Bahri
البحري

iSupplier User Guide

STEP1

Open the Vendor Registration link from:

https://www.bahri.sa/About/iSupplier.aspx?lang=en-US

01 For new regitration click on “New Registration”

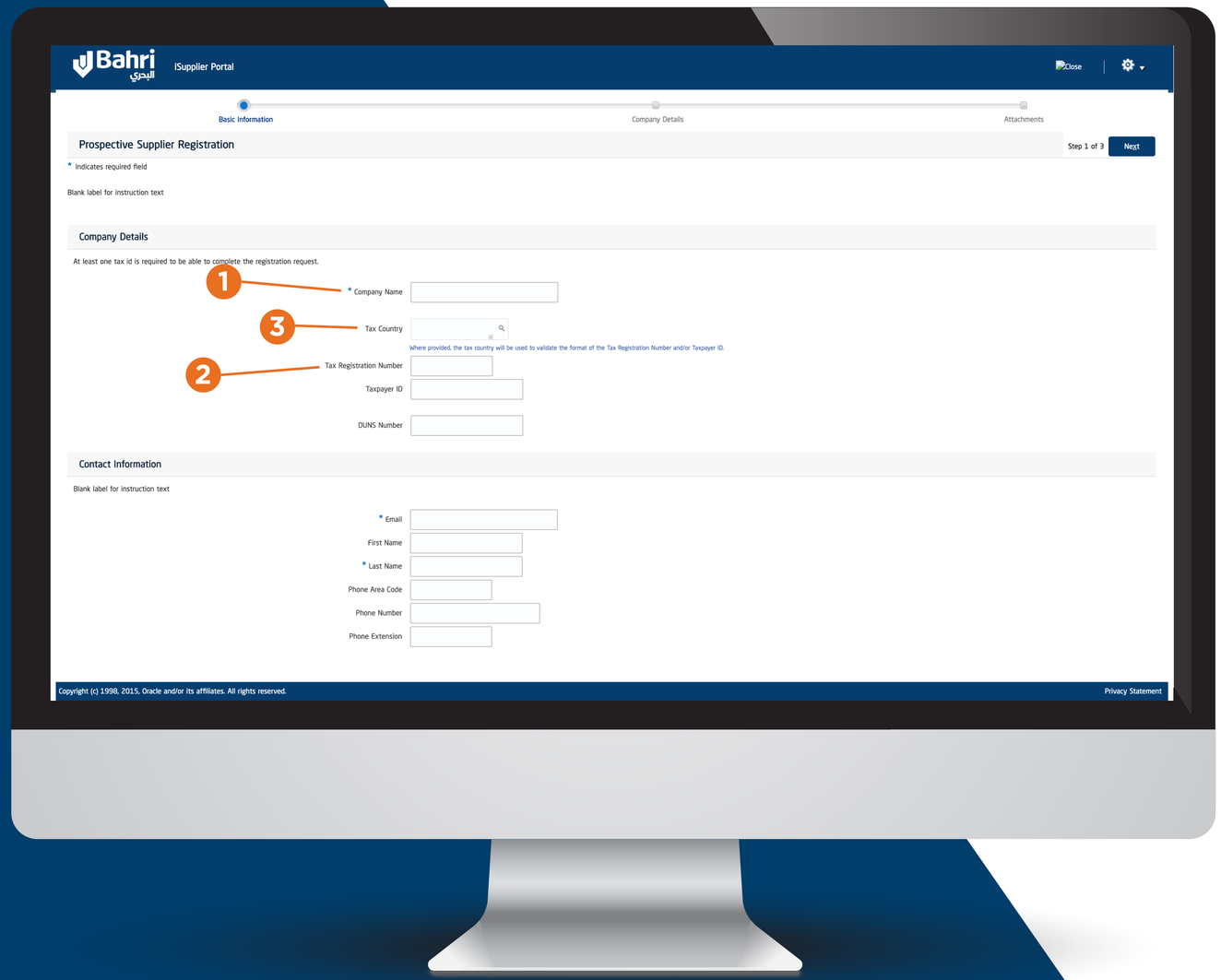
02 If you ara already Register Please follow “login system”

STEP2

Once you click on Vendor Registration following page will open as shown below

01 Enter your company name.
02 Do not enter any data.
03 Enter the country where your business exists.

Once you enter “Saudi Arabia” VAT number under field “Taxpayer ID” is mandatory which is fixed 15- Digit number.



04 **Enter your email for all correspondence with Bahri.** This will be your user-name

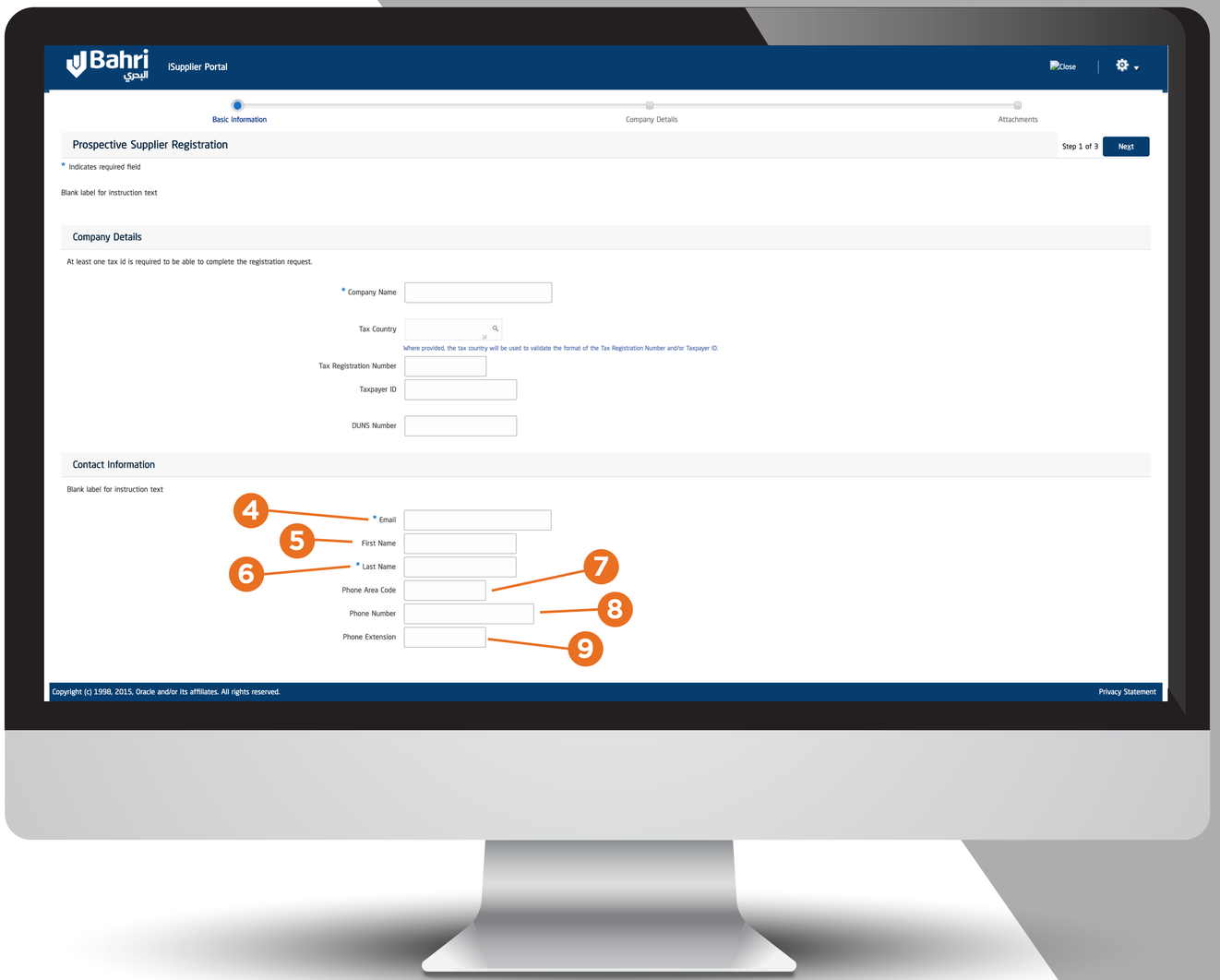
05 **Enter your First Name.**

06 **Enter your Last Name.**

07 **Enter your Phone area code in field.** For example If Saudi Arabia & city as Riyadh then enter11 966+

