Mobily Vendor Registration Process

Mobily Supplier Registration Portal

User Manual

Mobily Vendor Registration Process
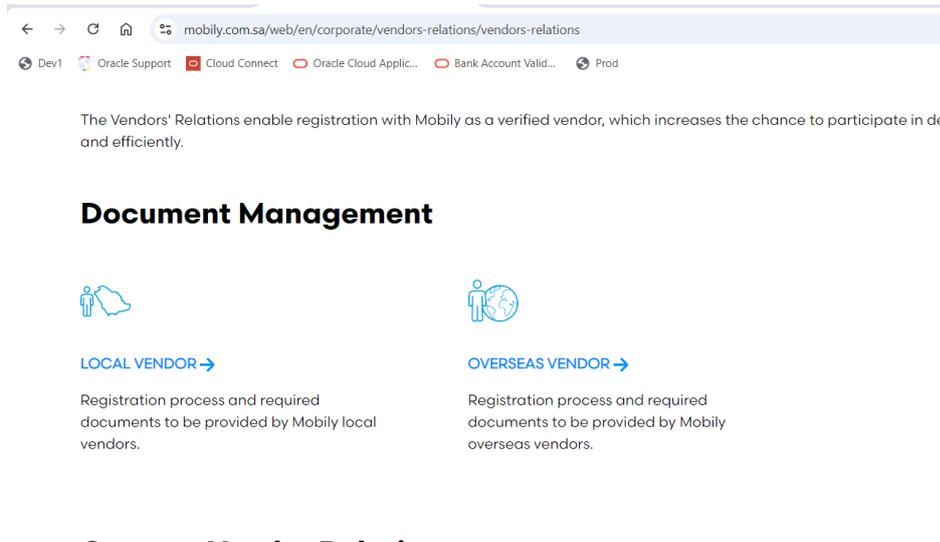
Supplier Registration Process:

1.Visit Mobily Portal:

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

Choose if you are a local or Overseas Vendor
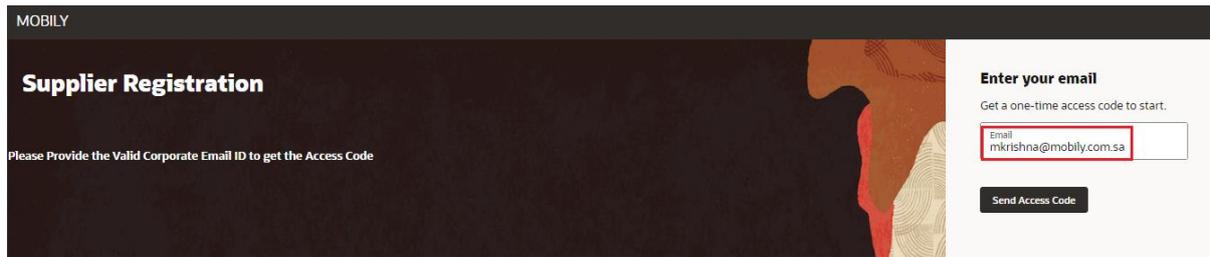

Click on the below link

Mobily Vendor Registration Process

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.

3. Access code sent to register mail id

4. Registration email will receive an email in the below format
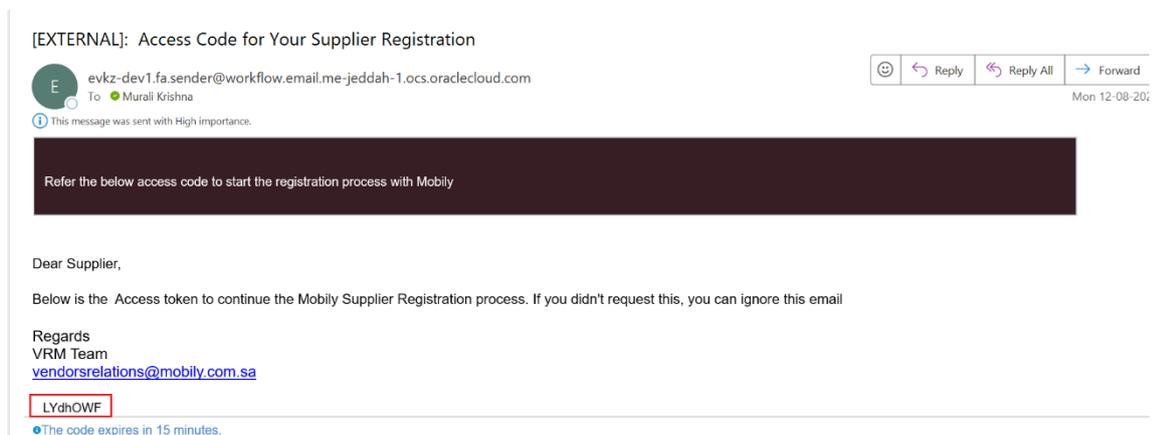
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5. Enter Access Code then click on continue

