وزارة الثقافة
Ministry of Culture

Shared Services System

User Guide

Supplier portal

Date: 16/08/2022

Version: 2

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1- Overview:

Suppliers Portal is an electronic platform dedicated to local and international suppliers to search for tenders, manage registration processes, update data, submit invoices and COCs (Certificate of Completion), track the status of POs (purchase orders), and receive contracts and purchase orders.

2- Main Functions:

- Contact us.
- Registration.
- Sign in.
- List of POs.
- List of COCs.
- Attach Invoices.
- Create COCs.
- Upload quantity table.

3- Supplier Portal URL: https://suppliers.moc.gov.sa/

Culture is an essential part of the ambitious national transformation that our country is going on under the leadership of the Custodian of the Two Holy Mosques King Salman bin Abdulaziz Al Saud and the Crown Prince, His Royal Highness Prince Muhammad bin Salman bin Abdulaziz Al Saud "may God preserve them." The Kingdom's Vision 2030 states that culture is "one of the components of quality of life," and stresses that the Kingdom needs to increase its cultural activity, and our mission in the Ministry is to build on this work and contribute to achieving the goals of the Kingdom's Vision 2030. Minister of Culture His Highness Prince Badr bin Abdullah bin .Mohammed bin Farhan Al Saud

Based on this vision and based on the main principles of the work of the cultural system (development - sponsorship - support - leadership), the General Procurement Department, represented by the Supplier Relations Department, aims to form strategic relationships with suppliers and success partners interested in enabling cultural content in its various sectors by facilitating the process of attracting and registering And direct communication between suppliers and the cultural system. The supplier portal also aims to build a comprehensive, accurate and specialized database of efficient suppliers in order to improve the level of quality of .services and confirm the concept of fair competition to serve the cultural objectives of the vision 2030

THE PORTAL WILL ENABLE SUPPLIERS TO

1. Register and express interest to work with the Ministry and its affiliated bodies
2. Submit and update legal documents and financial and technical qualification requirements
3. Raise invoices and follow up on completion certificates
4. Follow up on purchase orders
5. Monitor and monitor performance and evaluate supplier services
6. Issuing business termination letters for contracts and purchase orders
7. Raise inquiries and requests related to projects

TERMS OF REGISTRATION IN THE SUPPLIER PORTAL

1. Agree to the general terms and conditions
2. Acceptance of the non-disclosure agreement
3. Approval of the policy of non-conflict of interest and related parties
4. Validity of all official and legal documents

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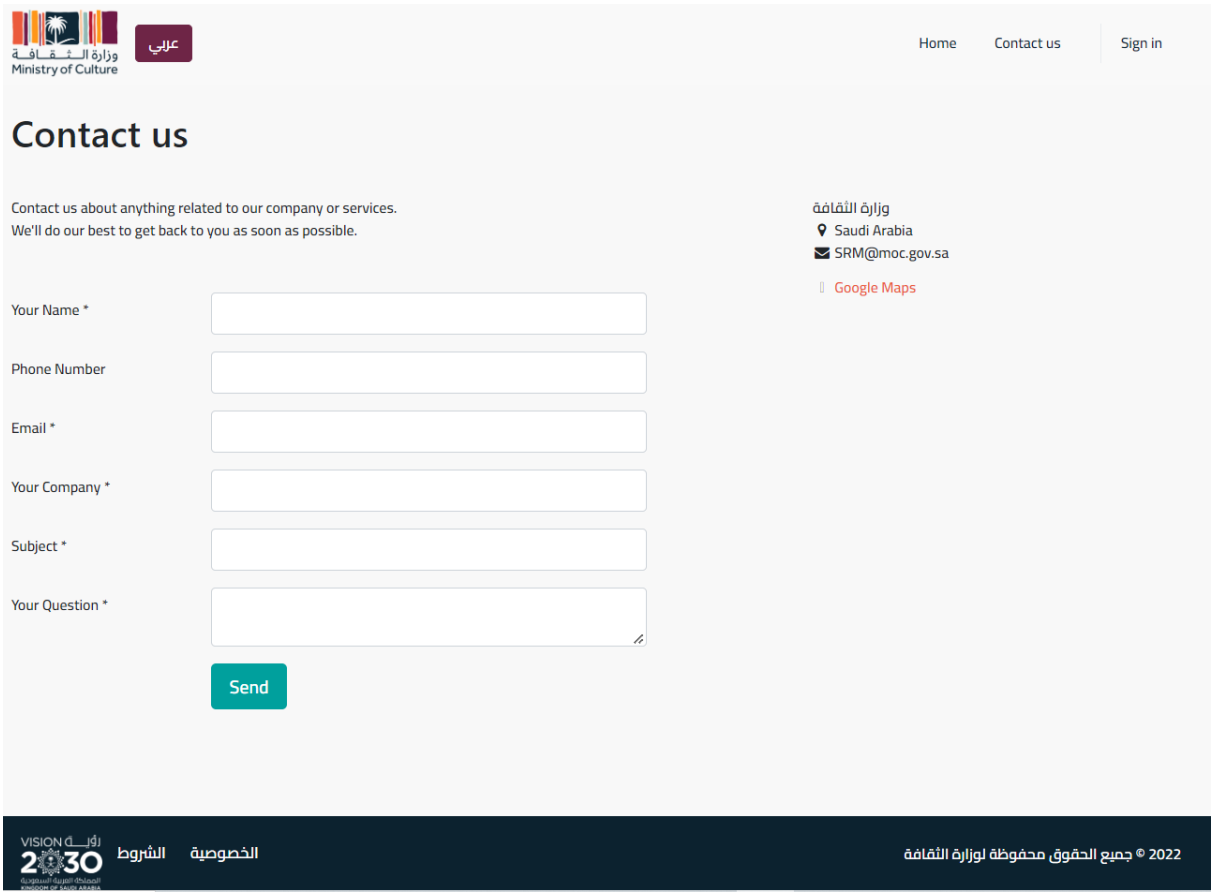
4- Contact Us:

