

# SAR

الشركة السعودية للخطوط الحديدية

## STEPS FOR REGISTERING SUPPLIERS WITH SAR

## Step1

Open the Vendor Registration link from SAR Website Click-Here

## Step2

Once you click on Vendor Registration following page will open as shown below

**SAR iSupplier Portal**

**Prospective Supplier Registration**

Step 1 of 3 **Next**

**Company Details**

At least one tax id is required to be able to complete the registration request.

\* Company Name

Tax Country

Tax Registration Number

Taxpayer ID

DUNS Number

**Contact Information**

\* Email

First Name

\* Last Name

Phone Area Code

Phone Number

Phone Extension

- 01 Enter your company name in field “\*Company Name”
- 02 Do not enter any data under field “Tax registration Number”
- 03 Enter the country where your business exists under field “Tax Country”  
Once you enter “Saudi Arabia” VAT number under field “Taxpayer ID” is mandatory which is fixed -15 Digit number.
- 04 Enter your email in field “\*Email” for all correspondence with SAR (also this will be your user-name)
- 05 Enter your First Name in field “First Name”.
- 06 Enter your Last Name in field “\* Last Name”.
- 07 Enter your Phone area code in field “Phone Area Code” for example If Saudi Arabia & city as Riyadh then enter+966 11
- 08 Enter your Phone Number without code in field “Phone Number”
- 09 Enter your Phone Extension in field “Phone Extension” if any.



### Step3

After entering the above information please click on “Next” Button as shown below in screen Shot

Next

**SAR iSupplier Portal**

Close | Settings

Basic Information | Company Details | Attachments

**Prospective Supplier Registration**

\* Indicates required field  
Blank label for instruction text

**Company Details**

At least one tax id is required to be able to complete the registration request.

\* Company Name

Tax Country

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

Tax Registration Number

Taxpayer ID

DUNS Number

**Contact Information**

Blank label for instruction text

\* Email

\* First Name

\* Last Name

Phone Area Code

Phone Number

Phone Extension

Step 1 of 3 **Next**

Once you click on “Next” button following page will appear, in case you wish to Save your work click on button “Save for Later” on Top Right hand side, once you do that system will provide you link from where you can re-open again & update your registration process.