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


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.
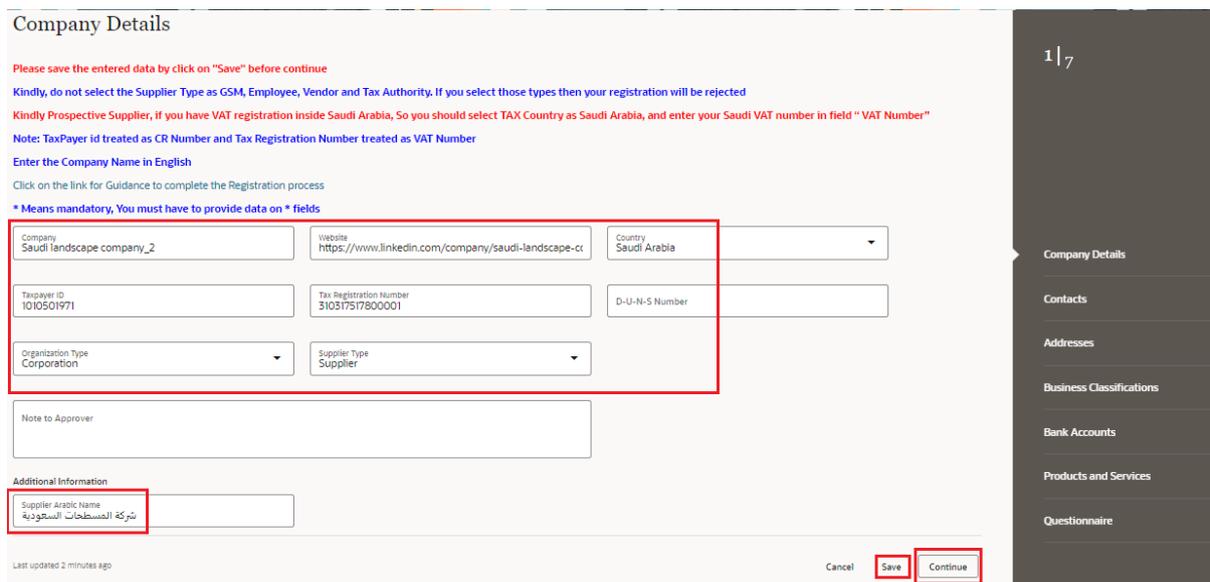
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7. Contacts Page:

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

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.

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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.

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

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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:

Non-KSA Supplier Bank Account:

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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

12. Questionnaire Page:

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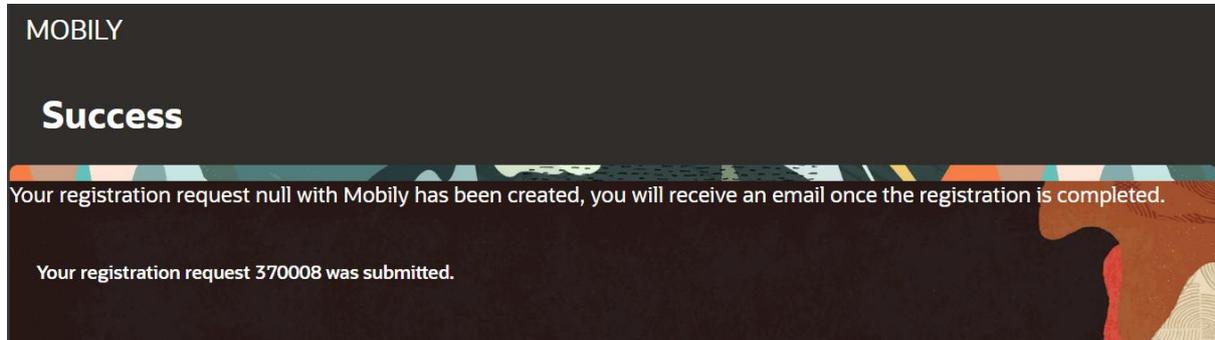
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Select the questionaries answers correctly and add attachments then click on save and submit

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

MOBILY

Success

Your registration request null with Mobily has been created, you will receive an email once the registration is completed.

Your registration request 370008 was submitted.

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 vendorsrelations@mobily.com.sa with the Registration number any time.

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

Etihad Etisalat Company (Etihad Etisalat (Mobily)) — Your Supplier Registration Request was Approved

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