

Supplier Registration Guide

Mobily, Saudi Arabia



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Introduction

The Online Supplier Registration Portalenables you to register your details with Mobily.

No special software aside from an up-to-date web browser, is require to access the system. The Online Supplier Registration Portal reduces paperwork / fax / mail thereby promotes a green process.

This is a general training document for suppliers to demonstrate how to Registration yourself with Mobily.

This document explains different screens and functionality of the registration form.

Registering in the System as Prospective Supplier:

A link to the URL for new suppliers can be found on to our website:

http://www.mobily.com.sa/

Type the above link in to the browser's URL field and press enter, then you may start registration process.

موبايلىي mobily	Register					
Personal Business Carrie	ers			Help & Support	About mobily	My Account
About Mobily * Mobily at a * Media glance Relations	 Investor Vendors Relations Managen 		ork at home Customer ervice agent	Join Us	Events & Sponsorship	
Home > About mobily > Vendors Ma	nagement > Vendors Managem	ent System				
Login to your Vendor A	ccount Alrea	dy a Vendor but i	not yet registered?			
User Name:						
	C	reate an accou	int now to:			
Password:		 Manage Receive 	stered as approved ve your profile in mobily v bid/tender invitation RFPs, RFQs or RFIs		gement system	
→Forget Password?		Register Now 🔘]			

Figure 1: Mobily Website - Register Now



System Requirements

Recommended Operating System:

Windows XP/Service Pack 3, Windows Vista/Service Pack 2, Windows 7, Windows 8 ** Please note that the Prospective Supplier Registration Portal may run with other Operating Systems, but the above are recommended Operating Systems. If you have specific questions, please contact the helpdesk.

Browser Requirements:

Internet Explorer 10 and above

** Please note that the Prospective Supplier Registration Portal will work with Internet Explorer 7, 8 or 9 as well. It may be possible to open the Portal with other browsers, but much of the functionality within the Portal will be unavailable. Please ignore use Firefox, Google Chrome, Apple Safari, Opera, Netscape, or other browsers to access the Portal. Internet Explorer is available (free) for download at www.microsoft.com

Pop-up Blocker:

Please ensure that your pop-up blocker is turned off and pop-ups are enabled for Mobily website and the Prospective Supplier Registration Portal at all times.

Microsoft Office:

Mobily recommends Microsoft 2003, 2007 or 2010 file formats for uploaded documents.

E-Mail Spam Filters:

Please ensure Mobilyemail address is enabled as a trusted sender.



Registering in the Prospective Supplier Registration Portal

First step is to register with Mobily using Online Supplier Registration form. You can only register your company/organization, if you have following documents available with you for attachment.

Following documents must be scanned (in JPEG / JPG / PDF format) and attach in attachment section.

- Certificate from the General Organization of Social Insurance
- Certificate from Labor Office
- Chamber of Commerce and Industry membership
- Commercial Registration Certificate
- Zakat and Income tax payment or clearance
- Company Profile and Financial Report of past 4 years

To avoid any difficulty in filling up the document, please read the manual carefully and clarify your quires before you begin.

Registration Steps

You will see a registration link on our website.

- Click on the link and read the instructions on the registration page.
- Providecompany basic information
- Provide company business classification details, address and product details
- Provide company Manager or Owners details
- Attach Supporting Documents
- Submit.

Note: Incomplete or incorrect Submission will not be processed. All attachments need to be typed. Any HAND WRITTEN attachments will be REJECTED.

It will take around 20 minutes to complete the registration process. If you stay ideal for a longer time, system will log your session out automatically. So it is recommended to start the registration process once you have all necessary details and documents available. In case you are not able to re-register after session logout, allow 72 hours for system to delete your unsaved profile.

You must provide all valid information including your email address, so the system can send you updates about the registration request. Registration Form is divided in 4 sections. See Figure 2.

Mobily will review your application. If your application is approved, Mobily will inform you via email.