08 **Enter your Phone Number without code.**

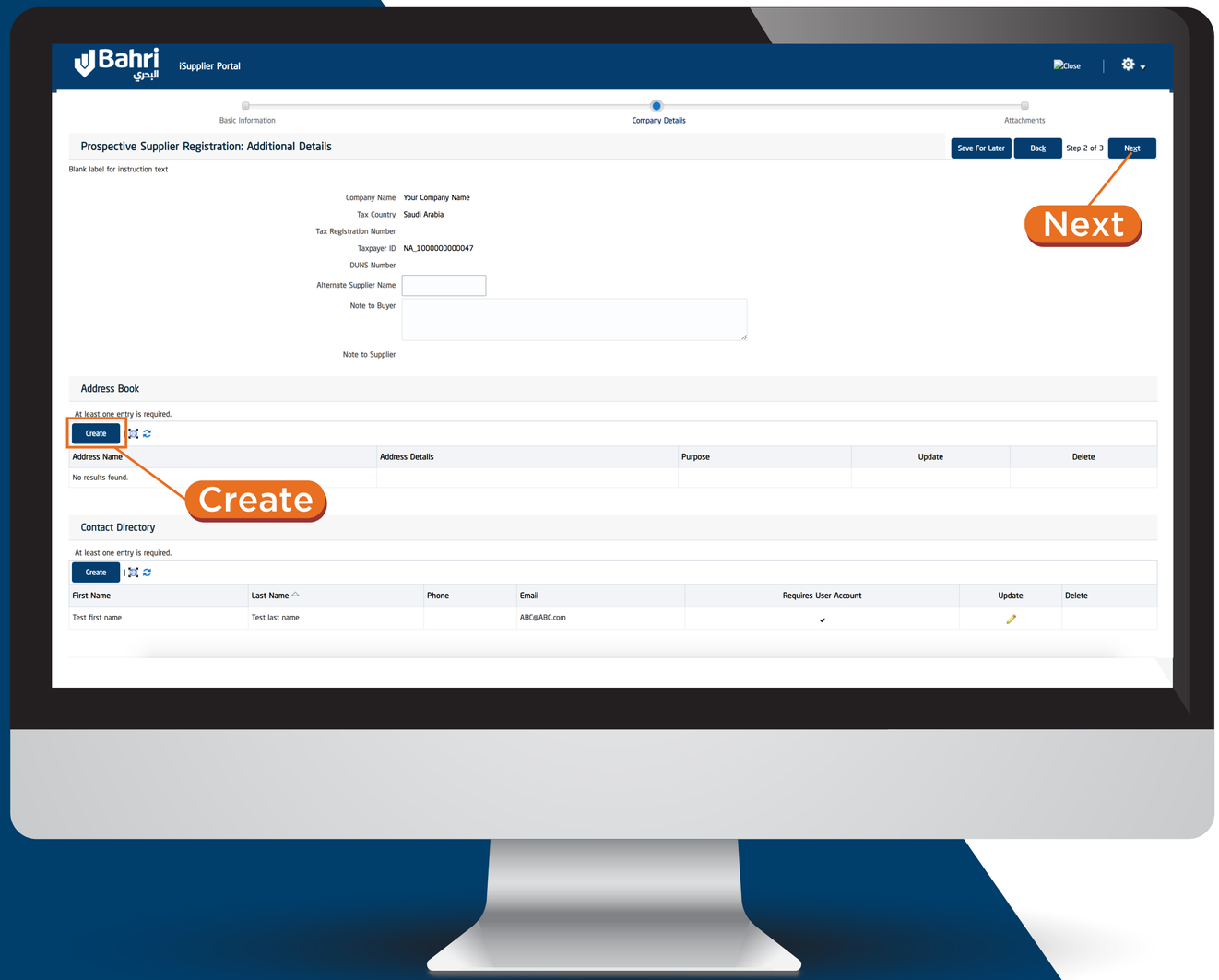
09 **Enter your Phone Extension, if any.**



STEP3

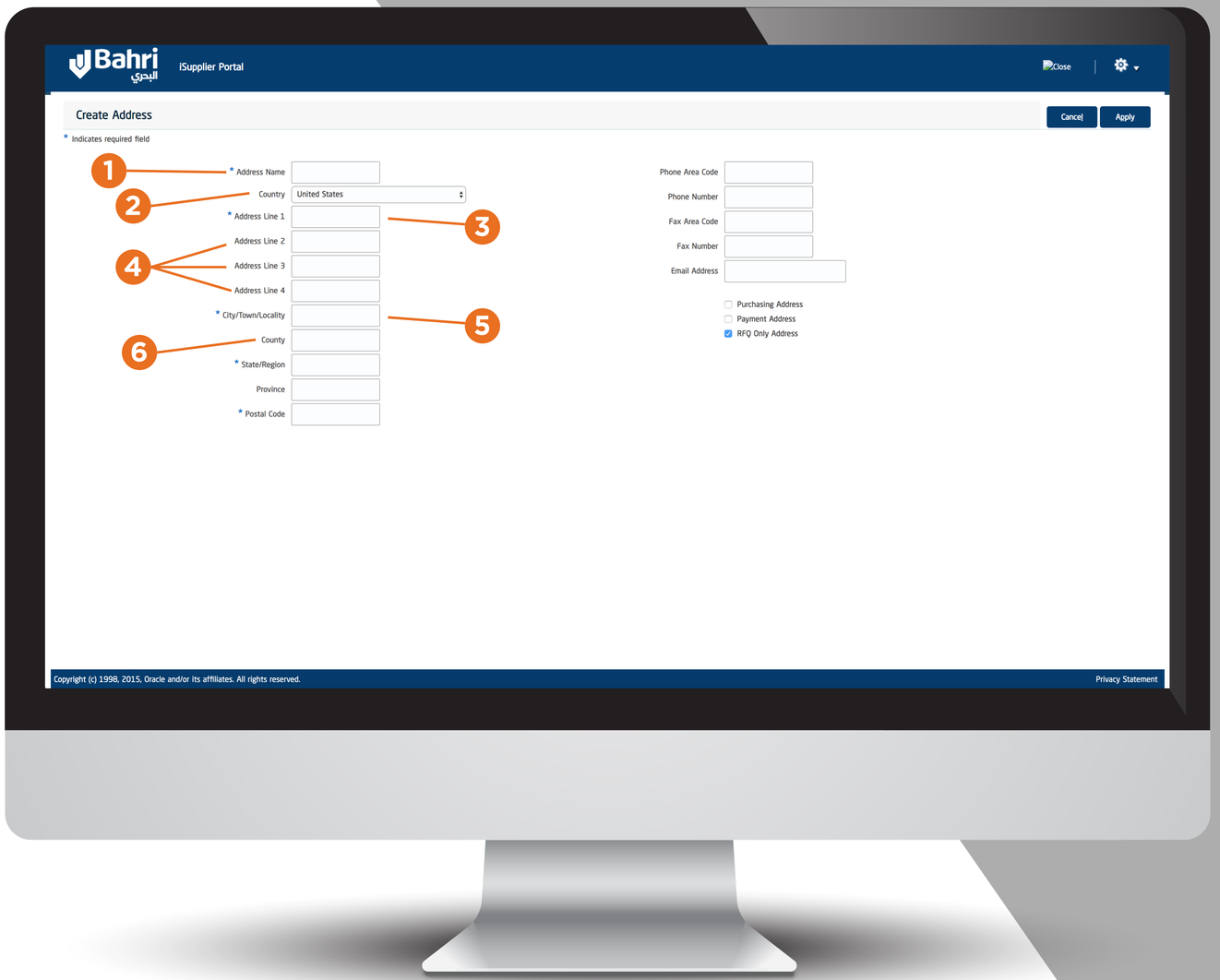
After entering the above information please click on “Next” Button as shown in screen Shot

Once you click on **Next** button following page will appear, in case you wish to Save your work click on button “Save for Later” on Top Right hand side, once you do that system will provide you link from where you can re-open again & update your registration process.



Under Address Book Click Create, once Clicked following Page will open

01 Enter Your Address Name which is your city name.
02 Change the “Country” from the drop down list.
03 Enter Address Line 1 in field.
04 For more address details Enter in field “Address Line 2”, “Address Line 3” & “Address Line 4”.
05 For more address details, if any Enter City/Town /Locality.
06 Enter County. If any.



07 **Enter State/Region.**

08 **Enter Provinc. If any.**

09 **Enter Postal Code.**

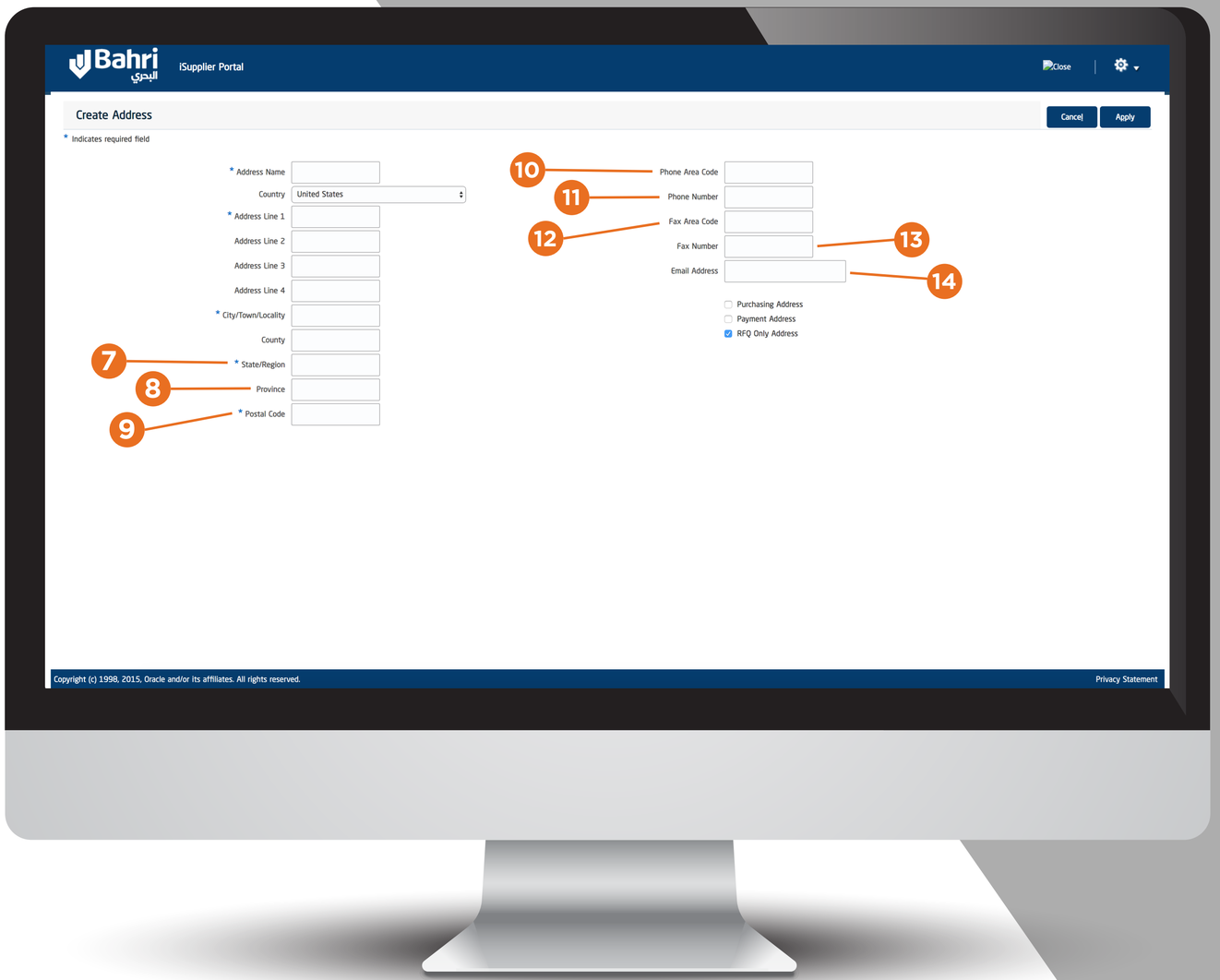
10 **Enter Phone Area Code.**
For example If Saudi Arabia & city as Riyadh then enter +966 11

