

ROSHN's Vendor User Manual

Vendor Relationship Management





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Vendor's Registration User Guide

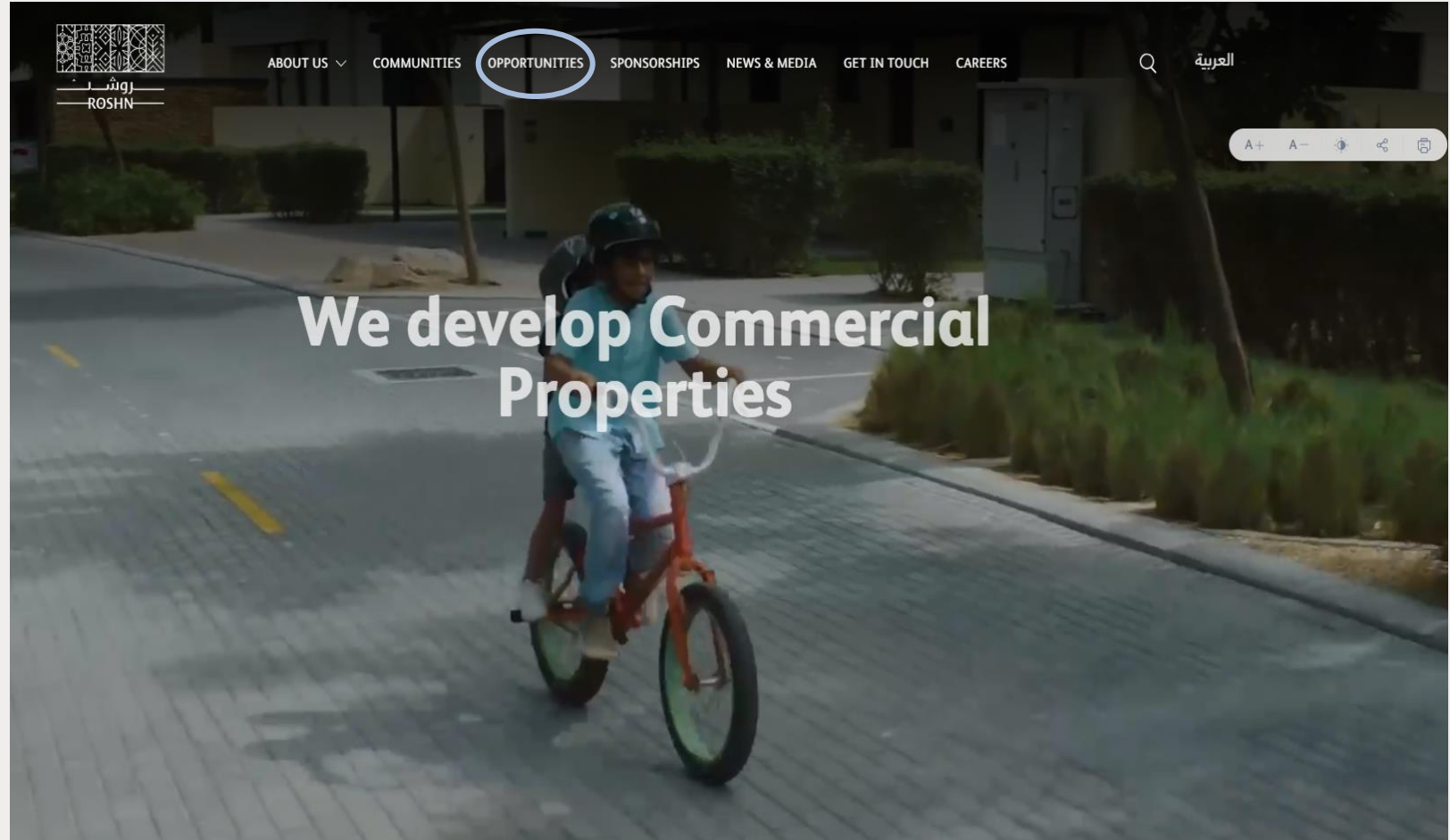


Step 1

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

2- Click on Opportunities on top of the page.

Next





Step 2

3- Please review the Terms & Conditions carefully.

4- Click on the check box.

5- Click on New Registration.

Next

Sub developers

ROSHN's new communities are massive in scale and complexity. We want to work with the best developers, local and international, to ensure that our strategically located, integrated neighbourhoods offer unrivalled levels of design and quality.

PARTNER WITH US

Vendors

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- ↓ [Vendor's user manual](#)
- ↓ [Non-Disclosure Agreement](#) (to be signed & submitted)
- ↓ [Code of Ethics](#) (to be signed & submitted)

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

SIGN IN **NEW REGISTRATION**



Step 3

6- Please fill out the required fields.

* Note: the company name must be as per CR / Certificate of Incorporation Name.

7- Click on Next.

Next

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

Register Supplier: Company Details ⓘ

Back Next Save for Later Submit Cancel

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

* Company

* Tax Organization Type

* Supplier Type

Corporate Web Site

Attachments None +

D-U-N-S Number

* Country

Taxpayer ID

Tax Registration Number

Note to Approver

Additional Information

* Commercial Registration number

Mobile Number

Instructions: The accuracy and authenticity of any information and documents provided, is sole responsibility of the Vendor or their authorized person.

Registration Source

* Country of Origin

Nitaqat Code

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

* Last Name

* Email

* Confirm Email



Step 4

8- Click on **Edit** to complete user account information and review user account Roles.

9- Fill out the Phone/ Mobile number.

10- Review user account Roles and Click on **Create** user Account.

*Note: To add additional User Contacts, click "+ Create" then input necessary information.

Next

Register Supplier: Contacts ⓘ

Enter at least one contact.

Actions ▾ View ▾ Format ▾ + Create ✎ Edit ✕ Delete 🧊 Freeze 📄 Detach ↴ Wrap

Name	Job Title	Email	Phone	Mobile	Administrative Contact	Request User Account	Edit	Delete
1, Test		Test1@gmail.com			✓	✓	✎	✕

Columns Hidden: 5



Step 5

11- Click on “+ Create”, to add site address.

12- Fill out the Address Information.

