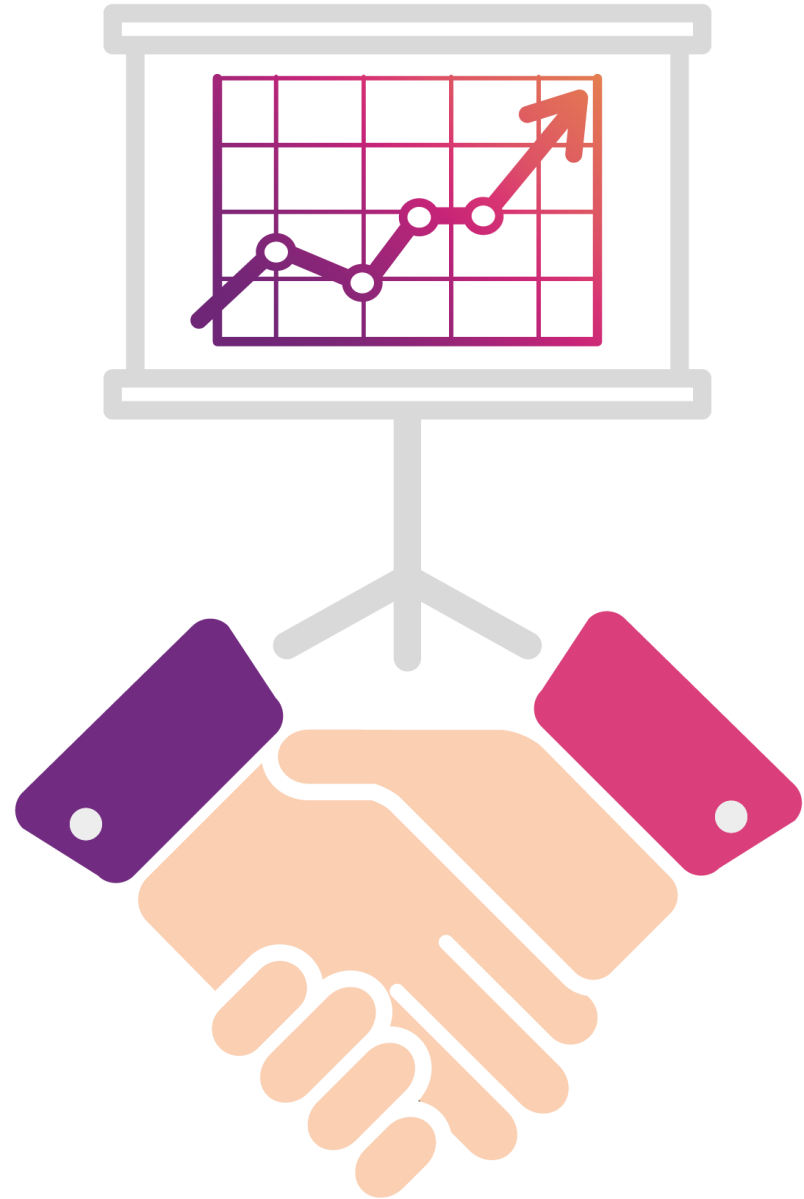




Solutions by STC Supplier Pre-qualification Process from iSupplier Portal

Internal IT

Date: 25/09/2018



Agenda

Supplier Profile Management allows you to update your profile details as necessary, while providing important information and process it in the system through Oracle iSupplier Portal .

This user guide provides you with steps to enter pre-qualification details in iSupplier gateway profile management function.

