Vendor Registration Guide

Mobile Telecommunication Company

Zain KSA

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Step 1: Access Link for Vendor Registration

1. Vendor Registration link https://sa.zain.com/en/vendors-management

2. Please carefully review the information provided in the link.

3. Click on "Access Vendor Management System."

4. Proceed by clicking on "Register."

Step 2: Prospective Supplier Registration

A. Prospective Supplier Registration: Basic Information

Company Details

1. **Company Name:**

    Official company name in English as per the Commercial Registration.

2. **VAT Registration Number:**

    Official VAT or Taxpayer number specific to the company, as per the VAT certificate (mandatory if applicable).

3. **CR Number:**

    Official Commercial Registration/Business License/Trading License number specific to the company.

4. **CoC Number:**

    Official Chamber of Commerce number specific to the company (mandatory if applicable).

Contact Information

1. **Email:**

    Contact person's email address. Mandatory for proper electronic communication.

2. **First & Last Name:**

    Main contact person's first name and last name.

3. **Phone Area Code:**

    Contact person's country phone code.

4. **Mobile Number:**

    Contact person's direct phone number. Considered as the secondary mode of communication.

Prospective Supplier Registration: Company Details

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zain

iSupplier Portal

Close | ★ | ⚙ | 🔔 14 | Logged In As JANA.ALZAWAD

○ Basic Information   ● Company Details   □ Attachments

Prospective Supplier Registration: Additional Details

Save For Later | Back | Step 2 of 3 | Next

Instruction text

Company Name	Test 123113
Tax Registration Number	
COC Number	
Alternate Supplier Name	
Note to Buyer	
Note to Supplier	

Address Book

At least one entry is required.

Create | •••

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Contact Directory

At least one entry is required.

Create | •••

First Name	Last Name △	Phone	Email	Requires User Account	Update	Delete
Jana	Alzawad	▬▬▬	▬▬▬	✔	✏	

Business Classifications

•••

Classification	Type	Certificate Number	Certifying Agency	Expiration Date	Attachments
Commercial Registration Certificate	Certification			📅	➕
Chamber of Commerce Certificate	Certification			📅	➕
Last Two Years Financial Statements	Certification			📅	➕
CITC certificate	Certification			📅	➕
Zakat Certificate	Certification			📅	➕

Value Added Tax Certificate	Certification			📆	＋
National Address	Certification			📆	＋
Labor Certificate	Certification			📆	＋
General Organization for Social Insurance Certificate (GOSI)	Certification			📆	＋
* Human Rights Policy	Classification			📆	＋
* Non-Disclosure Undertaking (NDU)	Classification			📆	＋
* Code of Conduct Form	Classification			📆	＋

☑ TIP Kindly Note in Previous Table that 1-(*) Identify the mandatory fields And 2-Date format example: 18-Nov-2023

Products and Services

At least one entry is required.

Create | •••

Code	Products and Services	Delete
No results found.		

Surveys

•••

Subject	Last Updated By	Last Updated	Update
Vendors Survey			🖊

More Information

[ ]

Save For Later Back Step 2 of 3 Next

Step 3: Address Creation

Create Address

Cancel   Apply

* Indicates required field

* Address Name	
Country	Saudi Arabia ▾
* Address Line 1	
Address Line 2	
Address Line 3	
* City/Town/Locality	
State/Region	
* Postal Code	
* P.O. Box	
* Phone Area Code	
* Phone Number	

Address Purpose

➕ •••

Purpose	Remove
No results found.	

1. **Address Name:**

   Type of the address being created.

2. **Country:**

   Country of the address location.

3. **Address Line 1:**

   Actual address details.

4. **City/Town/Location:**

   Actual city location.

5. **P.O. Box:**

   Address P.O. Box (mandatory if applicable).

6. **Postal Code:**

   Address Postal Code (mandatory if applicable).

7. **Phone Area Code:**

   Address country phone code

8. **Phone Number:**

   Address direct phone number. Considered as the secondary mode of communication.

9. **Email Address:**

   Address direct email. Mandatory for proper electronic communication with the created address.

Step 4: Contact Directory

Click on the update icon to add additional information. Please insert (V) next to the first name for our internal records to indicate that it has been verified.

A. Existing Contact Modification

1. Job Title:

Contact person's job title.

2. Department:

Contact person's department.

3. Contact Purpose:

Functional communication purpose of the contact person.

4. Addresses for the Contact:

Registered addresses (from step 3) linked to the contact person.

B. Creating New Contact Person:

1- Mandatory Information:

First Name, Last Name, Job Title, Department, Contact Email, Phone Area Code, Phone Number, Contact Purpose, Addresses for the Contact.

2- Supplier User Account:

Check the box if the contact person should be granted access and modification privileges. An unchecked box means the contact person will be added to the vendor profile without access to the iSupplier Portal.

Step 5: Business Classification Certifications

Business Classifications

...

