

شركة المياه الوطنية
National Water Company



SUPPLIER LIFECYCLE MANAGEMENT (SLM)

Prospective Supplier Registration

Version: 1.2

Date: 22-January-2015

Table of Contents

Terms Used in the User Manual: 3

Introduction to Supplier Lifecycle Management 4

Requirements/Software Recommendations 5

Navigation Tips..... 6

Save for Later Option 7

Registration of New Supplier 9

 Prospective Supplier Registration 9

1. Basic Information 11

 1.1 Contact Information..... 12

 1.2 Company Details 12

 1.3 Address Book 12

 1.4 Contact Directory 13

 1.5 Products, Services and Projects 14

 1.6 Banking Details..... 15

 1.7 Business Classifications 16

2. Additional Information..... 18

3. Financial Details of the Company..... 19

Contractor (For Contractor/Consultant/Manufacture/Supplier) 23

Terms and Conditions 28

Terms Used in the User Manual:

1. NWC: National Water Company.
 - a. <http://www.nwc.com.sa/English/Pages/default.aspx>
2. SLCM: Supplier Lifecycle Management
3. PSR: Prospective Supplier Registration

Introduction to Supplier Lifecycle Management

NWC Oracle Supplier lifecycle Management (SCLM) is an internet based interface that provides supplier to register themselves in NWC as Prospective Supplier, Once approved by NWC buyer supplier becomes an approved supplier of NWC and later can receive purchase orders and raise invoices for payments.

Prospective Supplier Registration will be the primary way through which Supplier will be able to answer the following questions:

- Company Basic Information
- Company Details
- Address Details
- Products, Services and Projects Details
- Banking Details
- Business Classification
- Additional Information

Requirements/Software Recommendations

Accessing NWC Oracle Supplier registration portal has few computer related requirements. These requirements consist of:

- Internet Connection 1 Mbps or Above
- Web Browser – Microsoft’s Internet Explorer (version 10 or later) or compatible browsers



The use of pop-up blockers will negatively affect the use of registration Portal. Please allow for special exceptions in the blocking software in order to allow full access to the portal

Navigation Tips

The following information will assist you while navigating through iSupplier.

Back Button of the Browser



Do not use the Back button on your browser. This can cause errors in the application.

Various Icons

An asterisk {*} prior to a field name indicates that the field is required and must be populated with the information requested.

A screenshot of a form field labeled "* Account Number" with an empty text input box next to it.

The pencil icon allows you to make field updates.



Click on the calendar icon to select a date.

Start Date		End Date		F
20-Nov-2014				1
22-Nov-2014				2

The magnifying glass icon allows you to search a field for a list of values. If you know the field value, begin typing it and click the tab key. The field will populate. If you do not know the value, click the magnifying glass icon. The Search and Select screen will populate. Click Go for the list of values. Click Quick Select to populate the value in the field.



[%] Use the percent sign % to perform a search with incomplete information.

Example: To search for Abdulrahman Fahad Alhaqbani, type either: Abdulrahman % or % Alhaqbani or Abdulrahman% Fahad% Alhaqbani . We refer to this functionality as a Wildcard search.

Save for Later Option

At any point of time you can save the update details, by clicking on the “Save for Later” button. Based on which the details will get saved.



ORACLE iSupplier Portal

Close Preferences Diagnostics

Basic Information Company Details Additional Information Attachments

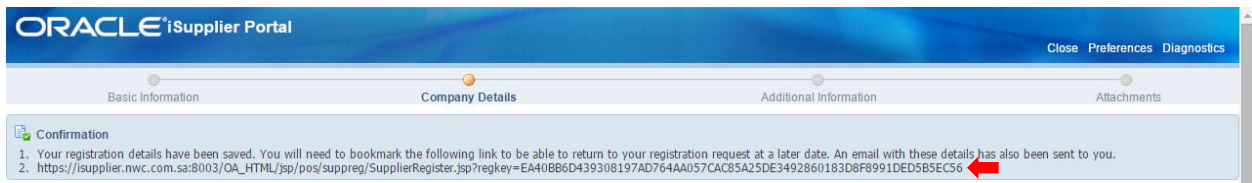
Prospective Supplier Registration: Additional Details

Blank label for instruction text

Company Name in English Al Sham Contractor

Save For Later Back Step 2 of 4 Next

Once saved confirmation message will be displayed with the link to Bookmark and mail will also be forwarded on the email ID provided in Basic information page.



ORACLE iSupplier Portal

Close Preferences Diagnostics

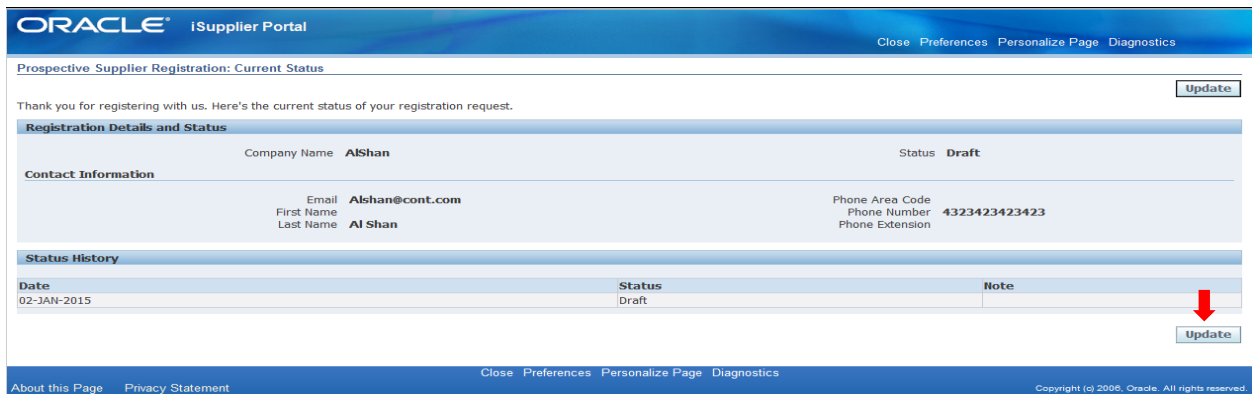
Basic Information Company Details Additional Information Attachments

Confirmation

- Your registration details have been saved. You will need to bookmark the following link to be able to return to your registration request at a later date. An email with these details has also been sent to you.
- https://isupplier.mvc.com.sa:8003/OA_HTML/jsp/pos/suppreg/SupplierRegister.jsp?regkey=EA40BB6D439308197AD764AA057CAC85A25DE3492860183D8F8991DED5B5EC56

Paste the link on another browser and bookmark it.