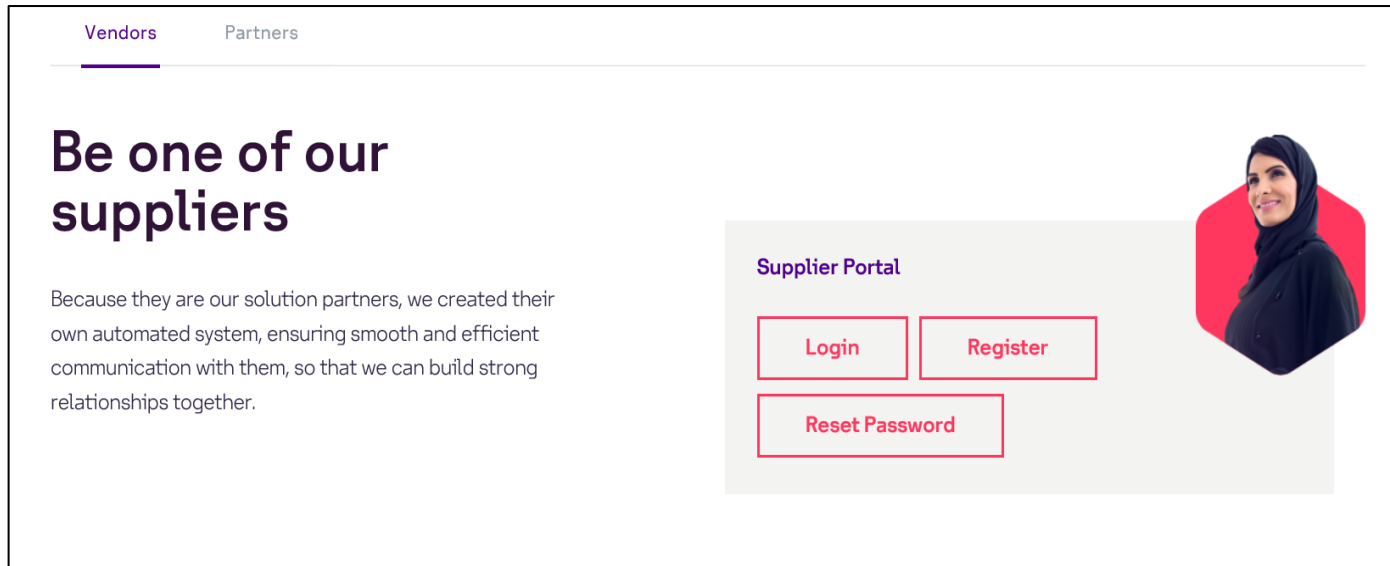
The responsible person will rereview, evaluate and approve the pre-qualification details and use this information to update supplier profile.

Login in iSupplier Portal

Please [Login](#) to Solutions by STC web page below link :

[Solutions by STC web page :](#)

<https://www.solutions.com.sa/suppliers/vendors/>



Vendors Partners

Be one of our suppliers

Because they are our solution partners, we created their own automated system, ensuring smooth and efficient communication with them, so that we can build strong relationships together.

Supplier Portal

Login Register

Reset Password

Login in iSupplier Portal

Login with your credential in Solutions by STC iSupplier portal :

solutions
by stc

Login

Enter your user name and password.

User Name

Password

Login Cancel

Access the iSupplier Home page

Click on the home page link for access the supplier profile management screen :

The screenshot displays the 'solutions by sic E-Business Suite' interface. At the top, there is a search bar with 'Contract Documents' selected and a 'Go' button. To the right, there are icons for a star, settings, and a notification bell with a red '2' badge, along with the text 'Logged In As...'. Below the search bar, the 'Home' section is visible. On the left, the 'Navigator' pane shows a folder 'iSupplier Portal Full Access, Standard' containing a 'Home Page' link, which is highlighted with an orange arrow. A 'Personalize' button is located above the Navigator. To the right, the 'Worklist' section features a 'Full List (2)' button and a table with columns: 'From', 'Type', 'Subject', 'Sent', and 'Due'. Below the table, there is a checked checkbox for 'Vacation Rules' with the text 'Redirect or auto-respond to notifications.'

