



ROSHNI

Vendor User Guide

Vendor Relation Management



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Vendor Registration

Page:3



Updating Address and Contact info

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Updating Company's Documents

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Updating Bank Account Info

Page:27



Vendor's Registration User Guide

Vendor Relation Management



Note: this stage is for new suppliers only

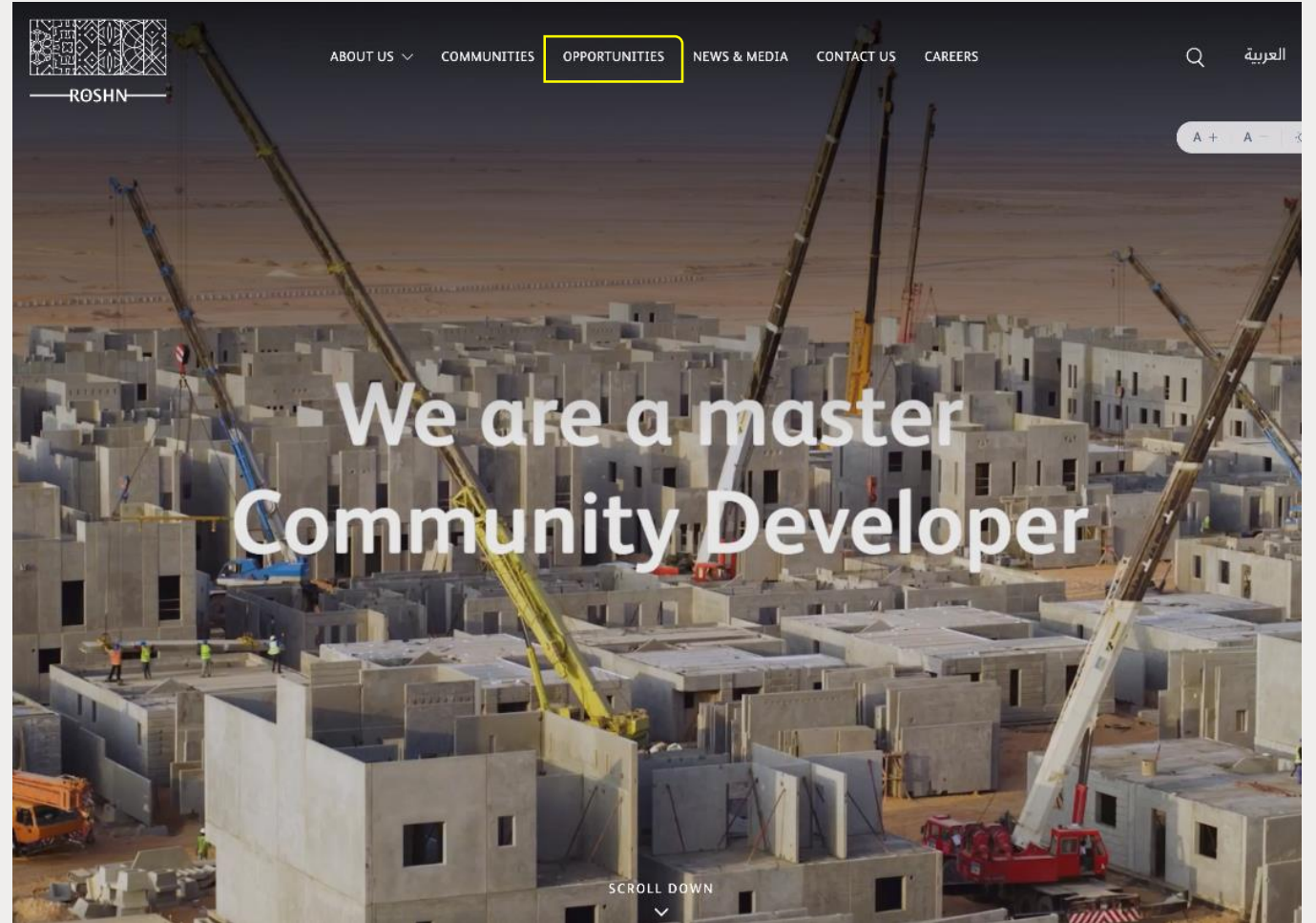


Step 1

1- Go to ROSHN website using this link: WWW.ROSHN.SA

2- Click on OPPORTUNITIES on top of the page.

Next





Step 2

3- To proceed with the registration:

- ❖ Download and sign the Non Disclosure Agreement (Required to register with Roshn).
- ❖ Read the Teams & Conditions then click the check box to confirm that you have read and understand the T&C.
- ❖ Click New Registration to start the registration process.

Next

The screenshot shows the Roshn website's registration page. At the top, there is a navigation menu with links for ABOUT US, COMMUNITIES, OPPORTUNITIES, SPONSORSHIPS, NEWS & MEDIA, CONTACT US, and CAREERS. The Roshn logo is centered below the menu. The page is divided into three main sections: Vendors, Contractors, and Consultants. Each section has a header, a brief description, and a registration form. The Vendors section is highlighted with a yellow border. The Contractors section is highlighted with a purple border. The Consultants section is highlighted with a pink border. The registration forms include links to download user manuals and Non-Disclosure Agreements, a checkbox for acknowledging terms and conditions, and buttons for SIGN IN and NEW REGISTRATION.

Vendors

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[Vendor's user manual](#)
[Non-Disclosure Agreement](#) (to be signed & submitted)
 I acknowledge that I have read, understand and I agree to the [terms and conditions](#)

[SIGN IN](#) [NEW REGISTRATION](#)

Contractors

As the Kingdom's leading real estate developer, opportunities for collaboration exist across the full field of construction, from landscaping to housing units, access roads to the projects' infrastructures. ROSHN seeks partnerships with local contractors capable of delivering at scale.

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[SIGN IN](#) [NEW REGISTRATION](#)

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 I acknowledge that I have read, understand and I agree to the [terms and conditions](#)

[SIGN IN](#) [NEW REGISTRATION](#)

Step 4

4- Fill out the required fields.

5- Click Next.

Next

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1 — 2 — 3 — 4 — 5 — 6 — 7 — 8

Company Details | Contacts | Addresses | Business Classifications | Bank Accounts | Products and Services | Guidelines | Review

Register Supplier: Company Details ?

Back | **Next** | Save for Later | Register | Cancel

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

1 * Company

2 * Tax Organization Type

3 Supplier Type

Corporate Web Site

Attachments None +

D-U-N-S Number

4 Tax Country

Taxpayer ID

5 Tax Registration Number

Note to Approver

Your Contact Information

Enter the contact information for communications regarding this registration.

