



دليل المستخدم لتسجيل المورد

الإجراءات الخاصة
بالتسجيل في بوابة الموردين

تم عملية تسجيل الموردين عن طريق بوابة الموردين بالموقع الرسمي لوزارة الطاقة.

تسجيل مورد جديد

الخطوة (21/1)

اضغط على الرابط الخاص بتسجيل الموردين بحساب وزارة الطاقة
المرحلة الأولى تسجيل تفاصيل الشركة الخاصة بك
قم بإدخال البيانات الأساسية الخاصة بالشركة
اضغط على "التالي"

وزارة الطاقة
MINISTRY OF ENERGY

1 2 3 4 5 6 7 8
Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services Questionnaire Review

Register Supplier: Company Details ⓘ

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* Company

* Tax Organization Type

Supplier Type

Corporate Web Site

Attachments: None ⚡

* Tax Country

Taxpayer ID

Commercial Registration (CR)

Note to Approver

Additional Information

Your Contact Information

Enter the contact information for communications regarding this registration.

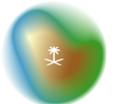
* First Name

* Last Name

* Email

* Confirm Email

Back Next Save for Later Register Cancel



الخطوة (21/2)

المرحلة الثانية تسجيل ممثلون الشركة
سيظهر لك بيانات الممثل الذي تم إدخاله في
المرحلة السابقة
لإضافة ممثل جديد أضغط على "+"

وزارة الطاقة
MINISTRY OF ENERGY

Company Details 2 Contacts 3 Addresses 4 Business Classifications 5 Bank Accounts 6 Products and Services 7 Questionnaire 8 Review

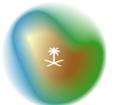
Register Supplier: Contacts

Enter at least one contact.

Actions View Format Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
a, a		as@gmail.com	✓	✓	✎	✕

Columns Hidden 7



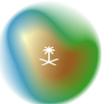
الخطوة (21/3)

أدخل البيانات الخاصة بالممثل الخاص بك
اضغط على "موافق"

The screenshot shows a web browser window displaying the Ministry of Energy portal. The main heading is "وزارة الطاقة" (Ministry of Energy). The page title is "Register Supplier: Contacts". A modal window titled "Create Contact" is open, containing the following fields and options:

- Salutation (dropdown menu)
- * First Name (text input)
- Middle Name (text input)
- * Last Name (text input)
- Job Title (text input)
- Administrative contact
- Phone (text input)
- Mobile (text input)
- Fax (text input)
- * Email (text input)
- Request user account
- Roles (table with columns "Role" and "Description", currently empty)

At the bottom of the modal, there are buttons for "Create Another", "OK", and "Cancel". The "OK" button is highlighted with a red box. The background shows a progress bar with 8 steps, and the current step is 2.



الخطوة (21/4)

بعد إضافة الممثلون الخاصين بك
اضغط على "التالي"

وزارة الطاقة
MINISTRY OF ENERGY

Company Details **2** Contacts Addresses Business Classifications Bank Accounts Products and Services Questionnaire Review

Register Supplier: Contacts ⓘ

Back Next Save for Later Register Cancel

Enter at least one contact.

Actions View Format Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
a, a		as@gmail.com	✓	✓	✎	✕

Columns Hidden 7

الخطوة (21/5)

المرحلة الثالثة تسجيل عناوين الشركة

اضغط على "إضافة"

وزارة الطاقة
MINISTRY OF ENERGY

Company Details Contacts **Addresses** Business Classifications Bank Accounts Products and Services Questionnaire Review

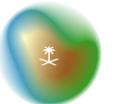
Register Supplier: Addresses

Enter at least one address for remit-to and ordering address purposes.

Actions View Format **Create** Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display.					
Columns Hidden 3					

Back Next Save for Later Register Cancel



الخطوة (21/6)

قم بإدخال البيانات الإلزامية للعنوان الخاصة بك

اضغط على "+" لربط العنوان بممثلي الشركة
المُعرفين في المرحلة السابقة

Register Supplier: Addresses

Enter at least one address for remit-to and ordering at

Address Name Address

No data to display.
Columns Hidden 3

Create Address

* Address Name

* Country Saudi Arabia

* Address Line 1 or P.O. Box

Address Line 2

* City

Postal Code

* Address Purpose Ordering
 Remit to
 RFQ or Bidding

Phone 966

Fax 966

Email

Address Contacts

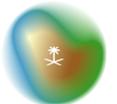
Select the contacts that are associated with this address.