11 **Enter your Phone Number without code.**

12 **Enter your Fax Area Coder in field “Fax Area Code”**
For example If Saudi Arabia & city as Riyadh then enter 11 966+

13 **Enter your Fax Number without code.**

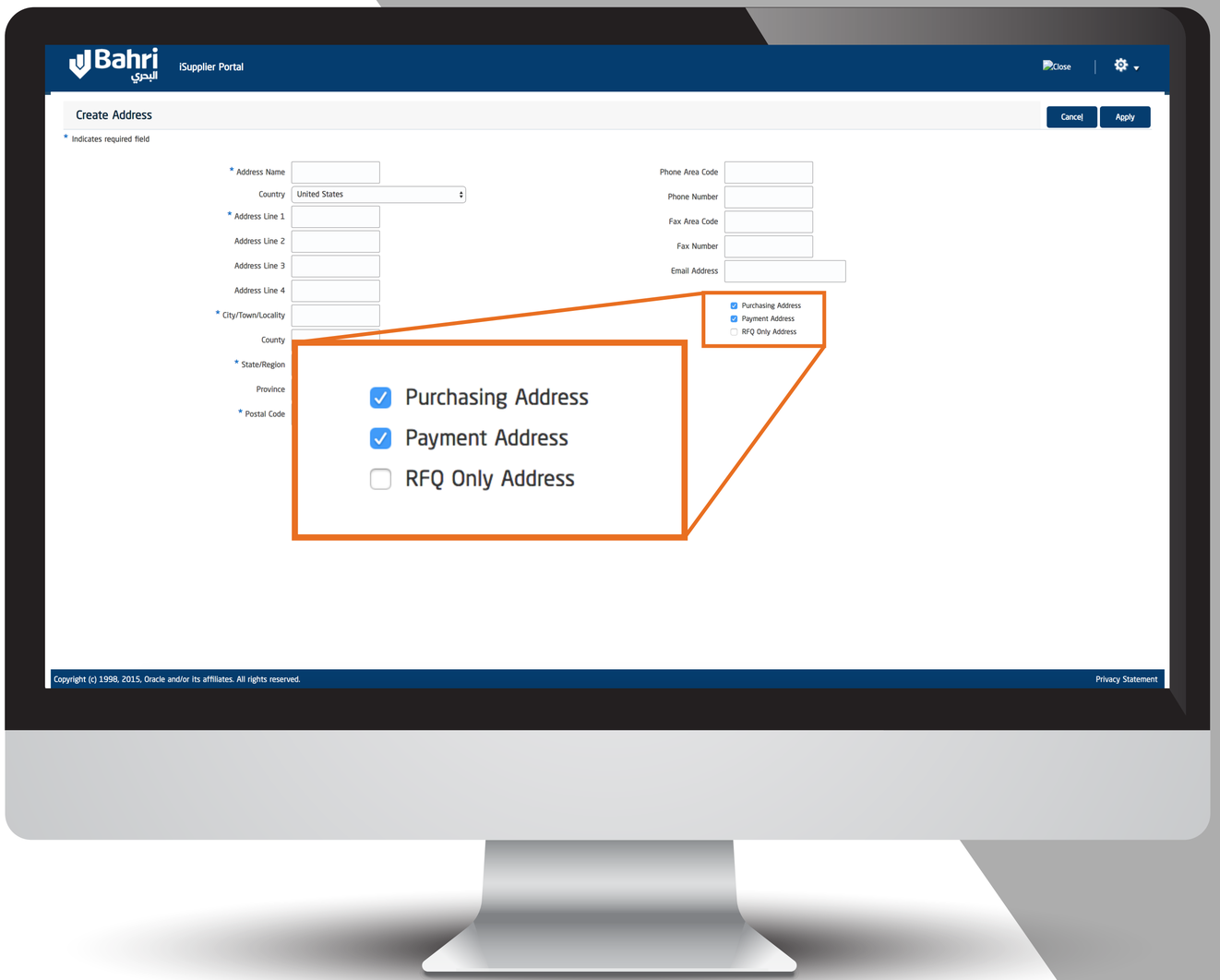
14 **Enter Email Address same as the one you entered on first Page.**



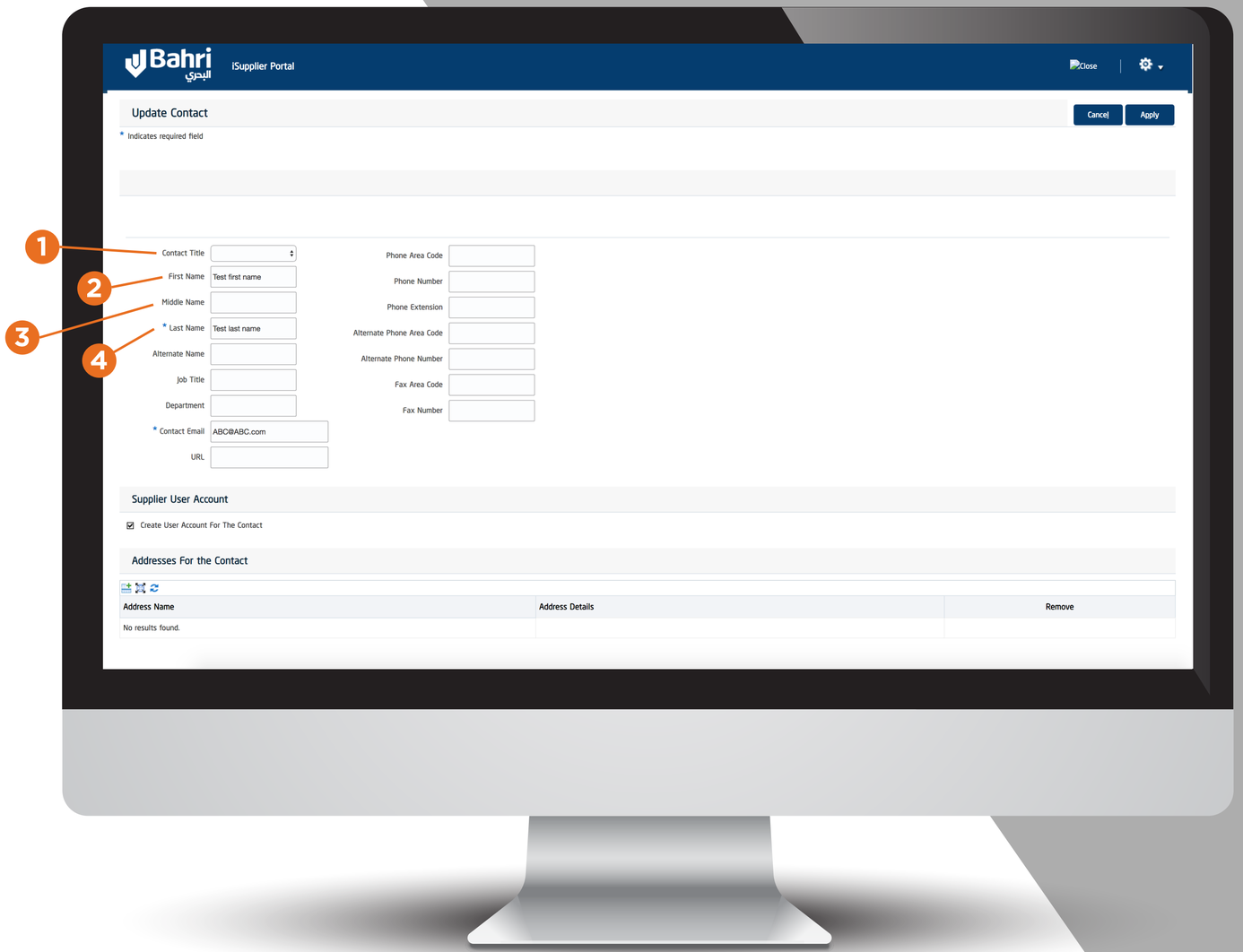
Please check on Purchasing Address
(This is mandatory)