Enter your text here

6 * First Name

7 * Last Name

8 * Email

9 * Confirm Email



Step 5

6- Click Edit.

Next

Register Supplier: Contacts ?

Enter at least one contact.

Actions View Format + Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Vendor name		Email@email.com	✓	✓		

Columns Hidden 7



Step 6

7- Add your Phone Number, First and Last Name and Salutation.

8- Click OK to save.

Next

Edit Contact: asdasda asdasd

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

Phone

* Mobile

Fax

* Email

User Account

Create user account

Roles

Actions View Format X Freeze Detach Wrap

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking in...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks includ...

OK Cancel



Step 7

9- Click Next.

Next

Register Supplier: Contacts ?

Enter at least one contact.

Actions View Format + Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Vendor name		Email@email.com	✓	✓		

Columns Hidden 7



Step 8

10- Click on Create to add your company address.

11- Click Next.

Next

Register Supplier: Addresses

Enter at least one address.

Actions View Format **+ Create** Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display.					
Columns Hidden 3					



Step 9

12- Click Actions then Add Row.

Next

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1 2 3 4 5 6 7 8
Company Details Contacts Addresses Business Classification Bank Accounts Products and Services Guidelines Review

Register Supplier: Business Classifications ?

Back Next Save for Later Register Cancel

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	* Expiration Date	* Attachment	Notes
N								

Step 10

13- Select the document that you want to add.

14- Fill out the required fields.

15- Click Next.

Next

The screenshot shows the ROSHN Supplier Registration portal. The top navigation bar includes the ROSHN logo, a home icon, and a 'Sign In' link. Below the navigation bar is a progress indicator with 8 steps: 1. Company Details, 2. Contacts, 3. Addresses, 4. Business Classification (highlighted), 5. Bank Accounts, 6. Products and Services, 7. Guidelines, and 8. Review. The main heading is 'Register Supplier: Business Classifications'. Below this heading are buttons for 'Back', 'Next' (highlighted with a red box), 'Save for Later', 'Register', and 'Cancel'. A checkbox labeled 'None of the classifications are applicable' is present. Below the checkbox is a table with columns: * Classification, Subclassification, Certifying Agency, Other Certifying Agency, Certificate, Start Date, * Expiration Date, * Attachment, and Notes. The 'Classification' column has a dropdown menu open, showing a list of classification options: A- Commercial Registration Certificate, B- Trade License/Certificate of incorporation (Foreign supplier only), C- Chamber of Commerce Certificate, D- General Organization for Social Insurance (GOSI), E- Zakat Certificate, F- Saudization Certificate, G- Saudi Contractors Classification (MOMRA), H- Official signed Letter containing the Authorized Persons to sign, I- VAT Registration Certificate (if any), J- SAGIA Certificate, K- Bank Account Letter, L- Any Valid licenses as may be applicable to provided Goods and Service, M- Audited Financial Statement-Last 3 Years, N- Signed Non-Disclosure Agreement- Download From ROSHN Web page, and O- Copy Of Previous Completed Projects-Last 5 years. The 'Attachment' column has a dropdown menu with 'None' selected. The 'Next' button is highlighted with a red box.



Step 11

16- Click Create to add you company back account information.

17- Click Next.

Next

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Company Details | Contacts | Addresses | Business Classifications | **Bank Accounts** | Products and Services | Guidelines | Review

Register Supplier: Bank Accounts ?

Back | **Next** | Save for Later | Register | Cancel

Actions | View | Format | **+ Create** | Edit | Delete | Freeze | Detach | Wrap

Account Number	IBAN	Currency	Bank	Edit	Delete
No data to display.					

Columns Hidden 8

Step 12

18- Click Actions then Select and Add to add the products or services that your company provides.

19- Click Next.

Next

The screenshot displays the 'Register Supplier: Products and Services' step in a multi-step process. The progress bar at the top shows steps 1 through 8, with step 6, 'Products and Services', currently active. The interface includes a header with the Roshn logo and navigation icons, and a main content area with a table for adding products and services. A red box highlights the 'Actions' dropdown menu, which is open to show the 'Select and Add' option. Another red box highlights the 'Next' button in the top right corner of the main content area.

Register Supplier: Products and Services

Enter at least one products and services category.

	Description	Remove
Actions View Format Select and Add Remove Freeze Detach Wrap		
Select and Add		
Remove		

Step 13

20- Fill out the questions.

21- Click Register.

Final step

The screenshot shows the Roshn Supplier Registration Portal. The top navigation bar includes the Roshn logo, a home icon, an information icon, and a 'Sign In' link. Below the navigation bar is a progress indicator with steps: Company Details, Contacts, Addresses, Business Classifications, Bank Accounts, Products and Services, Guidelines (current step), and Review. The 'Register Supplier: Guidelines' section is active. A purple callout box with white text reads 'Only for Contractors and Consultants'. Below this, the 'Questions' section is highlighted with a red box. It contains the following questions:


- Section**
 - 1. Contractors PQQ Criteria
- Questions**
 - Contractors PQQ Criteria (Section 1 of 1)
 - * 1. Please download the Non-Disclosure agreement then sign it, stamp it and attach it after scanning Attachments 07 December 2021 Rev 6 - One W
 - * Response Attachments None +
 - * 2. What is the category of your company's MOMRA Categorization Certificate?
 - a. Grade A
 - b. Grade B
 - c. Grade C
 - d. Grade D or less
 - * 3. What is the number of Staff resources in-house (Overall manpower)?
 - a. <250
 - b. 250-1000