Click on the bookmark link, for completing the registration process.
Prospective Supplier Registration: Current Status Page will be displayed.



ORACLE iSupplier Portal

Close Preferences Personalize Page Diagnostics

Prospective Supplier Registration: Current Status

Update

Thank you for registering with us. Here's the current status of your registration request.

Registration Details and Status

Company Name	AlShan	Status	Draft
--------------	--------	--------	-------

Contact Information

Email	Alshan@cont.com	Phone Area Code	4323423423423
First Name	Al Shan	Phone Number	
Last Name	Al Shan	Phone Extension	

Status History

Date	Status	Note
02-JAN-2015	Draft	

Update

About this Page Privacy Statement

Close Preferences Personalize Page Diagnostics

Copyright (c) 2005, Oracle. All rights reserved.

Click on update, which will re-direct to the Supplier registration page from Page 1.

ORACLE iSupplier Portal

Close Preferences Personalize Page Diagnostics

Basic Information Company Details Attachments RFI

Prospective Supplier Registration

* Indicates required field

Step 1 of 4 **Next**

[Vendor Registration Guidelines](#)

Company Details

At least one CR Number is required to be able to complete the registration request.

* Company Name in English

* Country

Where provided, the tax country will be used to validate the format of the CR Number

* Vendor Type

Vendor Origin

* CR Number

Please enter PAN Number if you don't have CR Number.

CR Number 2

Review the details already update and update the other details which are pending as mention above in the manual and submit the prospective supplier for registration.

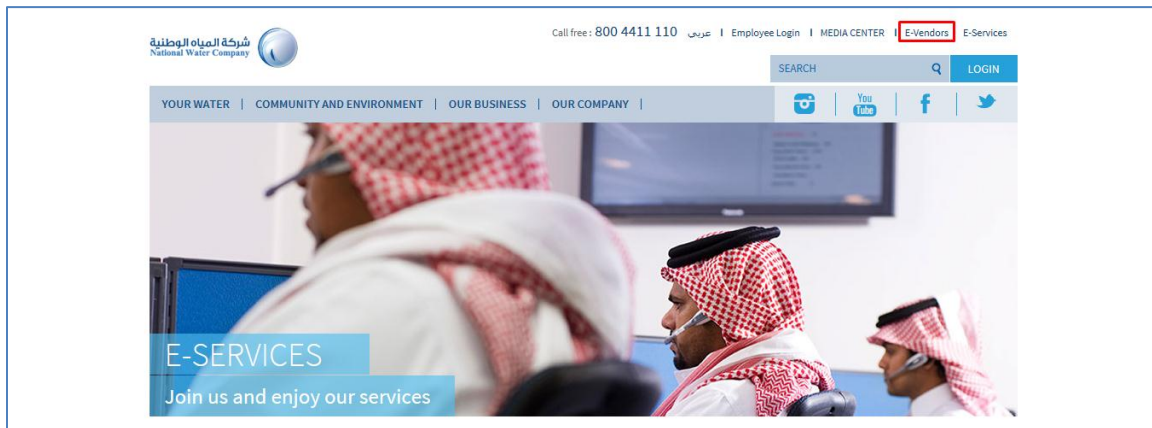
Registration of New Supplier

Prospective Supplier Registration

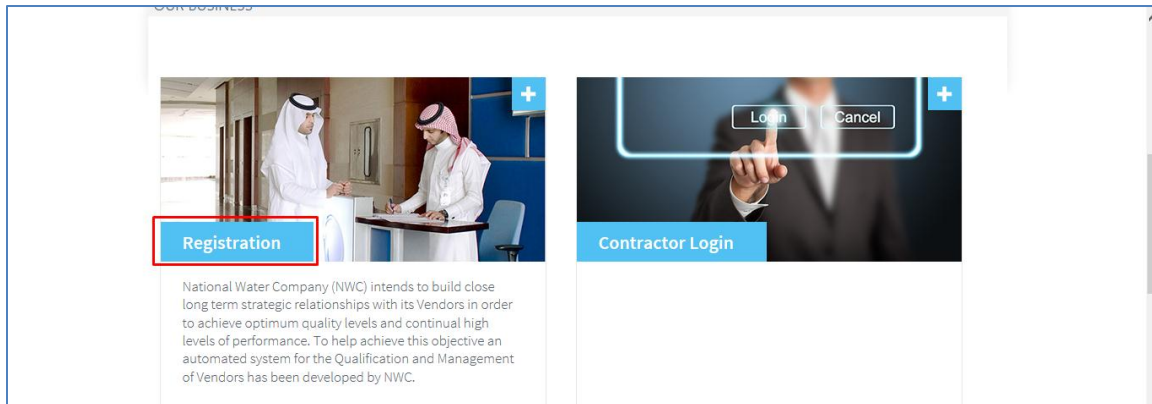
Supplier registration can be done by following the steps outlined below. Registration is simple process guided navigation.

