

# **Mobily Supplier Registration Portal**

# **User Manual**



# **Supplier Registration Process:**

#### **1.Visit Mobily Portal:**

https://www.mobily.com.sa/web/en/corporate/vendors-relations/vendorsrelations

#### Choose if you are a local or Overseas Vendor



# Click on the below link





## 2. Enter Valid Corporate Email Id then click on Send Access Code

As the requester, you can begin by entering your email to receive a one-time access code, which is used to start the supplier registration. This security feature prevents bots from submitting registration requests and ensures a valid email is associated with each registration. You can return later to finish the registration by providing the email again to get a new access code, which will retrieve the saved registration.

Supplier Registration	email
	access code to start.
Please Provide the Valid Corporate Email ID to get the Access Code	iobily.com.sa
Send Access C	ode

#### 3. Access code sent to register mail id



# 4. Registration email will receive an email in the below format

[EXTERNAL]: Access Code for Your Supplier Registration		-	-	
evkz-dev1.fa.sender@workflow.email.me-jeddah-1.ocs.oraclecloud.com	$\odot$	← Reply	Reply All	→ Forward
10     Multiali Krisma       1) This message was sent with High importance.				Mon 12-08-202
Refer the below access code to start the registration process with Mobily				
Dear Supplier,				
Below is the Access token to continue the Mobily Supplier Registration process. If you didn't request this, you can ignore this email				
Regards				
vendorsrelations@mobily.com.sa				
LYdhOWF				
eThe code expires in 15 minutes.				



## 5. Enter Access Code then click on continue

After email verification, the supplier is guided to provide company information, contacts, addresses, business classifications, bank accounts, categories of products and services, and questionnaire responses. These registration pages are simplified for quick data entry

MOBILY	
Supplier Registration Please Provide the Valid Corporate Email ID to get the Access Code	Enter your code Use the code we've sent to email mkrishna@mobily.com.sa. The code expires in 15 minutes.
	Continue Get a new code

#### 6. Company Details Page:

In Company Details, provide the company details like name, country, tax identifiers, organization, and supplier types and so on.

On company details, the country is required to drive defaulting on subsequent pages, which also enables to configure UI rule conditions based on country.

Another usability improvement involves tax information, when returning to complete a registration, you need not re-enter taxpayer ID and tax registration number.