Vendor's Contact & Address Update User Guide

Vendor Relation Management

Note: This stage is for registered suppliers only



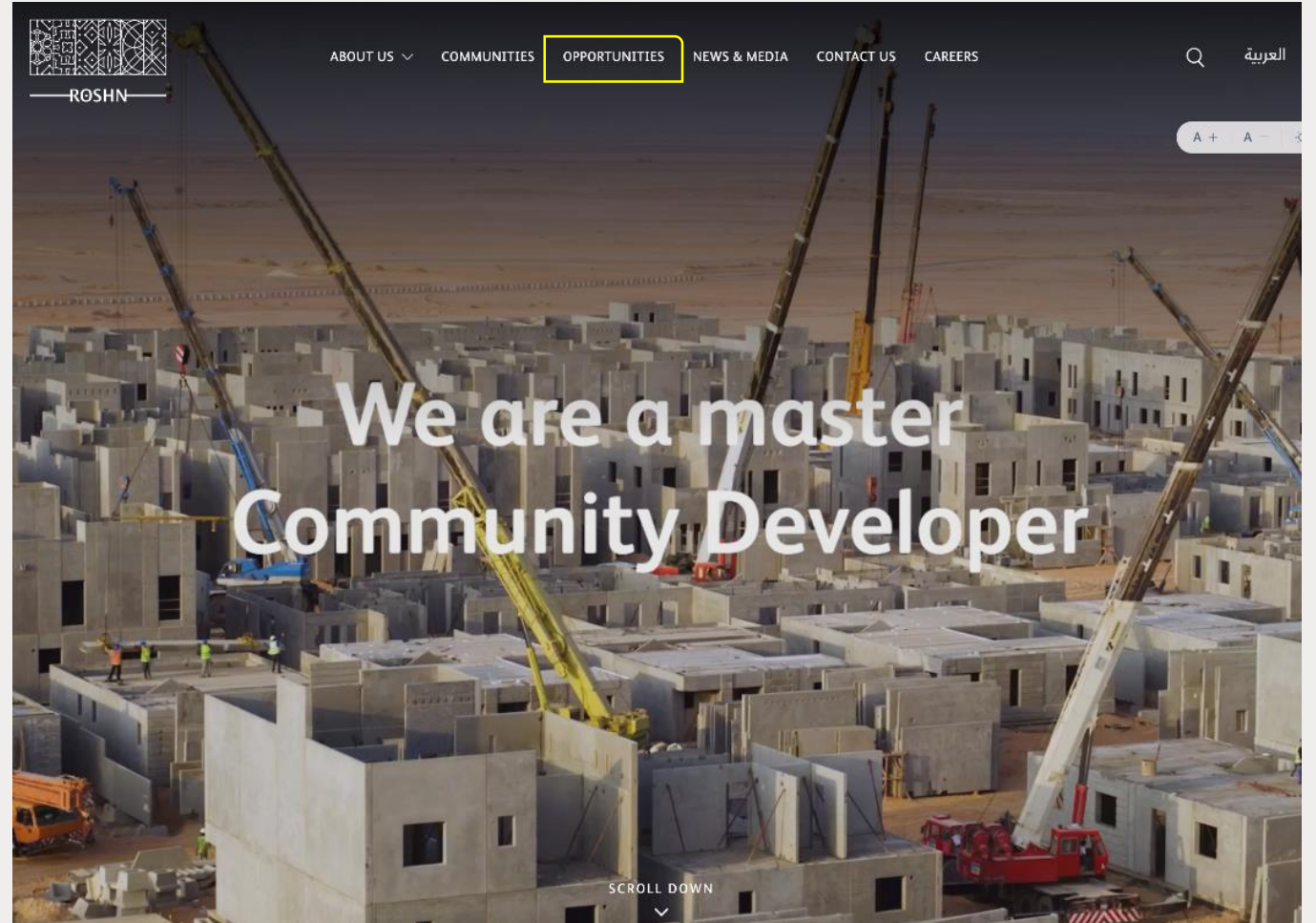


Step 1

1- Go to ROSHN website using this link: WWW.ROSHN.SA

2- Click on OPPORTUNITIES on top of the page.

Next





Step 2

3- To login to your profile, [click Sign In.](#)

Next

The screenshot displays the ROSHN website's registration page. At the top, the ROSHN logo is centered, with a navigation menu containing 'ABOUT US', 'COMMUNITIES', 'OPPORTUNITIES', 'SPONSORSHIPS', 'NEWS & MEDIA', 'CONTACT US', and 'CAREERS'. The main content area is divided into three sections: 'Vendors' (orange background), 'Contractors' (purple background), and 'Consultants' (dark purple background). Each section includes a brief description of the role, links to user manuals and non-disclosure agreements, a checkbox for terms and conditions, and 'SIGN IN' and 'NEW REGISTRATION' buttons. The 'SIGN IN' buttons in each section are highlighted with a yellow box.

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[SIGN IN](#) [NEW REGISTRATION](#)



Step 4

4- Put you User - Password.

5- Click on Sign In.

Next

Sign In
Oracle Applications Cloud

User ID

Password

[Forgot Password](#)