To access supplier registration portal of National Water Company (NWC):

1. Go to the NWC website (www.nwc.com.sa)



2. Go to E-Vendors



4. Click Registration Button after reading the Information

This will open the ERP for Supplier Registration

The First Page of Supplier Registration:

ORACLE Supplier Portal Close Preferences Diagnostics

Basic Information Company Details Attachments RFI

Prospective Supplier Registration Step 1 of 4 [Next](#)

* Indicates required field

Company Details

At least one CR Number is required to be able to complete the registration request.

* Company Name in English

* Country Where provided, the tax country will be used to validate the format of the CR Number

* Vendor Type

Vendor Origin

* CR Number Please enter PAN Number if you don't have CR Number.

CR Number 2

Contact Information

* Primary Email

First Name

* Last Name

Phone Area Code

Phone Number

* Mobile Number

Step 1 of 4 [Next](#)

[About this Page](#) [Privacy Statement](#) Close Preferences Diagnostics Copyright (c) 2006, Oracle. All rights reserved.

1. Basic Information

Enter basic company details in the fields under Company Details. Most fields are self-explanatory, However, below is listed additional information that may be helpful in completing this section.

1. Enter the Company name in the **English Company Name** field.
2. Select the country in the **Country** field through Search option.
3. Select the type of Vendor from the list of values in the **Vendor Type** field.
The current vendor type values are:

- Contractor
- Supplier
- Consultant
- Manufacturer

4. Select the Vendor origin from the list of values in the **Vendor Origin** field,
The current **Vendor Origin** values available in the list are:

- Foreign with Sagia
- Foreign without Sagia
- Local

5. Enter the Company CR number in the **CR Number** field.

Note:

- If vendor is local or foreign without SAGIA, then only CR Number needs to be updated
- If foreign with SAGIA, then CR numbers and CR Number 2 both needs to be updated

(One for the foreign company and another one for the local branch)

1.1 Contact Information

* Primary Email	saod.hashem@asc.com
First Name	Saad
* Last Name	Hashem
Phone Area Code	011
Phone Number	3423432994
* Mobile Number	0548765324

Step 1 of 4 [Next](#)

1. Enter the Primary Email address in the **Primary Email** field. This will be used for communication purpose with the Supplier User
2. Enter the first name of the supplier User in the **First Name** field.
3. Enter the last name of the supplier User in the **Last Name** field.
4. Enter the phone area code in **Phone Area Code** field.
5. Enter the phone number of the supplier in the **Phone Number** field.
6. Enter the Mobile number of the supplier user in **Mobile Number** field.
7. Once when the entire mandatory fields are updated on the Basic Information,

Click the **Next** button.

1.2 Company Details

Provide the details of the company

ORACLE iSupplier Portal

Close Preferences Diagnostics

Basic Information Company Details Additional Information Attachments

Prospective Supplier Registration: Additional Details

Blank label for instruction text

Save For Later Back Step 2 of 4 Next

Company Name in English	Jedda Cement
Country	Saudi Arabia
Vendor Type	Manufacturer
Vendor Origin	Local
CR Number	121212121
CR Number 2	
* Supplier Name in Arabic as per CR	جدة اسمنت
Brief Description of your Activity	

1. Enter the company name in Arabic for local company in **Company Name in Arabic** field. If foreign company then update company name in English.
2. Enter the description of your activity which your company performs in the **Brief Description of your Activity** field.

1.3 Address Book

The Address Book page lets you define the current addresses defined for your company. This step is mandatory to add your company's purchasing and payment addresses to your profile through updating the address book.

Click on create in the **Address Name** field.

Address Book				
At least one entry is required.				
Create				
Address	Address Details	Purpose	Update	Delete
No results found.				

And then update the details in create Address

ORACLE iSupplier Portal Close Preferences Personalize Page Diagnostics

Create Address

* Indicates required field

* Address Name ←

Country ↓

* Address Line 1 ←

Address Line 2

Address Line 3

Address Line 4

* City/Town/Locality ←

Country

State/Region

Province

* Postal Code ←

Phone Area Code

* Phone Number ←

Fax Area Code

Fax Number

Email Address ×

Purchasing Address

Payment Address

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

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

About this Page Privacy Statement Close Preferences Personalize Page Diagnostics Copyright (c) 2006, Oracle. All rights reserved.

1. Enter the supplier address in the Address Name field.
2. Country will get defaulted as Saudi Arabia, kindly select the correct Country.
3. Enter the supplier address line in the Address Line 1 field.
4. Enter the City details in the City/Town/Locality field.
5. Enter the Postal code in the Postal Code field.
6. Enter the phone number of the contact person in the Phone Number field.
7. Enter the email address of the supplier user in the Email Address field.
8. Once updated all the details click on Apply button

1.4 Contact Directory

You must add at least one contact person to your company's profile.

1. Click on **Update** under the Contact Directory heading.

Contact Directory						
At least one entry is required.						
Create						
First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Saad	Hashem	011-0548765324-3423432994	saad.hashem@asc.com	✓	←	
http://adeverpapp002.dev.hq.nwc:8003/OA_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/ProspRegDetailsP...						

2. Select the contact title
3. Select the address Name and click on Apply.

Update Contact
* Indicates required field

Cancel Apply

Contact Title

First Name

Middle Name

* Last Name

Alternate Name

Job Title

Department

* Contact Email

URL

Phone Area Code

Phone Number

Phone Extension

Alternate Phone Area Code

Alternate Phone Number

Fax Area Code

Fax Number

Supplier User Account

Create User Account For The Contact

Addresses For the Contact

Address Name	Address Details	Remove
Claya	Fahad Road, Riyadh 83240 SA	

Add Another Row

Cancel Apply

1.5 Products, Services and Projects

You must select the Products, Services and/or Projects (i.e. “Commodity Codes”) that your company can provide.