Company Details Please save the entered data by click on "Save" before continue Kindly, do not select the Supplier Type as GSM, Employee, Vendor and Tax Authority. If you select those types then your registration will be rejected Kindly do not select the Supplier, If you have VAT registration inside Saudi Arabia, So you should select TAX Country as Saudi Arabia, and enter your Saudi VAT number in field " VAT Number" Note: TaxPayer id treated as CR Number and Tax Registration Number treated as VAT Number Tetre the Company Name in English Click on the link for Guidance to complete the Registration process **Means mandatory, You must have to provide data on * fields Saudi Iandscape company_2  Veters Saudi Iandscape company_2  Veters Saudi Proper Supplier Type Suppl					
Please save the entered data by click on "Save" before continue   Kindly do not select the Supplier Type as GSM, Employee, Vendor and Tax Authority. If you select those types then your registration will be rejected   Kindly do not select the Supplier Type as GSM, Employee, Vendor and Tax Authority. If you select those types then your registration will be rejected   Note: TaxPayer id treated as CR Number and Tax Registration Number treated as VAT Number   Enter the Company Name in English   Click on the link for Guidance to complete the Registration process   * Means mandatory, You must have to provide data on * field   Supplier Type	company Details				
Views with the interfered and by Clack on Save Defore Contained  Kindly, do not select the Supplier Type as GSM, Employee, Vendor and Tax Authority. If you select those types then your registration will be rejected Kindly Acountry as Saudi Arabia, and enter your Saudi VAT number in field " VAT Number" Note: TaxPayer id treated as CR Number and Tax Registration Number treated as VAT Number  Enter the Company Name in English Click on the link for Guidance to complete the Registration process  * Means mandatory, You must have to provide data on * fields  Company Saudi Anabia, acountry as Saudi Arabia, So you should select TAX Country as Saudi Arabia, and enter your Saudi VAT number in field " VAT Number"  Company Saudi Anabia Company					
Name   Kindly Prospective Supplier Type is Supplier is Supplier Type is Supplier is Suppl	ease save the entered data by click on "Save" before co	ntinue			
Note: TaxSPayer id treated as CR Number and Tax Registration Number treated as VAT Number TaxEnt TaxCompany Name in English Click on the link for Guidance to complete the Registration process *Means mandatory, You must have to provide data on * fields Company Saudi landscape company_2  Wetter Tax Registration Number Tax Registration Number Supplier Tax Registration Number Supplier  Tax Registration Number Supplier	ndiy, do not select the supplier Type as GSM, Employe	e, venuor anu fax Authority. Il you select those types then yo	our registration will be re	jecteu 	den se de se al d
Note: Lardyer to treated as CA Number and Lax Registration Number treated as VA Number Enter the Company Name in English  Text the Company Name in English  Means mandatory, You must have to provide data on * fields  Company Saudi Andscape company_2  Metrics  Tax Registration Number  Tax Registra	ndiy Prospective Supplier, if you have VAT registration	Inside Saudi Arabia, So you should select TAX Country as Sa	udi Arabia, and enter you	r Saudi var number in heid " var	vumber
	ote: TaxPayer to treated as CR Number and Tax Registra	ation Number treated as VAL Number			
Click on the link for Guidance to complete the Registration process *Means mandatory, You must have to provide data on * lields Gomeny Saudi landscape company_2  Witting://www.linkedin.com/company/saudi-landscape-cc Saudi Arabia  Tropare i0 Inits Registration Number Inits Regis	iter the Company Name in English				
* Means mandatory, You must have to provide data on * fields       Company Studi Androscepe company_2     Weblie https://www.linkedin.com/company/saudi-landscepe-cc     Country Studi Arabia       The Repleteration turner 3005071     The Repleteration turner 30137517800001     O-U-N-S Number       Organization Type Corporation     Supplier Supplier     Output       Note to Approver     Supplier Type Supplier     Output       Additional Information     Supplier Arabic turner 3-25_audi Uobanuali 35_p0     Output	ick on the link for Guidance to complete the Registration p	rocess			
Sompling     Webling     Community       Supplied     Supplied     Supplied       The Replication Name     Supplied     O-U-U-U-S-S Number	Means mandatory, You must have to provide data on *	fields			
Tarpare (0)     Tas Registration Number       1010501971     Tas Registration Number       0rganization Type     Supplier       Corporation     Supplier	Company Saudi landscape company_2	Website https://www.linkedin.com/company/saudi-landscape-co	Country Saudi Arabia	-	
Tax Registration Number     D-U-N-S Number       010501971     Supplet 7 pe       Corporation     Supplet 7 pe       Supplet Additional Information       Supplet Additional Information       Supplet Additional Information					J
1010501971 3103T75T800001 Conversion Corporation Type Corporation View Supplier View View View View View View View View	Taxpayer ID	Tax Registration Number	DUNCHURS		1
Organization Type     •     Supplier Type       Corporation     •         Note to Approver         Additional Information   Supplier Arabic Itame       Supplier Arabic Itame         Additional Information         Supplier Arabic Itame	1010501971	310317517800001	D-U-N-S Number		ļ
Organization Type     Supplier Type       Supplier Arge     Supplier					
Note to Approver  Additional Information  Supplier Artic Itams  Supplier Artic Itams  Supplier Artic Itams  Additional Information  Lati Updated 2 minutes app	Organization Type	Supplier Type			
Note to Approver  Additional Information  Supplier Arabic tame  system of the second state in the second s					
Note to Approver					
Additional Information Supplier Aracis Name Rappault C because I Koppen Last Workers and C annel Save Too	Note to Approver				
Additional Information Supplier Arabit Name المركة المسلطة على المركة بعن المركة ا مركز المركة المركة المركز المركة الم					
Supplier Atalik Kame Rusgebull Sylu Lati uodeted 2 minutes ato	ditional Information				
	Sunnlier Arabic Name				
	شركة المسطحات السعودية				
Last uodated 2 minutes apo					_
	t updated 2 minutes ago			Cancel	ave Co



Classification: Mobily CONFIDENTIAL

#### Mobily Vendor Registration Process



# 7. Contacts Page:

In Contacts, provide the details of all the contacts who will engage with the buyer for various business activities.