Sign In

English

ORACLE

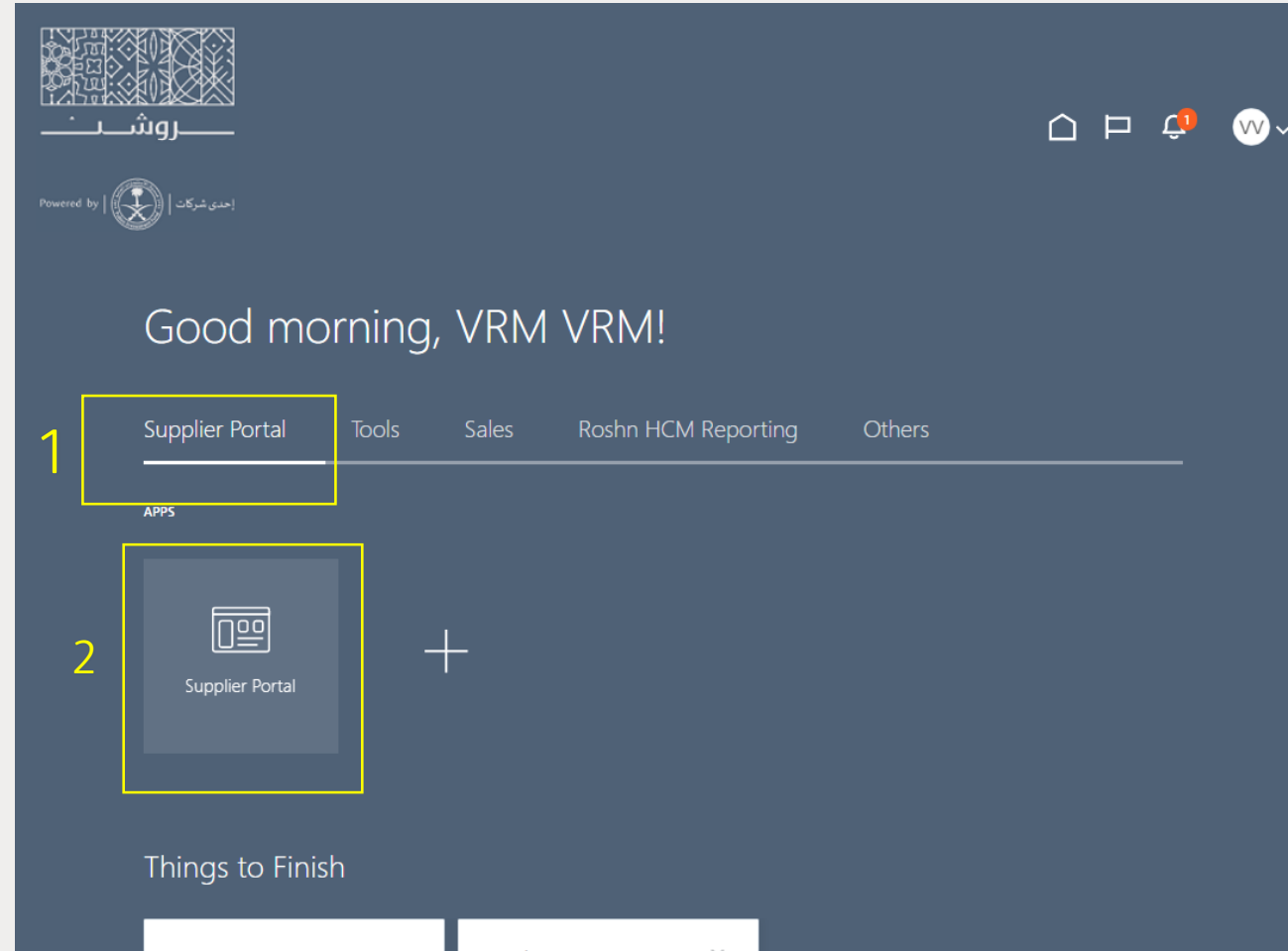


Step 5

6- Click on the Supplier Portal (1).

7- Click on Supplier portal (2) app.

Next





Step 6

8- Go to the bottom of the page.

9- Click on Manage Profile.

Next

• Acknowledge Schedules in Spreadsheet

Agreements

- [Manage Agreements](#)

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Contracts and Deliverables

- [Manage Contracts](#)
- [Manage Deliverables](#)

Consigned Inventory

- Review Consumption Advices
- Review Consigned Inventory
- Review Consigned Inventory Transactions

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

Qualifications

- Manage Questionnaires
- View Qualifications

Company Profile

- [Manage Profile](#)

No data available

Recent Activity
Last 30 Days

No data available

Transaction Reports
Last 30 Days

No data available

Supplier News

Step 7

10- Click on Edit (see the screenshot).

11- Click on Addresses or Contacts. (please be sure that there is a valid contact info / address)

Next

Company Profile ?

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Last Change Request 190003 Requested By VRM, VRM Change Description XX
Request Status Processed Request Date 10/17/21

Organization Details Tax Identifiers **Addresses** **Contacts** Payments Business Classifications Products and Services

General

Company VRM Tax Organization Type Corporation
Supplier Number 11170 Status Active
Supplier Type Attachments None

Identification

D-U-N-S Number National Insurance Number
Customer Number Corporate Web Site
SIC

Corporate Profile

Year Established Chief Executive Title
Mission Statement Chief Executive Name

Step 8

12- Click on Create if you want to add new contact person's info or Edit if you want to update the current contact person's info.

Next

The screenshot shows a web application interface for editing a profile change request. At the top, there is a header with the Roshn logo and navigation icons. Below the header, the page title is "Edit Profile Change Request: 211004". There are several buttons: "Delete Change Request", "Submit", "Save", "Save and Close", and "Cancel". A text area labeled "Change Description" is visible. Below this, there are tabs for "Organization Details", "Tax Identifiers", "Addresses", "Contacts", "Payments", "Business Classifications", and "Products and Services". The "Contacts" tab is active. A table with columns "Job Title", "Email", "Phone", "Administrative Contact", and "User Account" is shown. The "Email" column contains the value "EBRA0X1@HOTMAIL.COM". A red box highlights the "Actions" dropdown menu, which contains "Create", "Edit", and "Delete" options. Below the table, it says "Columns Hidden 7".



Step 9

13- Fill in the required text field (First name, Last Name, Mobile, Phone and Email).

14- Click Ok.

Next

Salutation

* First Name 1

Middle Name

* Last Name

Job Title

Administrative contact

Phone

* Mobile

Fax

Email

Status

Contact Addresses

Address Name	Address	Phone	Address Purpose	Status
No data to display.				

Columns Hidden 5

User Account

Account Status

User Name

Roles

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking in...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks includ...

2

Step 10

15- Add A comment in the text field.

16- Click submit.

Final Step

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Edit Profile Change Request: 211004

Delete Change Request Submit Save Save and Close Cancel

Change Description

1

2

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

Actions View Format + ✎ ✕ Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Sta
VRM>, VRM		EBRA0X1@HOTMAIL.COM		✓	✓	Acti