Click on **Create**.

Products, Services and Projects

At least one entry is required.

Create

Code	Products and Services	Delete
No results found.		

1. Click the “View Sub-Categories” for Specific Products, Services and Projects”.

Add Products and Services: (Al Sham Contractor)

Cancel Apply

Browse All Products & Services

Code	Products and Services	Product Type	View Sub-Categories
10	MECHANICAL	Goods	
15	ELECTRICAL & ELECTRONICS	Goods	
20	INSTRUMENTS, TEST & LAB EQUIPMENT	Goods	
25	VEHICLES	Goods	
30	TRANSMISSION	Goods	
35	STATIONARY & OFFICE SUPPLIES	Goods	
40	CHEMICALS AND INDUSTRIAL PRODUCTS	Goods	
45	SAFETY & SECURITY	Goods	
50	EQUIPMENT	Goods	
55	IT	Goods	
60	TOOLS	Goods	
65	FURNITURE AND DOMESTIC APPLIANCES	Goods	
70	BUILDING AND STRUCTURAL MATERIALS	Goods	
90	SERVICE_ADMINISTRATIVE, PERSONAL AND SUPPORT SERVICES	Services and Projects	
91	SERVICE_CONSTRUCTION, MAINTENANCE, CONTRACTING AND INDUSTRIAL SERVICES	Services and Projects	
92	SERVICE_CONSULTANCY, PUBLISHING, TECHNICAL, AUDIT AND INSURANCE SERVICES	Services and Projects	
93	SERVICE_RENTAL AND LEASING SERVICES	Services and Projects	

Cancel Apply

2. On the far right, select all the commodities that apply to your business. When finished, click “Apply” on the bottom of the screen.

ORACLE Supplier Portal Close Preferences Diagnostics

Create Bank Account >

Add Products and Services: 91 :SERVICE, CONSTRUCTION, MAINTENANCE, CONTRACTING AND INDUSTRIAL SERVICES (Al Sham Contractor)

Cancel Apply

Code	Products and Services	Applicable
9101	Water Network & Related Structures Construction	<input type="checkbox"/>
9102	Sewer Network & Related Structures Construction	<input type="checkbox"/>
9103	Water House Connections	<input type="checkbox"/>
9104	Sewage House Connections	<input type="checkbox"/>
9105	Scada/Control System Services	<input type="checkbox"/>
9106	Tunnels Work	<input type="checkbox"/>
9107	Pump/Lift Stations Operations & Maintenance	<input type="checkbox"/>
9108	Strategic Tanks Operations & Maintenance	<input type="checkbox"/>
9109	Manholes Work	<input type="checkbox"/>
9110	Sewage Treatment Plant Operations & Maintenance	<input type="checkbox"/>
9111	Water Treatment Plant Operations & Maintenance	<input type="checkbox"/>
9112	Wells Operation & Maintenance	<input type="checkbox"/>
9113	Dewatering Services	<input type="checkbox"/>
9114	Main Water Lines Operations & Maintenance	<input type="checkbox"/>
9115	Main Sewage Lines Operations & Maintenance	<input type="checkbox"/>
9116	Asphalt Paving & Roads Work	<input type="checkbox"/>
9117	Buildings Operations & Maintenance	<input type="checkbox"/>
9118	Carpentry Work	<input type="checkbox"/>
9119	Chemical Cleaning	<input type="checkbox"/>
9120	Chemical Treatment & Disposal	<input type="checkbox"/>
9121	Electrical Work	<input type="checkbox"/>
9122	Maintenance of Meters	<input type="checkbox"/>
9123	Excavation Work	<input type="checkbox"/>
9124	Fencing Work	<input type="checkbox"/>
9125	Fire/Safety Systems Services	<input type="checkbox"/>
9126	Floor Laying & Other Floor Work	<input type="checkbox"/>
9127	Furniture Work	<input type="checkbox"/>
9128	General Civil Works	<input checked="" type="checkbox"/>
9129	General Engineering Services	<input checked="" type="checkbox"/>
9130	Land Filling Work	<input type="checkbox"/>

1.6 Banking Details

Update the bank details which will be registered and used for Payment

Click the **Create** button on **Banking Details** Page

Banking Details									
At least one entry is required.									
Create									
Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove	
78328748237482			SABB		Central Province Management Office				

Enter all the relevant details in the Bank page

1. Click on **Existing Bank** option to search if the Bank is already available for selection, If not available then enter the bank name in the **Bank Name** field.

Search and Select: Bank Name Cancel Select

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 By: Bank Name

Results

Select	Quick Select	Bank Name	Bank Number
<input type="radio"/>		sabb test	
<input type="radio"/>		SABB	

[About this Page](#) Cancel Select

2. Enter a valid value e.g. "SABB" and search **Bank Name and Quick Select**
3. Click the **Existing Branch** option and select from LOV.
4. Enter the account number in the **Account Number** field.

5. Enter the **IBAN Number** and click on **Apply**

1.7 Business Classifications

In Business classification provide all the details like, Certification Number, Certification Expiration Date and attachments for each business classification

Classification	Certification Number	Certification Expiration Date	Attachments
Bank Letter Confirming	<input type="text"/>	<input type="text"/>	<input type="text"/>
Chamber of Commerce Certificate	<input type="text"/>	<input type="text"/>	<input type="text"/>
Commercial Registration Certificate	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contractor Classification Certificate	<input type="text"/>	<input type="text"/>	<input type="text"/>
General Organization for Social Insurance (GOSI)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Saudization Certificate	<input type="text"/>	<input type="text"/>	<input type="text"/>
Zakat Certificate	<input type="text"/>	<input type="text"/>	<input type="text"/>

TIP The CR Number is Mandatory and same as filled before in First Page and also Certification Expiration -Date format example: 24-Dec-2014

For each **Classification**, Update the

1. **Certification Number**,
2. **Certification Expiration Date** and
3. **Attachments**

Business Classifications			
*Classification	Certification Number	Certification Expiration Date	Attachments
Bank Letter Confirming	234241	31-Dec-2014 13:17:21	
Chamber of Commerce Certificate	234242212	31-Dec-2014 13:17:30	
Commercial Registration Certificate	23423423	31-Dec-2014 13:17:30	
Contractor Classification Certificate	234234	31-Dec-2014 13:17:30	
General Organization for Social Insurance (GOSI)	24234	31-Dec-2014 13:17:30	
Saudization Certificate	2424234	31-Dec-2014 13:17:30	
Zakat Certificate	22342342	31-Dec-2014 13:17:30	

✓TIP Date format example: 24-Dec-2014

Add **Attachments** for each classification.