Basic information

	al	Close Prefere	nces Diagnostics
0	-0		0
Basic Information	Company Details	Additional Information	Attachments
rospective Supplier Registration			
Indicates required field			Step 1 of 🗧 Neg
Company Details			
* Company Name	JBM Services Riyadh		
<u> </u>	Enter Company name same as mentioned i	n Commercial Registration	
2 * Country (Tax Country)	Saudi Arabia		
		ed to validate the format of the Tax Registration Nurr	ber and/or Taxpayer ID.
* Commercial Registration	78600786	-	
he person identified below will be considered th	he authorized contact for all correst	ondences	
The person identified below will be considered at	jawadmohammad@jbmservices.		
() * Email	jawadmohammad@jbmservices. Enter valid coporate email ID's only		
 4 * Email 6 First Name 	jawadmohammad@jbmservices. Enter valid coporate email ID's only Jawad		
 4 * Email 5 First Name 6 * Last Name 	Jawadmohammad@jbmservices. Enter valid coporate email ID's only Jawad Mohammad		
 4 * Email 5 First Name 6 * Last Name 7 * Country Code 	jawadmohammad@jbmservices. Enter valid coporate email ID's only Jawad Mohammad 966		
 4 * Email 5 First Name 6 * Last Name 	jawadmohammad@jbmservices. Enter valid coporate email ID's only Jawad Mohammad 966		
 4 * Email 5 First Name 6 * Last Name 7 * Country Code 	jawadmohammad@jbmservices. Enter valid coporate email ID's only Jawad Mohammad 966		Step 1 of 4 Ne
 4 * Email 5 First Name 6 * Last Name 7 * Country Code 	jawadmohammad@jbmservices. Enter valid coporate email ID's only Jawad Mohammad 966	53	Step 1 of 4 Ne

Figure 2: Prospective Supplier Registration Page

In the Basic Information section you must add following fields,

Con	npany Details	
0	Company Name	Enter official company name as mentioned in commercial registration/trade license.
2	Country (Tax Country)	Enter the tax country name.
ß	Commercial Registration	Enter Commercial Registration number
Con	tact Person	
4	Email	Enter your corporate email address only.
6	First Name	Enter your first name
6	Last Name	Enter your last name
7	Country Code	Enter your country code
8	Phone Number	Enter your active phone number



Click Nextafter enteringabove mandatory details.

Company Details

Next section is Company Details. Here you must add Business Classification, Address Details, Authorized Contact Directory, and Product and Services.

Add Arabic Name of your company as mentioned in Figure 3 below.

0	Arabic Supplier Name	Enter official Arabic name of your company
---	----------------------	--

Business Classifications

Basic Information	Company Deta	ils	Additional Information	n Attachments	
Prospective Supplier Registration: Additiona	I Details			1	
Blank label for instruction text				Back Step 2 of 4 Ne	e <u>x</u> t
Company Name Country (Tax Country) Commercial Registration		Riyadh		· · · · ·	Part In
Arabic Supplier Name		0			
Business Classifications		0			
	1.0	2	3	0	
Classification		ertificate Number	*Certifying Agency	*Expiration Date	
	ocial lag	8611786	Rivadh Business Certifici	26-Jamada El Oula-1438 10:42:00	0
Certificate from the General Orgainisation for So Insurance	1/6				5
	1/4	8622786		26-Jamada El Oula-1438 10:42:00	5
Insurance Certificficate from Labor Office	78	3622786	Riyadh Business Certifici	26-Jamada El Oula-1438 10:42:00 26-Jamada El Oula-1438 10:42:00	d'
Insurance	ip 78		Riyadh Business Certific		Ì

Figure 3: Company Details - Business Classifications

You may select the Expiration Date calendar while entering the date. Click on the calendar icon and it will open pop-up window for selection. See Figure 4 below.

orian Calendar		Mon	Tue	Wed	Thu	Fri	Sat
11 12 13 14 15 16 18 19 20 21 22 23 25 26 27 28 29 30 Calendar Cancel		26	27	28	29	1	2
18 19 20 21 22 23 25 26 27 28 29 30 Cancel		4	5	6	7	8	9
25 26 27 28 29 30 Calendar Orian Calendar)	11	12	13	14	15	16
Calendar Cancel	7	18	19	20	21	22	23
orian Calendar	24	25	26	27	28	29	30
Select Cale						Са	nce <u>l</u>

Figure 4: Business Classifications - Calendar



Select the date, month and year from the calendar.

