



ERP .Supplier Guidelines:

Supplier Portal – General Navigation and
Request Profile Changes.

SUPPLIER PORTAL

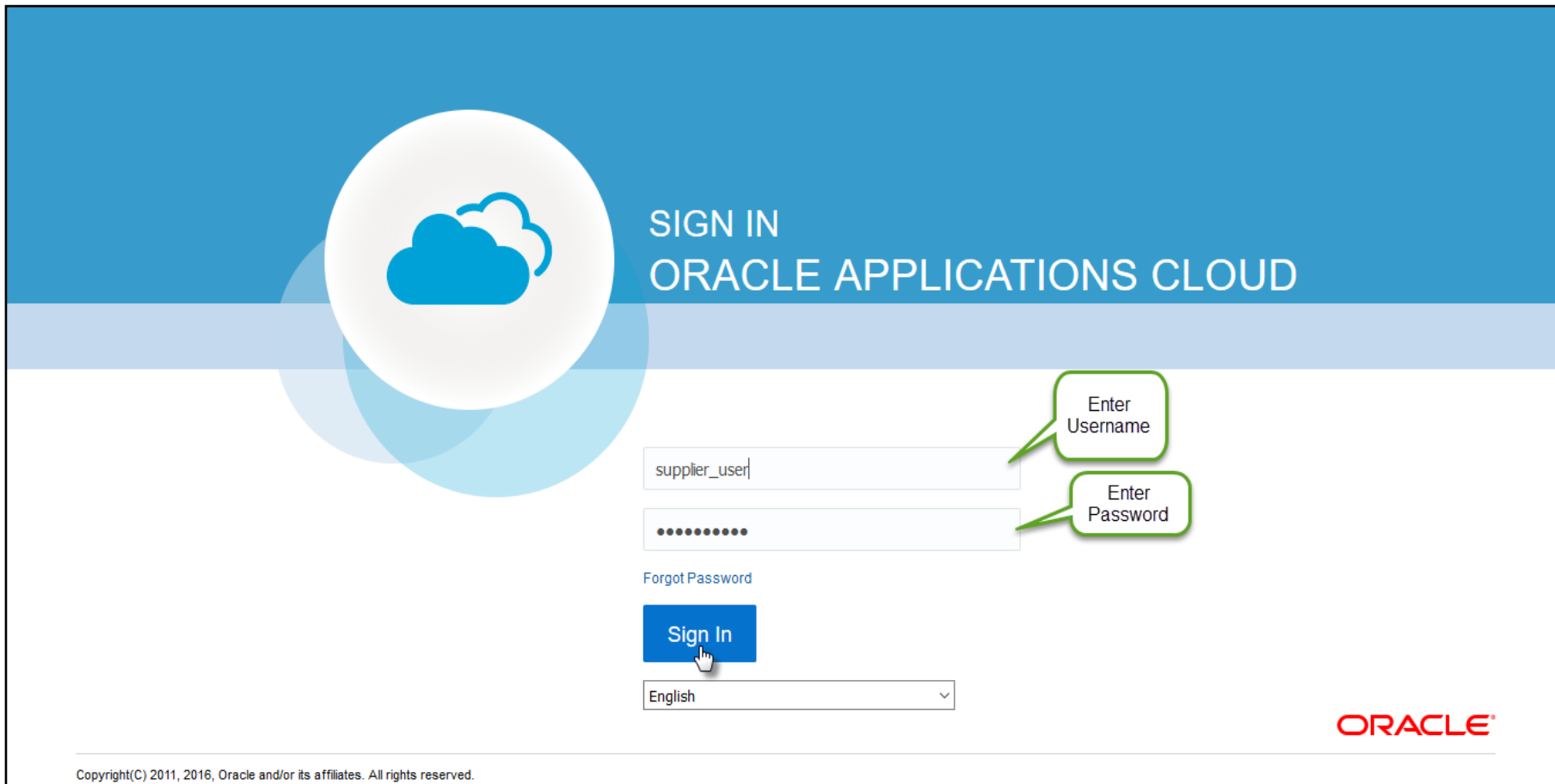
- **Supplier Portal :**
General Navigation and Request Profile Changes.