ORACLE iSupplier Portal
 Close Preferences Diagnostics

Create Bank Account > Add Products and Services: (Al Sham CContractor) >

Add Attachment

Add Desktop File/ Text/ URL

Attachment Summary Information

Title

Description

Category **Miscellaneous**

Define Attachment

Type File URL Text

Zakat.docx

If details are not updated for any of the Classification, then it'll not allow proceeding ahead on next page.

2. Additional Information

Additional Information page contains the detail information questionnaire regarding your Company details, Financial Details, Experience etc. Vendor has to provide the details based on which the vendor registration and classification will take place within NWC.

In additional information there are various tab in which supplier needs to provide the details.

Note: The Below Tabs may differ based on the Vendor Type and based on the Product and services chosen during the registration



General Information

General Information tab contains the questionnaire related to your Company type, business done with NWC etc.

By default General tab will be displayed, Update the details in “Brief About Your Company” and Legal Proceedings

Attachment should be uploaded at the bottom of the page

General Information Financial Details of the Company Technical Details Terms and Conditions

Brief About Your Company

Company Type

Has your Company previously done business with NWC?

Has your Company done business in KSA?

Does your company have distributors/agents registered in KSA?

Legal Proceeding

Are you currently a defendant in any legal proceedings?

Justification

Are you currently a plaintiff in any legal proceedings?

Justification

Have you ever failed to complete a Contract?

Justification

Without mutual agreement from both contracting parties. If Yes, Please provide the details including Dates and Outcome.

Legal Proceeding Documents

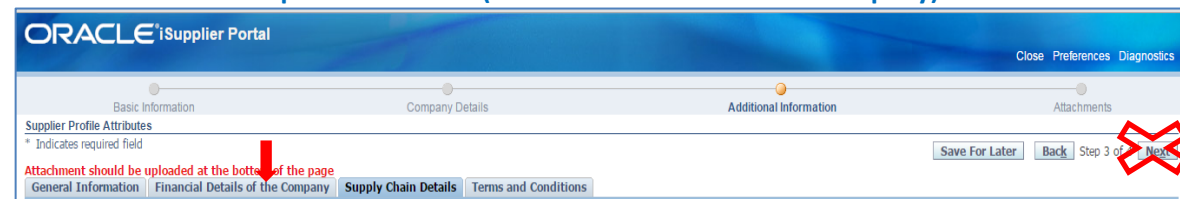
Document Name	Document Detail	Delete

Add Another Row

Kindly attach the file at the Bottom in Add Attachment tab and then select the file above.

Also upload the attachments if required/ Provide the details related to the question, once updated with relevant details.

Click on other Tab to update the detail (i.e. Financial Details of the company) and not on the “Next”

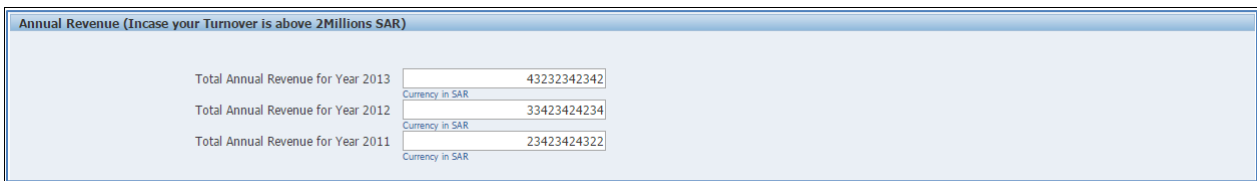


3. Financial Details of the Company

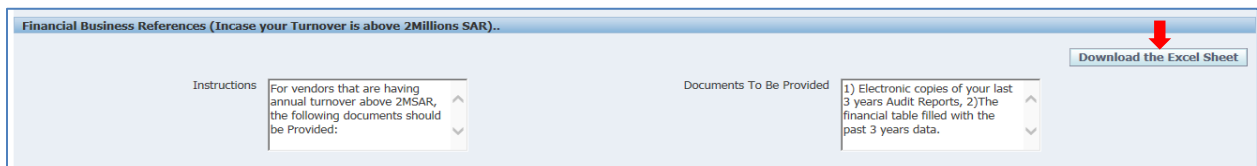
In this tab provide the financial details of the company, importantly Annual Turnover of the company of Saudi branch i.e. Either Local or Foreign Company. The vendor will be classified based on the Annual turnover provided.



If you are a foreign with sagia, then provide the Annual turnover of the parent company in USD.