Columns Hidden 7



Vendor's Documents Update User Guide

Vendor Relation Management



Note: this stage is for registered suppliers only

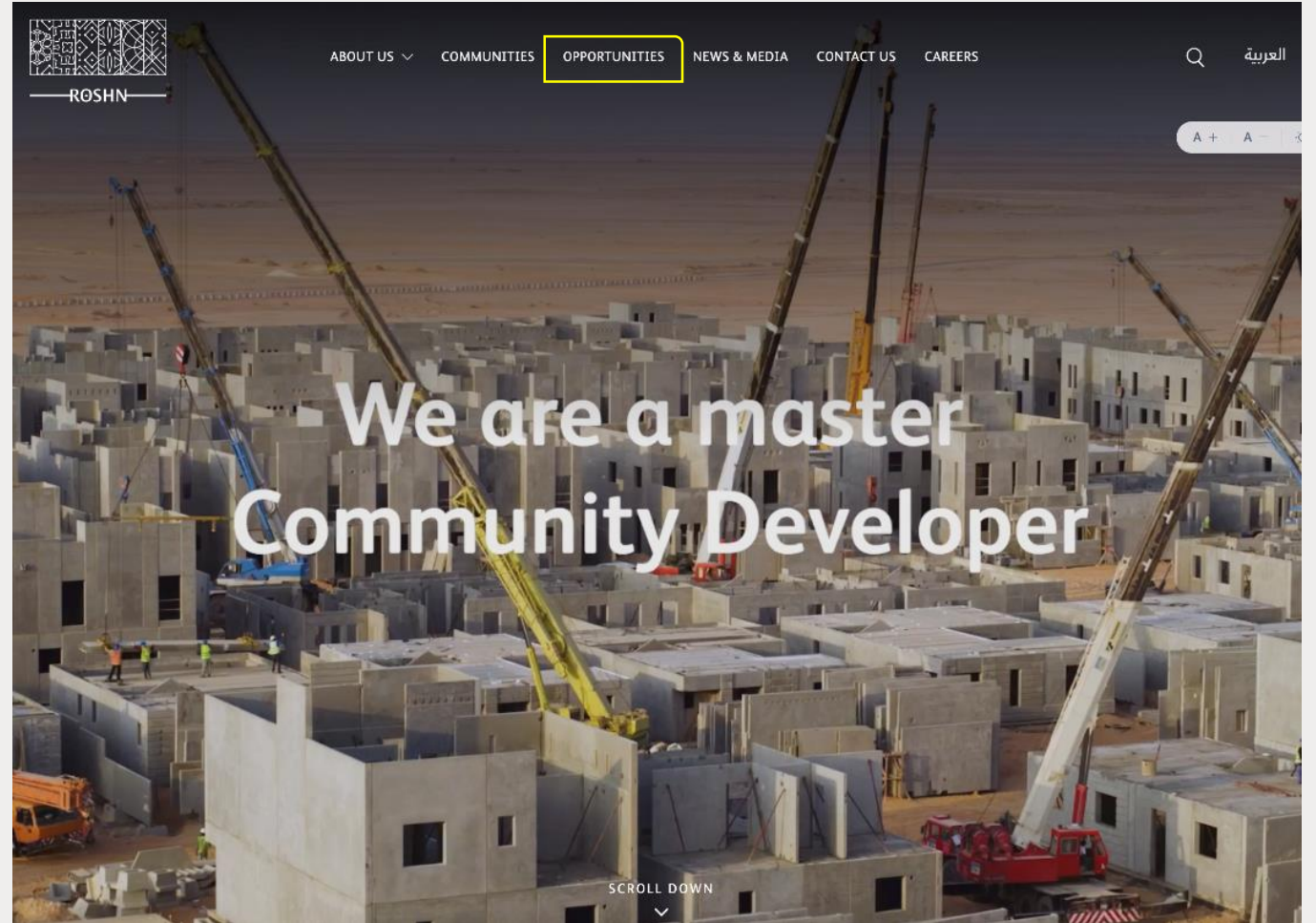


Step 1

1- Go to ROSHN website using this link: WWW.ROSHN.SA

2- Click on OPPORTUNITIES on top of the page.

Next





Step 2

3- To login to your profile, [click Sign In.](#)

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Next

Sign In
Oracle Applications Cloud

User ID

Password

[Forgot Password](#)

Sign In

English

ORACLE

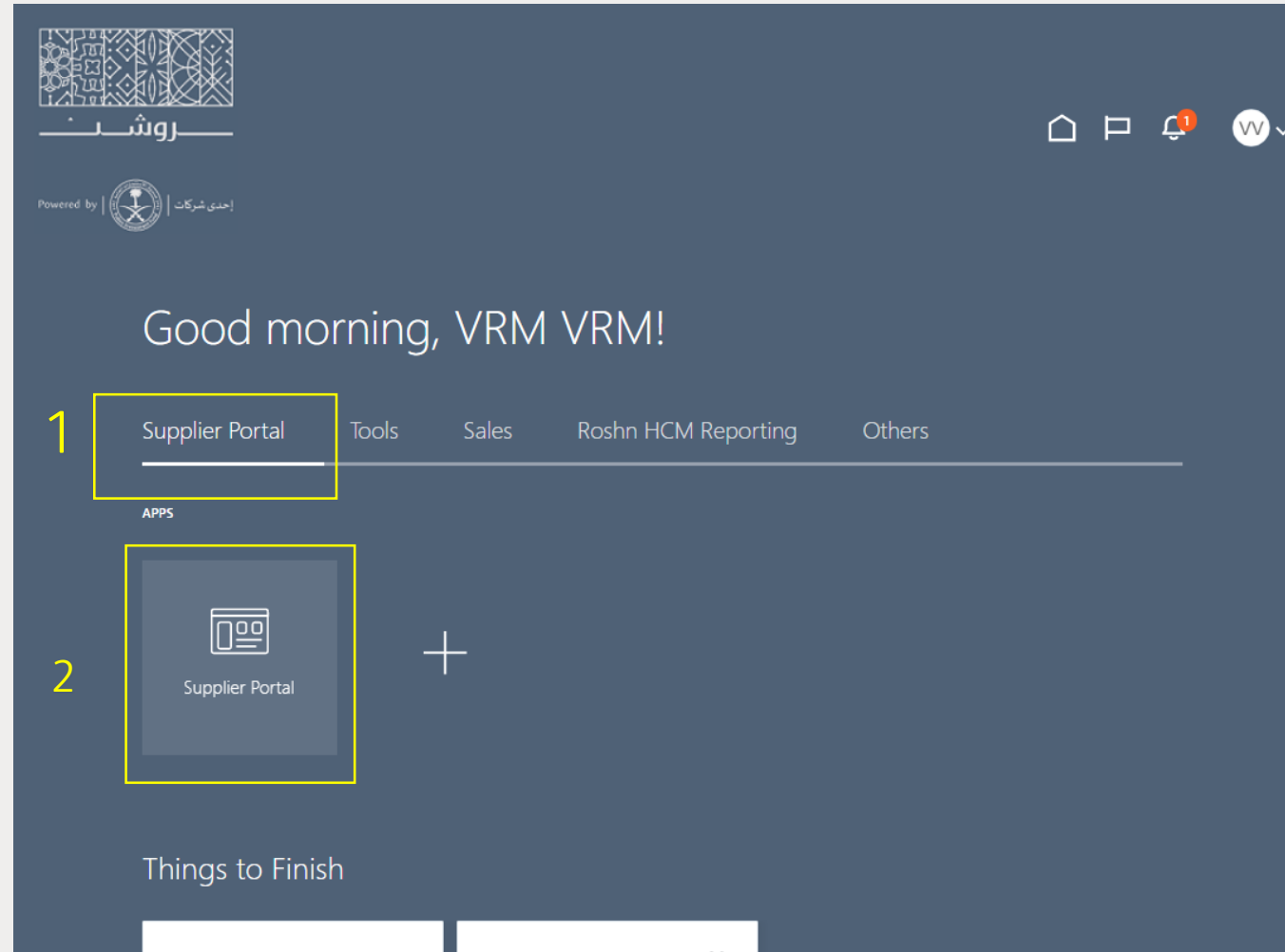


Step 5

6- Click on the Supplier Portal (1).

7- Click on Supplier portal (2) app.

Next





Step 6

8- Go to the bottom of the page.

9- Click on Manage Profile.