Provide Business Classifications in details. See Figure 3, provide all mandatory details:

2	Certification Number	 Enter certification number for, Certificate from the General Organization for Social Insurance Certificate from Labor Office Chamber of Commerce and Industry membership Commercial Registration Certificate Zakat and Income tax payment or clearance
3	Certifying Agency	Enter name of the certifying agency for all above certificates
4	Expiration Date	Enter Expiration date of certificate. You can use calendar option to choose the date. Click on the Calendar icon and select the date. System will save date in Hijri format only.

Kindly provide proof of all these certifications as attachment in last section.

Address Book

You can create your address book here. Multiple address are also allowed here.

Click Create Button to add address details in Address Book.

Address Book At least one entry is required.				
Create Add S Name	Address Details	D	Undata	Delete
No results found.	Address Details	Purpose	Update	Delete
Authorized Contact Direct	ory	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~_/~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	

Figure 5: Create Address Book

You can add multiple address (Locations) in the Address book. See Figure 6. While creating your business address book, you must enter mandatory fields,

0	Address Name	Enter your address name, for example Branch name, Head Office, Warehouse, Service Station etc.
2	Address Line1	Enter Business Address. You can also use Address Line 2, Address Line 3 and Address Line 4 to provide complete details.
8	City/Town/Locality	Enter your city/town name
4	County	Provide County name. County name is not



		mandatory
6	State/Region	Enter State or Region name. You may also provide Province detail if applicable.
6	Postal Code	Provide postal code of the address
7	Phone / Fax Contact	Provide Phone country code, phone number, Fax area code and fax number
8	Email Address	Provide corporate email address of the address owner/manager.

Data entry fields starting with * are mandatory fields. See Figure 6 below.

			Close Preferences	Diagnostics
eate Address indicates required field	JBM Services Busin Saudi Arabia 100/A Block 22 Riyadh Riyadh	Country Code Phone Number Fax Area Code Fax Number Email Address		
6 * Postal Code	100392			Cance <u>l</u> App

Figure 6: Address Entry

Click **Apply** button to save the information. You may also add another address using the same method.

Authorized Contact Directory

Scroll down to create authorized contact directory. People who wish to contactMobily, must be added to the Contact Directory. Fields marked with * are mandatory fields.

Click Create to add contacts. See Figure 7.



At least one e	entry is required.					
Create						
irst Na De	Last Name	Phone	Email	Requires User Account	Update	Delete
awad	Mohammad	02-04430944	jawadmohammad@jbmservices.sa	v	1	

Figure 7: Authorized Contact Directory

Enter all mandatory information as shown in Figure 8 below.

موبايلتي 🗖 mobily	iSupplier Portal			Close	Preferences	Diagnostics
Create Contact						
* Indicates required field						Cancel Apply
 Contact Title 	Mr. 🗸	8 Country Code	02			
2 * First Name	John	* Phone Number	04430822			
3 * Middle Name	D	Mobile Number				
4 Last Name	Brown	Fax Area Code	02			
💿 * Job Title	Branch Manager		04431822			
6 * Department	Service					
* Contact Email	jbrown@jbmservices.sa					
Supplier User Account						
Addresses For the Co	ntact					
Address Name		Address Details				Remove
No results found.						
Add Another Row						Cancel Apply
About this Page Driver	Obstancest	Close Preferences Diagn	ostics			and the second

Figure 8: Add Contact Person details

0	Contact Title	Select contact person's title from List
2	First Name	Enter contact person's first name
3	Middle Name	Enter contact person's middle name
4	Last Name	Enter contact person's last name
6	Job Title	Enter contact person's job title
6	Department	Enter the department name



7	Contact Email	Enter contact person's corporate email address
8	Phone details	Enter contact person's land line number and if available provide mobile number too
9	Fax details	Provide contact person's fax number

Click **Create User Account for the Contact** checkbox if you want to give this contact person access to RFQ and bidding.

Address for the contact provides facility to associate the address with contact.Click Add Another Row to assign address to this contact person. See Figure 9 below.

