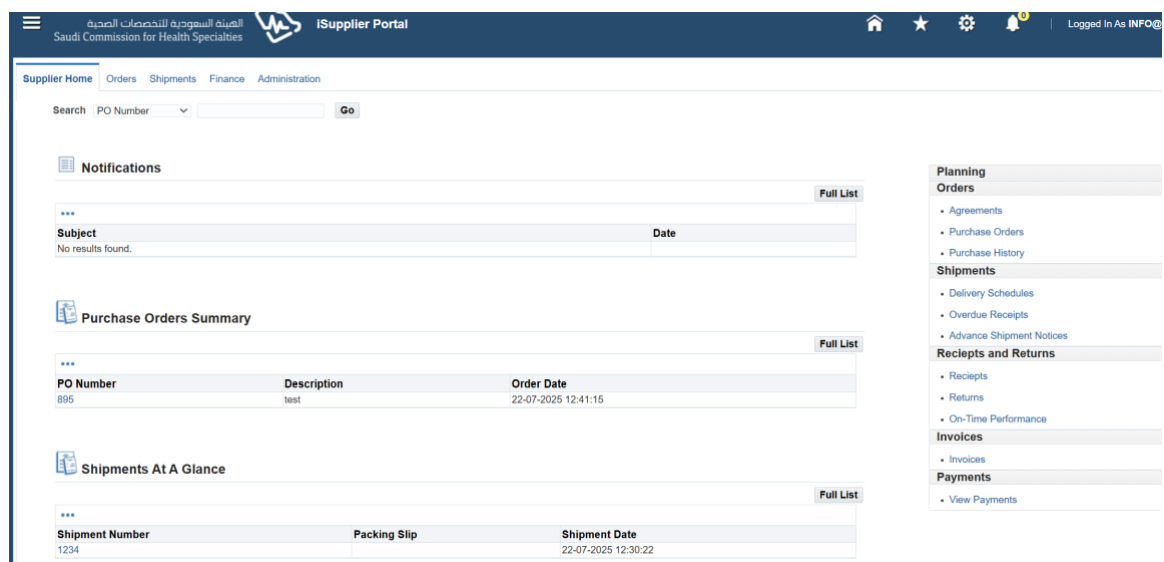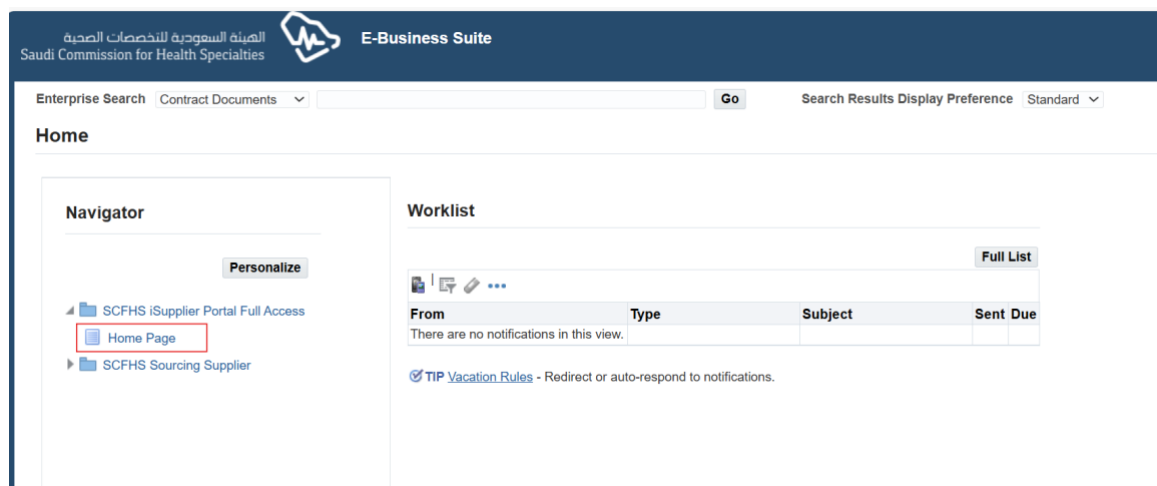
- Facilitating convenient access to information.
- Ensuring continuous communication and follow-up on financial claims.
- Assisting in the development of supplier invitation lists for Requests for Quotation (RFQs), or for the preparation of reports.

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.

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.