Next

The screenshot shows the 'Register Supplier: Addresses' page in the Roshn system. At the top, there is a navigation bar with the Roshn logo and the text 'رؤشن' and 'إحدى شركات' (One of the companies). A progress indicator shows 8 steps, with step 3 'Addresses' highlighted. Below the progress bar, there are buttons for 'Back', 'Next', 'Save for Later', 'Submit', and 'Cancel'. The main content area has a heading 'Register Supplier: Addresses' and a sub-heading 'Enter at least one address.' Below this, there is a toolbar with buttons for 'Actions', 'View', 'Format', '+ Create', 'Edit', 'Delete', 'Freeze', 'Detach', and 'Wrap'. The table below has columns for 'Address Name', 'Address', 'Phone', 'Address Purpose', 'Edit', and 'Delete'. The table is currently empty, with the text 'No data to display.' and 'Columns Hidden 3' shown below it.



Step 6

13- Click on Actions then Add Row.

Next

The screenshot shows the 'Register Supplier: Commercial Documents' step in the Roshn portal. The breadcrumb trail includes: Company Details, Contacts, Addresses, Commercial Documents (highlighted), Bank Accounts, Products and Services, Guidelines, and Review. A progress bar at the top indicates the current step. The main content area contains a table with columns: Subclassification, Certifying Agency, Other Certifying Agency, Certificate, Start Date, Expiration Date, Attachment, and Notes. The 'Actions' menu is open, showing 'Add Row' and 'Delete' options. The 'Add Row' button is highlighted with a blue border. Below the table, there are several empty rows for data entry.



Step 7

14- Select the document that you want to add.

15- Fill out the required fields (Expiration Date).

Next

Register Supplier: Commercial Documents

Please make sure you upload all the required document such as Commercial Registration Certificate , Signed NDA , Bank Account Letter etc. to register as Vendor with ROSHN.
Enter at least one business classification or select none applicable.

Actions View Format + X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	* Expiration Date	* Attachmer	Notes
<ul style="list-style-type: none">A- Commercial Registration CertificateB- Trade License/Certificate of Incorporation (Foreign supplier only)C- Chamber of Commerce CertificateD- General Organization for Social Insurance (GOSI)E- Zakat CertificateF- Saudization CertificateG- Saudi Contractors Classification (MOMRA)H- Official signed Letter containing the Authorized Persons to signI- VAT Registration Certificate (if any)J- SAGIA CertificateK- Bank Account LetterL- Any Valid licenses as may be applicable to provided Goods and ServiceM- Audited Financial Statement-Last 3 YearsN- Signed Non-Disclosure Agreement- Download From ROSHN Web pageO- Copy Of Previous Completed Projects-Last 5 yearsP- Code of ConductQ- Local Content Certificate (Please add value in % in CERTIFICATE column)R- Small and Medium Enterprises (Munshaat Certificate)					mm/dd/yy	mm/dd/yy	None +	



Step 8

16- Click on “+ Create”, to add bank account.

Next

The screenshot shows the Roshn Supplier Registration portal. At the top, there is a dark blue header with the Roshn logo and the text 'رؤشن' in Arabic. Below the header, a progress bar indicates the current step is 5, 'Bank Accounts', which is highlighted in blue. Other steps include 'Company Details', 'Contacts', 'Addresses', 'Commercial Documents', 'Products and Services', 'Guidelines', and 'Review'. Below the progress bar, the page title is 'Register Supplier: Bank Accounts'. There are buttons for 'Back', 'Next', 'Save for Later', 'Submit', and 'Cancel'. A note states: '*Enter at least one bank account, please make sure you upload the bank account document as attachment under Commercial Documents section'. Below the note, there is a toolbar with actions: 'View', 'Format', '+ Create', 'Edit', 'Delete', 'Freeze', 'Detach', and 'Wrap'. The main content area is a table with columns: 'Account Number', 'IBAN', 'Currency', 'Bank', 'Edit', and 'Delete'. The table is currently empty, displaying 'No data to display.' and 'Columns Hidden 8'.



Step 9

17- Click on **Select and Add** to add the products or services that your company provides.

Next

The screenshot shows the 'Register Supplier: Products and Services' page. At the top, there is a progress bar with 8 steps: Company Details, Contacts, Addresses, Commercial Documents, Bank Accounts, Products and Services (highlighted with a blue circle and '6'), Guidelines, and Review. Below the progress bar, the page title is 'Register Supplier: Products and Services'. There are buttons for 'Back', 'Next', 'Save for Later', 'Submit', and 'Cancel'. A message says 'Enter at least one products and services category.' Below this is a toolbar with 'Actions', 'View', 'Format', 'Select and Add' (highlighted with a blue box), 'Remove', 'Freeze', 'Detach', and 'Wrap'. A table with columns 'Category Name', 'Description', and 'Remove' is shown, but it contains the text 'No data to display.'



Step 10

18- Select the categories by clicking the expand button “▶” to choose the right category .

19. Once, you have selected the right category Thick to select “√” .

20. Then click “Apply” then “OK” to add the selected categories.

Next

The screenshot shows a software interface with a modal dialog titled "Select and Add: Products and Services". The dialog contains search fields for "Category Name" and "Description", and a list of categories. The "1-03 Health and Safety" category is selected with a checkmark. The dialog also includes "Apply", "OK", and "Cancel" buttons at the bottom right. The background shows a "Register Supplier: Products and Services" screen with a table for "Category Name" and a "Select and Add" button.



Step 11

21- Fill out the questions.

22- Click Submit.

Completed!

Register Supplier: Guidelines

Please follow the template attached for fulfilling Projects and experiences

Attachments [Projects Template.docx](#)

Questions

Contractors PQQ Criteria (Section 1 of 1)

Section

- 1. Contractors PQQ Criteria

* 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
- c. >1000

* 4. What is the number of years of experience (company's years of operation)?