On Contacts, the verified email is defaulted for the first contact, also the mobile, phone and fax country codes are defaulted based on the country selected on company details

Supplier Registration							2 7
Contacts							.,
Please save the entered data	by click on "Save" before con	tinue					
Use only the Corporate email	l domain				_		
Contact 1 Enter contact details. Registrat	tion communications will be ser	nt to this contact.					
First Name Nora		Last Name Alankari		Email mkrishna@mobily.com.sa		]	
Job Title CEO		Country SA -	Mobile +966 54 110 0567				Company Details
Country SA -	Phone +966		Ext			-	Contacts
Country SA •	Country SA V Fax +966						Addresses
Is this an administrative contact Administrative contact will receive gener	Is this an administrative contact? Administrative contact vill receive general communications from us.   Yes  No						Business Classifications
Does this contact need a user account?							Bank Accounts
							Products and Services
+ Add Another Contact							Questionnaire
Last updated 2 minutes ago					Cancel	Save	

#### 8. Address Page:

In Addresses, provide details of all the supplier addresses from where their business activities are going to take place.

On Addresses, the country is used to default the address country as well as the phone and fax country codes.

Addresses	3  <sub>7</sub>
Please save the entered data by click on "Save" before continue	
Address 1 0	
Address Name What's this address used for? Select at least 1 purpose.	
HQ Receive Purchase Orders Receive Payments Bid on RFQs	
Country/Region Saudi Arabia	
Address Line 2 Cty Riyadh	Company Details
Notion/Advess Saudi PO Box	Contacts
Email Country Phone Ext	Addresses
SA Fax	Business Classifications
Which contacts are associated to this address?	Bank Arrounts
Nora Alankari mirrishaa/imphily.com sa CEO	
	Products and Services
+ Add Another Address	Questionnaire
Last updated 1 minute ago Cancel Save Continue	



# 9. Business Classifications Page:

The Business Classifications page is organized to help you quickly determine whether any of the various classifications apply to your company. If yes, a detailed form will be provided to capture the classification and certificate details.

Business Classifications Enter at least one business classification or select none applicable	ne.				4  <sub>7</sub>
Please save the entered data by click on "Save" before continue	ie in the second se				
Please follow the instructions given below and attach all requir	red document to speed up the review process of your re	istration request.			
1.1 If your company is based in Saudi Arabia, please select "Loo	cal Vendor" in the 'Classification' column. Otherwise, sel	ect "Foreign Vendor".			
1.2 Please attach all the required documents as per the table g	given below. To add multiple documents, click on the "Dra	g and Drop" button. Add separate I	ine for each required document.		
Certifying Agency Local V Certificate of Chamber of Commerce and Industry Membership Required Certificate of Caeneal Organisation for Social Insurance Required Certificate of Labor Office Required Certificate of Zakat and Income Tax Payment or Clearance Required Certificate of Commercial Registration Required	Vendor         Foreign Vendor           d         Mol required           d         Mol required           d         Not required           d         Not required           d         Not required           d         Required				
Business classification 1				ش	Company Details
Classification Local Vendor	•	Subclassification	~		Contacts
Certifying Agency Certificate of Labor Office	Other Certifying Agency	Certificate Number 9137546978			Addresses
					Business Classifications
01/01/2024	Certificate End Date				Bank Accounts
Notes					Products and Services
	//				Questionnaire
Last updated 1 minute ago			Cancel Save Con	tinue	

Repeat the same for other certificate like CR, GOSI etc.

Classification: Mobily CONFIDENTIAL

#### Mobily Vendor Registration Process



#### **10. Bank Accounts Page:**

In Bank Accounts, provide details of all the supplier bank accounts where to receive payments against their supplies.

Capturing a supplier bank account is greatly simplified with country-driven logic to help you to quickly provide bank account details unique to the country. The default country layout presented is based on the supplier's country.