Add arother Row Close Privacy Statement Figure 9: Associate address with contact (step-1) Click Search Close Privacy Statement Figure 9: Associate address with contact (step-1) Click Search Cancel Cancel Search To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button. Search Select Quick Select No search conducted. AddressDetails	Idresses For the Contact Iress Name Address Details Remove Idd Arother Row				
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Results				
Select	Quick Select	AddressName	AddressDetails	
•		Head Office	1002 JBM House, Riyadh 23223 SA	
About this	Page			
	Select	address from the lis	t	Cancel Select

Figure 11: Associate address with contact (step-3)

Select the Address from the list and click **Select** button.

The address will get associated with the user as shown in Figure 12 below.

				and the second second	Close Preferences	Diagnostics
reate Contact						
Indicates required field	1					Cancel App
Contact Title * First Name	Mr. 🔽 John		* Country Code * Phone Number	02	_	
* Middle Name	D		Mobile Number		_	
* Last Name	Brown		* Fax Area Code	02		
* Job Title	Branch Manager		* Fax Number	04431822	_	
* Department	Service					
* Contact Email	jbrown@jbmservi	ices.sa				
Supplier User Accourt	689) 					
	ontact					
Addresses For the Co		ddress Details				Remove
	A	uuress Details				
ddress Name			Riyadh 23223 SA			i i i i i i i i i i i i i i i i i i i
ddress Name						Ĩ
Addresses For the Co address Name lead Office Add Another Row						Cance <u>I</u> App

Figure 12: Contact created and assigned to address

Click **Apply** button to save the information. You may also add multipleauthorized contacts using the same method.



Products and Services

Scroll down to Products and Services section. Mobily has define product and service category sets that we use to categorize our supply base. You can browse the list of goods and services and select all those that apply to your business.Click **Create** button as shown in Figure 13 below.

Products and Services		
At least one entry is required.		
Create		
Code	Products and Services	Delete
No results found.		
		Back Step 2 of 4 Next
	Close Preferences Diagnostics	
bout this Page Privacy Statem	ent	

Figure 13: Add Products and Services

Select Product(s) and Service(s) and Click Apply.

		Cancel
Search		
lease enter yo	ur search criteria and select the "Go" button to see the results. Note that the search is not case sensitive.	-
	Code	
De	scription	
	Go Clear	
Code	Description	Applicable
	Description Commercial.Media and advertising.Other_Mobile_devices	
Code 703.438.324 704.445.451		
703.438.324	Commercial.Media and advertising.Other_Mobile_devices	
703.438.324 704.445.451	Commercial.Media and advertising.Other_Mobile_devices Information Technology.IT Hardware & Equipment.Microcomputer Hardware	

Figure 14: Select& Apply Products and Services

Once you done adding information in Company Details section, your form will look like Figure 15 below. Now, click **Next** button to enter Additional Details.



mobily C	ز موبايلي	Supplier Por	tal		C	lose Preferences	Diagnostics	
	0		0	-	0		-0	
Basic	Information		Company	Details	Additional Informati	on	Attachm	ents
rospective Su	upplier Registra	ation: Additiona	I Details					
lank label for i	Country Commerc	Company Name γ (Tax Country) cial Registration Supplier Name	JBM Serv Saudi Ara 7860078	abia		Bac	Step 2 of	4
Business Cla	ssifications		82.					
Classification				*Certificate Number	*Certifying Agency	*Expiration Dat	e	
Certificate from Insurance	the General Or	gainisation for So	ocial	78611786	Riyadh Business Certific	26-Jamada El Ou	la-1438 10:42	2:00
Certificficate fro	om Labor Office			78622786	Riyadh Business Certific	26-Jamada El Ou	la-1438 10:42	2:00
Chamber of Co	mmerce and Ind	lustry membersh	ip	78633786	Riyadh Business Certific	26-Jamada El Ou	la-1438 10:42	2:00
Commercial Re	gistration Certific	cate		78600786	Riyadh Business Certific	26-Jamada El Ou	la-1438 10:42	2:00
Zakat and Inco	me tax payment	or clearance		78644786	Riyadh Business Certific	26-Jamada El Ou	la-1438 10:42	2:00
Create Address Nam	ntry is required.	Address	Details			Purpose	Update	Delete
JBM Services B				dh Riyadh 100392 United	States	RFQ Only	/	Î
	Contact Directo ntry is required. Last Name Mohammad	Phone 02-04430944	Email jawadm	nohammad@jbmservices.s;		es User Account	Update 0	Delete
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/03.430.324	Com	nercial.meula afi	u auverusin	ig.outer_mobile_devices				9
				Close Preferences Dia		Bac	Step 2 of	4 Nex