الشركة الوطنية للإسكان
National Housing Company

— NHC —



LOGIN



The image shows the login page for Oracle Applications Cloud. It features a blue header with a white cloud icon and the text "SIGN IN ORACLE APPLICATIONS CLOUD". Below the header, there are two input fields: one for the username, which contains the text "supplier_user", and one for the password, which is masked with dots. To the right of the password field, there are two green callout boxes: one pointing to the username field with the text "Enter Username" and another pointing to the password field with the text "Enter Password". Below the password field, there is a link that says "Forgot Password". A blue "Sign In" button is located below the "Forgot Password" link. At the bottom of the form, there is a language selection dropdown menu currently set to "English". The Oracle logo is visible in the bottom right corner of the page. At the very bottom, there is a copyright notice: "Copyright(C) 2011, 2016, Oracle and/or its affiliates. All rights reserved."

SIGN IN
ORACLE APPLICATIONS CLOUD

supplier_user

Enter Username

Enter Password

Forgot Password

Sign In

English

ORACLE

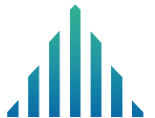
Copyright(C) 2011, 2016, Oracle and/or its affiliates. All rights reserved.

Note:

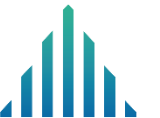
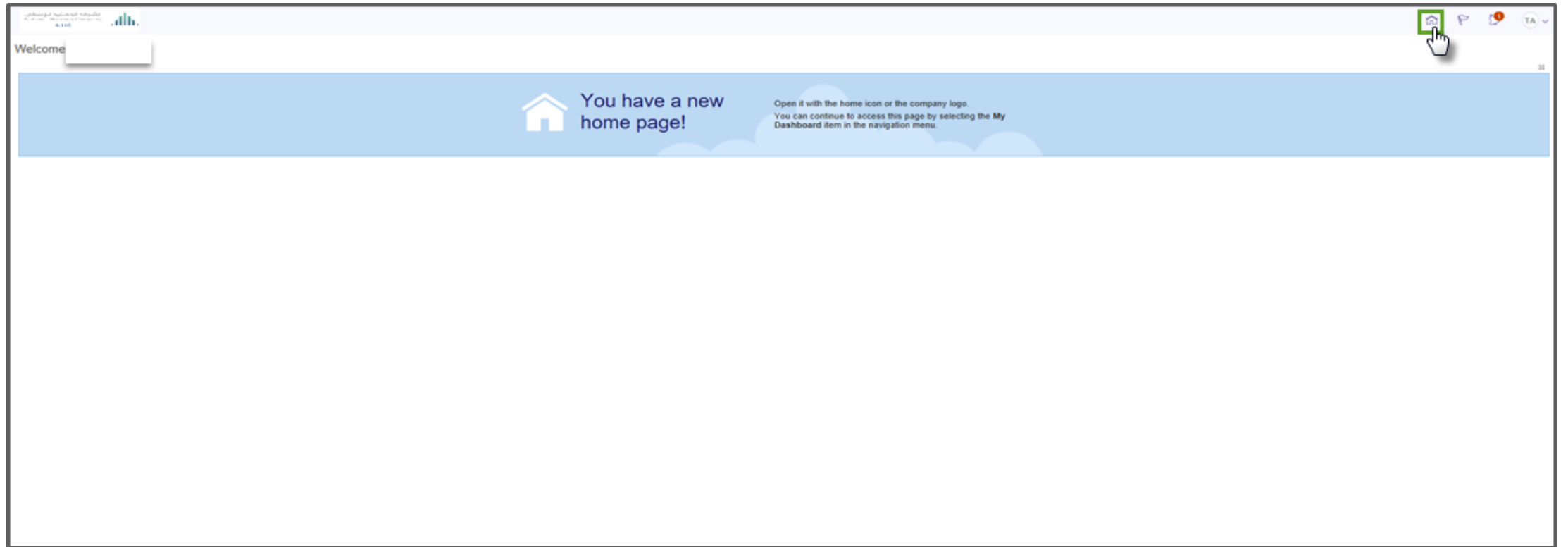
You can choose the desired language.