**SAR iSupplier Portal**

Close | Settings

Basic Information | Company Details | Attachments

**Prospective Supplier Registration: Additional Details**

Blank label for instruction text

Company Name Your Company Name

Tax Country Saudi Arabia

Tax Registration Number

Taxpayer ID NA\_100000000047

DUNS Number

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**

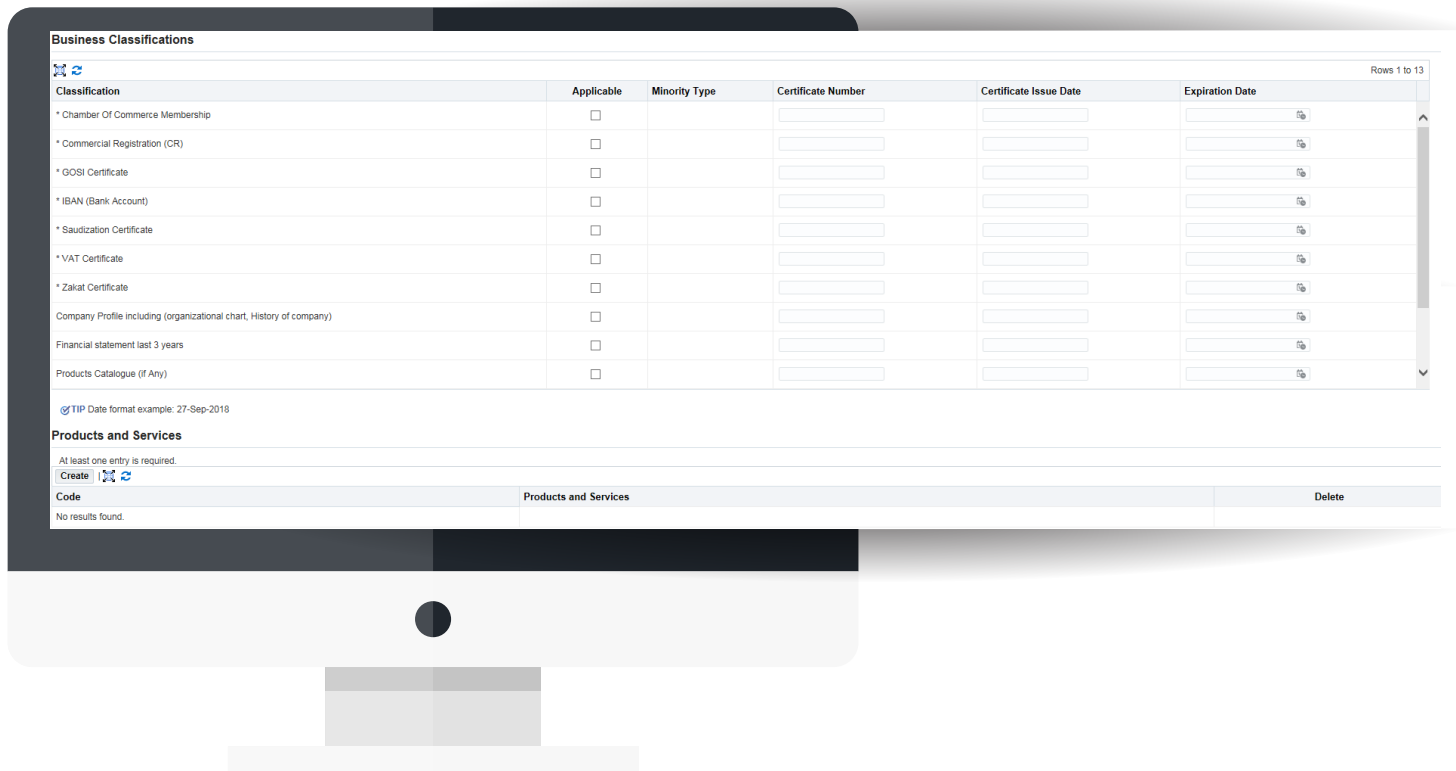
At least one entry is required.

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
TEST_NAME	TEST_LAST_NAME		YON@ABC.COM	✓	<input type="button" value="Edit"/>	

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





**01** Under Address Book Click “Create”, once Clicked following Page will open

**Create Address**

\* Indicates required field

\* Address Name

Country

\* Address Line 1

Address Line 2

Address Line 3

Address Line 4

\* City/Town/Locality

County

\* State/Region

Province

\* Postal Code

Phone Area Code

Phone Number

Fax Area Code

Fax Number

Email Address

☐ Purchasing Address

☐ Payment Address

☒ RFQ Only Address

[Cancel](#) [Apply](#)

- 01** Enter Your Address Name under field “\* Address Name” which is your city name.
- 02** Change the “Country” from the drop down list.
- 03** Enter Address Line 1 in field “\* Address Line 1”.
- 04** For more address details Enter in field “Address Line 2”, “Address Line 3” & “Address Line 4”.
- 05** For more address details, if any Enter City/Town /Locality in field “\* City/Town/Locality”
- 06** Enter County in field “County”. If any.
- 07** Enter State/Region in field “ \* State/Region”



- 08 Enter Province in field **"Province"** If any.
- 09 Enter Postal Code in field **"\* Postal Code"**.
- 10 Enter Phone Area Code in field **"Phone Area Code"**. for example If Saudi Arabia & city as Riyadh then enter 11 966+
- 11 Enter your Phone Number without code in field **"Phone Number"**
- 12 Enter your Fax Area Code in field **"Fax Area Code"** for example If Saudi Arabia & city as Riyadh then enter +966 11
- 13 Enter your Fax Number without code in field **"Fax Number"**
- 14 Enter Email Address in field **"Email Address"** same as the one you entered on first Page

Please check on Purchasing Address (This is mandatory)



☒ Purchasing Address

Please check on Payment Address (This is mandatory)



☒ Payment Address

☐ RFQ Only Address

Please uncheck/remove from field RFQ Only Address (This is mandatory)



02

Under Contact Directory Under Column/field "Update" Click on pencil icon  
Once Clicked following Page will open as shown below

