



# iSupplier User Guide



# STEP1

Open the Vendor Registration link from:

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

- 01 For new registration click on “New Registration”
- 02 If you are already Registered 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.

The screenshot displays the Bahri iSupplier Portal interface for Prospective Supplier Registration. The form is titled "Prospective Supplier Registration" and shows "Step 1 of 3". The form is divided into three main sections: Basic Information, Company Details, and Contact Information. The Company Details section is highlighted with orange circles and numbers 1, 2, and 3, indicating the required fields: Company Name, Tax Country, and Tax Registration Number. The Contact Information section includes fields for Email, First Name, Last Name, Phone Area Code, Phone Number, and Phone Extension. The form is titled "Prospective Supplier Registration" and shows "Step 1 of 3".

**Company Details**

At least one tax id is required to be able to complete the registration request.

1 \* Company Name

3 Tax Country

2 Tax Registration Number

Taxpayer ID

DUNS Number

**Contact Information**

\* Email

First Name

\* Last Name

Phone Area Code

Phone Number

Phone Extension

**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 enter 11 966+

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

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

The screenshot shows the 'Prospective Supplier Registration' form in the Bahri iSupplier Portal. The form is divided into three sections: 'Basic Information', 'Company Details', and 'Contact Information'. The 'Contact Information' section is currently active. Numbered callouts (4-9) point to the following fields: 4 points to the Email field; 5 points to the First Name field; 6 points to the Last Name field; 7 points to the Phone Area Code field; 8 points to the Phone Number field; and 9 points to the Phone Extension field. The form also includes a 'Next' button at the top right and a 'Privacy Statement' link at the bottom right.

**Bahri** iSupplier Portal

Basic Information Company Details Attachments

Prospective Supplier Registration Step 1 of 3 Next

\* Indicates required field

Blank label for instruction text

Company Details

At least one tax id is required to be able to complete the registration request.

\* Company Name

Tax Country

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

Tax Registration Number

Taxpayer ID

DUNS Number

Contact Information

Blank label for instruction text

\* Email

First Name

\* Last Name

Phone Area Code

Phone Number

Phone Extension

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## STEP 3

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.

**Bahri** iSupplier Portal

Close

Basic Information Company Details Attachments

Prospective Supplier Registration: Additional Details

Save For Later Back Step 2 of 3 Next

Blank label for instruction text

Company Name Your Company Name

Tax Country Saudi Arabia

Tax Registration Number

Taxpayer ID NA\_1000000000047

DUNS Number

Alternate Supplier Name

Note to Buyer

Note to Supplier

Address Book

At least one entry is required.

Create

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Contact Directory

At least one entry is required.

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Test first name	Test last name		ABC@ABC.com	<input checked="" type="checkbox"/>		

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.

**Bahri** iSupplier Portal

Create Address

\* Indicates required field

1 \* Address Name

2 Country: United States

3 Address Line 1

4 Address Line 2

4 Address Line 3

4 Address Line 4

5 City/Town/Locality

6 County

\* State/Region

Province

\* Postal Code

Phone Area Code

Phone Number

Fax Area Code

Fax Number

Email Address

☐ Purchasing Address

☐ Payment Address

☒ RFQ Only Address

Cancel Apply

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- 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 Code 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.**

The screenshot shows the 'Create Address' form in the Bahri iSupplier Portal. The form includes the following fields and callouts:

- 7** Address Name
- 8** State/Region
- 9** Postal Code
- 10** Phone Area Code
- 11** Phone Number
- 12** Fax Area Code
- 13** Fax Number
- 14** Email Address

Additional form details include a 'Country' dropdown set to 'United States', 'Address Line 1' through 'Address Line 4', 'City/Town/Locality', and 'County' fields. At the bottom right, there are checkboxes for 'Purchasing Address', 'Payment Address', and 'RFQ Only Address' (which is selected). The form has 'Cancel' and 'Apply' buttons at the top right.