Figure 15: Complete Company Details Section

Additional Information

Additional Information section is 3rd section of the Registration form. Here fields starts with * sign are mandatory fields.

Enter following mandatory details;

0	Year of establishment	Enter the year that you established the company
2	Ownership Type	Select ownership type from list
8	Number of Saudi Employees	How many Saudi National employees?
4	Number of Non-Saudi Employees	How many Non-Saudi National employees?
6	Netaqat Level	Select on from the list



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		to Enter - non saudi company selec	Personalize "E0 Select	GOEXTFWKDATALOV" Quick Select	Display Name	Select One Description
3 * Number of Sa	audi Employees	440	O	Quick Select	Not Applicable	Not Applicable
4 * Number of Non-Sa	audi Employees	310	0		Platinum	Patinum
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wners & Managers						
etails *First Name *	Middle Name	*Last Name		Nationalit	y	Delete
Add Another Row						
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Figure 16: Additional Company Information

It is always good to provide non-mandatory fields like website URL, brief description of your company, agencies and if any additional information available.

You must add Owners and Managers details here by clicking Add Another Row button.

* Number o	- of Saudi Employees		440	5					
* Number of Nor	í	310	)						
	Information, If any			~					
Owners & Managers									
Show All Details Hide All Details			-0						
	*Middle Name		*Last Name		Nationality	7			Delete
- Hide Jawad	в	-	Mohammed		SAUDI ARABIA			~	1
2	* Email Address	awadmohamm	ed@jbmservices.sa	International	Phone Number				
Do you have any realtios									
If YES, please provide details:									
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Add Another Row									
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#### Figure 17: Add Owners and Managers Information

Enter all mandatory fields (*) of owners and managers in respective fields. Enter below details.

	First Name	Provide owner/manager's first name
	Middle Name	Provide owner/manager's middle name
	Last Name	Provide owner/manager's last name
	Nationality	Provide owner/manager's Nationality
2	Email address	Provide owner/manager's corporate email

You can provide multiple names as well, by clicking add another row button again.

Once done adding Owners and Managers information, click **Next** to move on the last section of the Registration Portal.

#### **Attachments**

Attachment is 4thsection of the registration form and it allows you to add supporting documents for your application.

Attach PDF/JPEG/JPG/Doc files only. Do NOT attach any hand written documents.

Basic Information	n	C	ompany Details	Ado	ditional Information		Attachm	ents
						Submit	-	Step 4 of
Attachments								
Add Attachment								
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itle 🖞	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Dele
c m	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
itle 🖞	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete



Click Add Attachments... button to add supportive documents to the application.