01 Select Your **"Contact Title"** from the drop down menu.

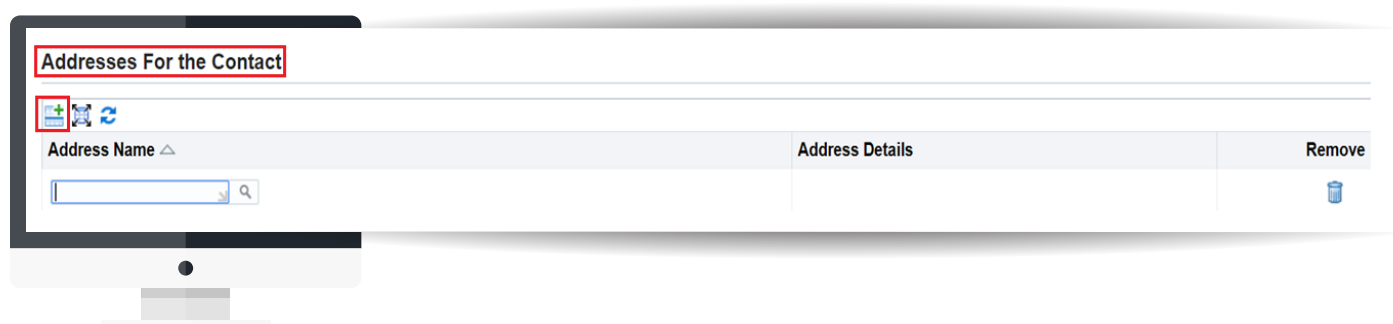
02 System will capture your **"First Name"** from previous page.





03 Enter Your Middle Name under field **"Middle Name"**.

04 System will capture your **"Last Name"** from previous page



- 05 Enter "Alternate Name" If any.
- 06 Enter your Job Title under field "Job Title".
- 07 Enter your Department under field "Department".
- 08 System will capture your "Contact Email" from previous page.
- 09 Enter your company website information under field "URL".
- 10 Enter your Phone Area code under field "Phone Area code". (Include Country code example Saudi Arabia + 966 & then city extension)
- 11 Enter Your Phone Number under field "Phone Number" without country code & city code.
- 12 Enter Your Phone Extension under field "Phone Extension" without country code & city code.
- 13 Enter Your Alternate Phone Area Code under field "Alternate Phone Area Code" (Enter only Country code for example Saudi Arabia as +966).
- 14 Enter Your Alternate Phone Number under field "Alternate Phone Number" (Enter only Mobile Number without Country code & make sure do not enter '0' before your mobile number...if it has any).
- 15 Enter your Fax Area Code in field "Fax Area Code" for example If Saudi Arabia & city as Riyadh then enter+966 11
- 16 Enter your Fax Number without code in field "Fax Number"
- 17 Under "Addresses For the Contact" click on icon "+", once you click following will appear



Addresses For the Contact		
<div>    </div> <div> Address Name ▲  <input type="text"/> </div>	Address Details	Remove 

- 18 Enter Your Address Name under field "Address Name" which is your city name. As soon as you enter city name, system will automatically extract address information & this is required to capture your address for system to automatically identify you as supplier in case purchase order is created for you. Once all information is entered, Click Button "Apply" on top right hand side.



### 03 Under “Business Classification” there are some mandatory information required from your side, all fields below showing \* are mandatory & requires your input.

#### Business Classifications

Classification	Applicable	Minority Type	Certificate Number	Certification Issue Date	Expiration Date
* Chamber Of Commerce Membership	<input checked="" type="checkbox"/>		123456		31-Dec-2018 00:00:00
* Commercial Registration (CR)	<input checked="" type="checkbox"/>		654785		31-Dec-2018 00:00:00
* GOSI Certificate	<input checked="" type="checkbox"/>		6547854		31-Dec-2018 00:00:00
* IBAN (Bank Account)	<input checked="" type="checkbox"/>		12547		
* Saudization Certificate	<input checked="" type="checkbox"/>		548784		31-Dec-2018 00:00:00
* VAT Certificate	<input checked="" type="checkbox"/>		301214512451		
* Zakat Certificate	<input checked="" type="checkbox"/>		664647		31-Dec-2018 00:00:00
Company Profile including (organizational chart, History of company)	<input type="checkbox"/>				
Financial statement last 3 years	<input type="checkbox"/>				
Products Catalogue (if Any)	<input type="checkbox"/>				
Projects reference list last 5 years	<input type="checkbox"/>				
Quality Management System Certificate	<input type="checkbox"/>				
Trade license (if Any)	<input type="checkbox"/>				

## Guidelines for entering the above information

Please check flag for all asterisk (\*) fields & if you wish you can skip rest of information (however, it is always beneficial to know more about your company to fast track your registration process)



For “\* Chamber Of Commerce Membership” enter your company certificate Number & Expiration Date using format DD-MON-YYYY (for example 31-DEC-2018)

For “\* Commercial Registration (CR)” enter your company certificate Number & Expiration Date using format DD-MON-YYYY (for example 31-DEC-2018)

For “\* GOSI Certificate” enter your company certificate Number & Expiration Date using format DD-MON-YYYY (for example 31-DEC-2018)

For “\* IBAN (Bank Account)” enter your company IBAN number as “SAXXXXXXXXXXXXXXXXXXXXXX”.