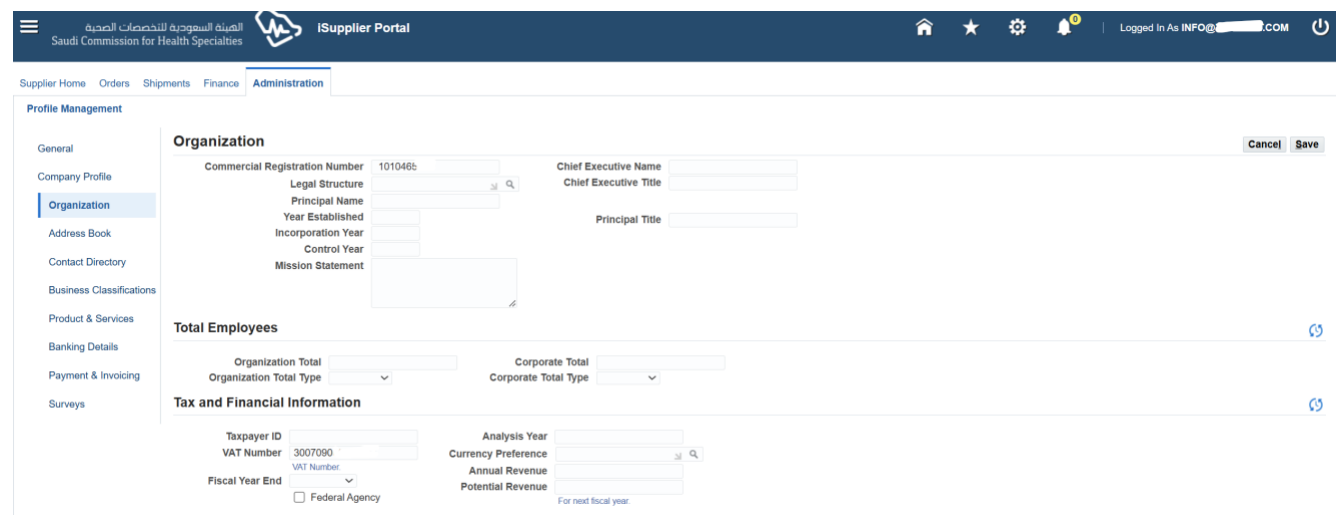**Navigation Path:** Access Supplier Portal → Home Page → Management → General.

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.
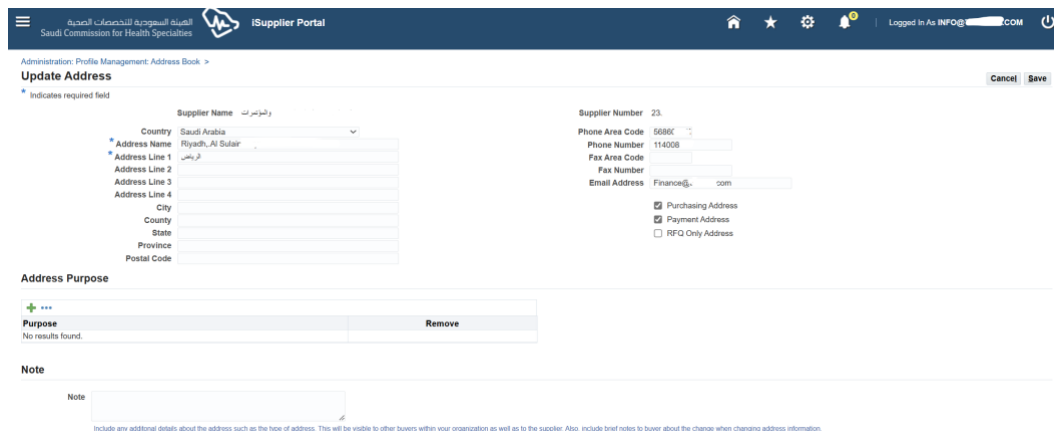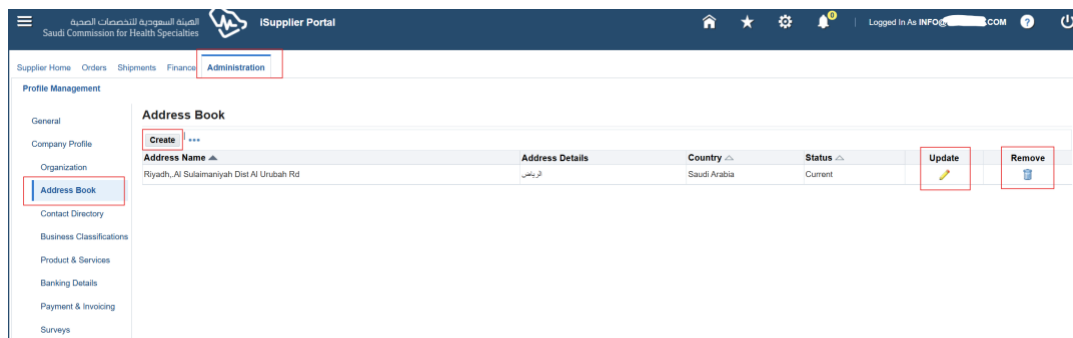- The supplier must log in to the Supplier Portal.

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

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.

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.

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.

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.

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