Close Preferences Diagnostics Add Products and Services Riyadh) > Add Attachment Cancel Add Another Apply Add Desktop File/ Text/ URL  Attachment Summary Information Title Certificate from Labor Office 2015 Add title of your attachment file Description 2 Certificficate from Labor Office Select appropriate attachment category from the list Define Attachment  Type © File C:\Users\Bharga\Documents\Fax\Inbox\Documents.tif Browse, N  Rrouus o good add
Add Attachment          Add Attachment       Cancel       Add Another       Apply         Add       Desktop File/ Text/ URL         Attachment Summary Information          Attachment Summary Information       Ittle       Certificate from Labor Office 2015       Add title of your attachment file         Description       Ittle       Certificate from Labor Office       Add attachment description         Image: Category       Certificficate from Labor Office       Select appropriate attachment category from the list         Define Attachment       CilleerryBharand/Documente/ExcliptoryDocumente file       Remote
Add       Desktop File/ Text/ URL         Add       Desktop File/ Text/ URL         Attachment Summary Information       Itile         Certificate from Labor Office 2015       Add title of your attachment file         Description       Add attachment description         Image: Category       Certificficate from Labor Office         Define Attachment       Certificficate from Labor Office         Define Attachment       Cillerers)Bhargay/Documente fit
Add Desktop File/ Text/ URL Attachment Summary Information Title Description Certificate from Labor Office 2015 Add title of your attachment file Description Certificficate from Labor Office Select appropriate attachment category from the list Define Attachment Define Attachment Cillerry Bharand Documente Life Remote Text Index Select appropriate attachment to the list Define Attachment
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Attachment Summary Information         Ittle         Certificate from Labor Office 2015         Add title of your attachment file         Description         Image: Category         Certificficate from Labor Office         Select appropriate attachment category from the list
Title Certificate from Labor Office 2015 Add title of your attachment file Add attachment description Category Certificficate from Labor Office Select appropriate attachment category from the list Define Attachment
Certificficate from Labor Office     Certificficate from Labor Office     Select appropriate attachment category from the list
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Attachment Summary Information
Title Certificate from Labor Office 2015
Description
Commercial Registration Cotegory from list
Define Attachment Financial Report Cancel Add Another Apply
GOSI Certificate
IV Signed NDA Diagnostics
Zakat Certificate
OText

Figure 19: Add Attachment with details

See Figure 19 and add details accordingly. Here Title, Category and Attachment Type: File fields are mandatory fields.

0	Title	Add meaningful title for the attachment file
2	Description	Enter document brief description.
3	Category	Select the document Category from the list.
4	Attachment Type: File	Browse your computer and select the file that match with Title and document Category



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				Close Preference	es Diagnostics
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Confirmation Attachment Certificate fro current transaction.	m Labor Office 2015 has	been added successfully but no	t committed; it woul	d be committed when you	commit the rest of the
Attachments	Click to	add another attach	ment	Sub	mit Bac <u>k</u> Step 4 of 4
Add Attachment	F	Attochment added su	occessfully		
Title 🧹 🖊	Type Description	Category	Last Updated By	Last Updated	Usage Update Delete
Certificate from Labor Office 2	015 File	Certificficate from Labor Office	GUEST	02-Jamada El Thani-1436	One-Time 🥜 📋
				Sub	mit Back Step 4 of 4
About this Page Privacy Stat	tement	Close Preferences D	liagnostics	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	

Figure 20: Attachments added

Select attachment category from list for each attachment. Categories in list are:

- Certificate from Labor Office For Local Saudi vendors only
- Commercial Registration:
  - Note for Overseas Vendors: Commercial Registration/Trade License (Attested by Saudi embassy/Consulate in their respective country)
- Company Profile.
- Chamber of commerce membership For Local Saudi vendors only
- Financial Report.
- GOSI Certificate For Local Saudi vendors only
- Miscellaneous.
- Signed NDA (optional).
- Zakat Certificate For Local Saudi vendors .

The page will allow you to add multiple attachments. If you are adding item from File, click **Browse**... button to select and attach ityou're your Computer.

Click Apply or click AddAnother button to add multiple attachments.



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					Close Preferences	Diagnos	tics	
Basic Information		Company Details	Additional	Information		Attacl	) hments	
Confirmation								
Attachment Certificate from the General Organization for Social Insurance has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.								
Submit Back Step 4 of 4								
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Chamber of commerce and industry membership	File		Miscellaneous	GUEST	02-Jamada El Thani- 1436	One- Time	1	Î
Zakat Certificate	File	Zakat Certificate renewed last year June 2014	Zakat Certificate	GUEST	02-Jamada El Thani- 1436	One- Time	1	Î
Financial Report 2012, 2013 and 2014	File	Last 3 years of finance details in PDF	Financial Report	GUEST	02-Jamada El Thani- 1436	One- Time	1	Î
Company Profile document	File	Company profile in word format	Company Profile	GUEST	02-Jamada El Thani- 1436	One- Time	1	Î
Commercial Registration Certificate	File	Commercial Registration 1998 scan copy	Commercial Registration	GUEST	02-Jamada El Thani- 1436	One- Time	1	Î
Certificate from Labor Office 2015	File		Certificficate from Labor Office	GUEST	02-Jamada El Thani- 1436	One- Time	1	Î
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You may update attachments after adding them by clicking the update

icon, as

well as delete incorrect attachments using the delete icon.