**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)

**Bahri** iSupplier Portal

Create Address

\* Indicates required field

\* Address Name

Country

\* Address Line 1

Address Line 2

Address Line 3

Address Line 4

\* City/Town/Locality

County

\* State/Region

Province

\* Postal Code

Phone Area Code

Phone Number

Fax Area Code

Fax Number

Email Address

☒ Purchasing Address  
☒ Payment Address  
☐ RFQ Only Address

Cancel Apply

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**Bahri** iSupplier



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.



**Bahri** iSupplier Portal

Update Contact

\* Indicates required field

1 Contact Title

2 First Name

3 Middle Name

4 \* 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
No results found.		

- 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.

The screenshot shows the 'Update Contact' form in the Bahri iSupplier Portal. The form is divided into several sections: 'Update Contact' (with 'Cancel' and 'Apply' buttons), 'Supplier User Account', and 'Addresses For the Contact'. The 'Update Contact' section contains fields for 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, and Fax Number. The 'Supplier User Account' section has a checkbox for 'Create User Account For The Contact'. The 'Addresses For the Contact' section has a table with columns for Address Name, Address Details, and Remove. The form is annotated with numbered callouts: 5 points to the 'Alternate Name' field, 6 points to the 'Job Title' field, 7 points to the 'Department' field, 8 points to the 'Contact Email' field, 9 points to the 'URL' field, 10 points to the 'Phone Area Code' field, and 11 points to the 'Phone Number' field.

**Bahri** iSupplier Portal

Update Contact

\* Indicates required field

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
No results found.		



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

**13** Enter Your Alternate Phone Area Code.

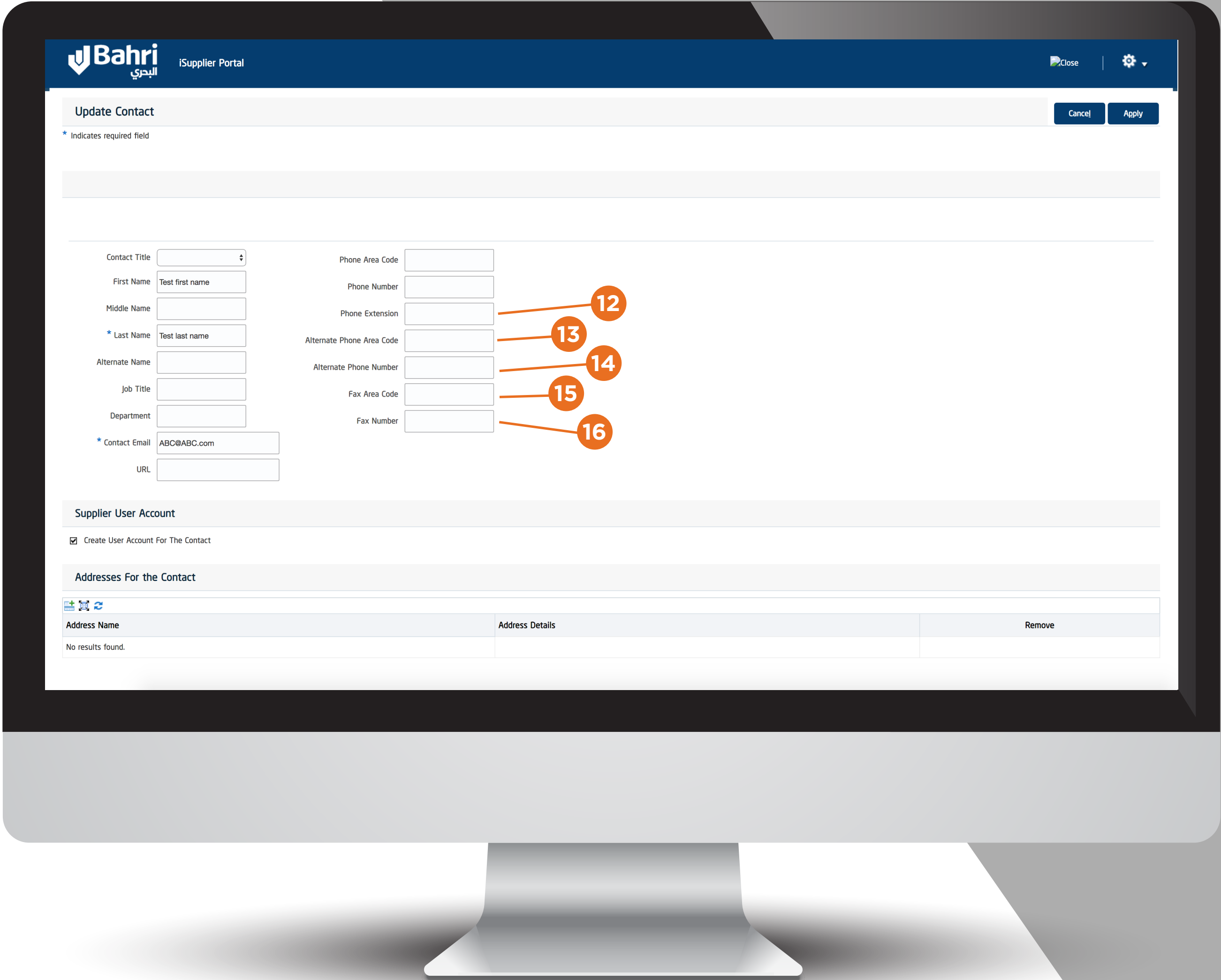
Enter only Country code for example Saudi Arabia as 966+