If Annual revenue in case of Turnover above 2Million SAR, Provide the total annual revenue of the past few years

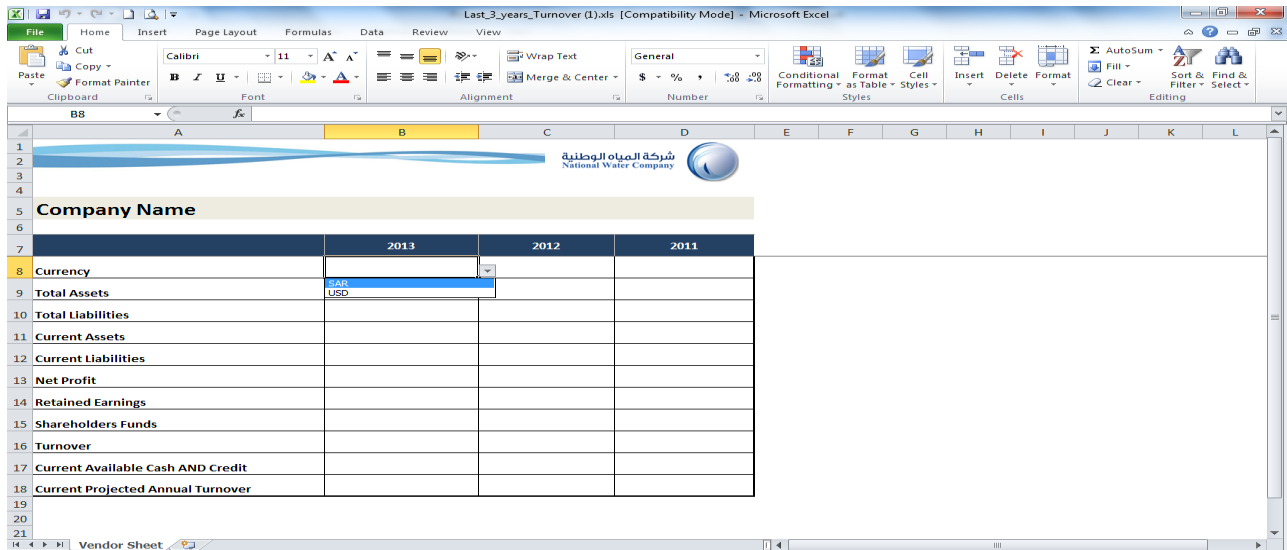


For vendors having annual turnover above 2MSAR, the following documents should be provided:

- Electronic copies of your last 3 years Audit Reports
- The financial table filled with the past 3 years data. The table can be downloaded from “Download the Excel Sheet” button. It should be completed and uploaded as attachment.



Excel Sheet will get download on desktop/or browser will ask to save the file, Provide the path to save the file. Once downloaded open the file and update the details in the excel table.

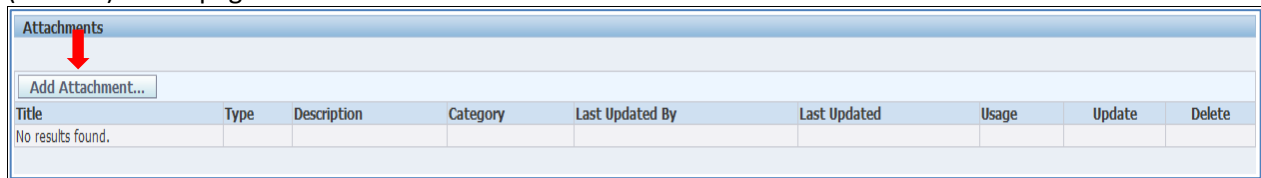


Update the last 3 year turnover file with the relevant details and attach the file in Add attachment region.

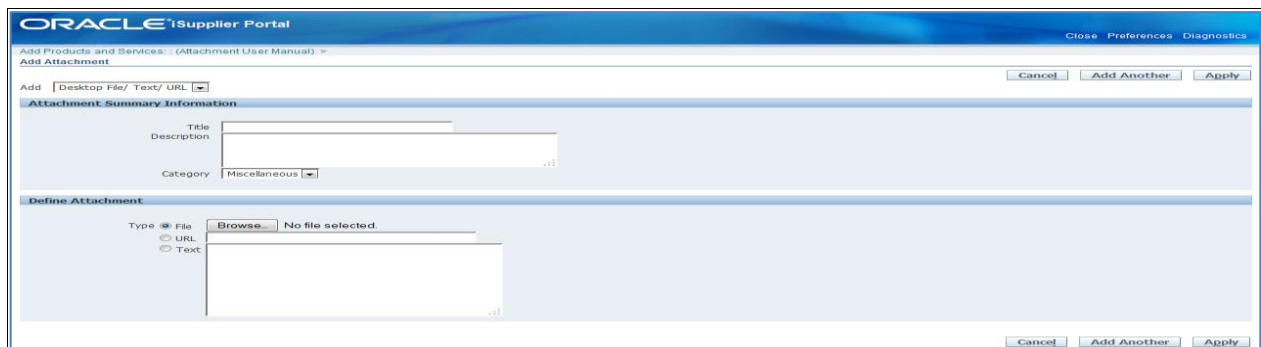
To attach the required documents, please follow the below process or review the steps “Attachment User Manual”

Uploading an Attachment

To upload an attachment click on the Add Attachments button found in the Attachments section (Bottom) of the page.



Add attachment screen will be displayed



Attachments can be a file from your PC, a URL web address, or a simple Text note.

- Type the Title for the Attachment
- Type in a Description for the attachment,
- Define your attachment (use the Browse button to browse your PC files system and select a file you wish to upload) and optionally give it a Name.

The file types that you are allowed to upload include .DOC, .XLS, .PPT, .MPP, .JPG, .TXT, .CSV and .TIFF, if you need to include other file types then encapsulate them into a .ZIP file.

Note: If you provide password protected any file, please ensure the password is communicated to the buyer separately.