Supplier Pre-Qualification detail which is required for approval










Click on Admin Tab and Pre-Qualification link as below for enter pre-qualification Detail :

The screenshot displays the iSupplier Portal interface. At the top left, the logo for 'solutions by stc' is visible. The main header is purple and contains the text 'iSupplier Portal' and several navigation icons (home, clock, star, gear, bell with a red '2' notification). On the right side of the header, it says 'Logged In /'. Below the header is a navigation bar with tabs for 'Home', 'Orders', 'Shipments', 'Planning', 'Finance', 'Product', and 'Admin'. The 'Admin' tab is highlighted with an orange arrow. Below the navigation bar is a 'Profile Management' section. On the left side of this section is a sidebar menu with the following items: 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact Directory', 'Pre-Qualification', 'Banking Details', 'Payment & Invoicing', and 'Surveys'. The 'Pre-Qualification' item is highlighted with an orange arrow. The main content area is divided into three sections: 'General', 'Attachments', and 'Search'. The 'General' section contains a table with the following columns: 'Organization Name', 'Supplier Number', 'Alias', 'Parent Supplier Name', 'Parent Supplier Number', 'DUNS Number', 'Tax Registration Number', 'Taxpayer ID', and 'Country of Tax Registration'. The 'Attachments' section is currently empty. The 'Search' section contains a note that the search is case insensitive, a search input field with the placeholder text 'Title', a 'Go' button, and a link to 'Show More Search Options'.

Company Business classification

Applicable list of supporting documents and detail will be available in business classification region. Based on Supplier country (Local,GCC and Foreign). Supplier need to enter Certificate no and Expiration Date in case Certificate document.

Scan copy of certificate and other supporting document is required to attach in next page

Business Classifications					
Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
01-Statement of income and financial position for the last year	<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/> 
02-Certificate of GOSI	<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/> 
03-Copy of Power of Attorney for Authorized Signatory	<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/> 
04-Copy of valid Certificate from Chamber of Commerce & Industry	<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/> 
05-Zakat Certificate	<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/> 
06-Approval of the company's code of conduct for suppliers	<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/> 
07-Commercial License	<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/> 
08-VAT Certificate	<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/> 
09-Certified letter for bank account	<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/> 

Supplier Pre-Qualification detail which is required for approval

To avoid any conflict of interest between **Solutions by STC** and your company please review the "Conflict of interest policy" and answer the 3 questions

If there is any conflict , the company must sign the conflict of interest document .

Conflict of Interest Management Policy

Does the supplier / contractor has any financial interest or any direct or indirect business relation with any of the employees of STCS who is applicable to* regulations and definitions set forth in the policy of conflict of interest? Yes ▾

Does the supplier / contractor has a consanguinity of first and second degree with any of the employees of STCS who is applicable to regulations and definitions set* forth in the policy of conflict of interest? Yes ▾

I acknowledge that the owners of the company have reviewed and committed with the Company's conflict of interest policy and its regulatory requirements* applicable in Saudi Arabia. Yes ▾

Conflict of Interest

Attachments 

Conflict Details

Add Row

Delete Row(s)



* Name

* ID



* Relative relation

No search conducted.

Supplier Pre-Qualification detail which is required for approval



- Vendor Category Choose what applicable to your company field. A fixed criteria will appear to be filled.
- Commercial Information : Enter Area & Supplier Type.



Supplier Pre-Qualification Evaluation


* Vendor Category  


Employee
Foreign Consulting
Foreign Distributor
Foreign Law Firm
Foreign OEM
Foreign Service Provider
Foreign Sub - contract
Foreign training
Governmental
Hospital
Hotel
Insurance
Local Consulting
Local Distributor
Local Law Firm
Local OEM
Local Service Provider
Local Sub - contract
Local training
Payment
Property Renter
Restaurant
STC Subsidiary
STCS Egypt Office
Travel agent

Commercial Information

* Area  

* Supplier Type L- I  

Supplier Type L- II 

Company's Date of Formation 

Cage Code

Coverage Geographical

No results found.



* Location



Supplier Pre-Qualification detail which is required for approval



In Coverage Geographic ,Top (5) Customer in descending order , Owner's Details & Supplier Products



Click on add row and Enter mandatory information and attachment



If you are Authorized Distributor\Distributor you need to fill all fields under this specific field and attach the Authorization letter.