Please check on Payment Address
(This is mandatory)

Please uncheck/remove from field RFQ Only Address
(This is mandatory)



Under Contact Directory Under Column/field “Update” Click on pencil icon Once Clicked following Page will open as shown below



01 Select Your “Contact Title” from the drop down menu.

02 System will capture your “First Name” from previous page.

03 Enter Your Middle Name under field “Middle Name”.

04 System will capture your “Last Name” from previous page.

05 Enter “Alternate Name” If any.

06 Enter your Job Title.

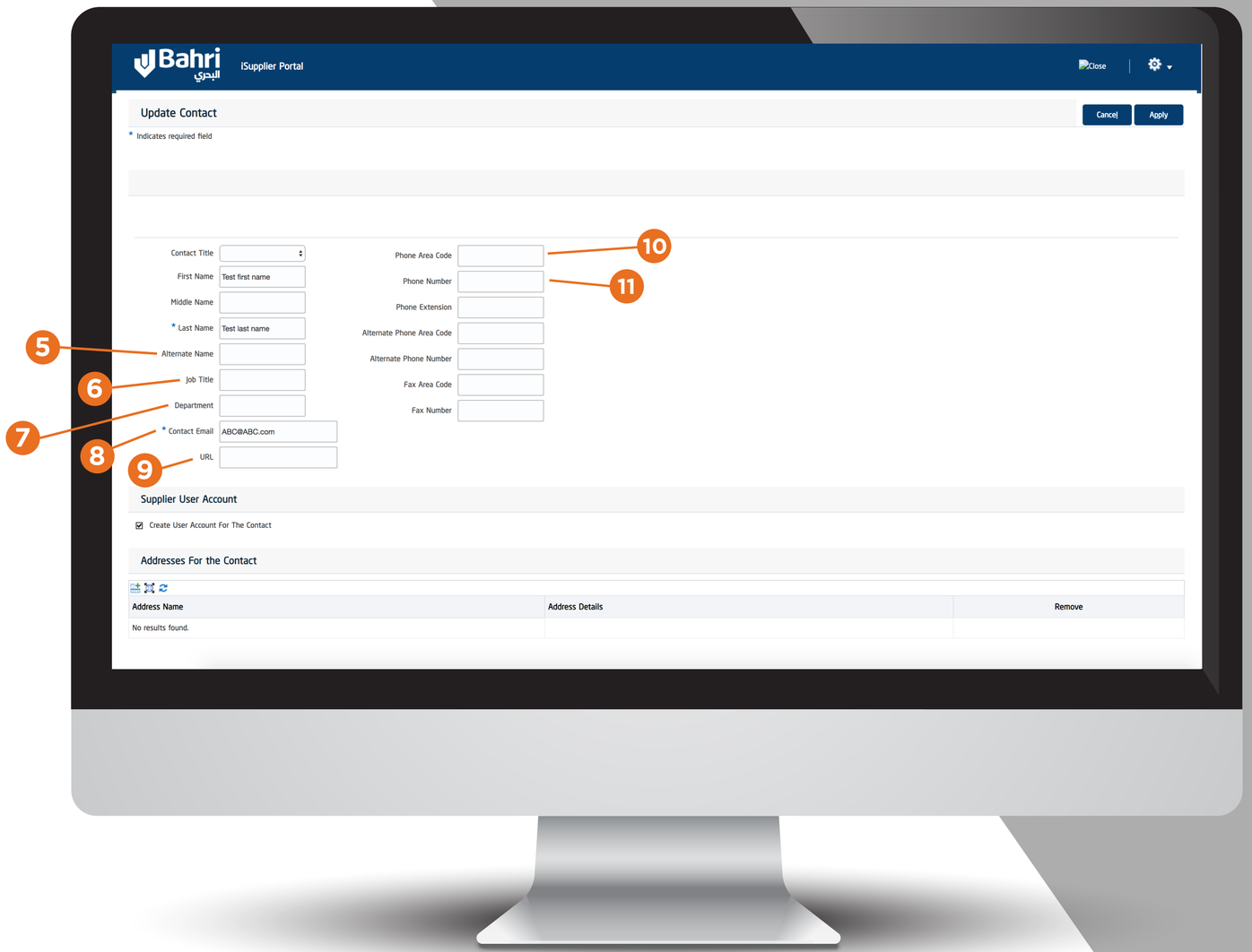
07 Enter your Department .

08 System will capture your “Contact Email” from previous page.

09 Enter your company website information.

10 Enter your Phone Area code (Include Country code exam- ple Saudi Arabia + 966 & then city extension)

11 Enter Your Phone Number without country code and city code.



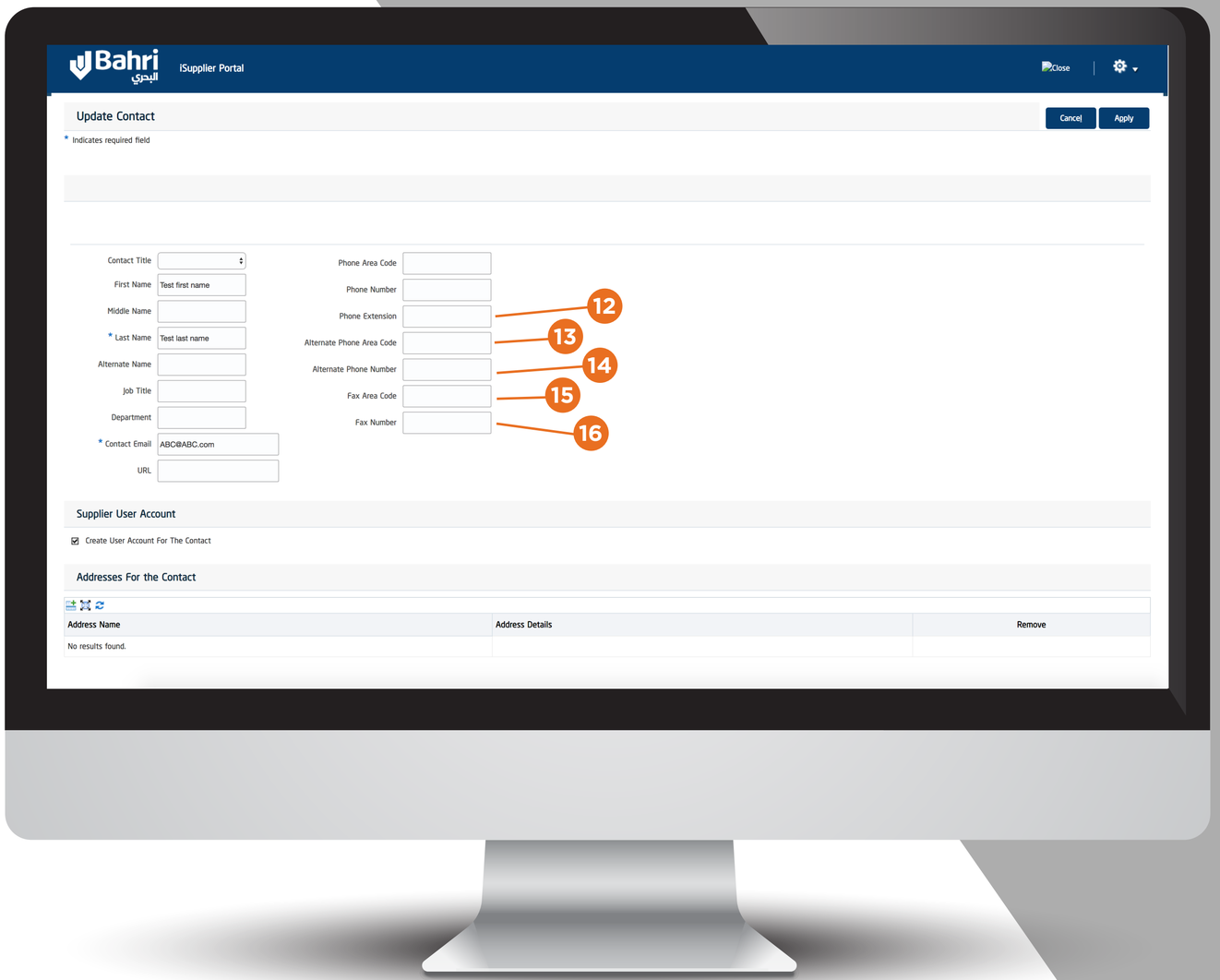
12 **Enter Your Phone Extension without country code & city code.**

13 **Enter Your Alternate Phone Area Code.**
Enter only Country code for example Saudi Arabia as 966+

14 **Enter Your Alternate Phone Number.**
Enter only Mobile Number without Country code & make sure do not enter ‘0’ before your mobile number…if it has any