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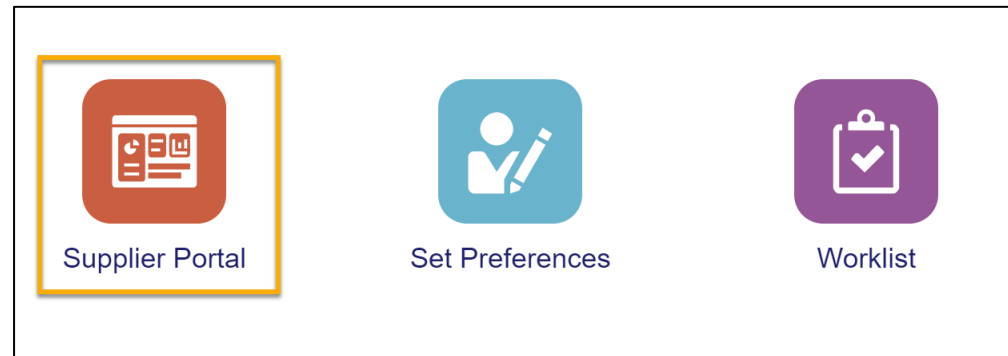
NHC



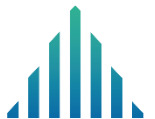
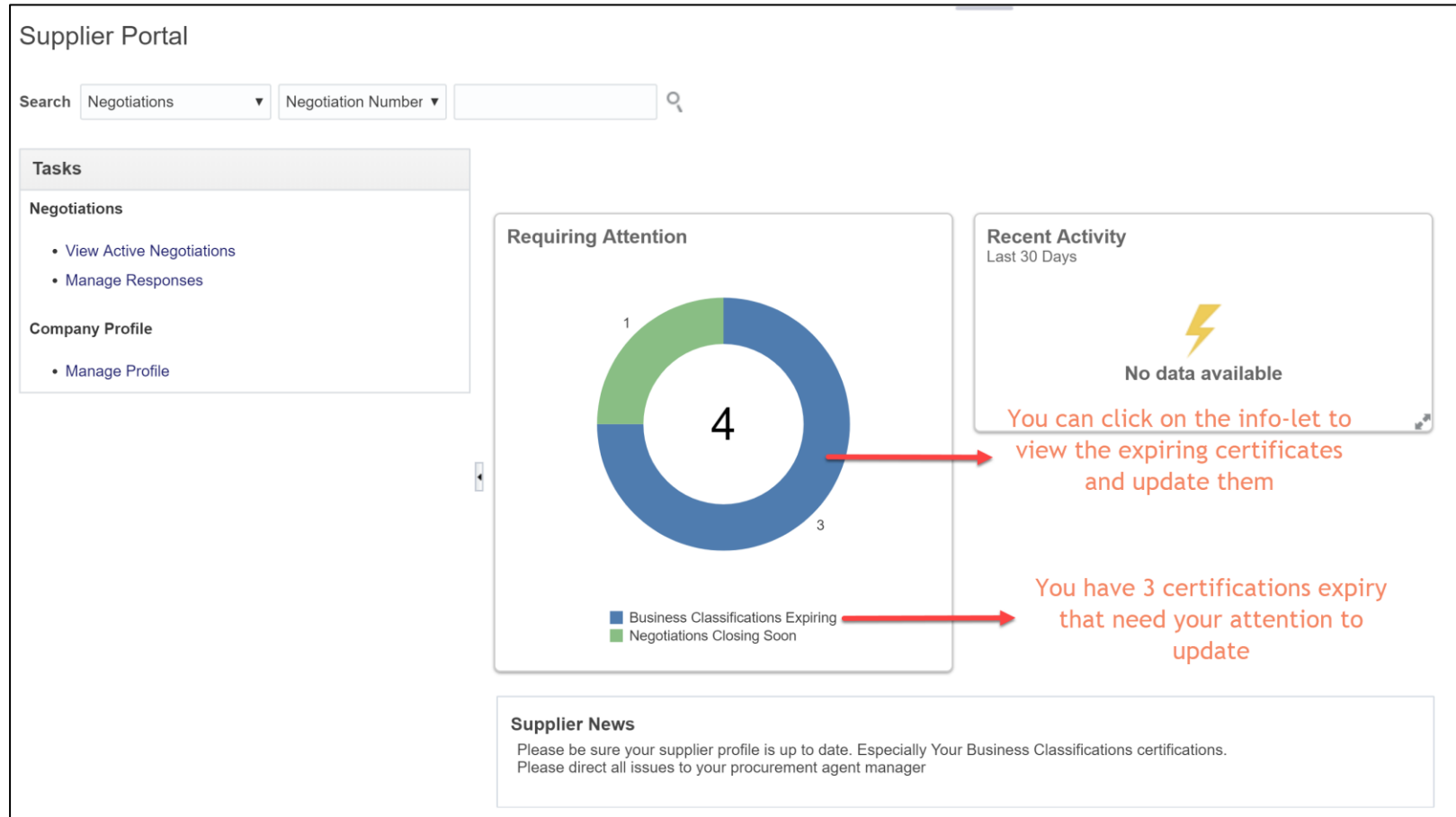
CLICK ON HOME BUTTON