If you click the Add another button, it uploads the attachment and returns to the same screen to allow you add another,

Alternatively if this is the last attachment, then click the Apply button – which will return you to the Activity review page and show the attachment you have added with a confirmation message

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
3 Year Turnover	File	3 Year Turnover	Miscellaneous	GUEST	06-Dec-2014	One-Time		
Audited Report	File	Audited Report	Miscellaneous	GUEST	06-Dec-2014	One-Time		
Material Certificate	File	Material Certificate	Miscellaneous	GUEST	06-Dec-2014	One-Time		

Whilst in draft mode, if you wish to update an attachment, click the Update icon above screen, browse to the new version and upload it – note this replaces the old file completely. You can also delete the attachment by using the Delete icon next to the attachment

The above shows that an attachment has been added. Go to the respective attachment region in the page. Like Below in Financial Business References Region.

Select the type of document by clicking on the drop down.

It'll display the types, select one and then click on search document option

List of document will be able for selecting which was already attached through Add attachment.

Click on Quick select options to select the document

Document gets assigned to the respective document type, through same way other document can be assigned in Financial Business References Region.

Note: The required attachments are mandatory for vendors with annual turnover above 2Million SAR.
“Qualification process will not start without the availability of these required documents”.

Financial Documents (Incase your Turnover is above 2Millions SAR)

* Have you attached the 3 years Audit reports Yes

* Have you filled and attached the financial table for the past 3 years Yes

Template to be downloaded from above section.

* Have you Submitted the Financial document and details

Confirm the documents attached questionnaire, based on which it will allow to proceed ahead on next tab.

Click on other Tab to update the detail (i.e. Supply Chain) and not on the “Next”

ORACLE iSupplier Portal

Close Preferences Diagnostics

Basic Information Company Details Additional Information Attachments

Supplier Profile Attributes

* Indicates required field

Attachment should be uploaded at the bottom of the page

Save For Later Back Step 3 of 4 Next

General Information Financial Details of the Company **Supply Chain Details** Terms and Conditions

Contractor (For Contractor/Consultant/Manufacture/Supplier)

Kindly provide the experience details based on the supplier type.

Contractor Product and Service Revenue Details

Select the Origin details

General Information Financial Details of the Company **Technical Details** Terms and Conditions

Origin

KSA manufacturer

GCC Manufacturer

Out of GCC

Attach the Supporting Documents

Attachment for Supporting Documents

Please attach the relevant documents from the below list

Document Details

Kindly attach the file at the Bottom in Add Attachment tab and then select the file above.

Delete

WRAS

OSHMS

ISO - 14001

ISO 9001-2000

ISO 9001-2008

Relevant Specification comparison

Relevant specification compliance statement

Product Data

Product Approval/Recommendations

Experience-List of Clients

Any Approval from Saudi Authorities

Any Approval from Overseas Authorities(Certified by KSA Embassy)

Others

Document Details

Type of Document ISO - 14001

Time of Document ISO 9001-2008

Material Approval Policy

Material Approval Policy

I've Read and Understood Material Approval Policy

Download the policy from download button aside

Material Approval Policy

For Suppliers:

Revenue Break Down

Revenue Breakdown		
Product Category	Revenue (%)	Delete
<input type="text"/>	<input type="text"/>	
<small>Revenue based on Category</small>		
<input type="button" value="Add Another Row"/>		

Choose the Product Category and the Assign the revenue for each Category

Experience Details

Experience with NWC				
Description of the Order	Purchase Order Number	Value of the Order	Project Manager Contact Details	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="button" value="Add Another Row"/>				
Experience with Government and Semi Government Companies				
Description of the Order	Value of the Order	Client Name, References and Contact Details		Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="button" value="Add Another Row"/>				
Experience in General				
Description of the Order	Value of the Order	Client Name, References and Contact Details		Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="button" value="Add Another Row"/>				

Contractor Capability

Capacity and Capability	
Asset Register for all major equipment whether it is owned / leased	<input type="text"/>
Please provide an Asset Register of your Company	<input type="text"/>
Please provide your Organizational chart	<input type="text"/>

Which should be on your Company letter head duly stamped and signed by Concerned Authority

Provide the details through selecting values form drop down list against each questionnaire

Health, Safety, Security and Environment Compliance

Health, Safety, Security and Environment Compliance	
Do you have any HSSE accreditations with supporting documentation?	<input type="text"/>
Do you have a Health, Safety, Security, Environmental (HSSE) Policy?	<input type="text"/>
Do you have a waste management policy?	<input type="text"/>
Do you have Employers Liability Insurance?	<input type="text"/>
Do you have Equipment Insurance?	<input type="text"/>
Do you have Public Liability Insurance?	<input type="text"/>
Do you have Product Liability Insurance?	<input type="text"/>
Do you have Professional Indemnity Insurance?	<input type="text"/>

Provide the details through selecting values form drop down list against each questionnaire

Risk Management Profile

Risk Management Profile

Do you have a Risk Management Plan?

Provide the details through selecting values form drop down list against each questionnaire

Project Management

Project Management

Do you have a Program Management Structure/methodology within your organization?
(Yes OR No? If Yes, please provide necessary supporting documentation / evidence. IF No, please explain why not?)

Does your organization delivers in accordance with contractual/agreed timescales
Provide a copy of any formal process / policy / procedure to support your answer

Are you able to provide project plans in Primavera P6 format?

Does your organization uphold to the Quality of a standard Project Management
(i.e. ISO Certificate for Project Management etc. (If yes, please provide a copy of the latest Quality check Certificate.)

What kind of Software (s) your Organization use to Manage Projects
Kindly Share/Attach the list of Software names in Add Attachment tab below.

Justification
Kindly Provide the Justification.

Justification
Kindly Provide the Justification.

Justification
Kindly Provide the Justification.

Justification
Kindly Provide the Justification.

Justification
Kindly Provide the Justification.

Justification
Kindly Provide the Justification.

Click on the check box against each questionnaire if applicable and provide justification as well for it.

Contractor Document

Contractor Document

Document Name Document Details Delete

Kindly attach the file at the Bottom in Add Attachment tab and then select the file above.