Next

• Acknowledge Schedules in Spreadsheet

Agreements

- [Manage Agreements](#)

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Contracts and Deliverables

- [Manage Contracts](#)
- [Manage Deliverables](#)

Consigned Inventory

- Review Consumption Advices
- Review Consigned Inventory
- Review Consigned Inventory Transactions

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

Qualifications

- [Manage Questionnaires](#)
- [View Qualifications](#)

Company Profile

- [Manage Profile](#)

Recent Activity
Last 30 Days

No data available

Transaction Reports
Last 30 Days

No data available

Supplier News

Step 7

10- Click on **Edit** (see the screenshot).

Next

The screenshot shows the Roshn Company Profile page. At the top, there is a header with the Roshn logo and navigation icons. Below the header, the page title is "Company Profile" with a help icon. On the right side of the page, there are two buttons: "Edit" and "Done". The "Edit" button is highlighted with a red box, and a red arrow points to it from below. The main content area displays various company details:

- Last Change Request:** 190003
- Request Status:** Processed
- Requested By:** VRM, VRM
- Request Date:** 10/17/21
- Change Description:** XX

Below this information, there are several tabs: "Organization Details", "Tax Identifiers", "Addresses", "Contacts", "Payments", "Business Classifications", and "Products and Services". The "Organization Details" tab is selected and expanded, showing the following sections:

- General:**
 - Company: VRM
 - Supplier Number: 11170
 - Supplier Type:
 - Tax Organization Type: Corporation
 - Status: Active
 - Attachments: None
- Identification:**
 - D-U-N-S Number:
 - Customer Number:
 - SIC:
 - National Insurance Number:
 - Corporate Web Site:
- Corporate Profile:**
 - Year Established:
 - Mission Statement:
 - Chief Executive Title:
 - Chief Executive Name:

Step 9

11- To update the other required documentation, click on: Business Classifications

12- Click on Actions then Add.

Next

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Edit Profile Change Request: 202003

Delete Change Request Submit Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments **Business Classifications** Products and Services

Actions View Format + X Freeze Detach Wrap

Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	* Ex Date
-------------------	--------	-------------------	-------------------------	-------------	------------	-----------

Step 10

13- Select the certificate that you want to update.

14- Fill in the other required fields.

15- Upload a copy of the selected certificate.

Done.

Powered by | إمدى شركات

Edit Profile Change Request: 202003

Delete Change Request Submit Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

Actions View Format + X Freeze Detach Wrap

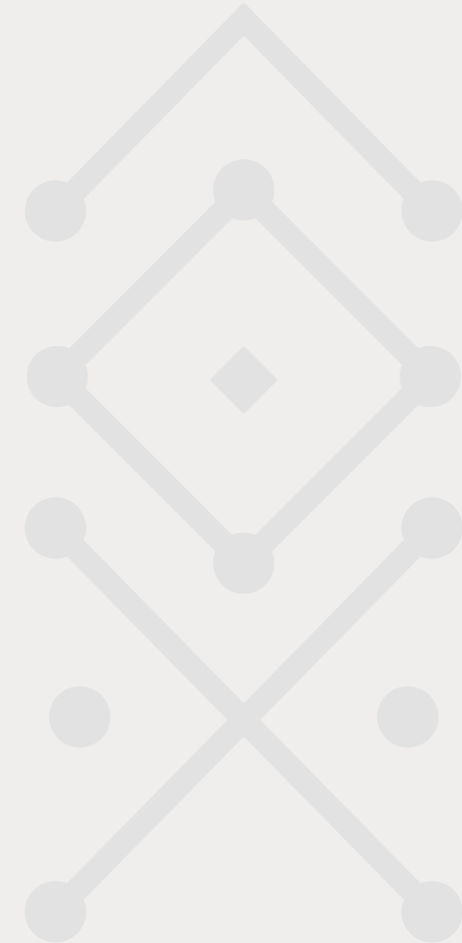
Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	* Expiration Date	* Attachm
<div style="border: 1px solid red; padding: 5px;">A- Commercial Registration Certificate B- Trade License/Certificate of incorporation (Foreign supplier only) C- Chamber of Commerce Certificate D- General Organization for Social Insurance (GOSI) E- Zakat Certificate F- Saudization Certificate G- Saudi Contractors Classification (MOMRA) H- Official signed Letter containing the Authorized Persons to sign I- VAT Registration Certificate (if any) J- SAGIA Certificate K- Bank Account Letter L- Any Valid licenses as may be applicable to provided Goods and Service</div>						m/d/yy	m/d/yy	None +