- a. <5 years
- b. 5-15 years
- c. >15 years



Vendor's Contact &Address Update User Guide

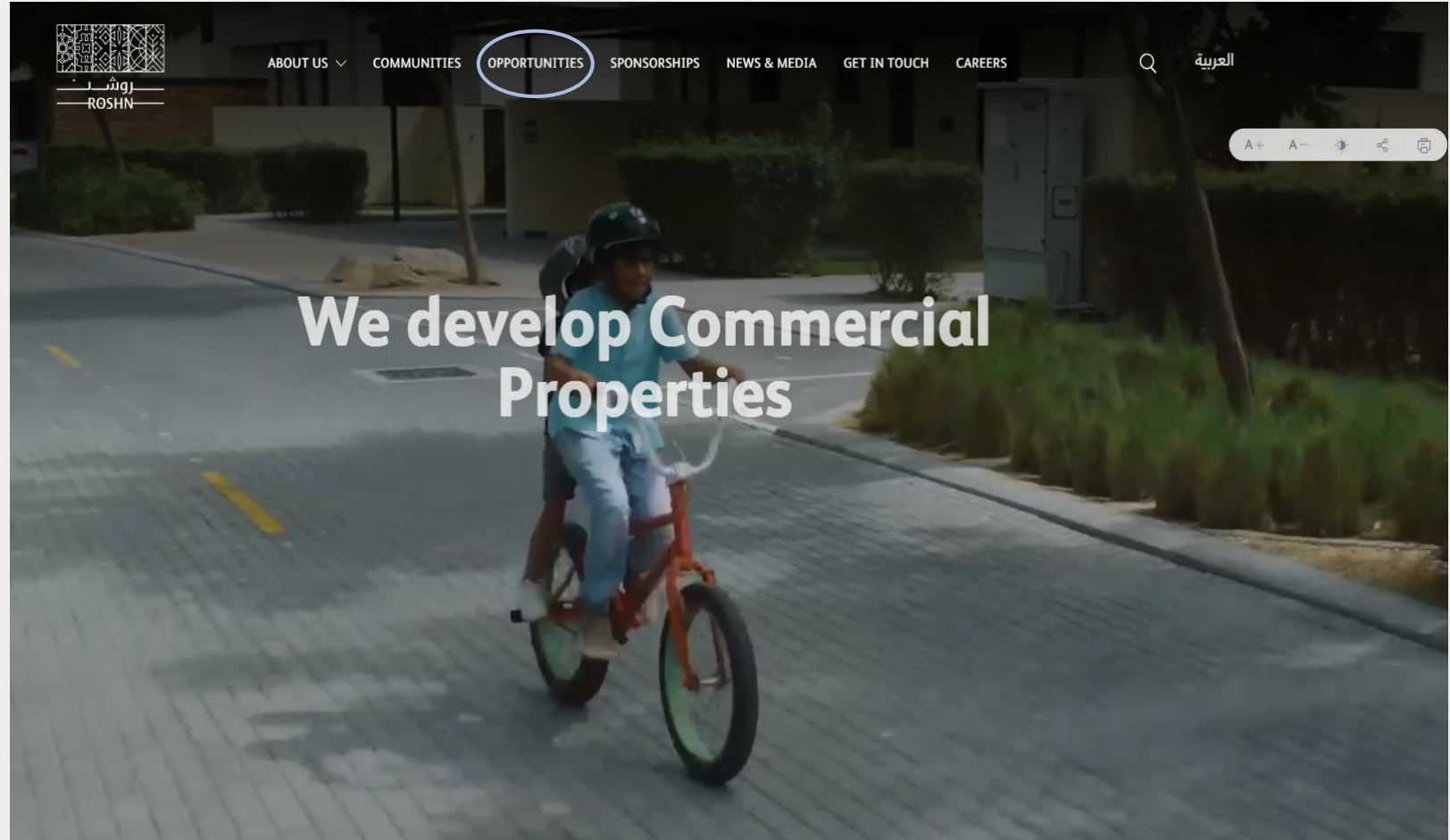


Step 1

1- Go to ROSHN's website using this link:
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2- Click on Opportunities on top of the page.

Next





Step 2

3- Click on the check box.

4- Click on Sign in.

Next

The screenshot shows a registration page with a teal header and an orange body. The header contains the text 'Sub developers' and a 'PARTNER WITH US' button. The body contains the text 'Vendors' and a list of requirements: 'Vendor's user manual', 'Non-Disclosure Agreement (to be signed & submitted)', 'Code of Ethics (to be signed & submitted)', and a checkbox 'I acknowledge that I have read, understand and I agree to the terms and conditions'. The 'SIGN IN' button is circled in red and labeled '2', and the 'terms and conditions' link is circled in red and labeled '1'. Below the text are images of construction workers and machinery.

Sub developers

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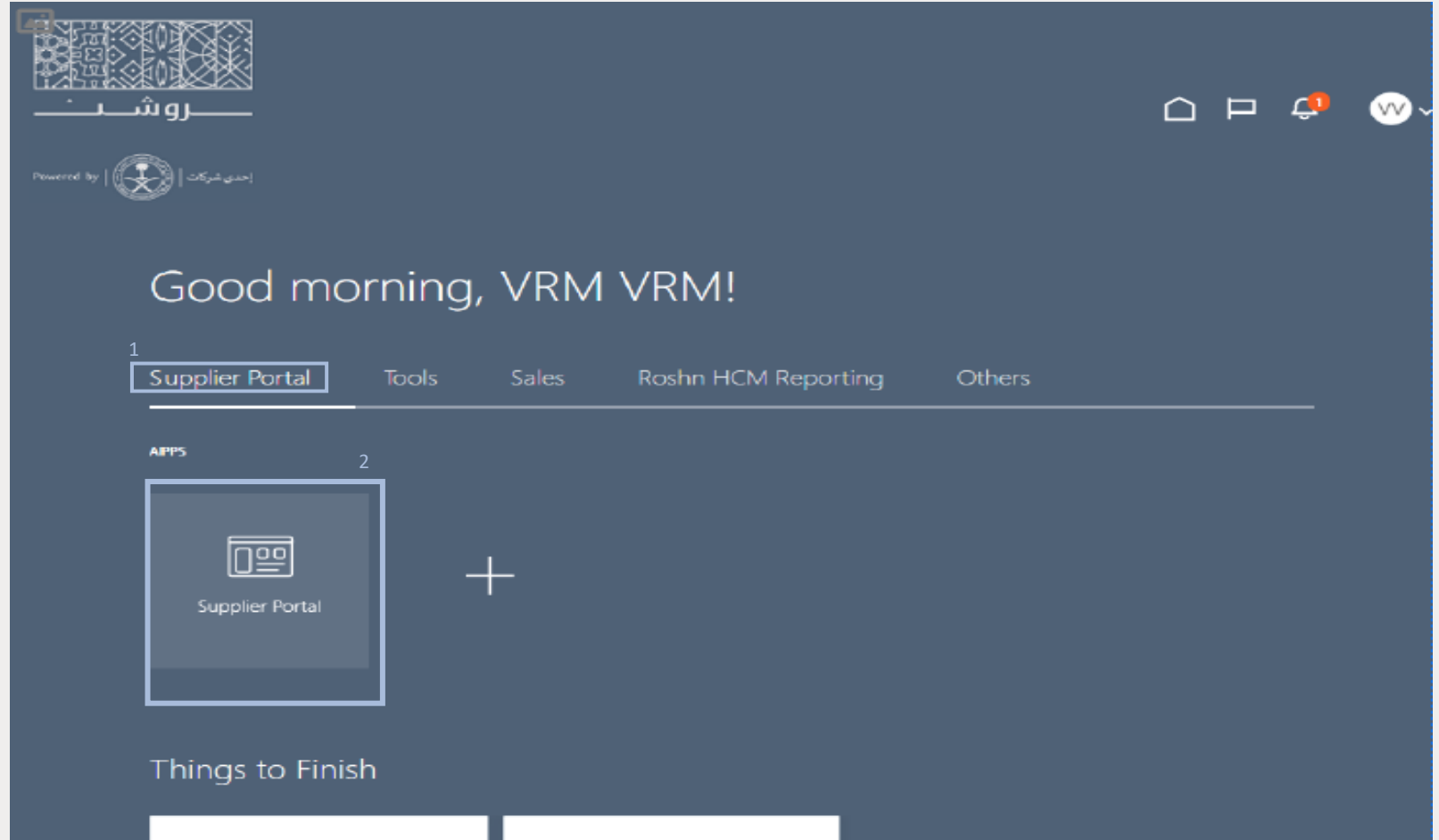
2 [SIGN IN](#) [NEW REGISTRATION](#)