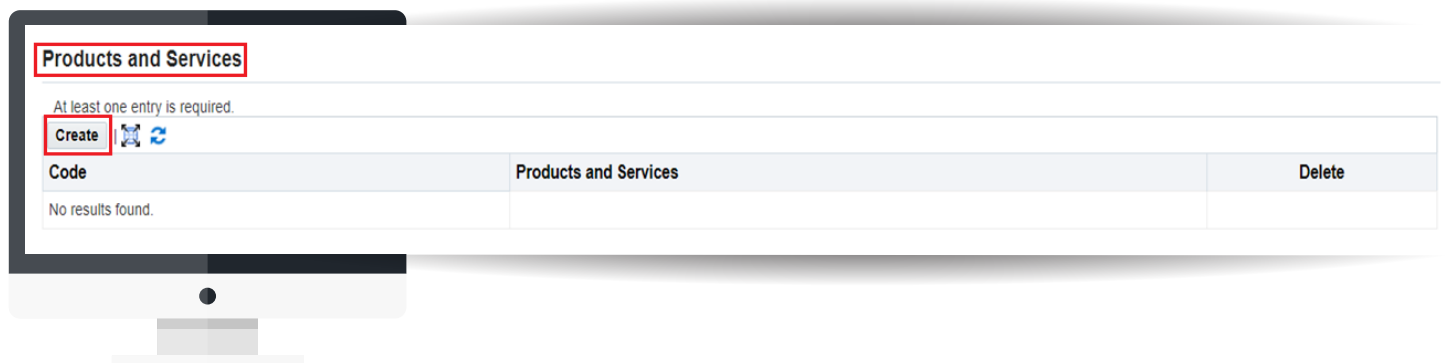
For “\* **Saudization Certificate**” enter your company certificate Number & Expiration Date using format DD-MON-YYYY (for example 31-DEC-2018)

For “\* **VAT Certificate**” enter your company certificate Number.

For “\* **Zakat Certificate**” enter your company certificate Number & Expiration Date using format DD-MON-YYYY (for example 31-DEC-2018)

04

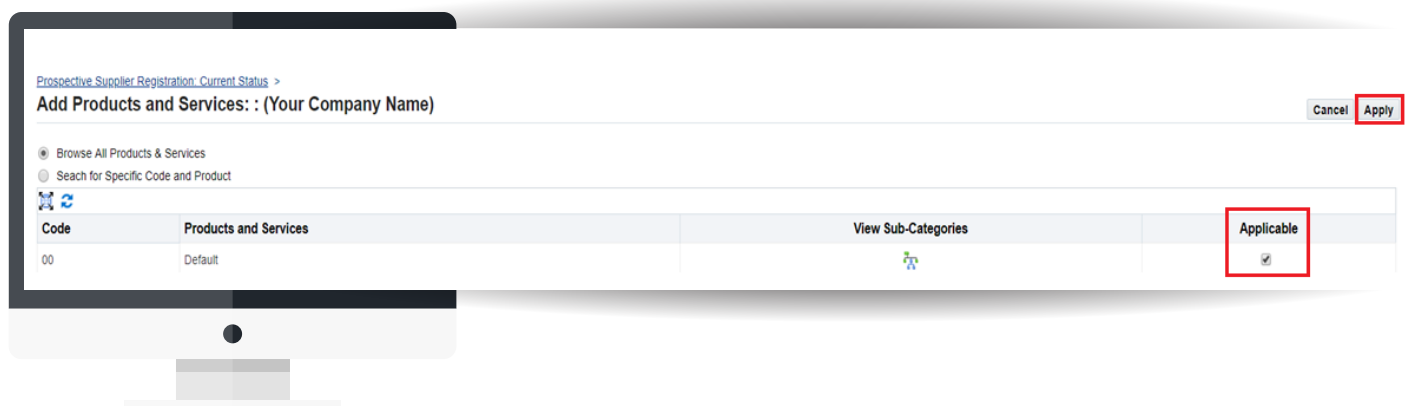
Under “Products & Services” Please click “Create” Button in order to enter about your products & services which you specializes into.