1 2 3



Vendor's Bank Account Update User Guide

Vendor Relation Management



Note: this stage is for registered suppliers only

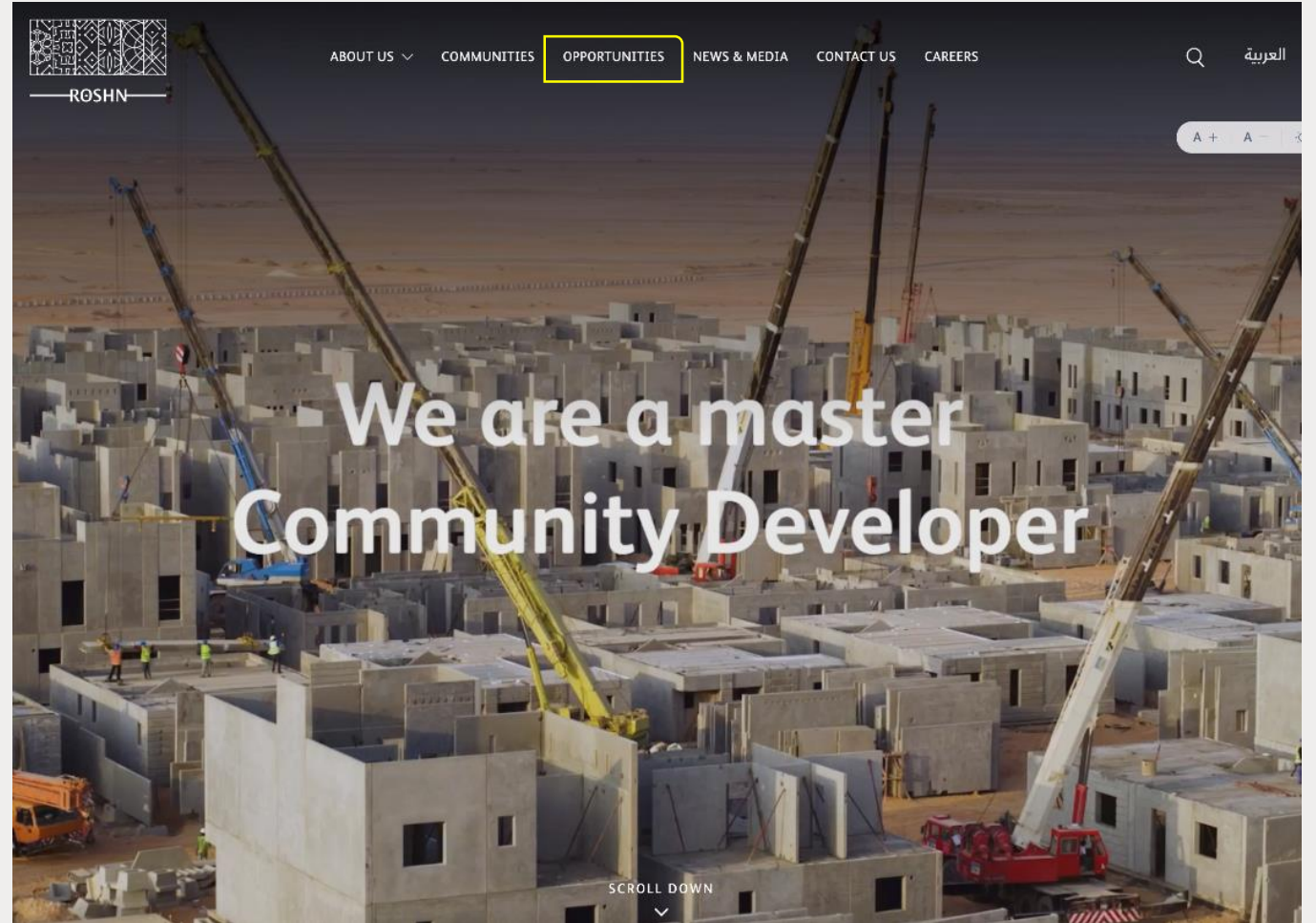


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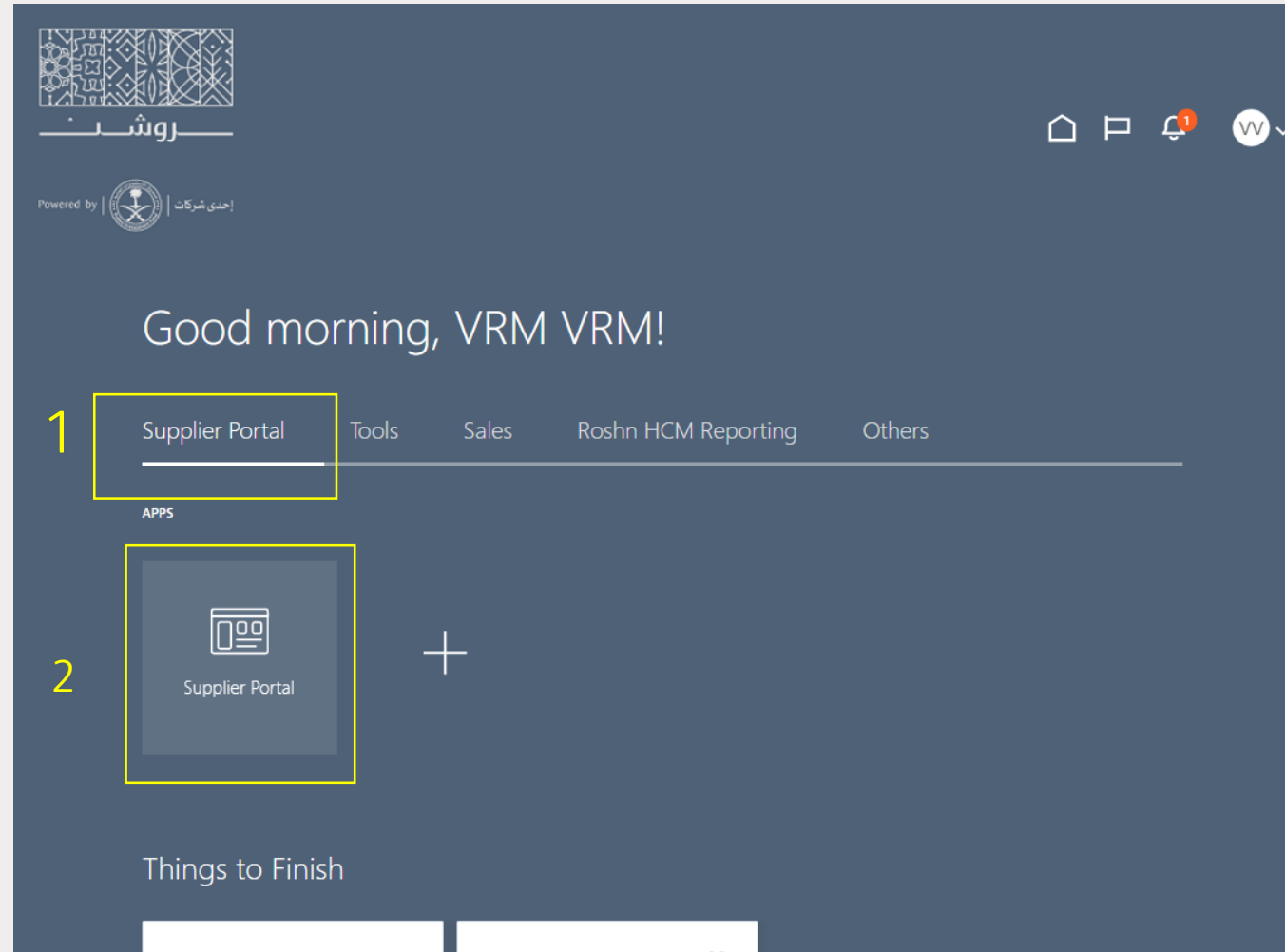


Step 3

4- Click on the Supplier Portal (1).

5- Click on Supplier portal (2) app.

Next





Step 4

6- Go to the bottom of the page.

7- Click on Manage Profile.

Next

- Acknowledge Schedules in Spreadsheet

Agreements

- [Manage Agreements](#)

Shipments

- Manage Shipments
- Create ASN
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Consigned Inventory

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- [View Qualifications](#)

Company Profile

- [Manage Profile](#)

Recent Activity
Last 30 Days

No data available

Transaction Reports
Last 30 Days

No data available

Supplier News

Step 5

8- Click on Edit (see the screenshot).

Next

The screenshot shows the Roshn Company Profile page. At the top, there is a dark blue header with the Roshn logo and navigation icons. Below the header, the page title is "Company Profile" with a help icon. To the right of the title, there are two buttons: "Edit" (highlighted with a red box and a red arrow) and "Done".