Coverage Geographic					
Add Row ← Row(s)  					
<input type="checkbox"/>	No search conducted.				* Location

Authorized Distributer\Distributor		
Add Row ← Row(s)  		
<input type="checkbox"/>	* Company Name	* Product and Services
No search conducted.		Attachments

Top (5) Customers in Descending Order					
Add Row ← Row(s)  					
<input type="checkbox"/>	* Project Name	Name of Subcontractor (if any)	* Contract Duration	Period Start Date	Period End Date
No search conducted.					

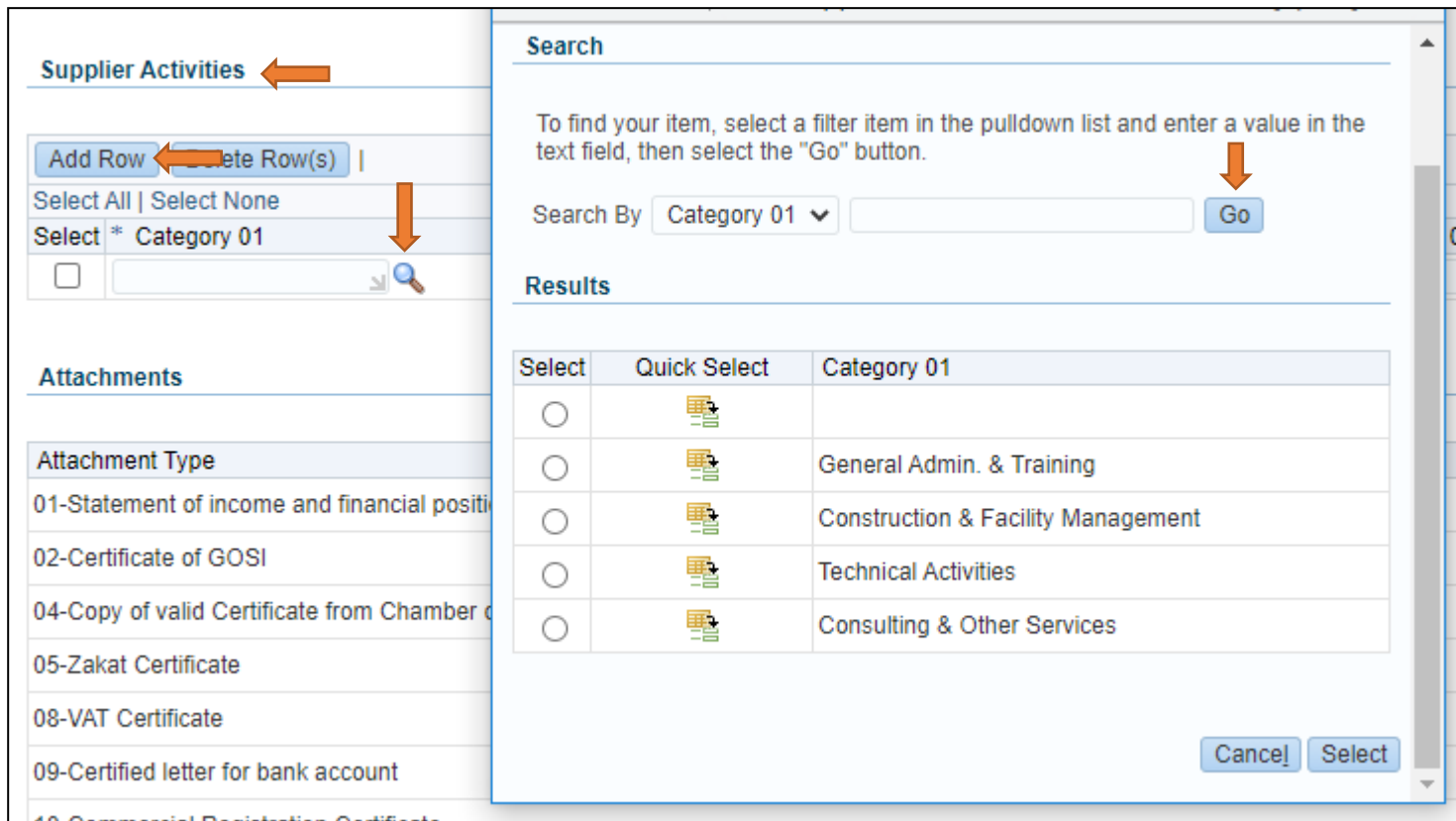
Owner's Details				
Add Row ← Row(s)  				
<input type="checkbox"/>	* Name		* Phone	* ID
No search conducted.			* Email	