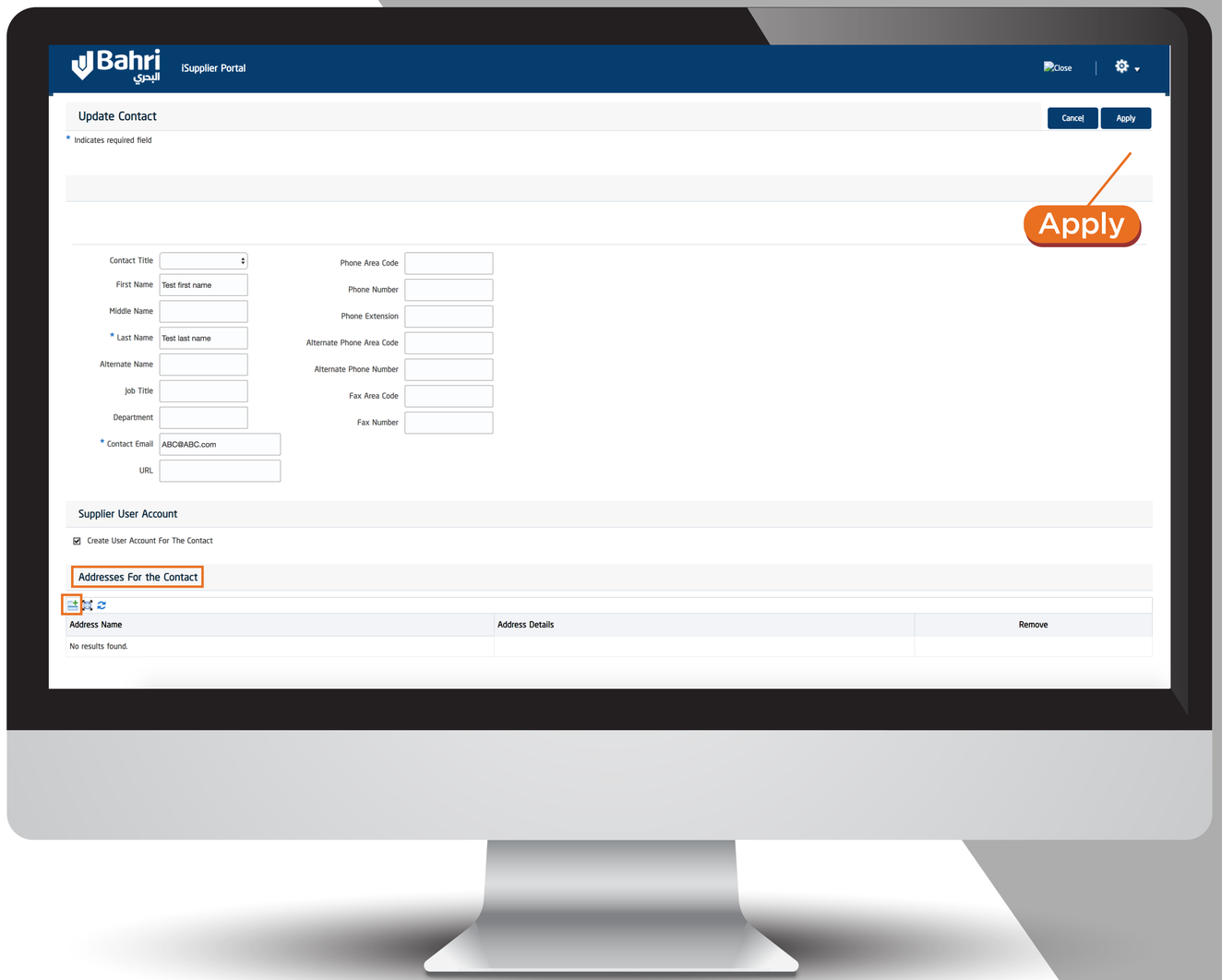
15 **Enter your Fax Area Coder.**
for example If Saudi Arabia & city as Riyadh then enter11 966+

16 **Enter your Fax Number without code.**

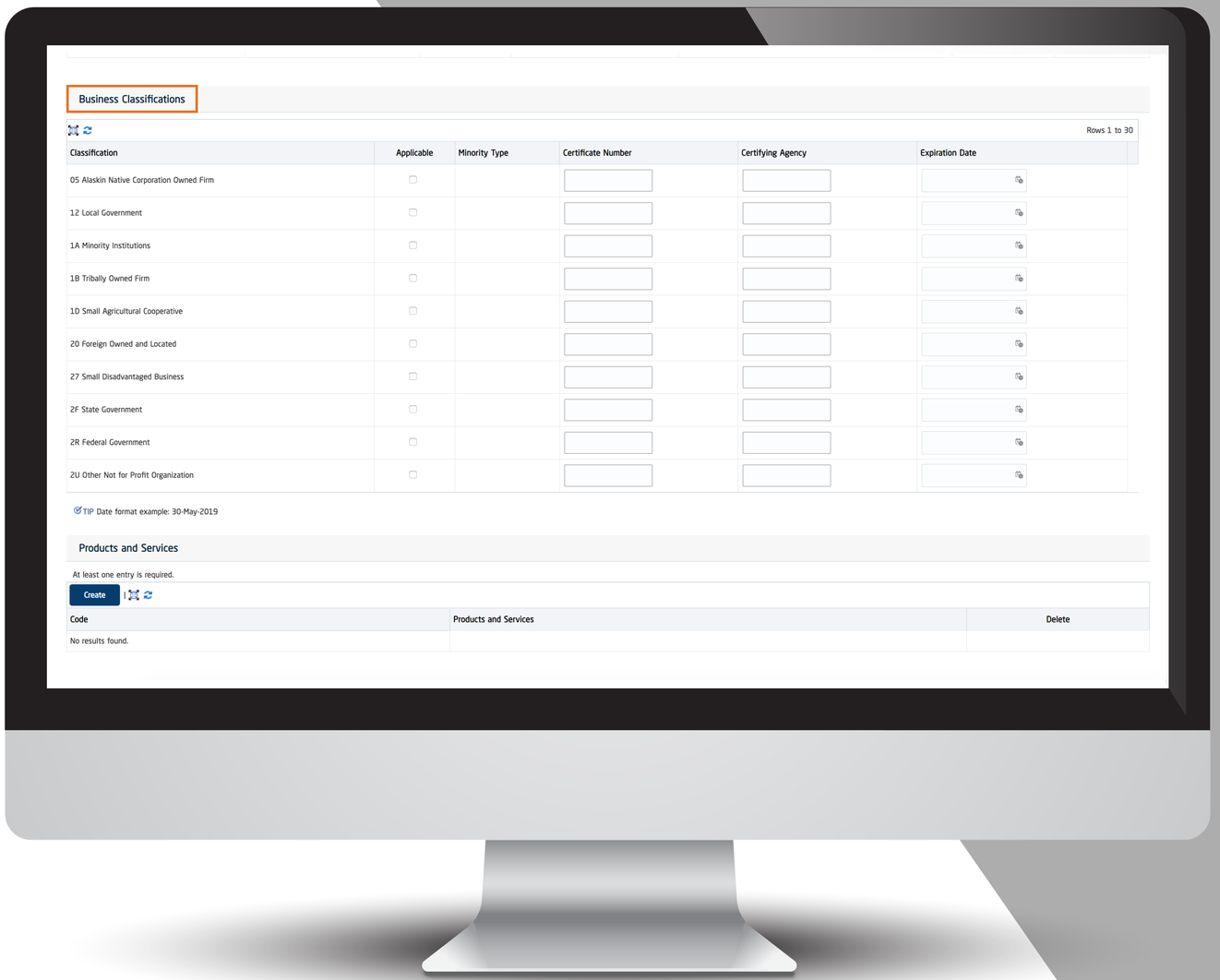


17 Under “Addresses For the Contact” click on icon “+” , once you click following will appear

18 Enter Your Address Name which is your city name.
As soon as you enter city name, system will automatically extract address information & this is required to capture your address for system to automatically identify you as supplier in case purchase order is created for you. Once all information is entered, Click Button Apply on top right hand side.



Under “Business Classification” there are some mandatory information required from your side, all fields below showing * are mandatory and requires your input.



Guidelines for entering the information

Please check flag for all asterisk (*) fields & if you wish you can skip rest of information (however, it is always beneficial to know more about your compa- ny to fast track your registration process)

- For “* Chamber Of Commerce Membership” enter your company certificate Number & Expiration Date using format DD-MON-YYYY
(for example -31DEC2018-)

- For “* Commercial Registration (CR)” enter your company certificate Number & Expira- tion Date using format DD-MON-YYYY
(for example -31DEC2018-)

- For “* GOSI Certificate” enter your company certificate Number & Expiration Date using format DD-MON-YYYY
(for example -31DEC2018-)

- For “* IBAN (Bank Account)” enter your company IBAN number as “SAXXXXXXXXXXXXXXXXXXXXXX”.

- For “* Saudization Certificate” enter your company certificate Number & Expiration Date using format DD-MON-YYYY
(for example -31DEC2018-)

- For “*VAT Certificate” enter your company certificate Number.