Key information displayed on the page includes:


- Last Change Request: 190003
- Request Status: Processed
- Requested By: VRM, VRM
- Request Date: 10/17/21
- Change Description: XX

Navigation tabs include: Organization Details (selected), Tax Identifiers, Addresses, Contacts, Payments, Business Classifications, and Products and Services.

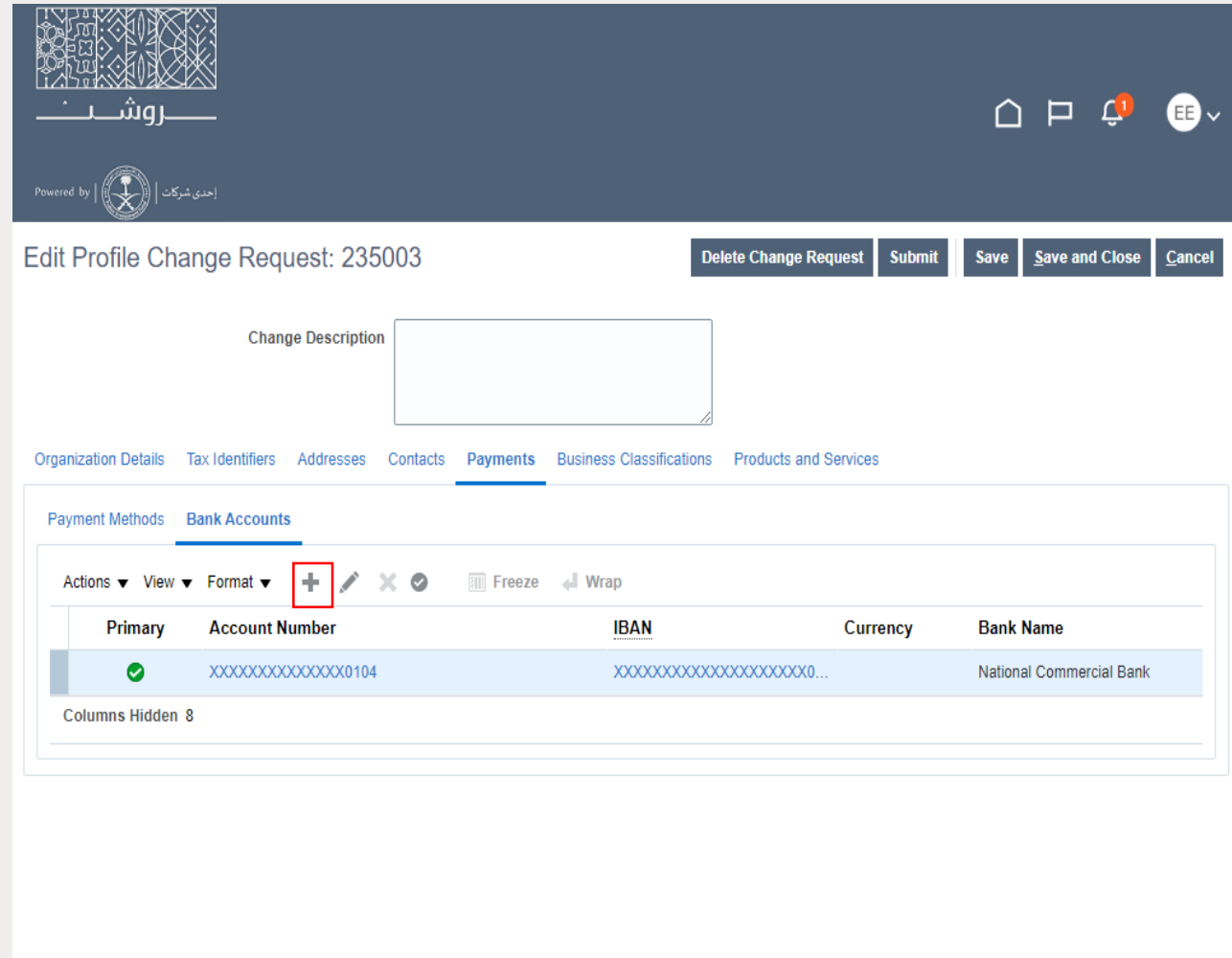
The main content area is divided into sections:

- General**
 - Company: VRM
 - Supplier Number: 11170
 - Supplier Type: [blank]
 - Tax Organization Type: Corporation
 - Status: Active
 - Attachments: None
- Identification**
 - D-U-N-S Number: [blank]
 - Customer Number: [blank]
 - SIC: [blank]
 - National Insurance Number: [blank]
 - Corporate Web Site: [blank]
- Corporate Profile**
 - Year Established: [blank]
 - Mission Statement: [blank]
 - Chief Executive Title: [blank]
 - Chief Executive Name: [blank]

Step 6


9- Click on  (see the screenshot).


Next



Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods **Bank Accounts**

Actions View Format  Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name
	XXXXXXXXXXXXX0104	XXXXXXXXXXXXXXXXXXXX...		National Commercial Bank

Columns Hidden 8



Step 7

10- Add your Company's Bank info then Click OK.

Next

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Edit Profile Change Request: 235003

Delete Change Request Submit Save Save and Close Cancel

Edit Bank Account XXXXXXXXXXXXXXX0104

Enter account number or IBAN unless account number is marked as required.

* Country	Saudi Arabia	From Date	20-Jun-2021
Account Number	XXXXXXXXXXXX0104	Inactive On	dd-mmm-yyyy
Bank Name	National Commercial Bank	IBAN	XXXXXXXXXXXX0104
Bank Branch	National Commercial Bank	Currency	
<input type="checkbox"/> Allow international payments			

Additional Information

Account Name		Check Digits	
Alternate Account Name		Account Type	
Account Suffix		Description	

OK Cancel



Step 8

13- Click on **Submit** (see the screenshot).

Final Step

The screenshot shows the Roshn web application interface. At the top, there is a header with the Roshn logo and navigation icons. Below the header, the page title is 'Edit Profile Change Request: 235003'. A row of buttons includes 'Delete Change Request', 'Submit' (highlighted with a red box), 'Save', 'Save and Close', and 'Cancel'. Below the buttons is a 'Change Description' text area. A navigation menu includes 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments' (selected), 'Business Classifications', and 'Products and Services'. Under 'Payments', there are sub-tabs for 'Payment Methods' and 'Bank Accounts'. A table displays bank account information:

Primary	Account Number	IBAN	Currency	Bank Name
✓	XXXXXXXXXXXX0104	XXXXXXXXXXXXXXXXXXXX...		National Commercial Bank

Columns Hidden 8



Thank You

VRM Team