Actions View Format Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				

No data to display.
Columns Hidden 4

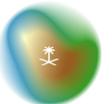
Create Another OK Cancel



الخطوة (21/7)

قم بتحديد الممثلون المراد ربطهم على
العنوان المدخل
اضغط على "موافق"

The screenshot displays the 'Register Supplier: Addresses' step in the Ministry of Energy portal. A modal window titled 'Select and Add: Contacts' is open, allowing the user to search for and select contacts to associate with the address. The modal includes a search bar, a table with columns for Name, Job Title, Email, and Phone, and buttons for Search, Reset, Apply, OK, and Cancel. The background shows the 'Create Address' form with fields for Address Name, Country, Address Line 1, Address Line 2, City, and Postal Code.



الخطوة (21/8)

بعد ربط الممثلون بهذا العنوان.

اضغط على "موافق"

Register Supplier: Addresses

Enter at least one address for remit-to and ordering address.

Actions View Format Create

Address Name Address

No data to display.

Columns Hidden 3

Create Address

* Address Name

* Country Saudi Arabia

* Address Line 1 or P.O. Box

Address Line 2

* City

Postal Code

* Address Purpose Ordering
 Remit to
 RFQ or Bidding

Phone 966

Fax 966

Email

Address Contacts

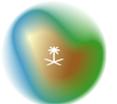
Select the contacts that are associated with this address.

Actions View Format Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				

Columns Hidden 4

Create Another OK Cancel



الخطوة (21/9)

المرحلة الرابعة تسجيل تصنيفات العمل و
الشهادات الخاصة بالشركة
اضغط على "+" لإضافة الشهادات/التصنيفات

وزارة الطاقة
MINISTRY OF ENERGY

1 Company Details 2 Contacts 3 Addresses 4 Business Classifications 5 Bank Accounts 6 Products and Services 7 Questionnaire 8 Review

Register Supplier: Business Classifications ⓘ

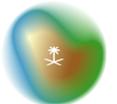
Back Next Save for Later Register Cancel

Enter at least one business classification or select none applicable.

— This section for local supplier, you must enter all the Required certificates, Enter each certificate in a separate line as requested Any missing certificate may lead your application to be Rejected

Actions View Format + X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	* Expiration Date	Attachments	Notes
No data to display.								



الخطوة (21/10)

قم بإختيار وإرفاق وتحديد صلاحية
المستندات التالية:

- شهادة التسجيل في الغرفة التجارية
- شهادة السجل التجاري
- شهادة التأمينات الاجتماعية
- شهادة المنشآت الصغيرة والمتوسطة
- شهادة الحساب البنكي للشركة
- شهادة اعتماد ممثل الشركة
- شهادة السعودية
- شهادة قيمة الضريبة المضافة
- شهادة الزكاة

ثم اضغط على "التالي"

وزارة الطاقة
MINISTRY OF ENERGY

1 Company Details 2 Contacts 3 Addresses 4 Business Classifications 5 Bank Accounts 6 Products and Services 7 Questionnaire 8 Review

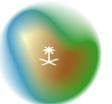
Register Supplier: Business Classifications

Enter at least one business classification or select none applicable.

— This section for local supplier, you must enter all the Required certificates, Enter each certificate in a separate line as requested Any missing certificate may lead your application to be Rejected

Actions View Format + X Freeze Detach Wrap

Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
<ul style="list-style-type: none"> Chamber of Commerce Certificate Commercial Registration Certificate GOSI Certificate Monehsaat Certificate Official IBAN Letter Official signed Letter Saudiization Certificate Tax certificate (VAT / Tax certificate) Zakat Certificate 					mm/dd/yy	mm/dd/yy	None	



الخطوة (21/11)

المرحلة الخامسة تسجيل الحسابات البنكية
الخاصة بالشركة
اضغط على "+"

The screenshot shows the Ministry of Energy portal interface. The header includes the logo and name 'وزارة الطاقة MINISTRY OF ENERGY'. A progress bar at the top indicates the current step is '5 Bank Accounts', with other steps like 'Company Details', 'Contacts', 'Addresses', 'Business Classifications', 'Products and Services', 'Questionnaire', and 'Review' marked as completed. The main heading is 'Register Supplier: Bank Accounts'. Below it, there is a table with columns for 'Account Number', 'IBAN', 'Currency', 'Bank', 'Edit', and 'Delete'. The table is currently empty, and the 'Create' button is highlighted with a red box. The text 'Enter at least one bank account.' is visible above the table. The 'Actions' menu includes 'View', 'Format', 'Create', 'Edit', 'Delete', 'Freeze', 'Detach', and 'Wrap'.