Classification	Type	Certificate Number	Certifying Agency	Expiration Date	Attachments
Commercial Registration Certificate	Certification				+
Chamber of Commerce Certificate	Certification				+
Last Two Years Financial Statements	Certification				+
CITC certificate	Certification				+
Zakat Certificate	Certification				+
Value Added Tax Certificate	Certification				+
National Address	Certification				+
Labor Certificate	Certification				+
General Organization for Social Insurance Certificate (GOSI)	Certification				+
* Human Rights Policy	Classification				+
* Non-Disclosure Undertaking (NDU)	Classification				+
* Code of Conduct Form	Classification				+

Add Attachment   ×

Attachment Type   [File ▾]

Title   [   ]

Description   [   ]

Category   Miscellaneous

*File   [Choose File] No file chosen

Cancel   Add Another   Apply

Official Document Upload

Note: Uploaded documents must be valid, as they will be used for all contractual business agreements between both parties. Please ensure to fill out the certificate numbers and their expiration dates. Mandatory documents marked with an asterisk (*) indicate that you can't submit your registration for approval without uploading them. Vendor registration approval is contingent on uploading all mandatory documents as specified below.

Mandatory documents for Local Companies

1. Commercial Registration Certification

2. Chamber of Commerce Certification

3. CITIC Certificate for local companies specialized in Communications and Technology.

4. Zakat Certificate

5. VAT or Tax Certificate

6. GOSI Certificate

7. National Address Certificate

8. Official IBAN letter stamped by the bank

9. Non-Disclosure Undertaking (NDU)*. This is a mandatory requirement and the document is available on the registration link. The system would require a certificate number and you can write NDU and for the expiry date write any date and put the year 9999.

10. Human Rights Policy. This is a mandatory requirement and the document is available on the registration link. The system would require a certificate number and you can write HRP and for he expiry date of this form is 3 years from the date it was signed.

11. Supplier Code of Conduct. This is a mandatory requirement and the document is available on the registration link. The system would require a certificate number and you can write SCC and for the expiry date of this form is 3 years from the date it was signed.

12. Company Profile

Optional documents for Local Companies

1. Last Two Years Financial Statements (Whenever Available)

Mandatory documents for Overseas Companies

1. Commercial Registration/ Business License or Trading License Certification

2. Chamber of Commerce Certification, if applicable

3. VAT or Tax Certificate

4. Official IBAN letter stamped by the bank

5. Non-Disclosure Undertaking (NDU)*. This is a mandatory requirement, and the document is available on the registration link. The system would require a certificate number, and you can write NDU, and for the expiry date, write any date and put the year 9999.

6. Human Rights Policy*. This is a mandatory requirement, and the document is available on the registration link. The system would require a certificate number, and you can write HRP, and the expiry date for this form is 3 years from the date it was signed.

7. Supplier Code of Conduct*. This is a mandatory requirement, and the document is available on the registration link. The system would require a certificate number, and you can write SCC, and the expiry date for this form is 3 years from the date it was signed.

8. Company Profile

Optional documents for Overseas Companies

1. Last Two Years Financial Statements (Whenever Available)

Step 6: Products and Services

Note 1: Products and Services Categories must be chosen according to the company's specialty and area of expertise.

Note 2: All applicable Products and Services for the company must be checked to maximize business opportunities with Zain KSA.

Suppliers Administration

Home | Supplier User Management

Suppliers: Home > Prospective Supplier Registrations > New Supplier Request >

Add Products and Services: : ~~_____~~   [Cancel] [Apply]

◉ Browse All Products & Services

◯ Seach for Specific Code and Product

•••			Rows 21 to 50
Code	**Products and Services**	**View Sub-Categories**	**Applicable**
Civil Works.Telecommunication towers	Civil Works.Telecommunication towers		☐
Civil Works.Waste disposal	Civil Works.Waste disposal		☐
Civil Works.Window & door	Civil Works.Window & door		☐
Computer and laptop accessories	Computer and laptop accessories		☐
Consultancy.Cloud services consulting	Consultancy.Cloud services consulting		☐
Consultancy.Design consulting	Consultancy.Design consulting		☐
Consultancy.HR consulting	Consultancy.HR consulting		☐
Consultancy.IT consulting	Consultancy.IT consulting		☐
Consultancy.Legal consulting	Consultancy.Legal consulting		☐
Consultancy.Strategy & mgmt consulting	Consultancy.Strategy & management consulting		☐

Vendor Registration Review and Approval

Upon submission of your vendor registration for approval, our Vendor Management team will meticulously review the submission. Any feedback or remarks will be communicated through the Portal to the designated email address provided during registration. Once all registration requirements are satisfactorily met, our team will send you a pre-qualification questionnaire, which should be completed within a specified timeframe.

Upon the successful completion of all requirements and the pre-qualification questionnaire, our Vendor Management team will approve your registration, creating a supplier account in Zain KSA iSupplier portal. It's important to note that the ERP system may take up to 24 hours to activate a new user. As a result, immediate login access may not be available after vendor registration approval. However, this issue will be automatically resolved within a few hours.

Contact Information

If you require further assistance or information, please do not hesitate to contact the Vendor Management team at VM@sa.zain.com.