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

Attach the document in Attachments tab through “Add Attachment” options, once attached, then provide the name of the document and select the document in the document details through search options.

Note: Based on the supplier type selected in Vendor Type in Basic Information Page, The Experience questionnaire will be defaulted in Additional Page. If Manufacturer/Supplier is selected than below sets of question will be available in Experience tab

Manufacturer/Supplier Details

Share few of your TOP Clients (Minimum 3)

Share few of your TOP clients (Minimum 3)

[Show All Details](#) | [Hide All Details](#)

Details Client Name	Client Industry	Brief details	Value (In SAR)	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Client Country <input type="text"/>	<input type="text"/>	Client Reference <input type="text"/>		
Date of Supply <input type="text"/>	<small>(example: 24-Dec-2014)</small>			

Provide the Top clients details with whom you have done the business.

Manufacturer Product Details

Manufacturer Product Details				
Show All Details Hide All Details				
Details Product Category	Product	Type	Brand	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Origin <input type="text"/>		Certificates <input type="text"/>		
Material approved with other clients <input type="text"/>		Material supplied recently to clients <input type="text"/>		
<input type="button" value="Add Another Row"/>				

For each category select above in the Product and Revenue region, update the client details

Material Catalogues and Certificates

Material Catalogues and Certificates		
Document Name	Document Details	Delete
<input type="text"/>	<input type="text"/>	
<small>Kindly attach the file at the Bottom in Add Attachment tab and then select the file above.</small>		
<input type="button" value="Add Another Row"/>		

Attach the document in Attachments tab through “Add Attachment” options, once attached, then provide the name of the document and select the document in the document details through search options

Do you have any exclusivity of any Product

Do you have any exclusivity of any product					
Show All Details Hide All Details					
Details Exclusivity Product Category	Product	Type	Brand	Origin	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Certificates <input type="text"/>		Material approved with other clients <input type="text"/>			
<input type="button" value="Add Another Row"/>					

For each Exclusivity Product category selected, update the product detail

Warehouse and After Sale Services

Warehouse Details			
Number of Warehouses	Region (Central, Northern etc.)	Capacity of the Warehouses	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="button" value="Add Another Row"/>			
After Sales Services			
Do you have a typical "After Sales" service plan for your major Clients <input type="text"/>			
Do you have "Warranty/Guarantee" policy & Procedures. <input type="text"/>			
Do you have support facilities available in relation to areas of core business <input type="text"/>			
<small>e.g. spare parts, repair facility, technical support, training centres, etc. both within KSA and outside.</small>			

Exclusivity Product Catalogues and Certificates

Exclusivity Product Catalogues and Certificates

Document Name	Document Details	Delete
<input type="text"/>	<input type="text"/>	
Name of the Document		
Kindly attach the file at the Bottom in Add Attachment tab and then select the file above.		
<input type="button" value="Add Another Row"/>		

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
Legal Proceeding DOC	File	Legal Proceeding DOC	Miscellaneous	KIRAN	24-Dec-2014	One-Time			

Attach the document in Attachments tab through “Add Attachment” options, once attached, then provide the name of the document and select the document in the document details through search options

Click on other Tab to update the detail (i.e. Terms and Conditions) and not on the “Next”

ORACLE iSupplier Portal Close Preferences Diagnostics

Basic Information Company Details **Additional Information** Attachments

Supplier Profile Attributes

* Indicates required field

Attachment should be uploaded at the bottom of the page

Step 3 of 4

General Information | Financial Details of the Company | **Supply Chain Details** | Terms and Conditions

Terms and Conditions

Click on Terms and Conditions Tab,

Confirm the details, by clicking in the check box of Terms and Conditions

ORACLE[®] iSupplier Portal

Close Preferences Diagnostics

Basic Information Company Details **Additional Information** Attachments

Supplier Profile Attributes

* Indicates required field

Save For Later Back Step 3 of 4 **Next**

Attachment should be uploaded at the bottom of the page

General Information Financial Details of the Company Supply Chain Details **Terms and Conditions**

Terms & Conditions

*By clicking this checkbox you agree to the Terms and Conditions of NWC
Terms and conditions are available at the bottom of the page.

Once all the required details are provided in Additional Information,

Click on Next button to proceeding ahead to submit the registration.

Click on the **Submit** Button to submit the Prospective Supplier for registration in NWC.

Once the supplier click on submit, Supplier receive the confirmation message of registering your company

ORACLE[®] iSupplier Portal

Close Preferences Personalize Page Diagnostics

Confirmation

Thank you for registering your company, Your are not an approved supplier yet. Your registration has been submitted for approval and you will be notified of your registration status via email in due course.

Close Preferences Personalize Page Diagnostics

About this Page Privacy Statement Copyright (c) 2000, Oracle. All rights reserved.

Along with supplier also receive **Email Notification** which provides the details of the link for further reference, if supplier wants to view the status of registration.

FYI: National Water Company (NWC) Supplier Collaboration Network: Registration Submitted - Google Chrome

https://outlook.nwc.com.sa/owa/?ae=Item&a=Open&t=IPM.Note&id=RgAAAAD0vcQUUXLMSJEVKFb4fYBwBAP59IRVNHtbv6cysi3wctAAA6F1XAABAP59IRVNHtbv6cysi3wctAAARxWymAA

Reply Reply All Forward

FYI: National Water Company (NWC) Supplier Collaboration Network: Registration Submitted

nwcerp

To: Saad Hashem [saad.hashem@asc.com]

Attachments: Notification Detail.html (443 B)

Monday, November 24, 2014 5:22 PM

To: Saad Hashem
Sent: 24-Nov-14 17:21:37
ID: 3758394

Your registration details have been submitted. Use this URL to track progress on this request.
[Prospective Supplier Registration Status Page](#)