Supplier Products		
Add Row ← Row(s)  		
<input type="checkbox"/>	* Product Name	* Product Description
No search conducted.		Website URL

Supplier Pre-Qualification detail which is required for approval

For Supplier Activity , there is 4 levels to fill gradually based on the choices you entered

- Click on Add row , then  →  And choose your activity



Supplier Activities ←

Add Row ← Delete Row(s) |

Select All | Select None

Select * Category 01

Attachments

Attachment Type

01-Statement of income and financial position

02-Certificate of GOSI

04-Copy of valid Certificate from Chamber of Commerce

05-Zakat Certificate


08-VAT Certificate

09-Certified letter for bank account






10-Commercial Registration Certificate

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 Category 01 

Results

Select	Quick Select	Category 01
<input type="radio"/>		
<input type="radio"/>		General Admin. & Training
<input type="radio"/>		Construction & Facility Management
<input type="radio"/>		Technical Activities
<input type="radio"/>		Consulting & Other Services

Supplier Pre-Qualification detail which is required for approval

- Based on supplier country, Below list of documents is required. Click on "+" to attach all mandatory documents which are required for approval. **You can not** proceed to submit supplier registration request without attached documents
- Check the **Disclosure** box , After filling registration form and checking all the information is correct , click on Submit button to complete your registration

Attachments ←

Attachment Type	* Attachments
02-Certificate of GOSI	+
04-Valid Certificate from Chamber of Commerce & Industry	+
05-Zakat Certificate	+
08-VAT Certificate	+
09-Certified letter for bank account	+
10-Commercial Registration Certificate	+

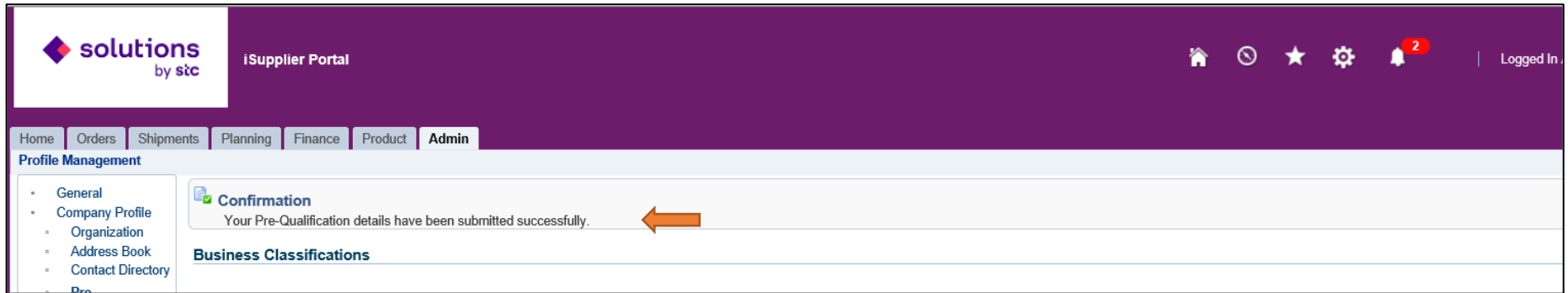
Disclosure ←

I certify and pledge of responsibility and guarantee in front of Solutions by STC for any damages that may be caused to the company as a result of error, neglect or default or collusion or fraud in any of the entered data and the documents submitted. in case of my violation for any of the things mentioned above, I bear all legal liability and the implications of that.

Submit **Back** Step 3 of 3

Supplier Pre-Qualification detail which is required for approval

When all the mandatory details enter then on click on submit , Your Pre-qualification detail has been submitted successfully message will come then it will go for evaluation and approval.





Thank you