Step 3

- 5- Click on Supplier Portal(1).
- 6- Click on Supplier Portal(2).

Next





Step 4

7- Go to the bottom of the page.

8- Click on Manage Profile.

Next

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 5

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

10- Click on **Addresses** or **Contacts**.

*Note: (please be sure that there is a valid contact info /address).

Next

Company Profile

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 6

11- 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

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Edit Profile Change Request: 211004

Delete Change Request Submit Save Save and Close Ca

Change Description

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

Actions View Format + ✎ ✕ Status Active Freeze Detach Wrap

	Job Title	Email	Phone	Administrative Contact	User Account
		Test1@gmail.com		✓	✓

Columns Hidden 7



Step 7

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

13- Click Ok.

Next

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

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...



Step 8

14- Add comment in the text field.

15- Click on submit.

Completed!

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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				✓	✓	Acti

Columns Hidden 7



Vendor's Documents Update User Guide

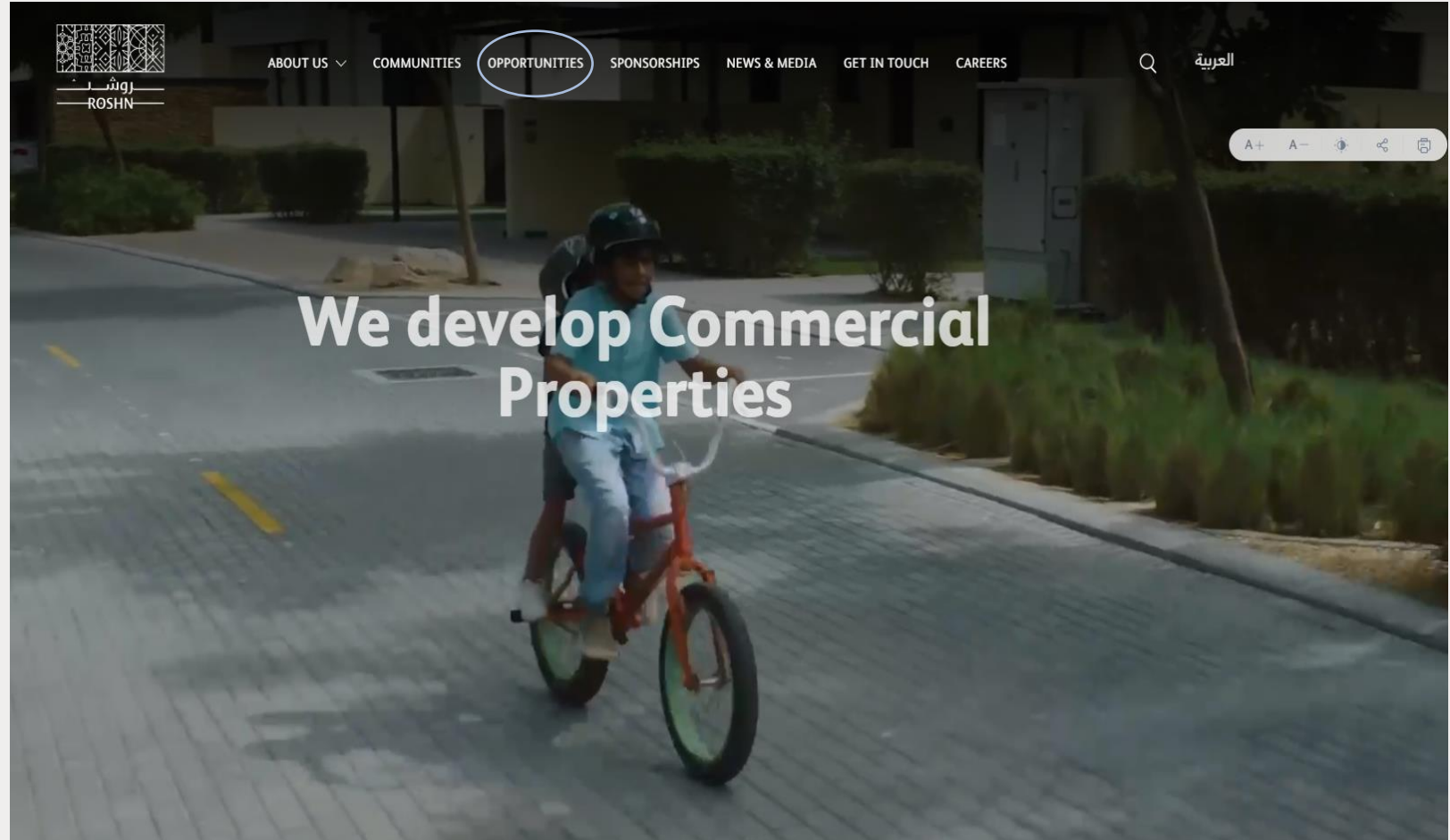


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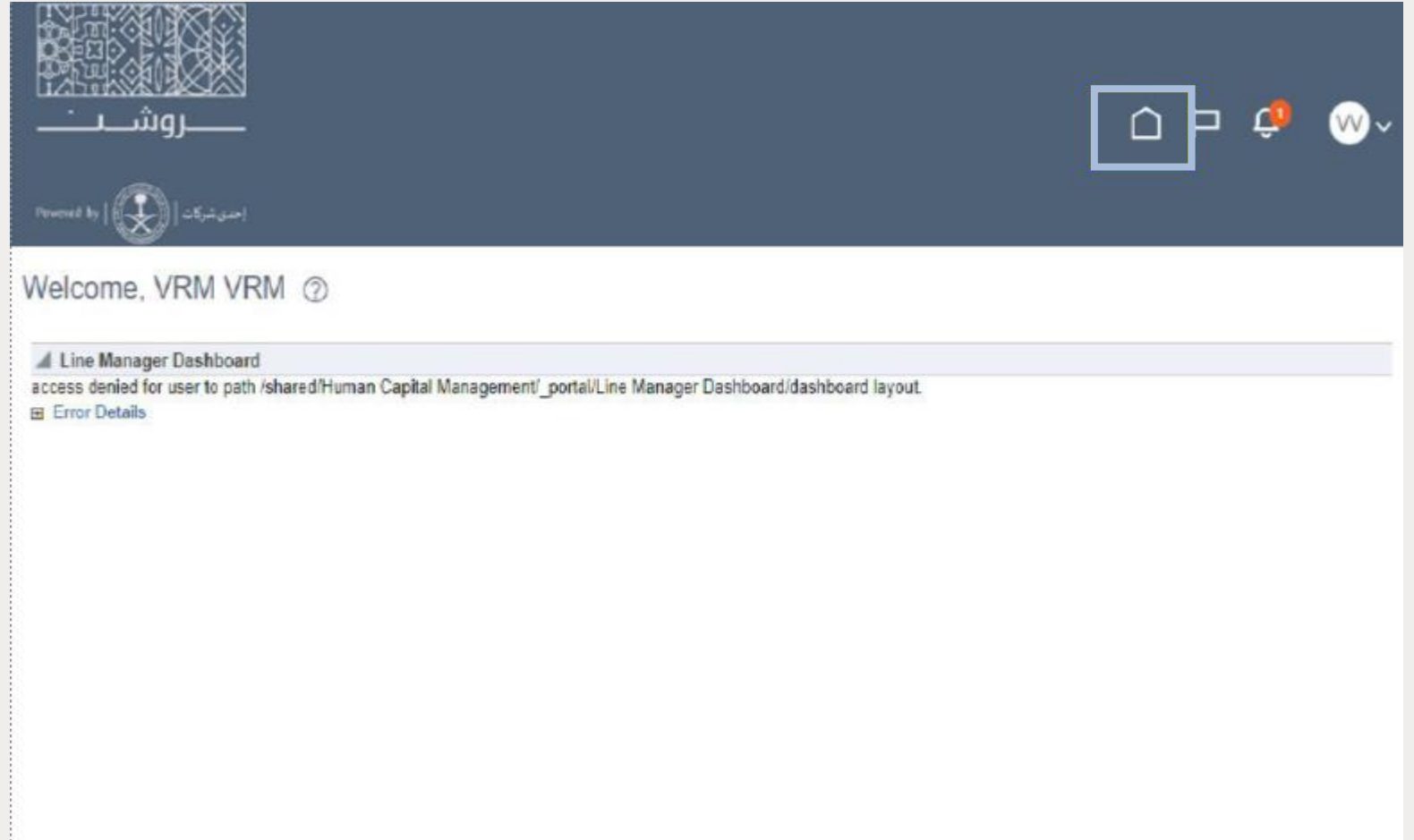
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- [Non-Disclosure Agreement](#) (to be signed & submitted)
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- I acknowledge that I have read, understand and I agree to the [terms and conditions](#) 1

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



Note: Please skip this page if you DO NOT see this error message when you login to your account.
If you do see the error message, ignore it and click on Home icon (🏠) on top of the page to go to the main page.

Next

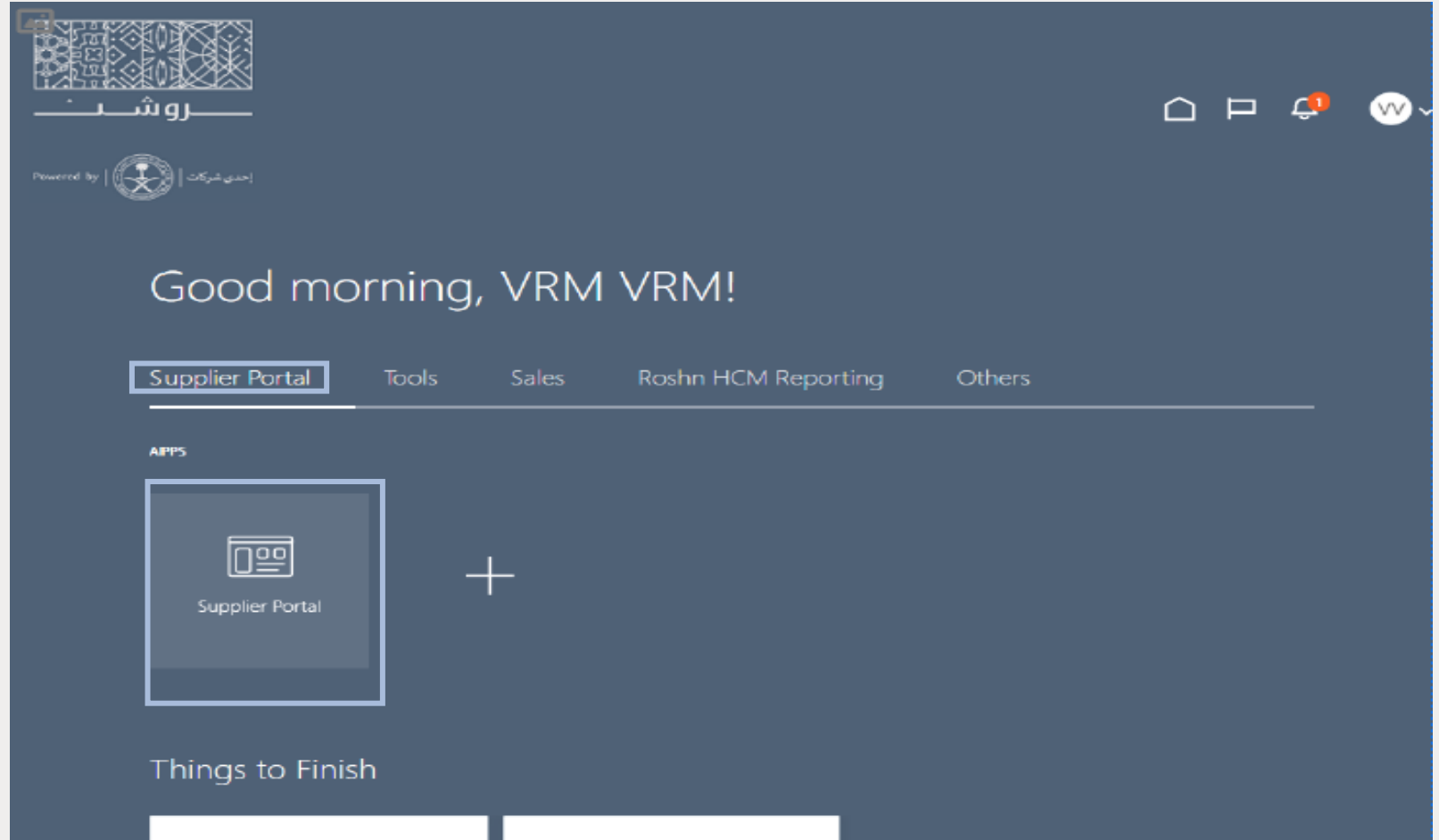




Step 3

- 5- Click on Supplier Portal(1).
- 6- Click on Supplier Portal(2).