OPEN THE “SUPPLIER PORTAL” FUNCTION



REVIEW THE “REQUIRING ATTENTION” INFELT TO TAKE IMPORTANT ACTIONS LIKE PARTICIPATE IN RFX OR UPDATE EXPIRING CERTIFICATES



CLICK ON MANAGE PROFILE TO UPDATE ANY ELEMENTS IN YOUR PROFILE.

Supplier Portal

Search

Tasks

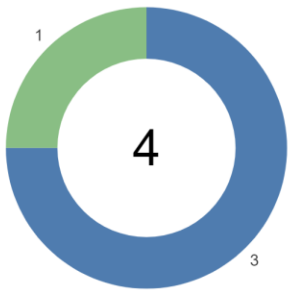
Negotiations

- View Active Negotiations
- Manage Responses

Company Profile

- **Manage Profile**

Requiring Attention



1 3

4

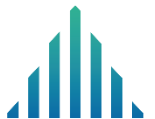
■ Business Classifications Expiring
■ Negotiations Closing Soon

Recent Activity
Last 30 Days

⚡
No data available

Supplier News

Please be sure your supplier profile is up to date. Especially Your Business Classifications certifications.
Please direct all issues to your procurement agent manager



CLICK ON THE “EDIT” BUTTON TO MODIFY

Company Profile Edit Done

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company

Company Name

Supplier Number

11239

Supplier Type

Tax Organization Type

Corporation

Status

Active

Attachments

IBAN.pdf

Identification

D-U-N-S Number

Customer Number

SIC

National Insurance Number

Corporate Web Site

www.website.com

Organizations Details:

Company name, Tax Type, Supplier number.

Tax Identifiers:

Tax payer country.

Address:

Company Location, you can create more than one address.

Contacts:

You can have more than one user for the same company.

Business Classification:

Certificated, Zakat..etc.