Once **Create** Button is clicked following page will appear,

then click under field **Applicable**

& then finally click **Apply** button on top right hand side.



05

Under “Banking Details” Please click “Create” Button in order to enter about your bank information where the payments will be made into.

Once “Create” Button is clicked following page will appear, select country as “Saudi Arabia” & make sure to uncheck for “Accounts is used for foreign payments”

Create

country Saudi Arabia

Accounts is used for foreign payments

- 01 Under Section “Bank” ----> for “Existing Bank” Select Radio Button Select Your “Bank Name” (to view all banks list click on search icon)
- 02 Do not enter any data under “Bank Number”
- 03 Under Section “Branch” ----> for “Existing Branch” Select Radio Button Select Your “Branch Name” (to view all branches list click on search icon)
- 04 Do not enter any data under “Branch Number”
- 05 Under Section “Bank Account” enter your Bank Account. Under “Account Name” enter name of Account.
- 06 Select “Currency” from drop down list to identify currency of account

- 07 Under “Comments” you can write any message to SAR Company (optional)

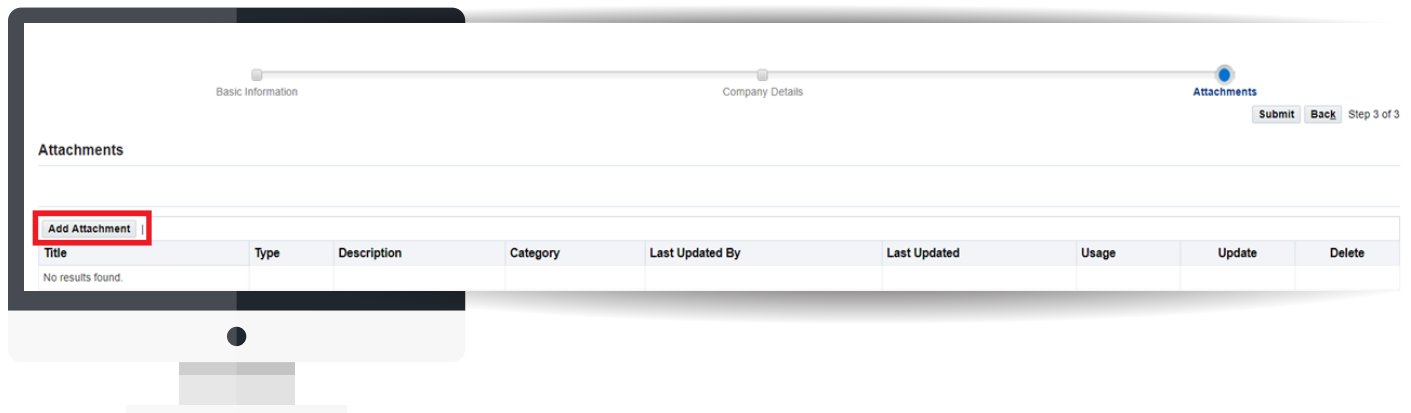
- 08 Finally click “Apply” button on top right hand side.

Apply



## Step4

Once you click “Next” from the previous step, following page will appear as shown below. Here all your attachments (CR, GOSI, VAT Certificates etc;) will submitted through.