Next





Step 4

7- Go to the bottom of the page.

8- Click on Manage Profile.

Next

The screenshot displays a web application interface. On the left is a sidebar menu with the following sections and links:

- 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](#)
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 - [View Invoices](#)
 - [View Payments](#)
- Negotiations**
 - [View Active Negotiations](#)
 - [Manage Responses](#)
- Qualifications**
 - [Manage Questionnaires](#)
 - [View Qualifications](#)
- Company Profile**
 - [Manage Profile](#)

A blue arrow points to the 'Manage Profile' link in the 'Company Profile' section.

The main content area on the right contains three data cards, each with a lightning bolt icon and the text 'No data available':

- Recent Activity** (Last 30 Days)
- Transaction Reports** (Last 30 Days)
- Supplier News**

Step 5

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

Next

Company Profile ?

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 6

10- Select the certificate that you want to update.

11- Fill in the other required fields.

12- Upload a copy of the selected certificate.

13- Click on Submit.

Completed!

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

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	* Expiration Date	* Attachment
<u>1</u>						m/d/yy	m/d/yy	None <u>3</u>

- 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

2

3



Vendor's Supplier's Bank Account Update User Guide

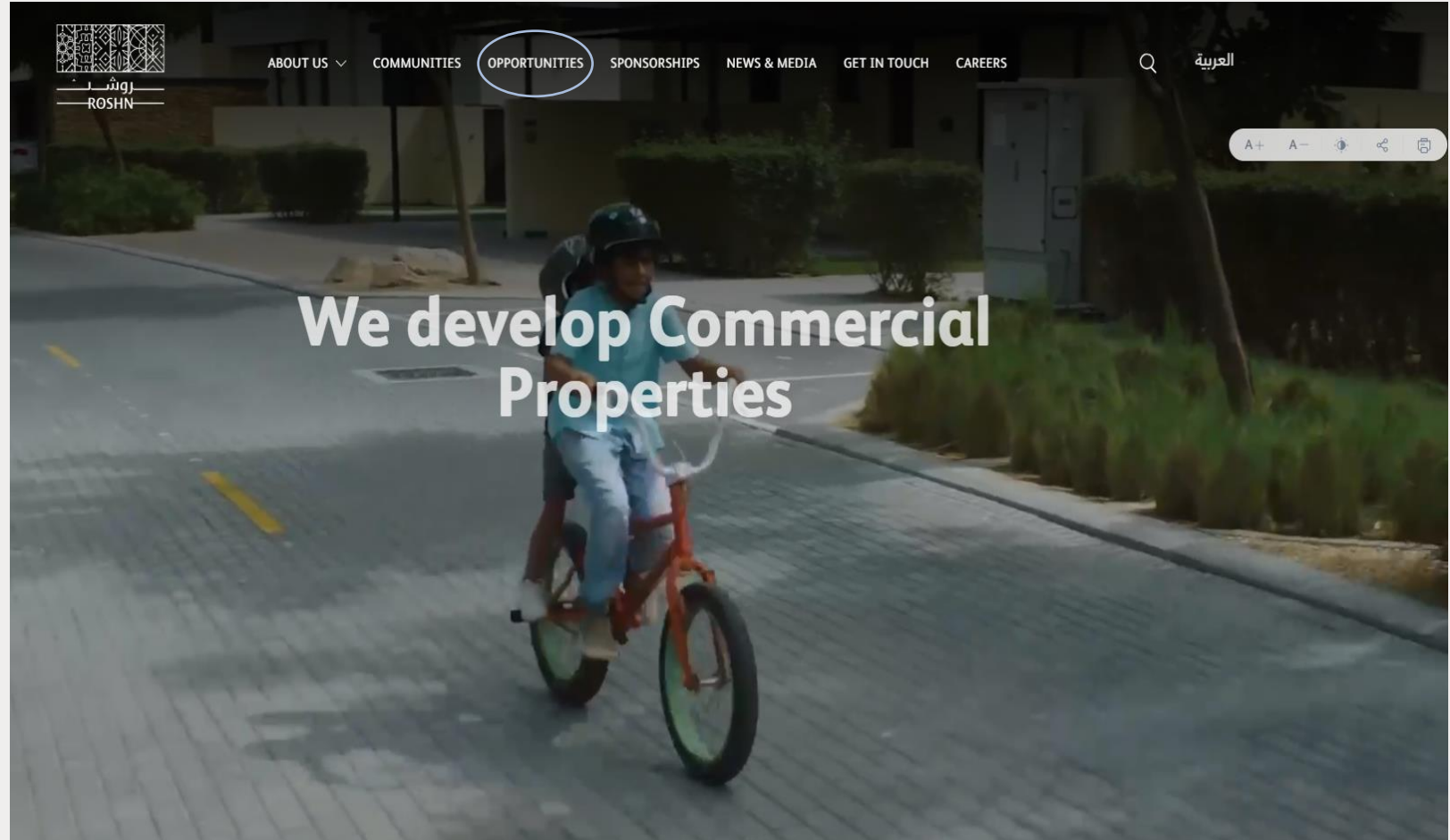


Step 1

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2- Click on Opportunities on top of the page.

Next





Step 2

3- Click on the check box.

4- Click on Sign in.