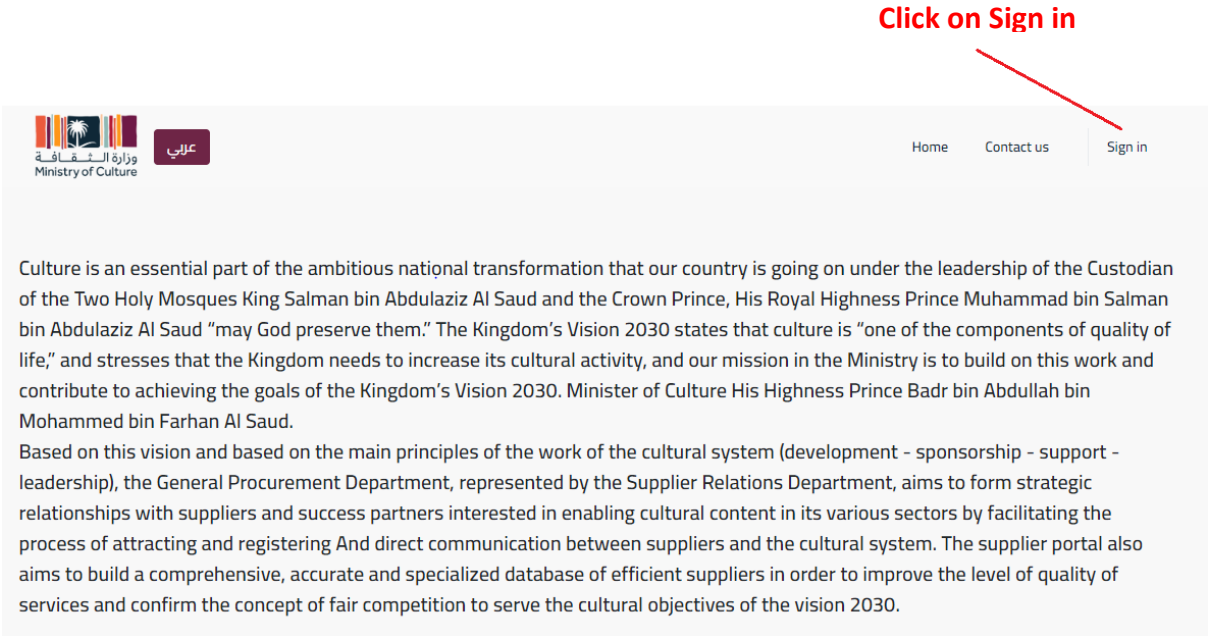


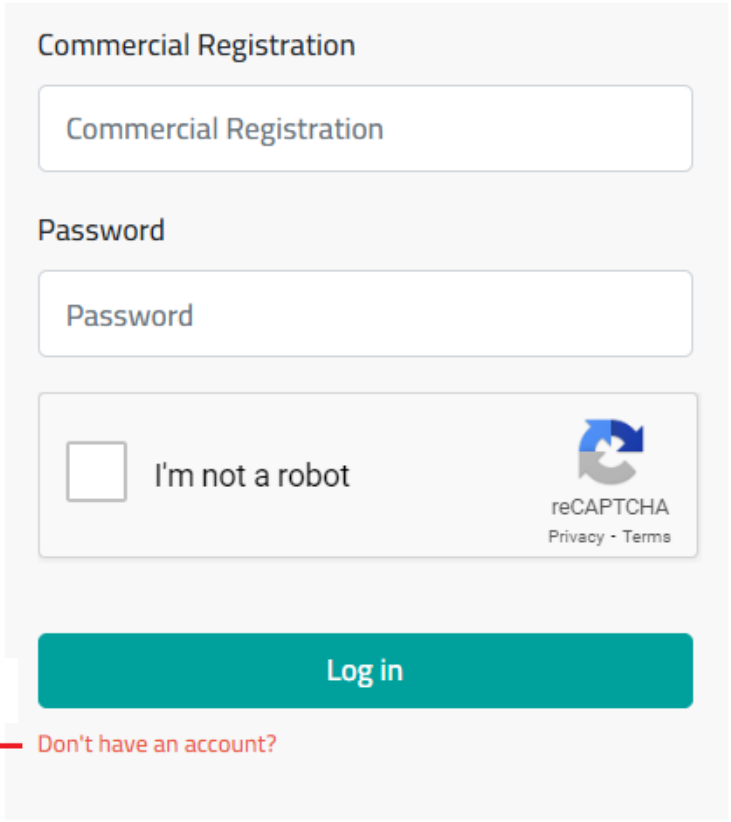
Fill in the requested data: name, phone (not mandatory), email, company name, address, and the title of your inquiry. **Click on Send**

5- Registration

You must register in the Suppliers Portal to be a MOC (Ministry of Culture) approved vendor. You can register to the portal by the following steps:

- Click on sign in
- Click on “Do not have an account?” link
- You will be forwarded to the registration page. Fill in login information: commercial registration number and password.
- Fill in the company information.
- Click on add line for bank account information and activities and then click next.
- After filling in all required fields, click save.
- Agree to the Non-disclosure agreement to complete registration.
- You will be redirected to a successful message that your registration is waiting for confirmation. You will be provided with a link to upload all required documents.
- Upload all required documents.
- Wait for your registration confirmation.