Products and services:

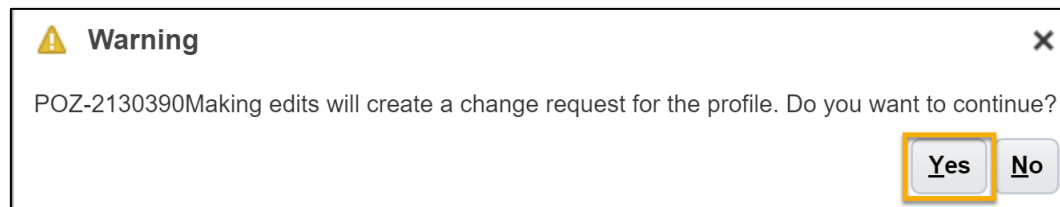
Company's provided services.

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CLICK “OK” TO AGREE TO THIS WARNING



CLICK “SAVE” TO AVOID ISSUES WITH ADDING OR UPDATING YOUR ATTACHMENTS

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Edit Profile Change Request: 171002

Change Description

Delete Change Request Review Changes **Save** Save and Close Cancel

Click on Save button

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

* Supplier Name Oracle

Supplier Number 10025

Supplier Type Supplier

Tax Organization Type Corporation

Status Active

Attachments IBAN.pdf + X

Additional Information

* Commercial Registration Number / ID 1010182973

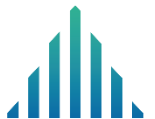
Identification

D-U-N-S Number

Customer Number

SIC

Corporate Profile



UPDATE ORGANIZATION DETAILS, IF NEEDED.

Edit Profile Change Request

Update organization details

Change Description

Organization Details | Tax Identifiers | Addresses | Contacts | Business Classifications | Products and Services

General

Supplier Name: EZ Order
Supplier Number: 10004
Supplier Type: Supplier

Tax Organization Type: Corporation
Status: Active
Attachments: Ez Order.pdf (1 more...)

Identification

D-U-N-S Number
Customer Number
SIC

Corporate Profile

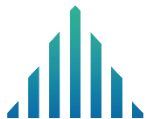
Year Established
Mission Statement
Year Incorporated

Chief Executive Title
Chief Executive Name
Principal Title
Principal Name

Financial Profile

Fiscal Year End Month
Current Fiscal Year's Potential Revenue
Preferred Functional Currency

Delete Change Request | Review Changes | Save | Save and Close | Cancel



UPDATE TAX DETAILS, IF NEEDED.

Edit Profile Change Request

Update tax details

Change Description

Organization Details **Tax Identifiers** Addresses Contacts Business Classifications Products and Services

Income Tax

Taxpayer Country

Taxpayer ID

☐ Federal reportable

Federal Income Tax Type

☐ State reportable

Tax Reporting Name

Name Control

Verification Date

☐ Use withholding tax

Withholding Tax Group

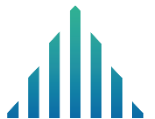
Transaction Tax

Tax Country

Tax Registration Number

Tax Registration Type

Delete Change Request Review Changes Save Save and Close Cancel



UPDATE ADDRESS, IF NEEDED.

Company Profile

There are profile changes that are not submitted. You must submit them.

Last Change Requested By: [Name] Request Date: [Date]

Requested By: [Name] Request Date: 08-04-2019

Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications Products and Services

View Format Status Active [Dropdown] Freeze Detach Wrap

Address Name	Address
[Input Field]	[Input Field]

Columns Hidden: 6

Update address



UPDATE ADDRESS, IF NEEDED.

Change Description

Organization Details Tax Identifiers **Addresses** Contacts Business Classifications Products and Services

Actions View Form

Address Name

riyadh

Columns Hidden 3

Create Address

* Address Name

* Country Saudi Arabia ▼

* Address Line 1 or P.O. Box

Address Line 2

* City

Postal Code

Language ▼

* Address Purpose ☐ Ordering
☐ Remit to
☐ RFQ or Bidding

Phone 966 ▼

Fax 966 ▼

Email

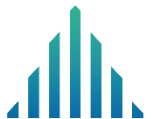
Inactive Date dd/mm/yy

Status Active

Create Another OK Cancel

Note:

You can choose more than one address and specify the purpose of the address.