**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.

**Bahri** iSupplier Portal

Update Contact

\* Indicates required field

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

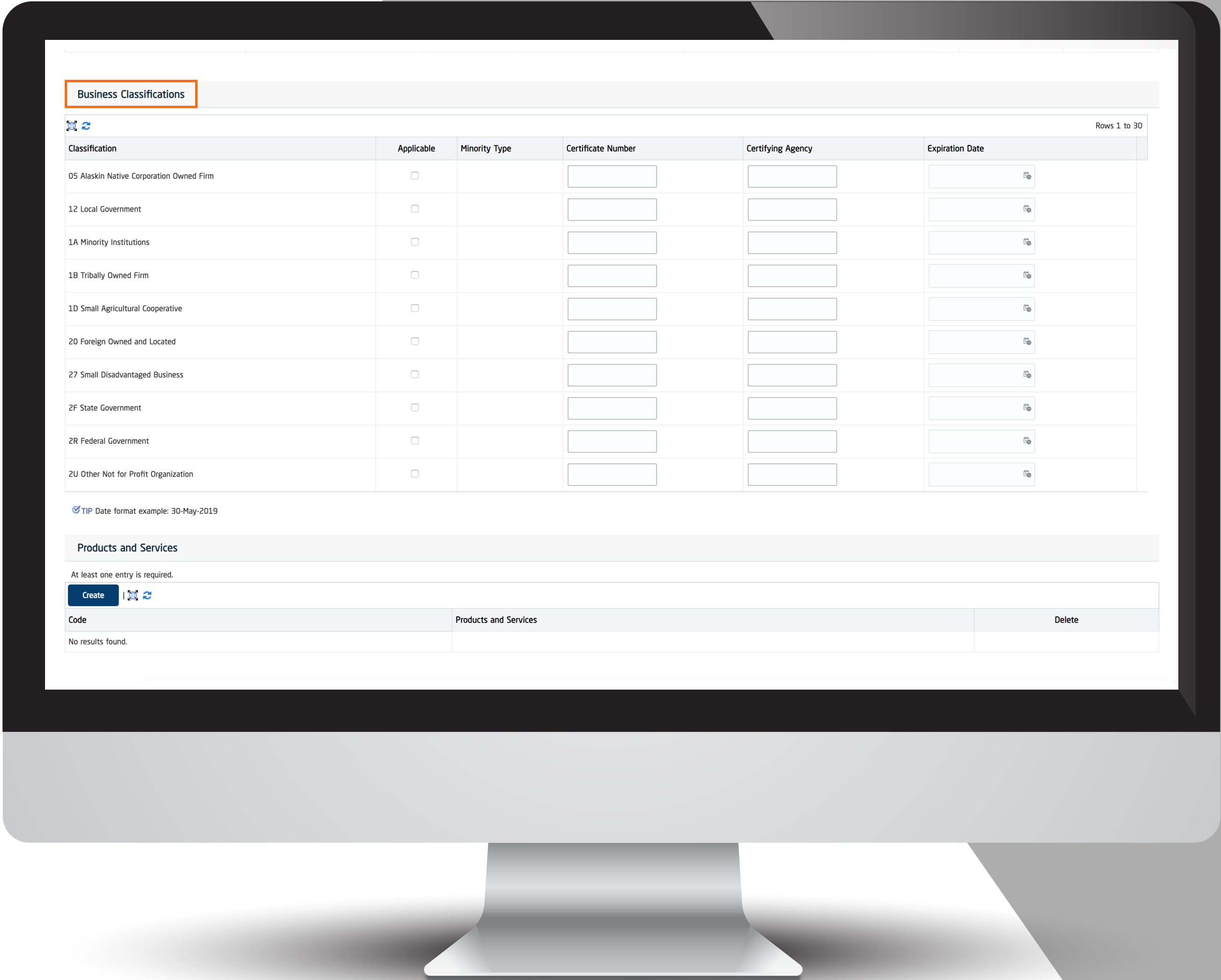
☒ Create User Account For The Contact