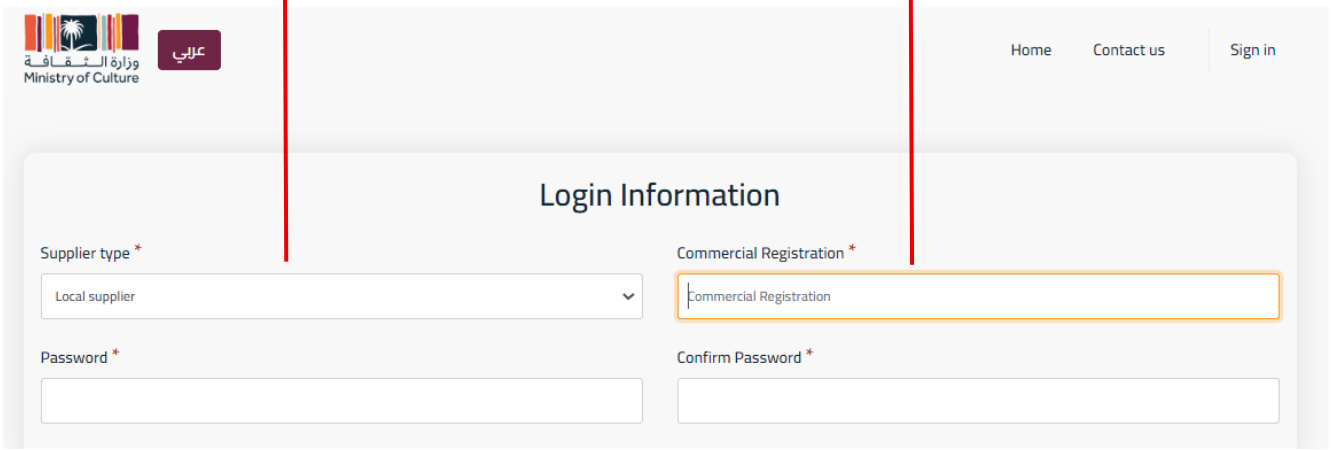




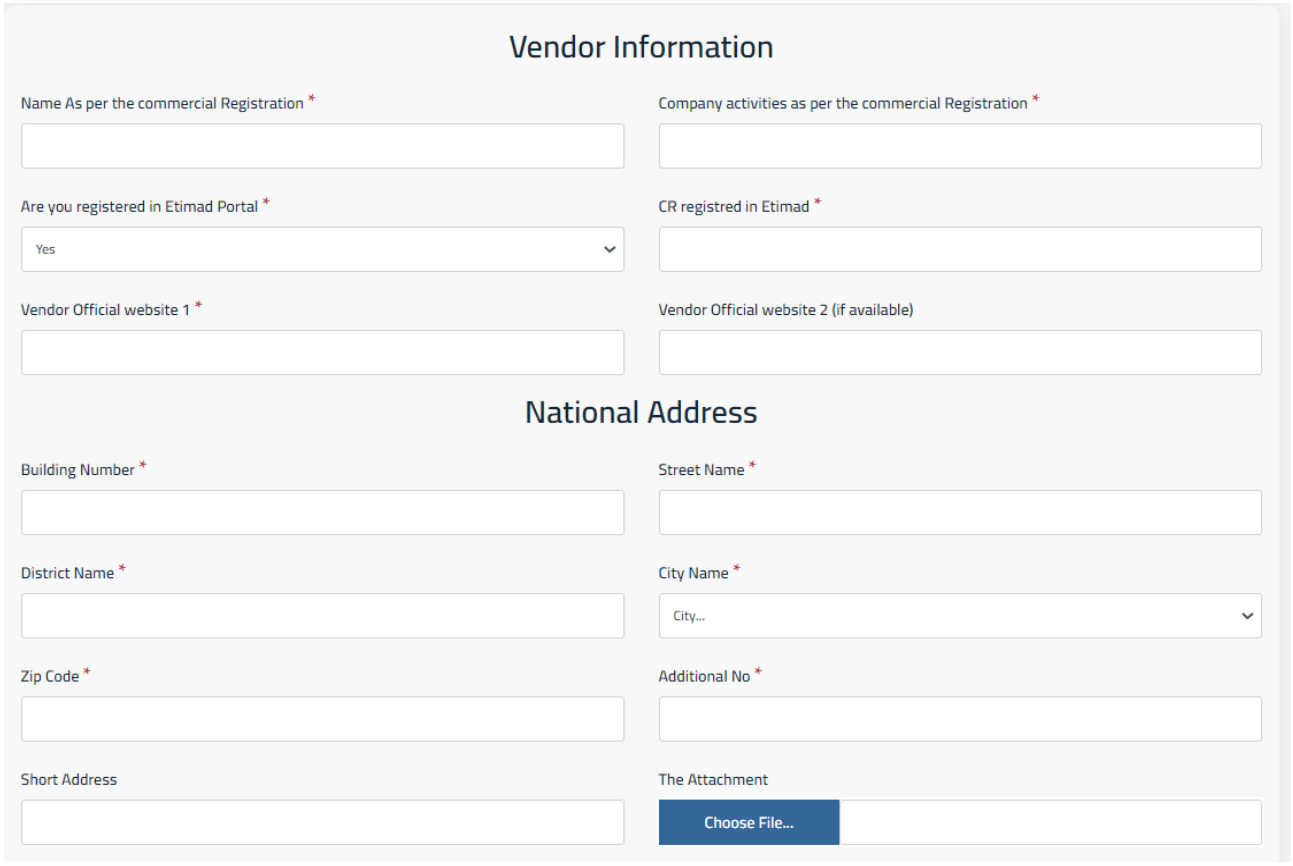
Click on "Do not have an account?" link

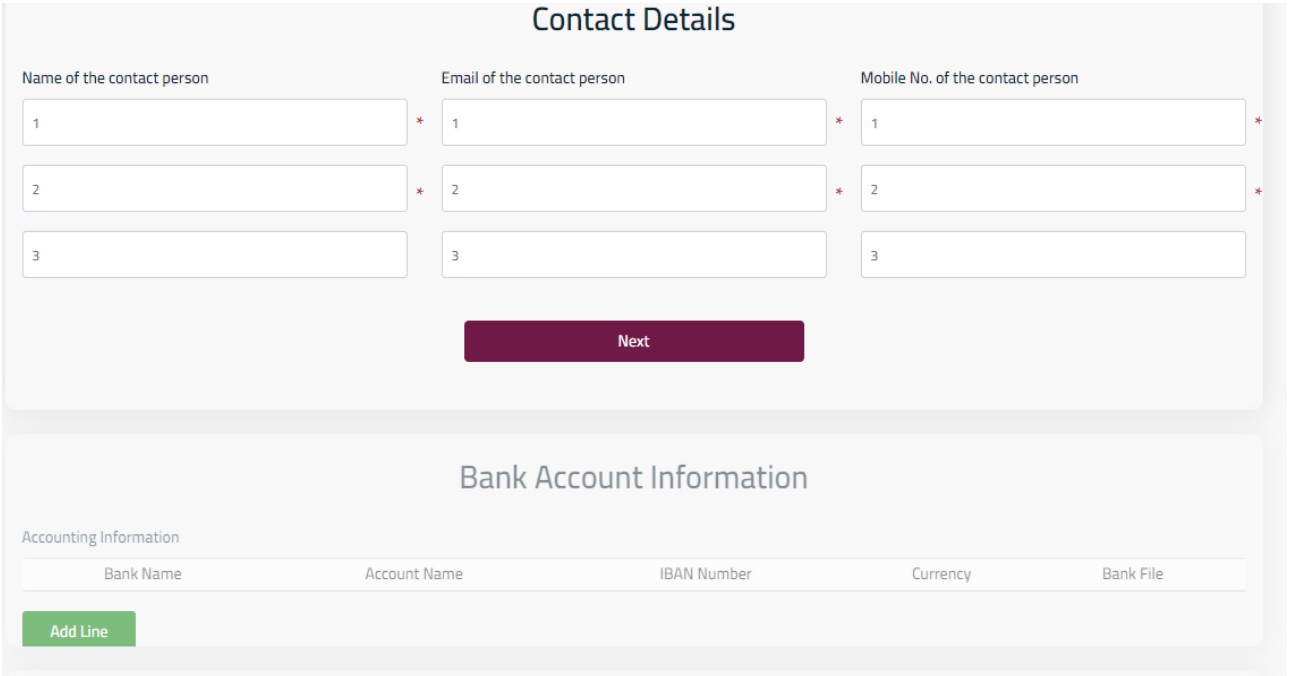