CLICK ON THE CONTACTS TAB TO ADD OR MODIFY CONTACTS.

Edit Profile Change Request: 9004

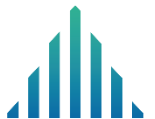
Change Description

Organization Details Tax Identifiers Addresses **Contacts** Business Classifications Products and Services

Actions View Format + ✎ ✕ Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Last Name, First Name		first.last@website.com		✓	✓	Active

Columns Hidden 7



CLICK ON THE CONTACTS TAB TO ADD OR MODIFY CONTACTS.

Create Contact

Salutation

* First Name

Middle Name

* Last Name

Job Title

☐ Administrative contact

Phone

Mobile

Fax

Email

Status

Active

Contact Addresses

Actions

View

Format

Freeze

Detach

Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				
Columns Hidden 5				

User Account

☐ Request user account

Roles

Data Access

Actions

View

Format

Freeze

Detach

Wrap

Role	Description
------	-------------

Note:

You can choose more than one user for the same company.





OPEN THE “BUSINESS CLASSIFICATIONS” TAB TO ADD A MISSING CERTIFICATE OR EVEN UPDATE EXISTING ONES.










Edit Profile Change Request: 9004

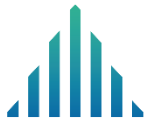
Change Description

Organization Details Tax Identifiers Addresses Contacts **Business Classifications** Products and Services

☐ None of the classifications are applicable

Actions View Format   Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By	Confirmed On
Nitaqat Certificate		Current	Other	Agency Name	111111111		05/04/19 	None 			
Commercial Registration Nu...		Current	Chamber of Commerce		111111111		30/03/19 	None 			
COC Membership		Expired	Other	Agency Name	111111111		22/03/19 	None 			



OPEN THE “BUSINESS CLASSIFICATIONS” TAB TO ADD A MISSING CERTIFICATE OR EVEN UPDATE EXISTING ONES.

Change Description

Organization Details Tax Identifiers Addresses Contacts **Business Classifications** Products and Services

☐ None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

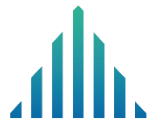
Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	No
<div><div></div><div>COC Membership</div><div>CV</div><div>Commercial Registration Number</div><div>GOSI Certificate</div><div>ID \ Passport</div><div>Nitaqat Certificate</div><div>Zakat Certificate</div></div>		Expired	Other	gdgdgd	1111111	dd/mm/yy	dd/mm/yy	None +	
							02/04/19	None +	

Note:

Choose certificates needed.

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ANOTHER CERTIFICATE IS ADDED AS SHOWN BELOW. YOU MUST FILL ALL THE DETAILS IN ORDER TO KEEP YOUR PROFILE UP TO DATE.










Edit Profile Change Request: 9004

Change Description

Organization Details Tax Identifiers Addresses Contacts **Business Classifications** Products and Services

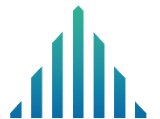
☐ None of the classifications are applicable

Actions View Format   Freeze Detach Wrap


Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By	Confirmed On
Nitaqat Certificate		Current	Other	Agency Name	111111111		05/04/19 	None 			
Commercial Registration Nu...		Current	Chamber of Commerce		111111111		30/03/19 	None 			
COC Membership		Expired	Other	Agency Name	111111111		22/03/19 	None 			

Enter
certificate
expiration
date

Attach a
copy of
document



UPDATE PRODUCTS AND SERVICES, IF NEEDED.






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Edit Profile Change Request: 4002

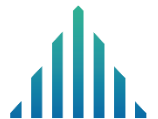
Change Description

Update products and services

[Organization Details](#) [Tax Identifiers](#) [Addresses](#) [Contacts](#) [Business Classifications](#) **[Products and Services](#)**

Actions ▼ View ▼ Format ▼ ✕  Freeze  Detach  Wrap

Category Name
No data to display.