Addresses For the Contact

Address Name	Address Details	Remove
No results found.		



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



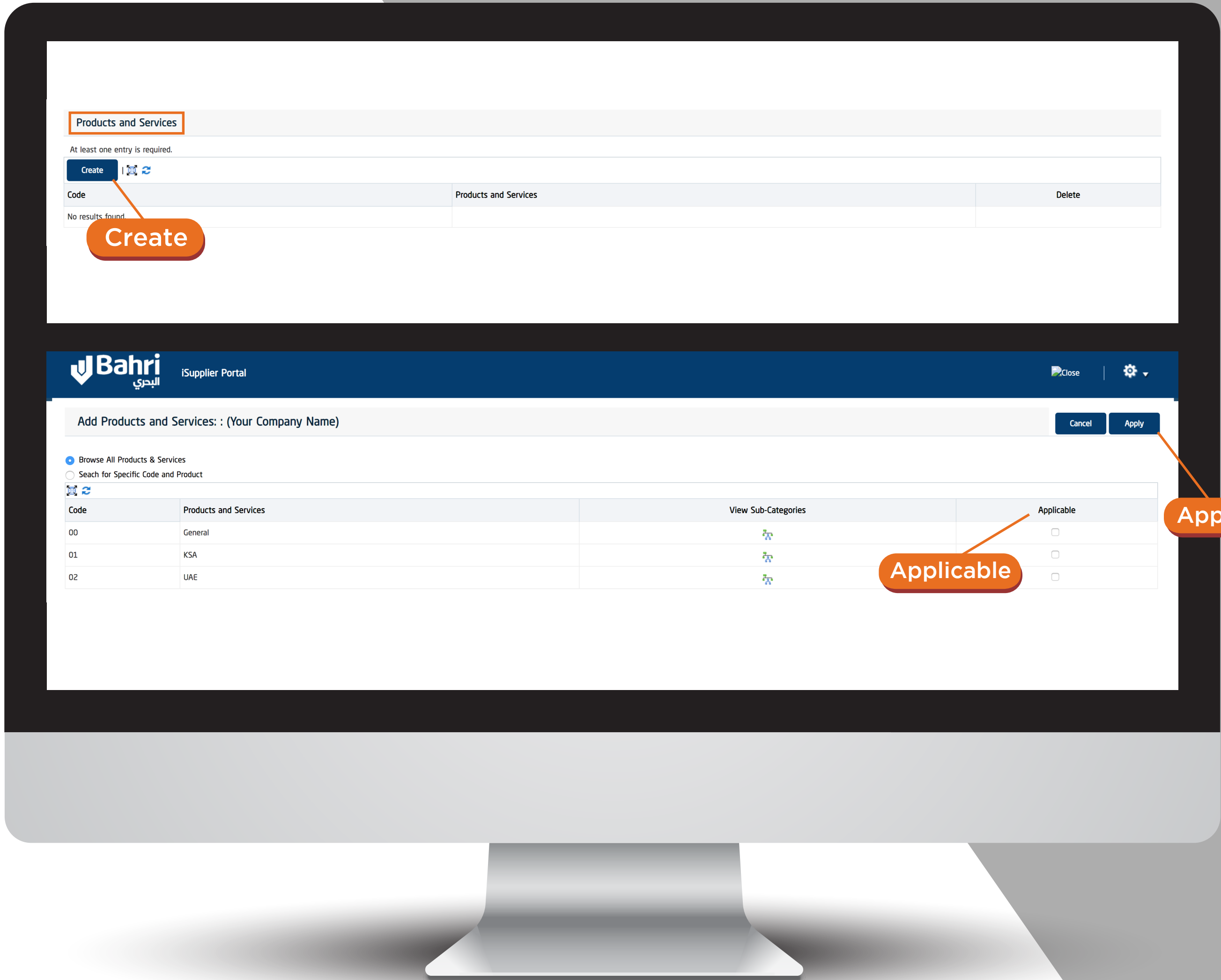
## Guidelines for entering the information