# KSA Supplier Bank Account:

Bank Accounts					F	51_
Please save the entered data by click on "Save" b	efore continue					<b>7</b>
Bank Name should be match with letter attached	for bank in the Questionnaire sect	ion of this supplie	r registration form			
Enter at least one bank account						
Enter account number or IBAN unless account nu	mber is marked as required. For No	on-KSA vendors s	vift is mandatory			
For Non- KSA Supplier kindly capture the SWIFT	Code in Alternate Account Holder				c	ompany Details
Bank account 1				Ū	c	ontacts
Country Saudi Arabia					A	ddresses
Bank Al Bank Al Saudi Al Fransi	Bank Branch Main Branch	•	Account Number 99694100111		B	usiness Classifications
IBAN SA565500000099694100116	Currency Saudi Riyal	•	Account Type Savings	•		ank Accounts
Account Holder					P	roducts and Services
Saudi landscape company_2					q	uestionnaire
Last updated 1 minute ago			c	Cancel Save Continue		

# Non-KSA Supplier Bank Account:

Bank account 2	面
Country India	5  <sub>7</sub>
Bank         IN_Foreign Bank         Account Nu           IN_Foreign Bank         IN_Main         9113322	mber 554466 Company Details
Currency Indian Rupee Account Type Savings Account Hol Saudi Ian	der dscape company_3
Atternate Account Holder	Addresses
HDFC0001234	Business Classifications
Attach supporting documents	Bank Accounts
Drag and Drop Select or drop files here.	Products and Services
URL Add URL	Questionnaire
Last updated 7 seconds ago Ca	ancel Save Continue



## **11. Products and Services Page:**

The Products and Services page presents summarized categories for selection indicating the types of goods and services that you can provide.

Note: Select the category at leaf level as shown in below then click on save and continue

Products and Services						6  <sub>7</sub>
Please save the entered data by click on "Save" before	ore continue					• /
Please choose the products and services Carefully a	and Select only the leaf level category as	s shown in below				
Select Category Name	Description					
🗌 🦼 🚞 Commercial						
Commercial - FTTH						
Com FTTH - ONT installation						
Commercial - ICT						Comment Datally
Commercial-Wholesale						
Media and advertising			_			Contacts
Q Search by category or description						
1 selected View Selected Clear Selected						Addresses
Category	Description					Business Classifications
Commercial						Bank Accounts
Commercial - FTTH						Desidents and Comission
Com FTTH - ONT Installation	7					Products and Services
Com FTTH - 11	Com FTTH -11					Questionnaire
Updated just now				Cancel	Save	

# 12. Questionnaire Page:

Select the questionaries answers correctly

Supplier Registration		7 7
Questionnaire		, , ,
TAX Registration Status General O Supplier O		
TAX Registration Status ♥ (Section 1 of 3)		
1. Can you kindly choose your Company Nationality from below options. $\Theta$ Salect your company nationality		
Remined  e. Saudi Araibia		Company Details
🔿 b. Non-Saudi Arabia		Contects
1.a.1. Enter Tax Registration Status		
More Details Kindly click here		Addresses
Renuired		
a. Registered		Business Classifications
O b. Not Registered		
O c. Exempt		Bank Accounts
🔿 d. Customs		
🔿 e. Zero VAT		Products and Services
○ f. Out of Scope		
🔿 g. Sovereign		Questionnaire
Upsated just now	Cancel Save Submit	



Select the questionaries answers correctly and add attachments then click on save and submit

# 13. After submitting the supplier registration showing the registration request number



Note: Mobily takes 2-3 weeks or more to review the approve the requests. In case there are any clarifications required they will revert back.

You can reach out to <u>vendorsrelations@mobily.com.sa</u> with the Registration number any time.

Е

## Mobily Vendor Registration Process



14. Below format email received after supplier registration request is approved

evkz-dev1.fa.sender@workflow.email.me-jeddah-1.ocs.oraclecl <>>> pm++ To: mobily.supplier@outlook.com Mon 8/19/2024 4:17 PM

# Etihad Etisalat Company (Etihad Etisalat (Mobily))

Your Supplier Registration Request was Approved

Request Number	105001
Request Date	19 August 2024
Requested By	mobily.supplier@outloo k.com
Company	External Supplier