UPDATE PRODUCTS AND SERVICES, IF NEEDED.

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Edit Profile Change Request: 4002

Change Description

Update products and services

Organization Details Tax Identifiers Addresses Contacts Business Classifications **Products and Services**

Actions View Format Freeze Detach Wrap

Category Name

No data to display.



UPDATE PRODUCTS AND SERVICES, IF NEEDED.

Change Description

Organization Details

Tax Identifiers

Addresses

Contacts

Business Classifications

Products and Services

Actions

View

Format

Freeze

Detach

Wrap

Remove

Select and Add

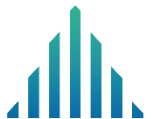
Description

Consultation > Business Management

Consultation > Finance

Note:

Add, remove, edit the products and services provided.



UPDATE PRODUCTS AND SERVICES, IF NEEDED.

Organization Details

Actions ▾ View

Category Name

Consultation

Consultation >

Consultation >

Select and Add: Products and Services Categories

Search

Category Name

Description

Search

Reset

View ▾ Format ▾ Freeze Detach

Wrap

Select	Category Name	Description
<input type="checkbox"/>	▶ Consultation	
<input type="checkbox"/>	▶ Engineering	Engineering
<input type="checkbox"/>	▶ Government	
<input type="checkbox"/>	▶ IT	IT
<input type="checkbox"/>	▶ Marketing	
<input type="checkbox"/>	▶ Real Estate	
<input type="checkbox"/>	▶ Services	
<input type="checkbox"/>	▶ Vehicle	

Note:

Select the desired classification.

https://eghj-test.fa.em2.oraclecloud.com/fscmUI/faces/FndOverview?_afn=728&_afnMFDW=1536&_afnMFDH=864&_afnMFC=88&_afnMFCI=0&_afnMFM=0&_afnMFR=120&_afnMFG=0&_afnMFS=0&_afnMFO=0#



CLICK ON “REVIEW CHANGES” BUTTON TO SUBMIT YOUR PROFILE CHANGE REQUEST.

Edit Profile Change Request: 9004

Change Description

Organization Details Tax Identifiers Addresses **Contacts** Business Classifications Products and Services

Actions ▼ View ▼ Format ▼ + ✎ ✕ Status Active ▼ Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Last Name, First Name		first.last@website.com		✓	✓	Active

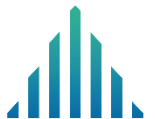
Columns Hidden 7

Delete Change Request Review Changes Save Save and Close Cancel

Confirm Business Classification Updates ✕

I confirm the accuracy of the new or updated business classifications.

Confirm Cancel



REVIEW THE CHANGES YOU MADE AND CLICK “SUBMIT”

Review Changes

Edit Submit Cancel

Change Description

Business Classifications

View Format Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By	Confirmed On
+ Zakat Certificate		Current	Other	Agency Name	11111111		30/03/19	None		First Name Last Na	30/03/19

✓ Confirmation

×

Your profile change request 9004 was submitted for approval.

OK



ONCE YOUR REQUEST IS APPROVED, YOU WILL GET A CONFIRMATION NOTIFICATION

Supplier Profile Change Request 9004 was Approved by NHC Enterprise

Details

Assignee	First Name Last Name	Request	9004	Supplier	Company Name
Assigned Date	30/03/19 02:22 PM	Request Date	30/03/19	Supplier Number	11239
Expiration Date	29/04/19 02:22 PM	Requested By	Last Name, First Name		
Task Number	242008	Change Description			

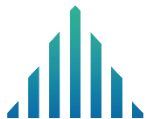
Action Details

Action	Approved
Action Date	30/03/19 02:22 PM



SUPPORT EMAILS

vmp@nhc.sa .



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