Next

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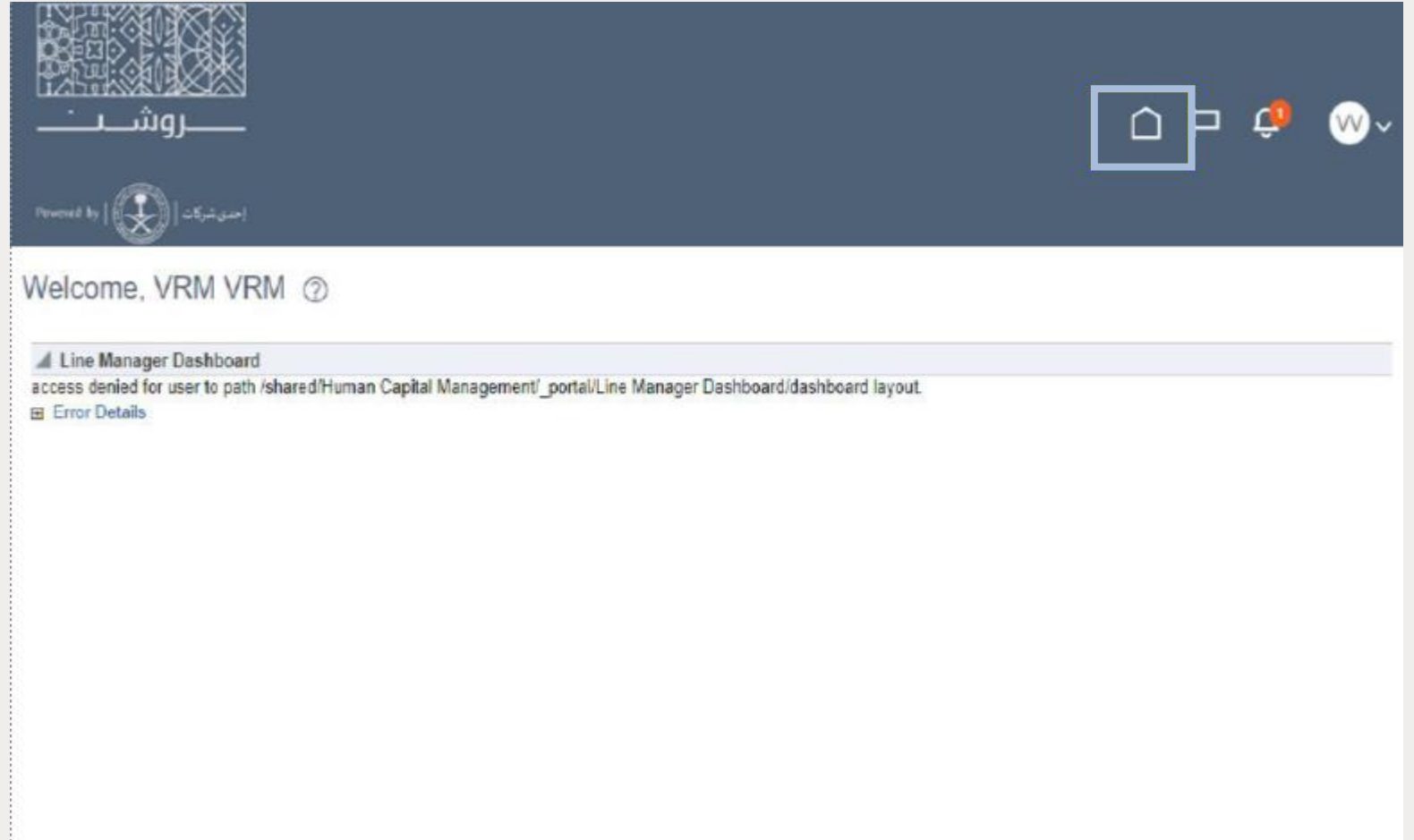
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- ↓ [Non-Disclosure Agreement](#) (to be signed & submitted)
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- I acknowledge that I have read, understand and I agree to the [terms and conditions](#) 1

