Supplier Portal
DO.070

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1 DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference
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1.2 Reviewers

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1.3 Distribution

Copy No.	Name	Location
V1.1	SBF Project library	Riyadh
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Contents

2 SBF SUPPLIER PORTAL INTRODUCTION:

Oracle Supplier Portal System Considered part of the Purchasing and financial system.
The Supplier System aims to simplifies the supplier registration procedures with SBF company Through a Dynamic and SBF solutions for supplier management.

Supplier portal enables interaction through a smarter supplier system. It is a browser-based solution based on self-service suppliers that offers a fully approach to supplier management by removing communication barriers between efficient employees and suppliers through the interactions between them. The system also allows suppliers to follow up on their claims, participate in Negations proposed by the SBF, and follow up on submitted invoices.

2.1   Purpose:

The Purpose of this document is to provide clear guidance to perform and carry out the following SBF Supplier Portal Registration within the **SBF** ERP system.

This procedure covers the following functional areas:

- Supplier Registration to SBF Supplier Portal.

2.2   Toolbar Function:

Function	Description
Action	Drop list for more actions
View	Show the columns
Format	Resize the columns
➕	Add
📋	Duplicate
✏️	Edit
✖️	Delete
📤	Export to Excel
🔍	Query By Example
Freeze	Freeze The columns
Detach	Detach the columns
Wrap	Warp the columns

3   SBF SUPPLIER REGISTRATION INITIATED BY THE SUPPLIER

Click on the below link to open SBF Supplier Portal:

[Registration Link](#)

3.1   Company Details

- Enter The Official Information for your company.
- Including Company Profile attachment.

- Then **Click Next.**

3.2   Contact Details:

- Enter The contact Information.

- Enter The Administrator Role from your company.

    The Administrator User: Supplier Administrator creates and maintains supplier profile. As a Supplier you can view and edit your profile manually (Any change will be reviewed by SBF to approve it).

- Click **Ok** or **Create Another**.

- Check and confirm for contact information and you can create another if you want to add more contacts.
- Click **OK** Then **Next**.

3.3   Addresses:

From Address Click On **Create** ➕

- Create address.
- Address Purpose Meaning:
    1. **Ordering**: means that SBF will be able to submit PO to this Address.
    2. **Remit To**: means that SBF can be able to submit invoices to this Address.
    3. **RFQ or Bidding**: means that SBF will be able to submit RFQ and Bidding to this Address.
- Select All Your Address Information.
- Add address contacts.
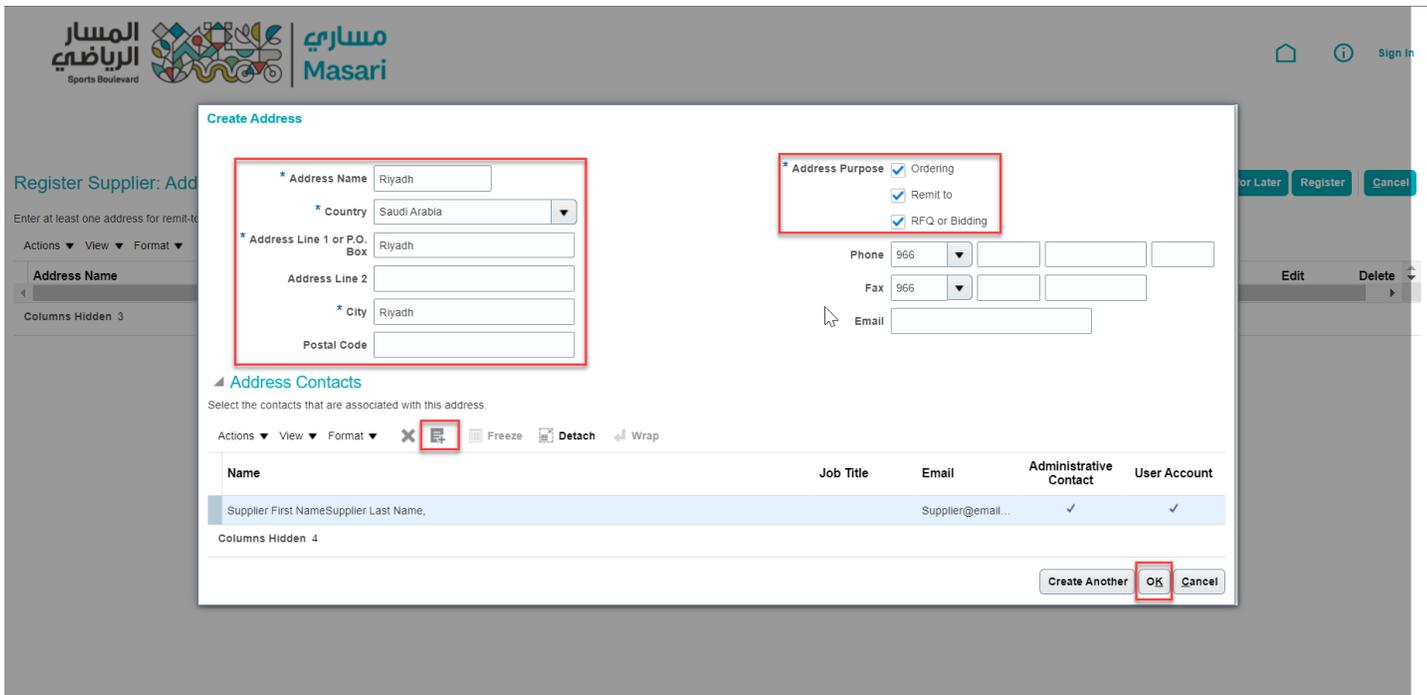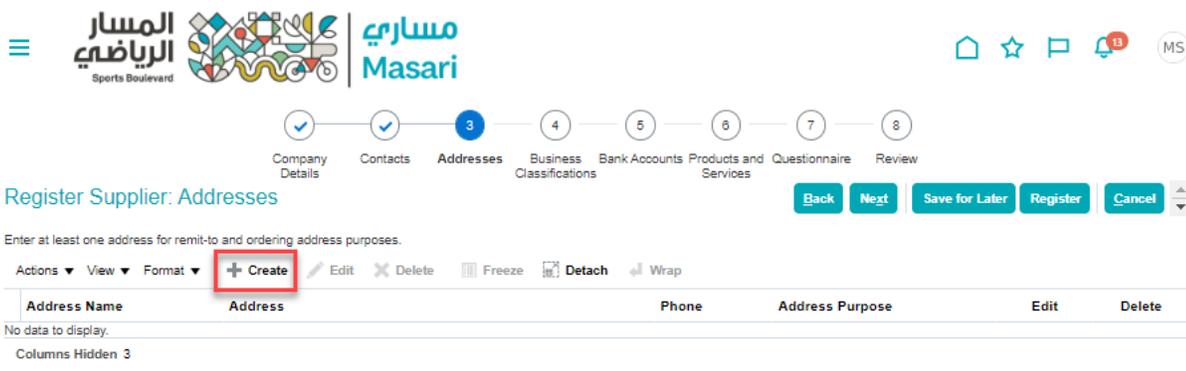
- Check and confirm for Address information and you can create another if you want to add more addresses.
- Click **OK** Then **Next**.