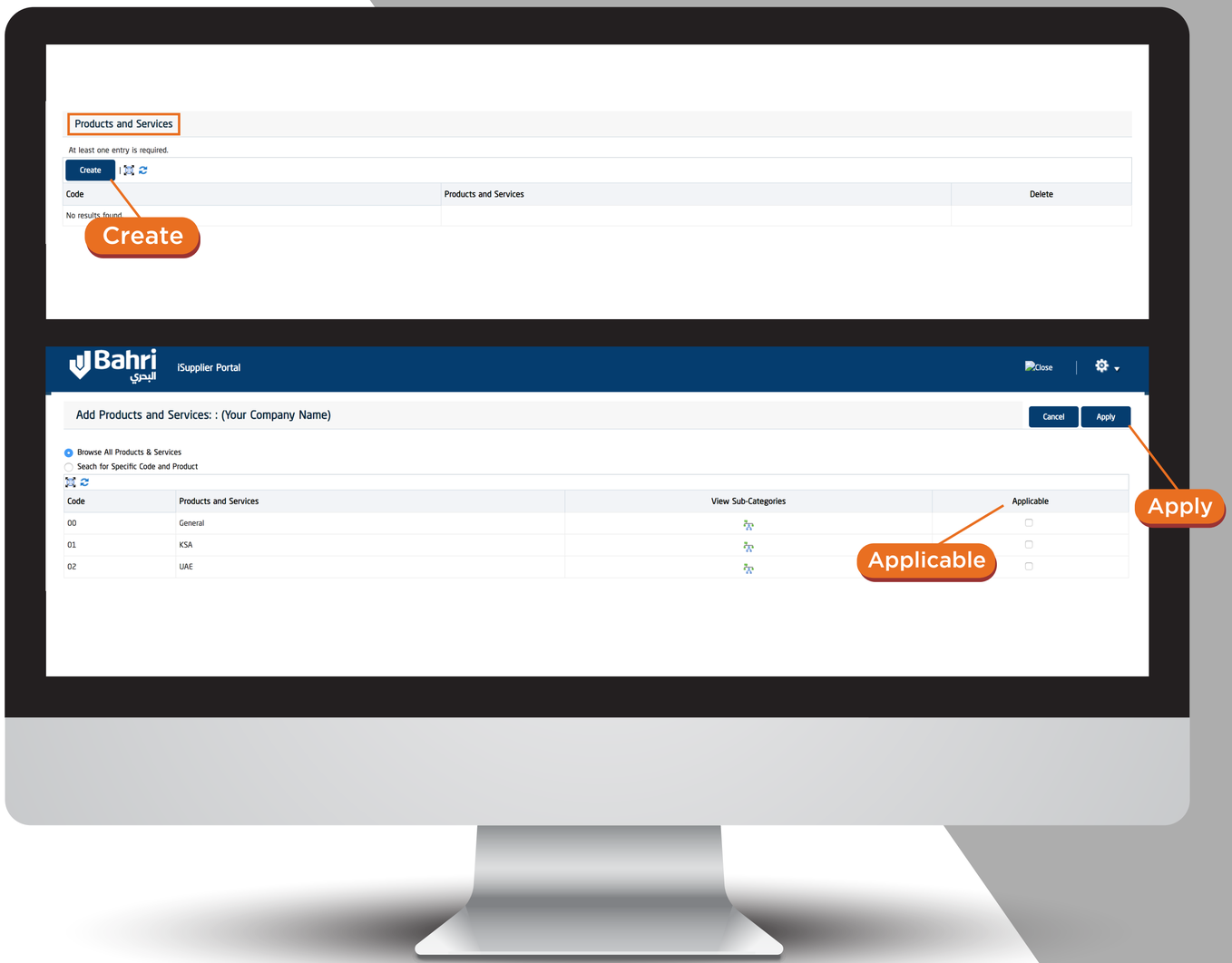
- For “* Zakat Certificate” enter your company certificate Number & Expiration Date using format DD-MON-YYYY
(for example -31DEC2018-)

Under “Products & Services” Please click “Create” Button in order to enter about your products & services which you specializes into.

01 Once **Create** Button is clicked following page will appear.

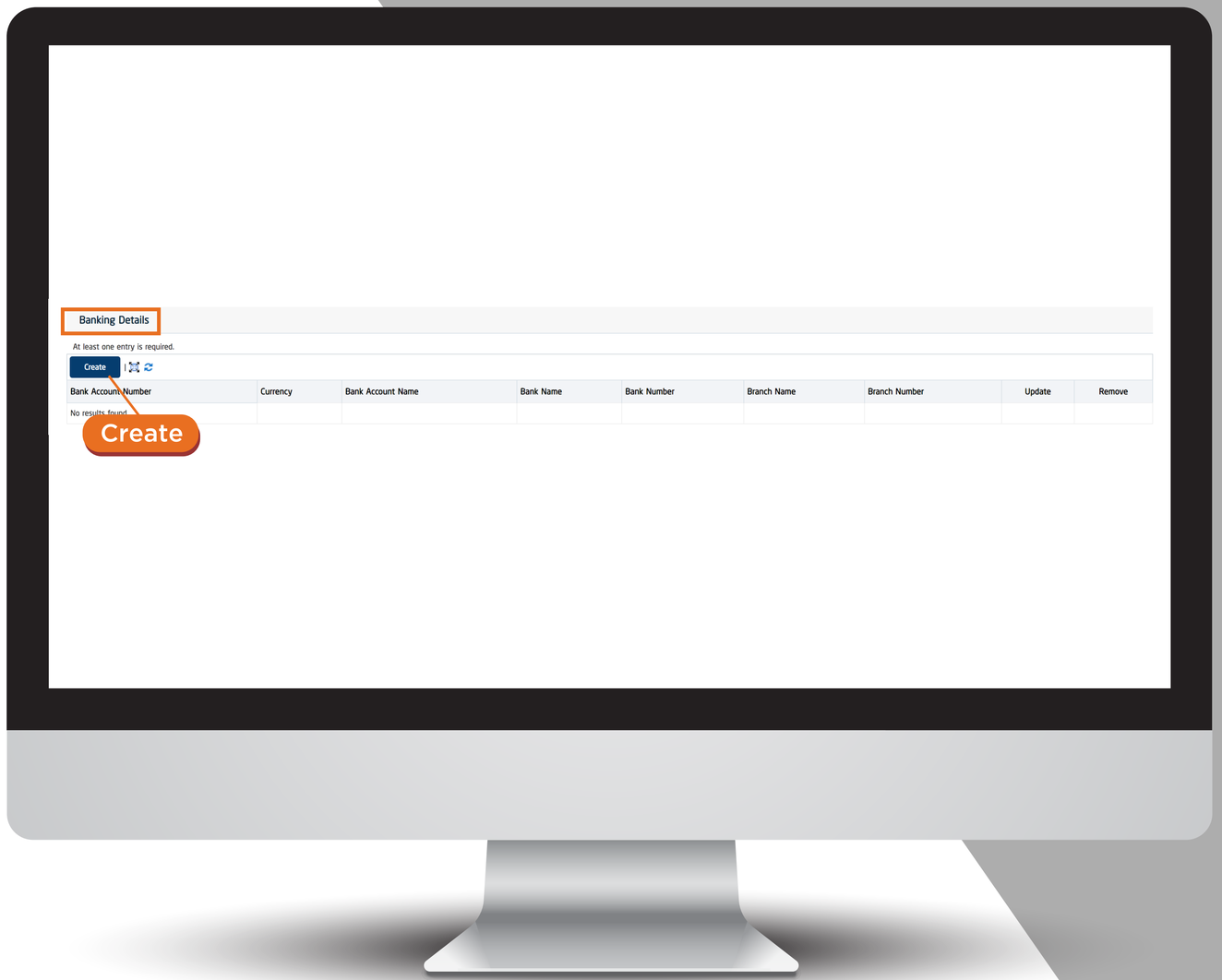
02 then click under field **Applicable**

03 & then finally click **Apply** button on top right hand side.



Under “Banking Details” Please click “Create” Button in order to enter about your bank information where the payments will be made into.