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



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Next

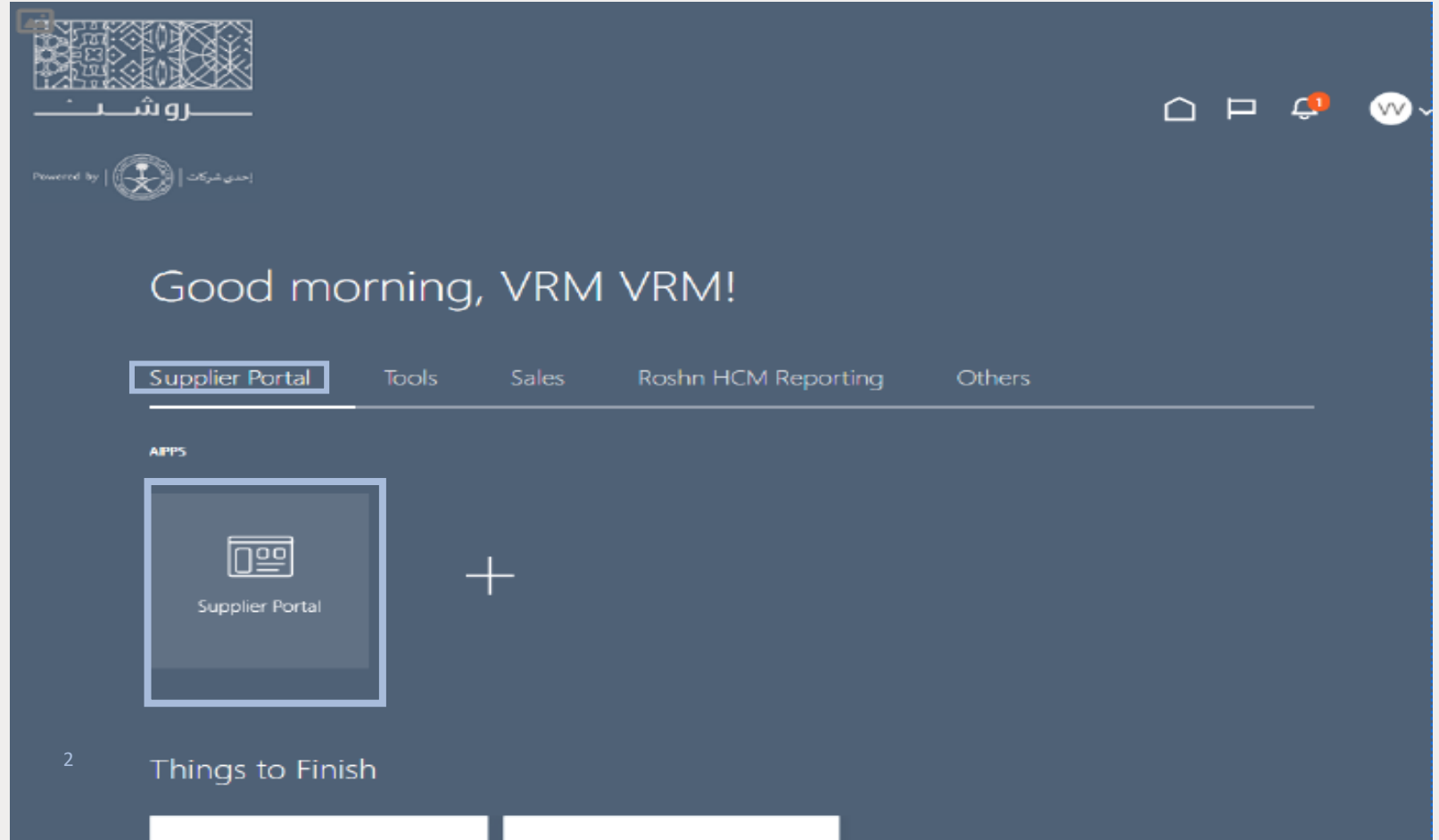




Step 3

- 5- Click on Supplier Portal(1).
- 6- Click on Supplier Portal(2).

Next





Step 4

7- Go to the bottom of the page.

8- Click on Manage Profile.

Next

The screenshot displays a web application interface. On the left is a sidebar menu with the following sections and links:

- Agreements**
 - [Manage Agreements](#)
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 - [Manage Questionnaires](#)
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- Company Profile**
 - [Manage Profile](#)

A blue arrow points to the 'Manage Profile' link in the 'Company Profile' section.

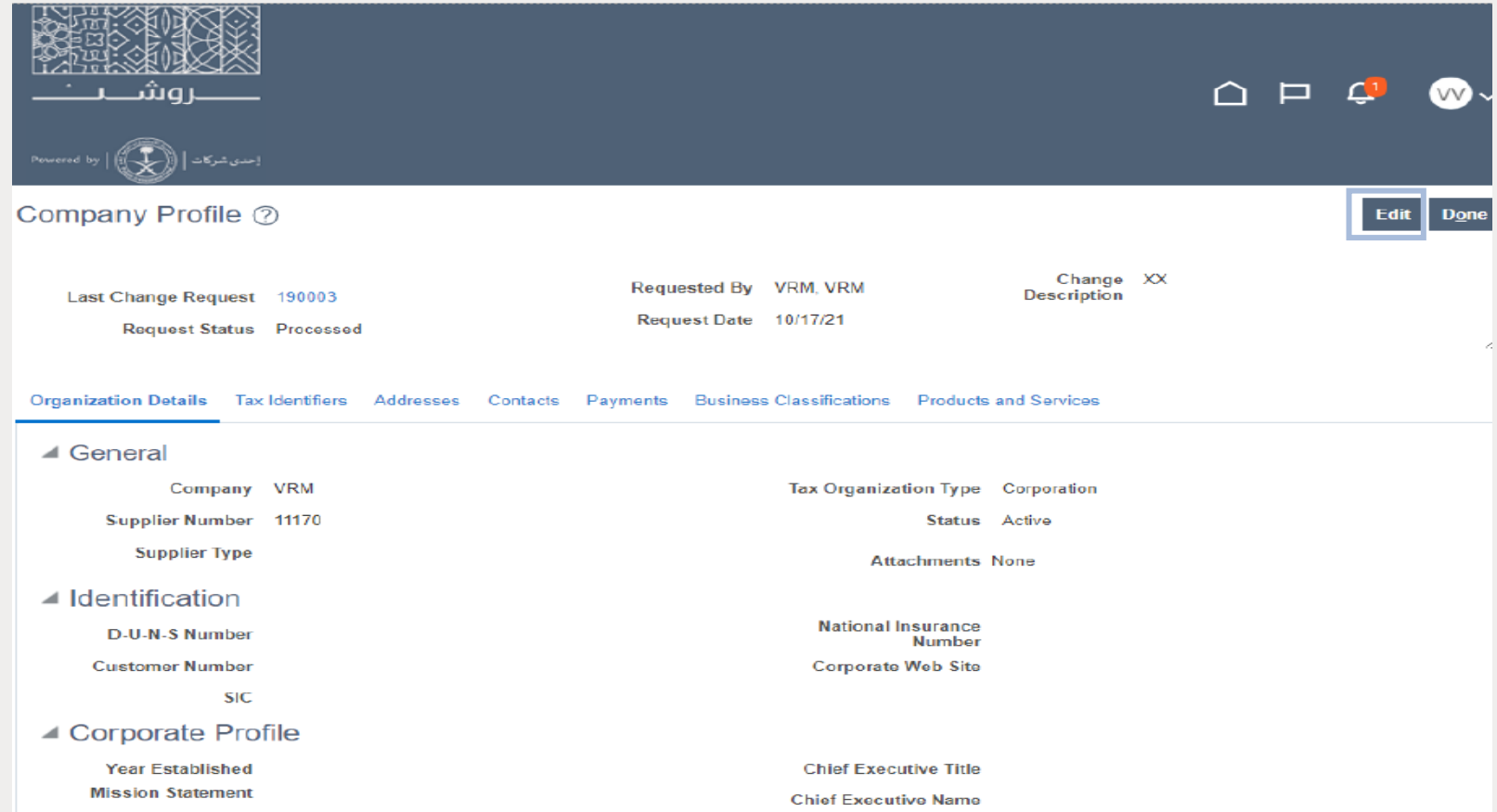
The main content area on the right contains three data cards, each with a lightning bolt icon and the text 'No data available':

- Recent Activity** (Last 30 Days)
- Transaction Reports** (Last 30 Days)
- Supplier News**

Step 5

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

Next



Company Profile ?

Edit **Done**

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 6

10- Click on (+) (see the screenshot).

Next

روشن

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Edit Profile Change Request: 235003

Delete Change Request Submit Save Save and Close Cancel

Change Description

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
✓	XXXXXXXXXXXX0104	XXXXXXXXXXXXXXXXXXXX0...		National Commercial Bank

Columns Hidden 8



Step 6

11- Click on Submit (see the screenshot).

Completed!

رؤشن
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Edit Profile Change Request: 235003

Delete Change Request Submit Save Save and Close Cancel

Change Description

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
✓	XXXXXXXXXXXX0104	XXXXXXXXXXXXXXXXXXXX0...		National Commercial Bank

Columns Hidden 8



Thank You for Being a Valued ROSHN Supplier

Vendor Relation Management

Don't hesitate to contact us if you have any questions or inquires:
VRM@roshn.sa
9200 22288



Restricted "R"