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 company 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 & Expiration 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 “SAXXXXXXXXXXXXXXXX”.
- 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”

The screenshot shows the 'Create Bank Account' form in the Bahri iSupplier Portal. The form is titled 'Create Bank Account' and has a 'Cancel' button and an 'Apply' button. The form is divided into several sections: 'Bank', 'Branch', 'Bank Account', and 'Comments'. The 'Bank' section has a radio button for 'Existing Bank' (selected) and a search icon for 'Bank Name'. The 'Branch' section has a radio button for 'Existing Branch' (selected) and search icons for 'Branch Name', 'Branch Number', and 'BIC'. The 'Bank Account' section has input fields for 'Account Number', 'Check Digits', 'IBAN', 'Account Name', and 'Currency'. The 'Comments' section has a 'Note to Buyer' field. A red circle with the number '1' points to the 'Existing Bank' radio button, and a red circle with the number '2' points to the 'Bank Name' search icon.

- 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

The screenshot displays the 'Create Bank Account' form in the Bahri iSupplier Portal. The form is divided into three main sections: 'Bank', 'Branch', and 'Bank Account'. The 'Bank' section has radio buttons for 'Existing Bank' and 'New Bank'. The 'Branch' section has radio buttons for 'Existing Branch' and 'New Branch'. The 'Bank Account' section contains fields for 'Account Number', 'Check Digits', 'IBAN', 'Account Name', and 'Currency'. A 'Comments' section with a 'Note to Buyer' field is at the bottom. Numbered annotations (3-6) point to specific elements: 3 points to the 'Existing Branch' radio button, 4 points to the 'Branch Name' search icon, 5 points to the 'Account Number' field, and 6 points to the 'Currency' dropdown menu. The form also includes a 'Country' dropdown, a checkbox for 'Account is used for foreign payments', and 'Cancel' and 'Apply' buttons at the top right.



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

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

**Bahri** iSupplier Portal

Add Products and Services : (Your Company Name) >

Create Bank Account

\* Indicates required field

\* Country

☒ Account is used for foreign payments  
Account definition must include bank and branch information.

**Bank**

☒ Existing Bank  
☐ New Bank

Bank Name

Bank Number

► Show Bank Details

**Branch**

☒ Existing Branch  
☐ New Branch

Branch Name

Branch Number

BIC

Branch Type

► Show Branch Details

**Bank Account**

Account Number

Check Digits

IBAN

► Show Account Details

Account Name

Currency

**Comments**

7 Note to Buyer

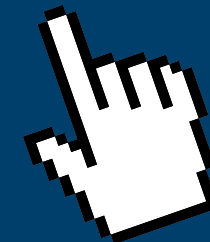
Cancel Apply

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## ■ 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:



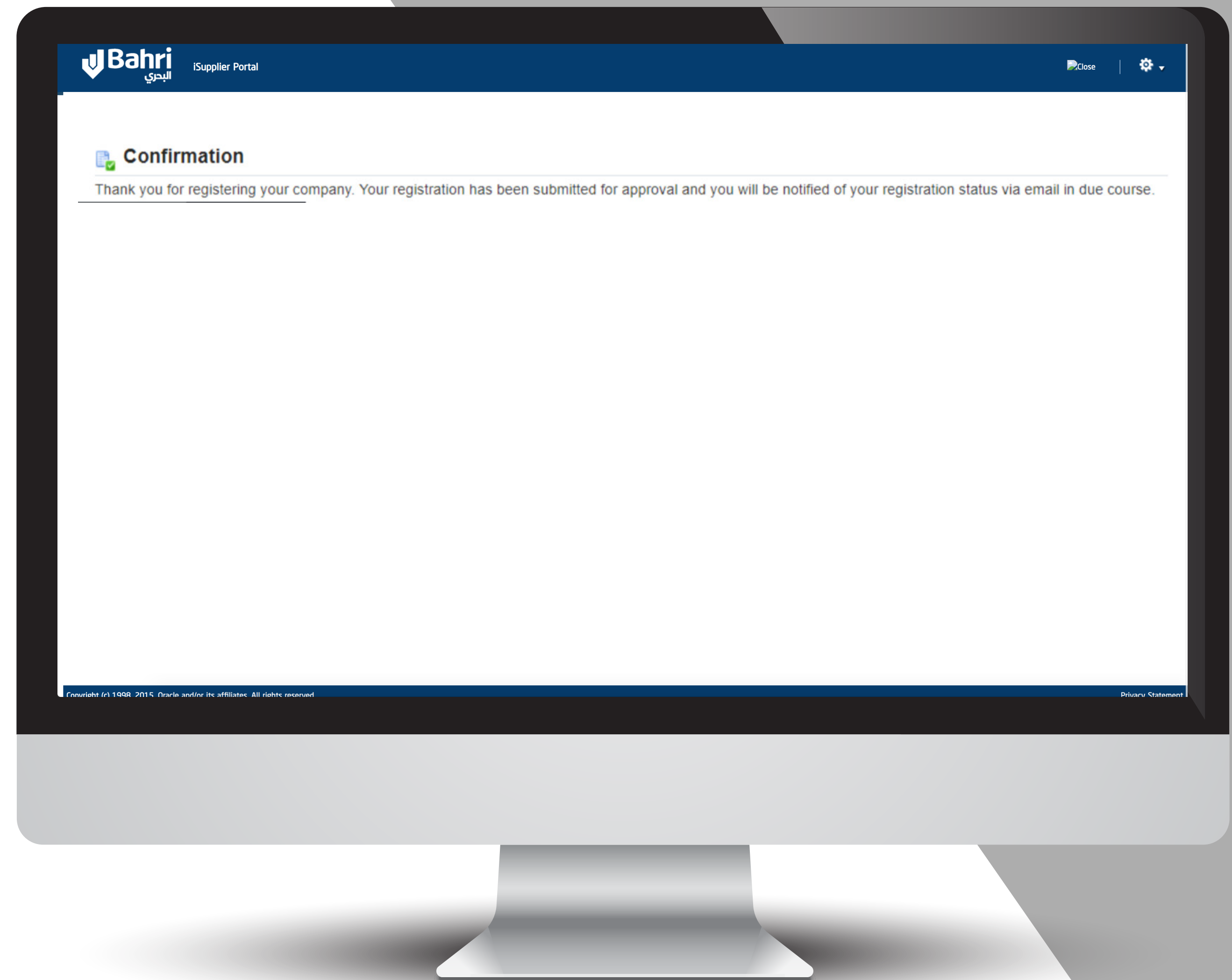
- 01 Select Attachment type as “File” from drop down
- 02 Write the Proper “Title” and “Description” for each certificate.
- 03 Click “Choose File” to locate your files from your PC/Laptop.
- 04 Then click “Add Another” (if another file needs to be uploaded) else select Apply





Once all certificates are uploaded, please select Submit on Top right hand side to receive confirmation message & email entered during the Registration Process. 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)







For any inquiry or support  
please email to:

[iSupplier@bahri.sa](mailto:iSupplier@bahri.sa)