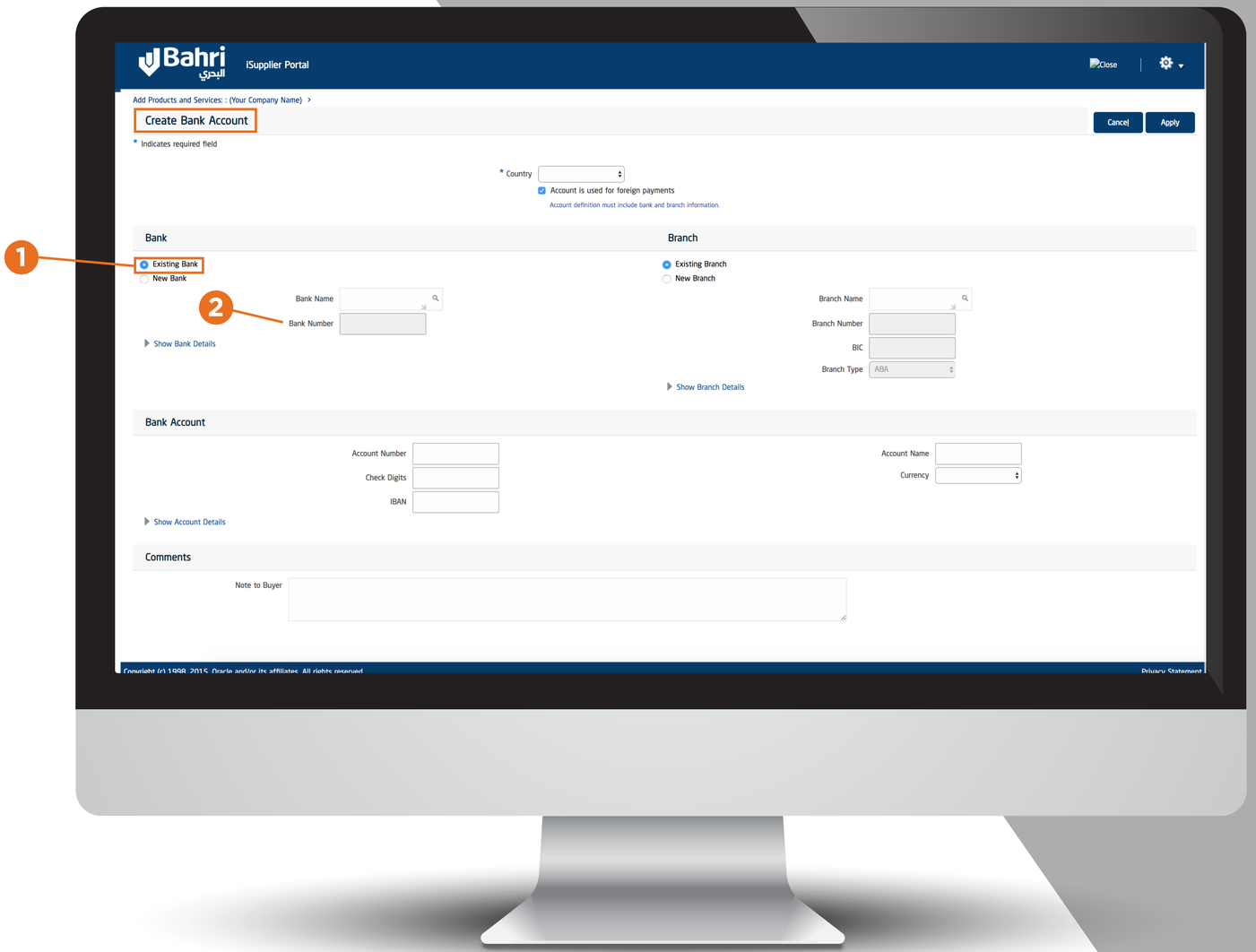
Once **Create** Button is clicked following page will appear, select country as “Saudi Arabia” & make sure to uncheck for “Accounts is used for foreign payments”



Under “Banking Details” Please click “Create” Button in order to enter about your bank information where the payments will be made into.

01 Under Section “Bank” → for “Existing Bank” Select Radio Button Select Your “Bank Name”
(to view all banks list click on search icon)

02 Do not enter any data under “Bank Number”

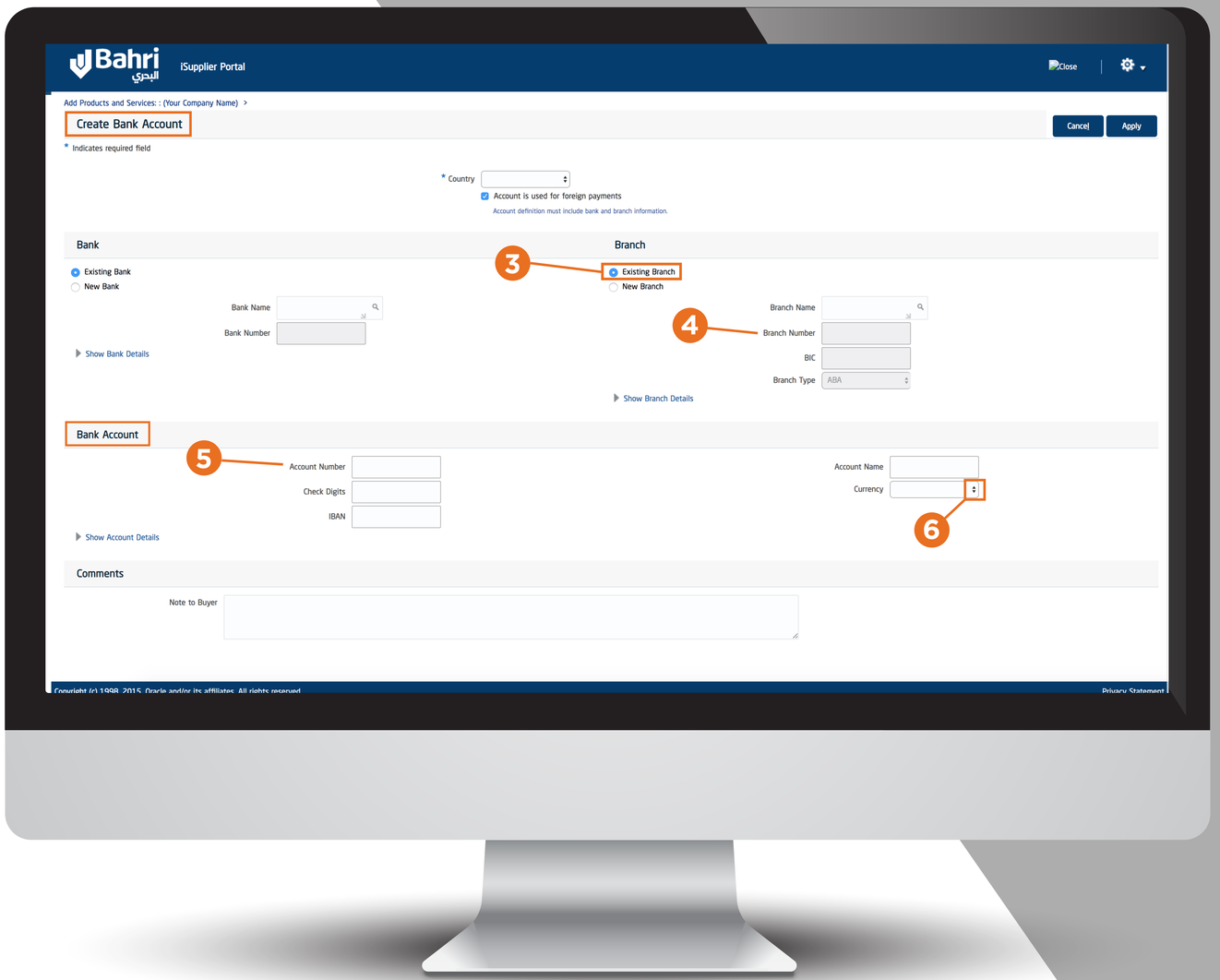


03 Under Section “Branch” → for “Existing Branch” Select Radio Button Select Your “Branch Name”
(to view all branches list click on search icon)

04 Do not enter any data under “Branch Number”

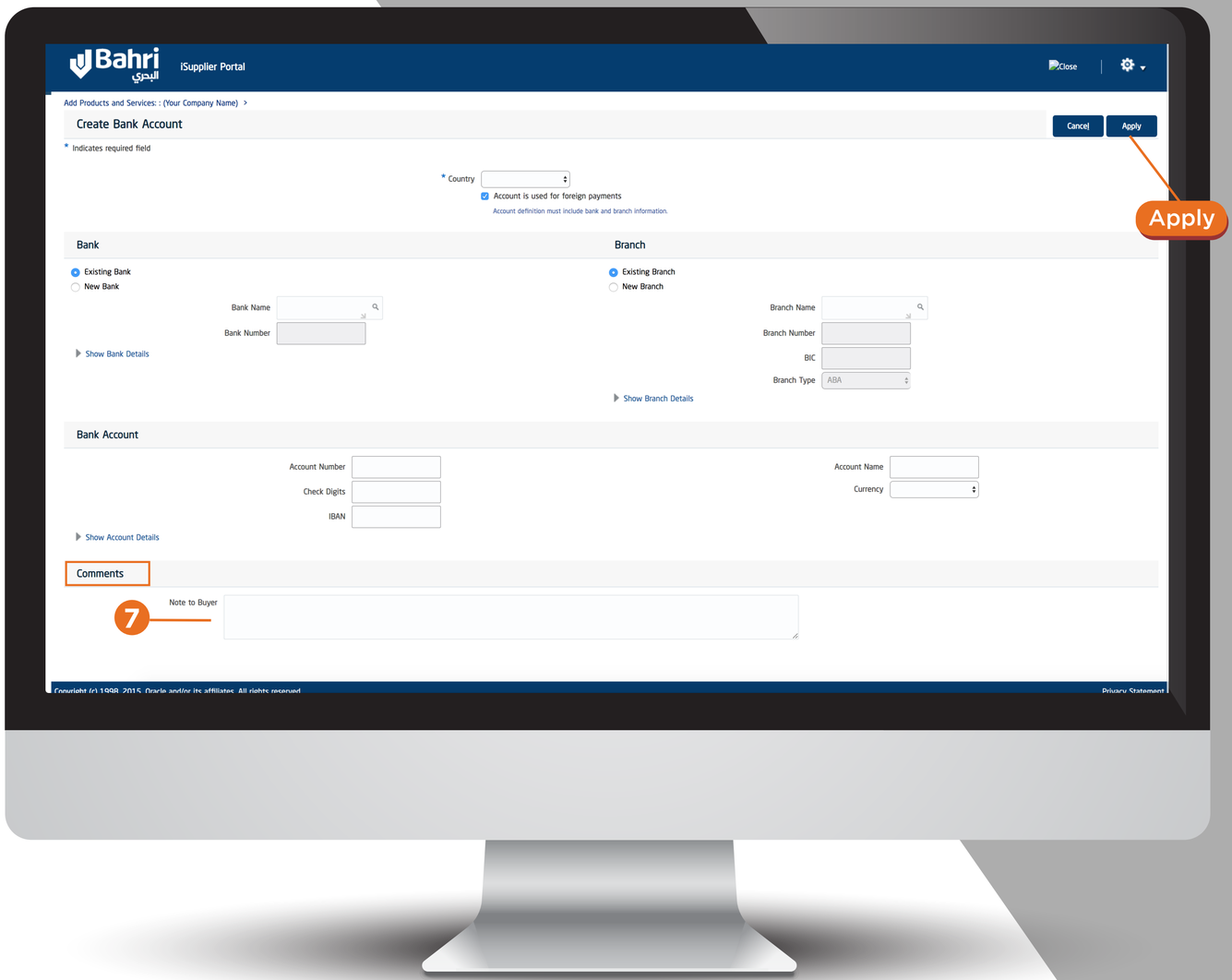
05 Under Section “Bank Account” enter your Bank Account. Under “Account Name” enter name of Account.