Review all the attachments before submitting the application.



# **Submit Application**

You may submit the application once all mandatory details are filled. Your application will be received by Mobily Supplier Evaluation Committee for approval process. You will receive an email containing a URL, you may use this URL to monitor the status of the application.

Click **Submit** button to complete the registration process.

Basic Information		Company Details	Additiona	Information		Attacl	ments	
2 Confirmation Attachment Certificate from the General C current transaction.	organizat	ion for Social Insurance has been add		-				
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hamber of commerce and industry members	nip File		Miscellaneous	GUEST	02-Jamada El Thani- 1436	One- Time	1	Î
<u>akat Certificate</u>		Zakat Certificate renewed last year June 2014	Zakat Certificate	GUEST	02-Jamada El Thani- 1436	One- Time	1	Î
inancial Report 2012, 2013 and 2014	File	Last 3 years of finance details in PDF	Financial Report	GUEST	02-Jamada El Thani- 1436	One- Time	1	Î
ompany Profile document	File	Company profile in word format	Company Profile	GUEST	02-Jamada El Thani- 1436	One- Time	1	Î
Commercial Registration Certificate		Commercial Registration 1998 scan copy	Commercial Registration	GUEST	02-Jamada El Thani- 1436	One- Time	1	Î
Certificate from Labor Office 2015	File		Certificficate from Labor Office	GUEST	02-Jamada El Thani- 1436	One- Time	1	Î
					Subm	nit B	ac <u>k</u> St	ep 4 of



Figure 23: Submission Confirmation



After submission you will receive an email to verify your provided email address during registration.

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COMPOSE Inbox (4) Starred Sent Mail Drafts More +	FYI: Verification Email Intex × Mobily STG ERP <svc-stgoramailer@mobily.com.sa> to me  To Jawad Ser 21-MAY-15 16:19:54 JD 30801796 You have been registered at Mobily. To initiate profile aaproval Pleas Click Herro Verify Your Email Address and initate per-qualification process.</svc-stgoramailer@mobily.com.sa>	ම් 🖪 May 21 ☆ 🔺 💌	Mobily STG ERP svc-stgoramailer@mobily.com.sa Show details
No recent chats Start a new one	Disclaimer This email and any files transmitted with are classified as confidential unless otherwise specified. This e- the use of the individual or entity to whom this e-mail is addressed. If you have received this email by mistake, please notify e-mail immediately and permanently. Although measures were taken to free this e-mail and its attachments from any malicic responsibility of the recipient to check this email and any attachments for the presence of such infection. The use of EEC(Mo Imited for EEC(Mobily) business use only.  Click here to Reply or Forward	r the sender and delete this ous code infection, it is the	

After the verification Mobily receive your application, the supplier evaluation committee will take decision of approval on the application. In case any further information required from you, you will receive email requesting further details. After adding those details, you can re-submit the application.

Please note, the submission of a completed response does not guarantee future business or tender opportunities with Mobily.

In case your profile is rejected, Mobily will provide you the reason of rejection so you can correct and submit the application again in future.

# **Policies**

- Vendor shall comply with the Israel boycott laws
- All documents must be valid and verified
- All documents must be scan of original copy
- In case the license is in progress then submit a proof of scanned original copy.

#### For any support needed during registrations, you may send contact the below :

For IT Category registrations: <u>m.basheer@mobily.com.sa</u>, Ext: +966560311099 For Network Category registrations: <u>k.alshammari@mobily.com.sa</u>, Ext.: +966560311653 For Commercial Category registrations: <u>m.abduljameel@mobily.com.sa</u>, Ext.: +966560312203 For Facility & Administration or General / Shared Procurement Category registrations: <u>r.saeed.ncbs@mobily.com.sa</u>, Ext. : +966560311579