3.4   Business Classifications:

- Click on **Create** ➕ and Select Local Supplier or Foreign Supplier.
- Enter Classification type then add (Attachments, Date, Etc.) then click add again to add new record line.
- You must Add all The Required Certificates under the Business Classification Section.

- Check and confirm all the inserted certificates.
- Then Click **Next**.

3.5   Bank Accounts:

From Bank Account Click On **Create**.

- Enter Bank accounts details.
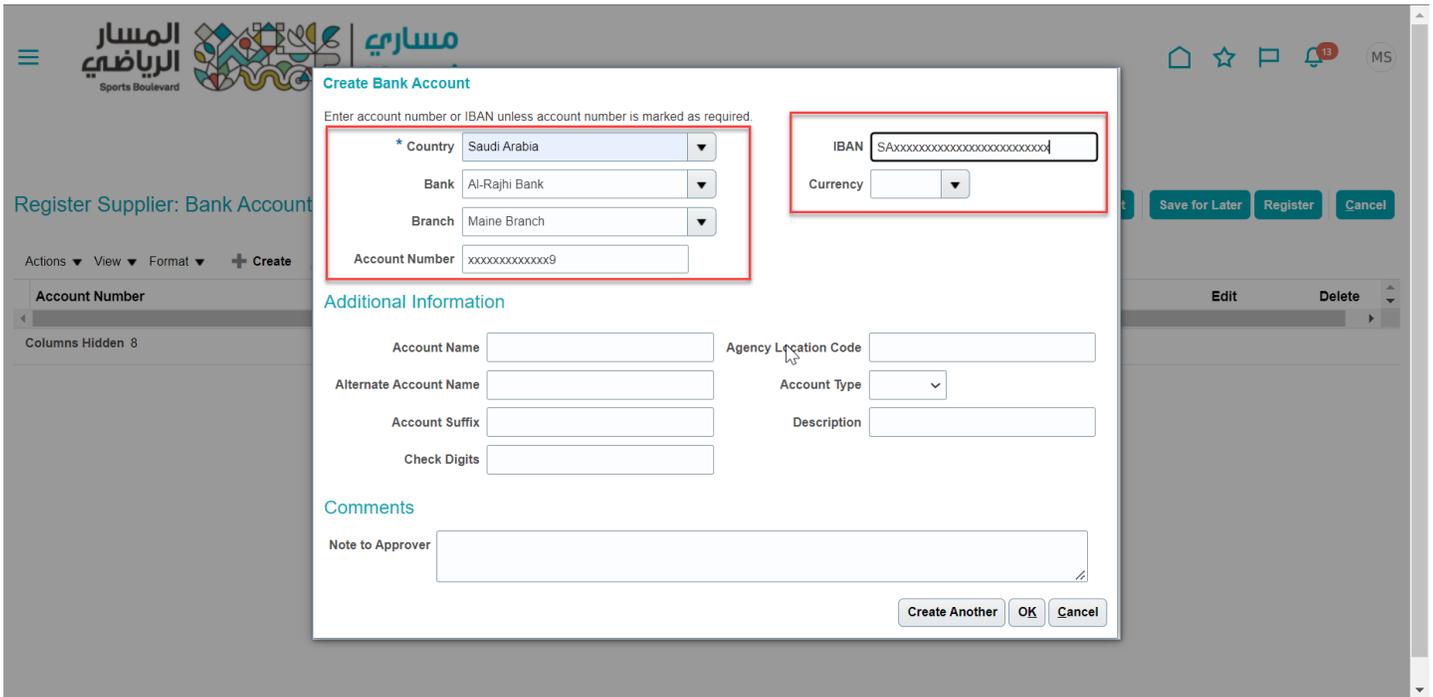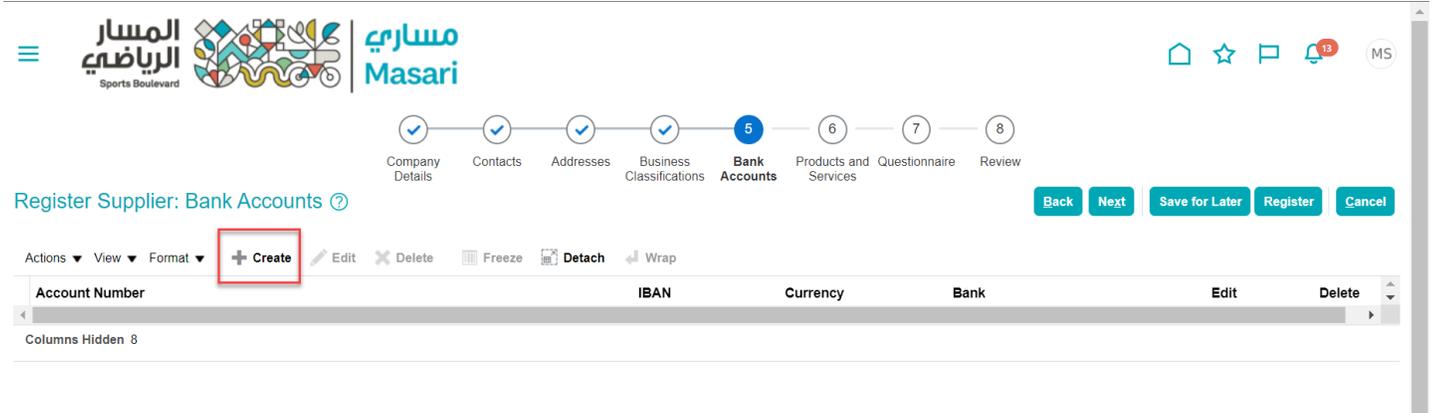
- Check and confirm for Bank account information and you can create another if you want to add more Bank accounts.
- Click **OK** Then **Next**.