الخطوة (21/12)

قم بإدخال البيانات البنكية الأساسية
اضغط على "موافق"

The screenshot displays the 'Register Supplier: Bank Accounts' page on the Ministry of Energy portal. The page is part of a multi-step registration process, with the 'Bank Accounts' step (step 5) currently active. The form is titled 'Create Bank Account' and includes the following fields:

- Country:** A dropdown menu.
- Bank:** A dropdown menu.
- Branch:** A dropdown menu.
- Account Number:** A text input field.
- IBAN:** A text input field.
- Currency:** A dropdown menu.
- Additional Information:**
 - Account Name:** A text input field.
 - Agency Location Code:** A text input field.
 - Alternate Account Name:** A text input field.
 - Account Type:** A dropdown menu.
 - Account Suffix:** A text input field.
 - Description:** A text input field.
 - Check Digits:** A text input field.
- Comments:** A text area with a 'Note to Approver' label.

At the bottom of the form, there are buttons for 'Create Another', 'OK', and 'Cancel'. The background shows a progress bar with steps 1 through 8, and a table with columns for 'Bank', 'Edit', and 'Delete'.

الخطوة (21/13)

المرحلة السادسة تحديد المنتجات والخدمات
المقدمة من الشركة
اضغط على "تحديد وإضافة"

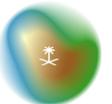
The screenshot shows the 'Register Supplier: Products and Services' step in the Ministry of Energy portal. The page features a progress bar at the top with steps: Company Details, Contacts, Addresses, Business Classifications, Bank Accounts, Products and Questionnaire (highlighted), and Review. Below the progress bar, there are buttons for 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel'. The main content area has a heading 'Register Supplier: Products and Services' and a sub-heading 'Enter at least one products and services category'. Below this, there is a table with columns 'Category Name', 'Description', and 'Remove'. The table is currently empty, displaying 'No data to display.' A red box highlights the 'Select and Add' button in the 'Actions' column of the table.

الخطوة (21/14)

قم بإختيار من القائمة المنسدلة للمنتجات والخدمات المقدمة من الشركة
اضغط على "موافق"

The screenshot shows the Ministry of Energy website interface. A dialog box titled "Select and Add: Products and Services" is open, displaying a search bar and a table of categories and descriptions. The table has two columns: "Category Name" and "Description". The first row, "1- Products", is selected with a red checkmark. Below the table, there are buttons for "Apply", "OK", and "Cancel".

Select	Category Name	Description
<input checked="" type="checkbox"/>	1- Products	1- Products
<input type="checkbox"/>	1-01	1-01
<input type="checkbox"/>	Art Work - CAPEX	1-01-15 - Art Work - CAPEX
<input type="checkbox"/>	Art Work - OPEX	1-01-15 - Art Work - OPEX
<input type="checkbox"/>	Cabinet - CAPEX	1-01-06 - Cabinet - CAPEX
<input type="checkbox"/>	Cabinet - OPEX	1-01-06 - Cabinet - OPEX
<input type="checkbox"/>	Carpet - CAPEX	1-01-04 - Carpet - CAPEX
<input type="checkbox"/>	Carpet - OPEX	1-01-04 - Carpet - OPEX
<input type="checkbox"/>	Chair - CAPEX	1-01-01 - Chair - CAPEX
<input type="checkbox"/>	Chair - OPEX	1-01-01 - Chair - OPEX



الخطوة (21/15)

الآن تم إضافة المنتجات والخدمات المقدمة
من الشركة
اضغط على "التالي"

وزارة الطاقة
MINISTRY OF ENERGY

Company Details Contacts Addresses Business Classifications Bank Accounts **Products and Services** Questionnaire Review

Register Supplier: Products and Services

Enter at least one products and services category.

Actions View Format Select and Add Remove Freeze Detach Wrap

Category Name	Description	Remove
No data to display.		

Back Next Save for Later Register Cancel

المرحلة السابعة اضغط على مسميات النماذج
لتحميلها ورفع الملفات اللازمة لتسجيل المورد

وزارة الطاقة
MINISTRY OF ENERGY

Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services **Questionnaire** Review

Register Supplier: Questionnaire

Attachments None

Section

1. Assessment

Questions

Assessment (Section 1 of 1)

1. The list below the details of relevant projects executed recently and over the last 3 years. Complete with specific details on the program, download the attached document and fill them up, then upload them again
Attachments [List of Projects](#)
 a. Attach

2. List of audit financial statement over last three years
 a. Attach

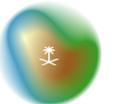
3. Please review the Code of Conduct document and agree
Attachments [Supplier Disclosure Undertaking](#)
 a. Attach