06 Select “Currency” from drop down list to identify currency of account



07 Under “Comments” you can write any message to SAR Company (optional)

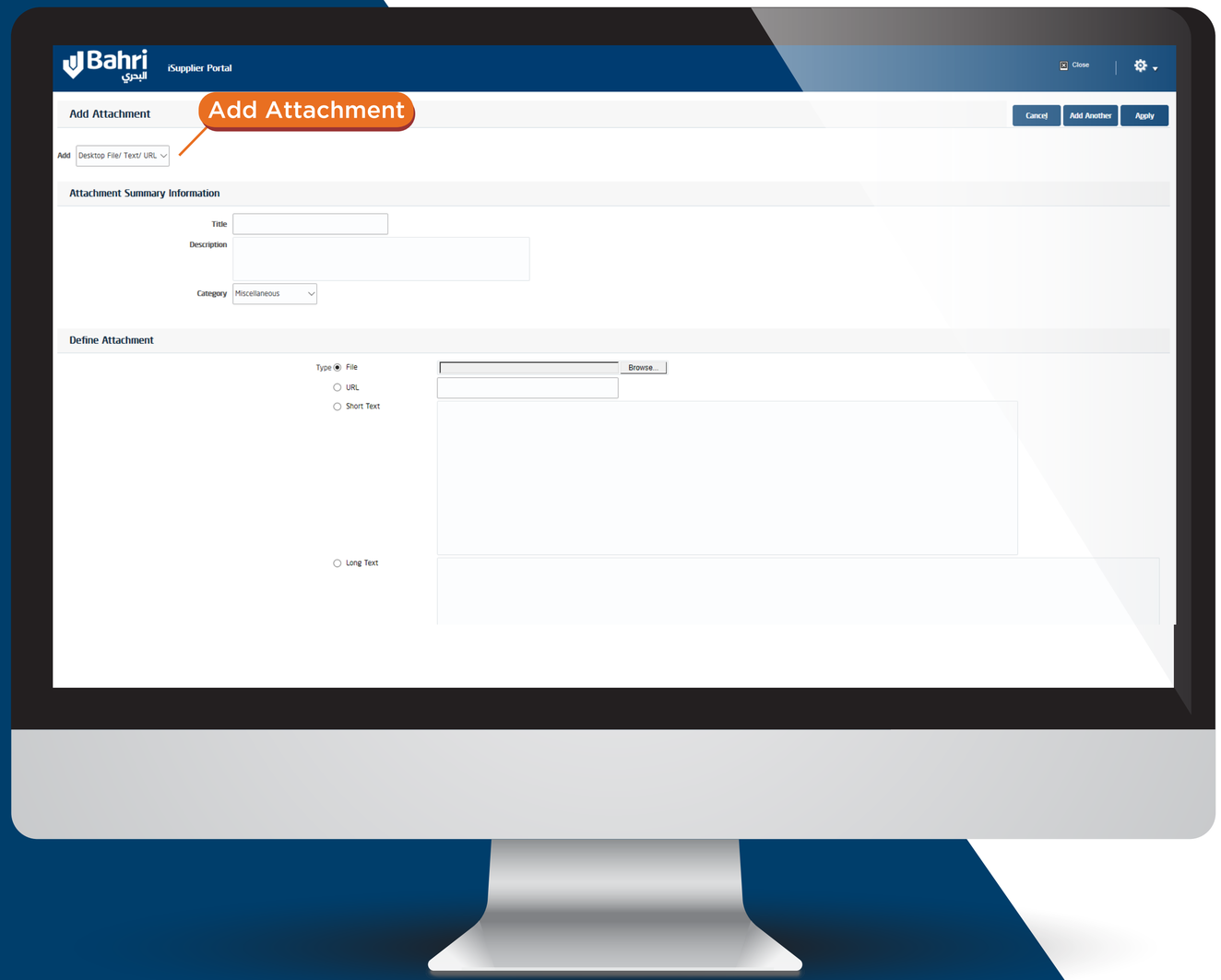
08 Finally click **Apply** button on top right hand side.



STEP4

Once you click “Next” from the previous step, following page will appear as shown below. Here all your attachments (CR, GOSI, VAT Certificates etc;) will submitted through.

Click on **Add Attachment**
To start uploading your certificates, once clicked following window will appear as shown below:



01 Select Attachment type as “File” from drop down

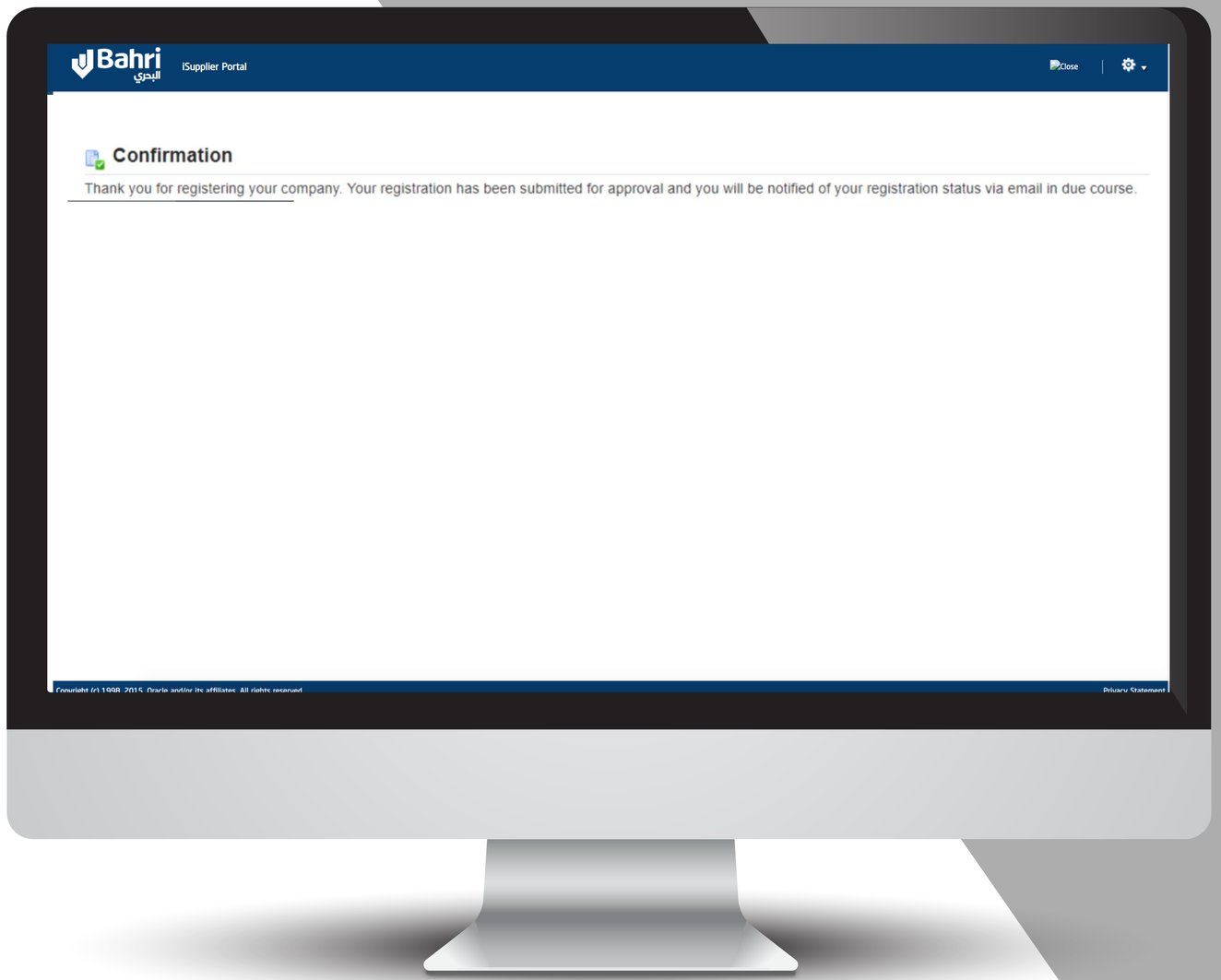
02 Write the Proper “Title” and “Description” for each certificate.

03 Click “Choose File” to locate your files from your PC/Laptop.

04 Then click “Add Another” (if another file needs to be uploaded) else select Apply

Once all certificates are uploaded, please select Submit on Top right hand side to receive confirmation message & email entered during the Registration Pro- cess. You can track your request through the notification email send to your provided email id.

(This will Submit your Vendor Registration Request & SAR system will fire an email to you notifying about your request)



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For any inquiry or support
please email to:

iSupplier@bahri.sa