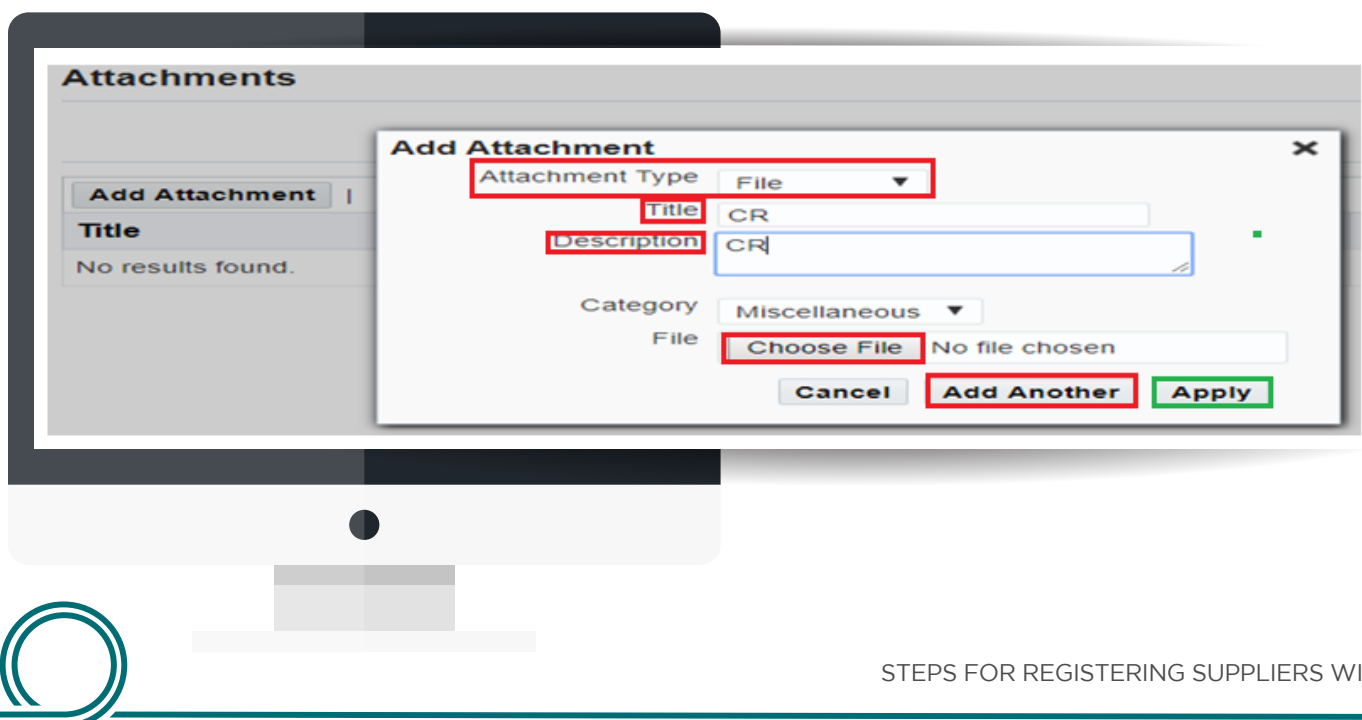


Click on

**Add Attachment**

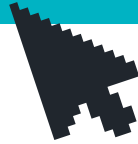
to start uploading your certificates, once clicked following window will appear as shown below:

- 01 Select Attachment type as “File” from drop down
- 02 Write the Proper “Title” & “Description” for each certificate.
- 03 Click “Choose File” to locate your files from your PC/Laptop.
- 04 Then click “Add Another” (if another file needs to be uploaded) else select **Apply**

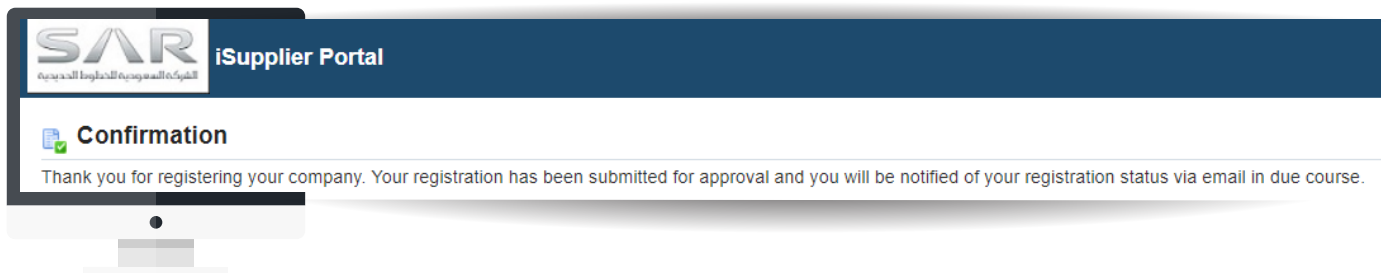


Once all certificates are uploaded, please select

**Submit**



button on Top right hand side to receive confirmation message & email entered during the Registration Process. You can track your request through the notification email send to your provided email id.



(This will Submit your Vendor Registration Request & SAR system will fire an email to you notifying about your request)