4. Please Provide a Company Profile (Clients you worked with)
 a. Attach

End of Section 1 of 1

Previous Section Next Section

Back Next Save for Later Register Cancel



الخطوة (21/17)

اضغط على "مسمى النموذج" لتحميله

اضغط على "موافق"

وزارة الطاقة
MINISTRY OF ENERGY

Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services Questionnaire Review

Register Supplier: Questionnaire

Attachments None

Questions

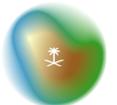
Attachments

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
File	To Supplier	List of Projects.docx	List of Projects	List of Projects	SCM Impl	05/02/2023 08:31

* 4. Please Provide a Company Profile (Clients you worked with)
 a. Attach

End of Section 1 of 1

Previous Section Next Section



الخطوة (21/18)

اضغط على "+" لرفع النماذج
والمستندات المطلوبة

رفع كلاً من الملفات التالية حسب الترتيب:
1- المشاريع السابقة للشركة
2- القوائم المالية للشركة لآخر 3 سنوات
3- مستند تعهد الإفصاح الخاص بالموردين
4- الملف التعريفي للشركة

وزارة الطاقة
MINISTRY OF ENERGY

Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services **Questionnaire** Review

Register Supplier: Questionnaire

Attachments: None

Section

1. Assessment

Questions

Assessment (Section 1 of 1)

* 1. The list below the details of relevant projects executed recently and over the last 3 years. Complete with specific details on the program, download the attached document and fill them up, then upload them again

Attachments: List of Projects

a. Attach

Response Attachments: None

* 2. List of audit financial statement over last three years

a. Attach

Response Attachments: None

* 3. Please review the Code of Conduct document and agree

Attachments: Supplier Disclosure Undertaking

a. Attach

Response Attachments: None

* 4. Please Provide a Company Profile (Clients you worked with)

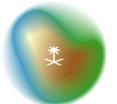
a. Attach

Response Attachments: None

End of Section 1 of 1

Previous Section Next Section

Back Next Save for Later Register Cancel



الخطوة (21/19)

رفع النموذج والملف المطلوب

اضغط على "موافق"

وزارة الطاقة
MINISTRY OF ENERGY

Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services **Questionnaire** Review

Register Supplier: Questionnaire

Attachments: None

Section: 1. Assessment

Questions

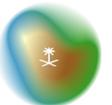
Type	Category	* File Name or URL	Title	Description	Attached By	Attach
File	From Suppl...	811fb2a5963b632437f05b21e9fb2ea3.jpg	Form Supplier		anonymous	06/10/2023

Rows Selected: 1

* 4. Please Provide a Company Profile (Clients you worked with)
 a. Attach

End of Section 1 of 1

Previous Section Next Section



التأكد من رفع جميع النماذج والملفات المطلوبة
اضغط على "التالي"

وزارة الطاقة
MINISTRY OF ENERGY

Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services **Questionnaire** Review

Back Next Save for Later Register Cancel

Attachments None

Section

1. Assessment

Questions

Assessment (Section 1 of 1)

1. The list below the details of relevant projects executed recently and over the last 3 years. Complete with specific details on the program, download the attached document and fill them up, then upload them again
Attachments List of Projects
a. Attach
Response Attachments Form Supplier

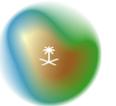
2. List of audit financial statement over last three years
a. Attach
Response Attachments financial statement

3. Please review the Code of Conduct document and agree
Attachments Supplier Disclosure Undertaking
a. Attach
Response Attachments Supplier Disclosure Undertaking

4. Please Provide a Company Profile (Clients you worked with)
a. Attach
Response Attachments Company Profile

End of Section 1 of 1

Previous Section Next Section



الخطوة (21/21)

المرحلة الثامنة مراجعة البيانات المدخلة
أثناء التسجيل
ثم قم بالضغط على "تسجيل"

Review Supplier Registration: test

Company Details

Company	test	Tax Country	Egypt
Tax Organization Type	Corporation	Taxpayer ID	
Supplier Type	Supplier	Commercial Registration (CR)	10111192
Corporate Web Site		Note to Approver	

Additional Information

Attachments

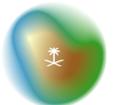
Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.						

Contacts

Name	Job Title	Email	Administrative Contact	Request User Account	Details
a, a		as@gmail.com	✓	✓	

Addresses

Address Name	Address	Phone	Address Purpose	Details
No data to display.				



في حال وجود أي استفسار يرجى الدخول على
الرابط التالي لـ [خدمة الموردين](#)