3.6 Products and Services:

- From Products and Services Click On **Select and Add**.
- Select all products and services.
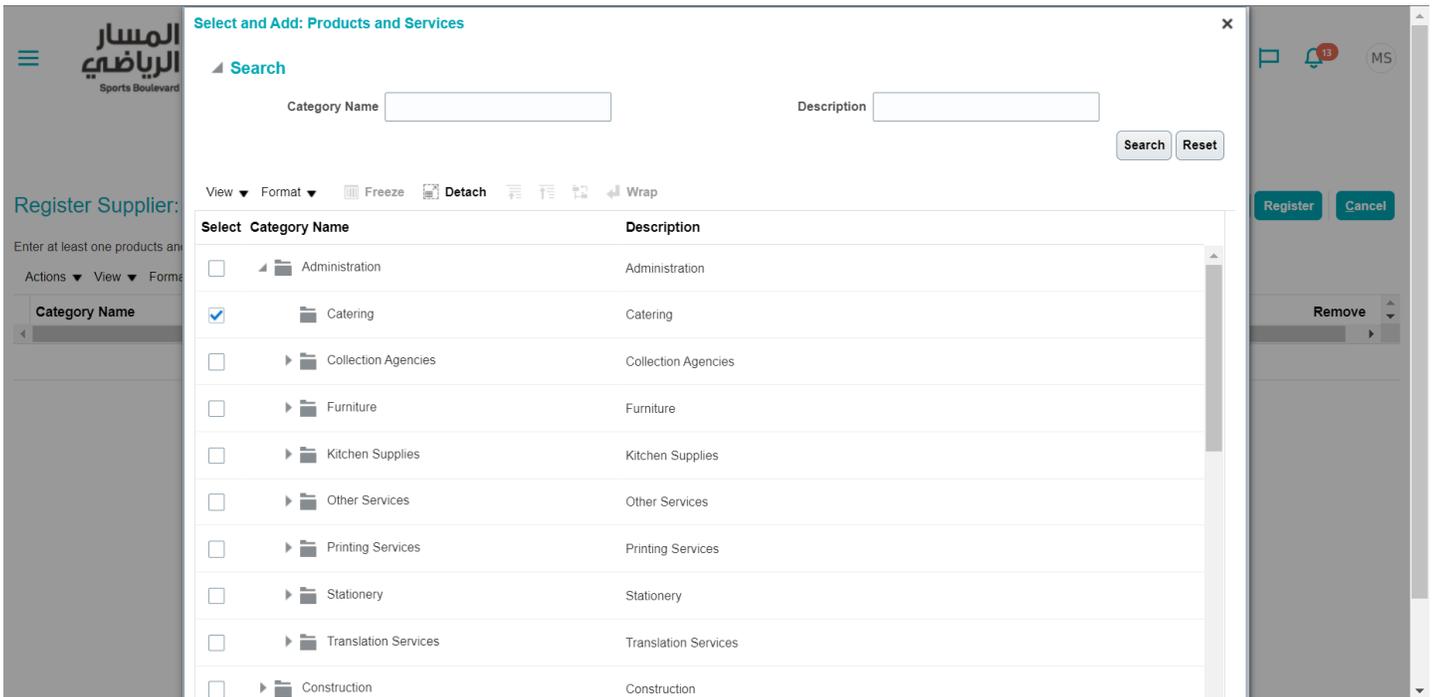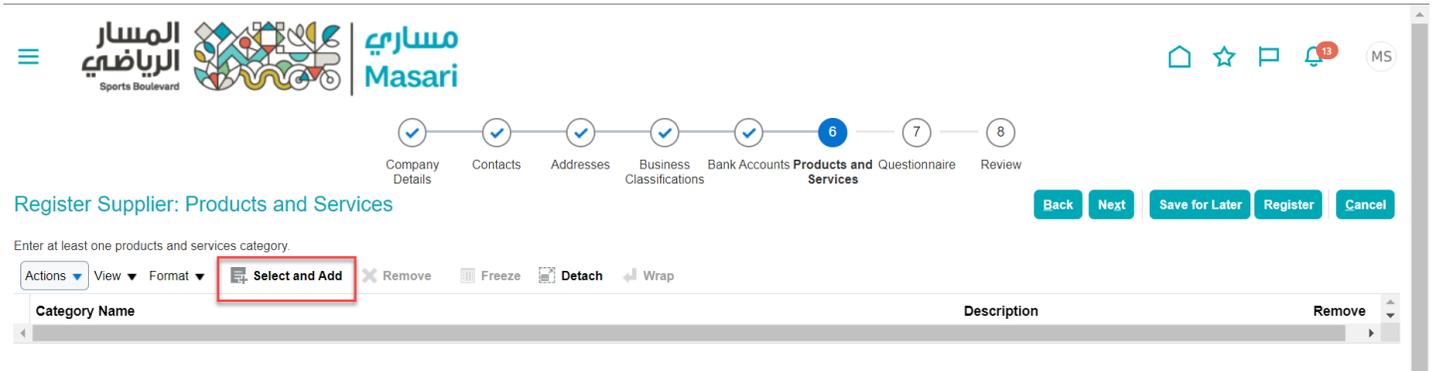
- Then click **apply** then **ok**.
- Then click **Next**.

3.7 Questionnaire:

- Answer the questions.

- Click review if needed.
- Click **Next**.

3.8   Review Page:

- Review All the inserted information.

- Click **Register**.
- SBF team will receive your application to review it and take an action.
- You will receive the feedback from SBF team ASAP (approved, rejected, request for more information).
- If your application is approved, you will receive Email to reset your password and your Username will be the email you entered in the contact.
- If they request more information, you will receive email to submit the needed information.

4   OPEN AND CLOSED ISSUES FOR THIS DELIVERABLE

4.1   Open Issues:

ID	Issue	Resolution	Responsibility	Target Date	Impact Date

4.2   Closed Issues:

ID	Issue	Resolution	Responsibility	Target Date	Impact Date