Select Type: Local or Foreign

Make sure you have entered correct commercial registration number because you will use it to login (Identification)



Fill in the company information





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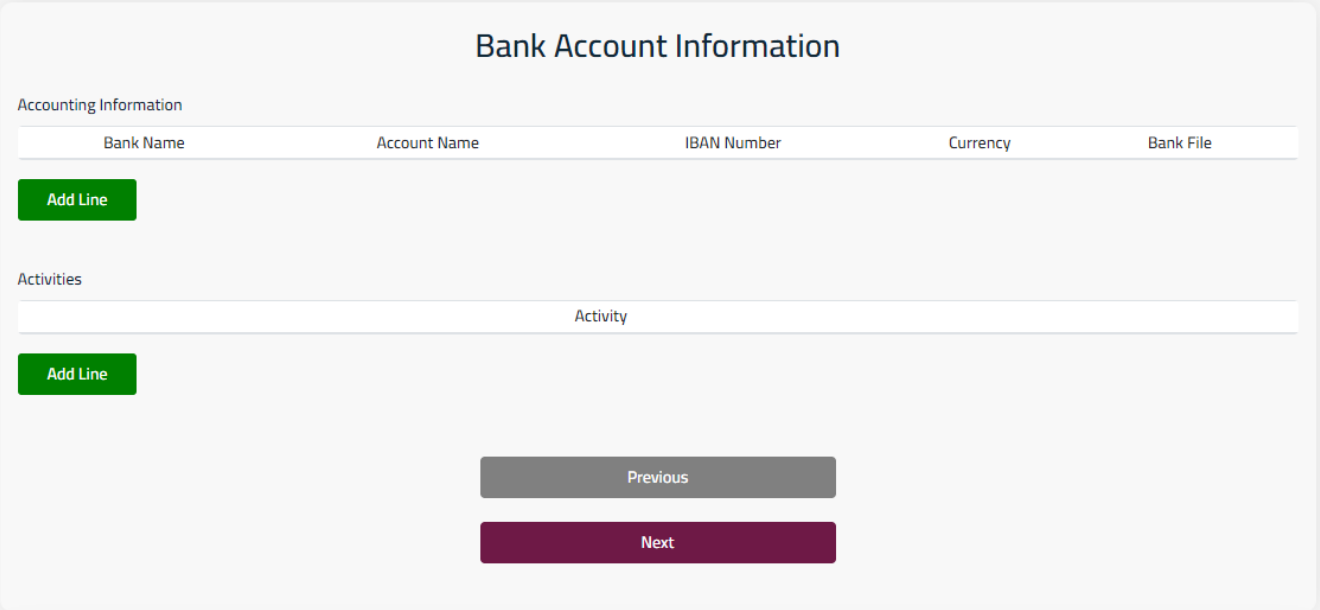
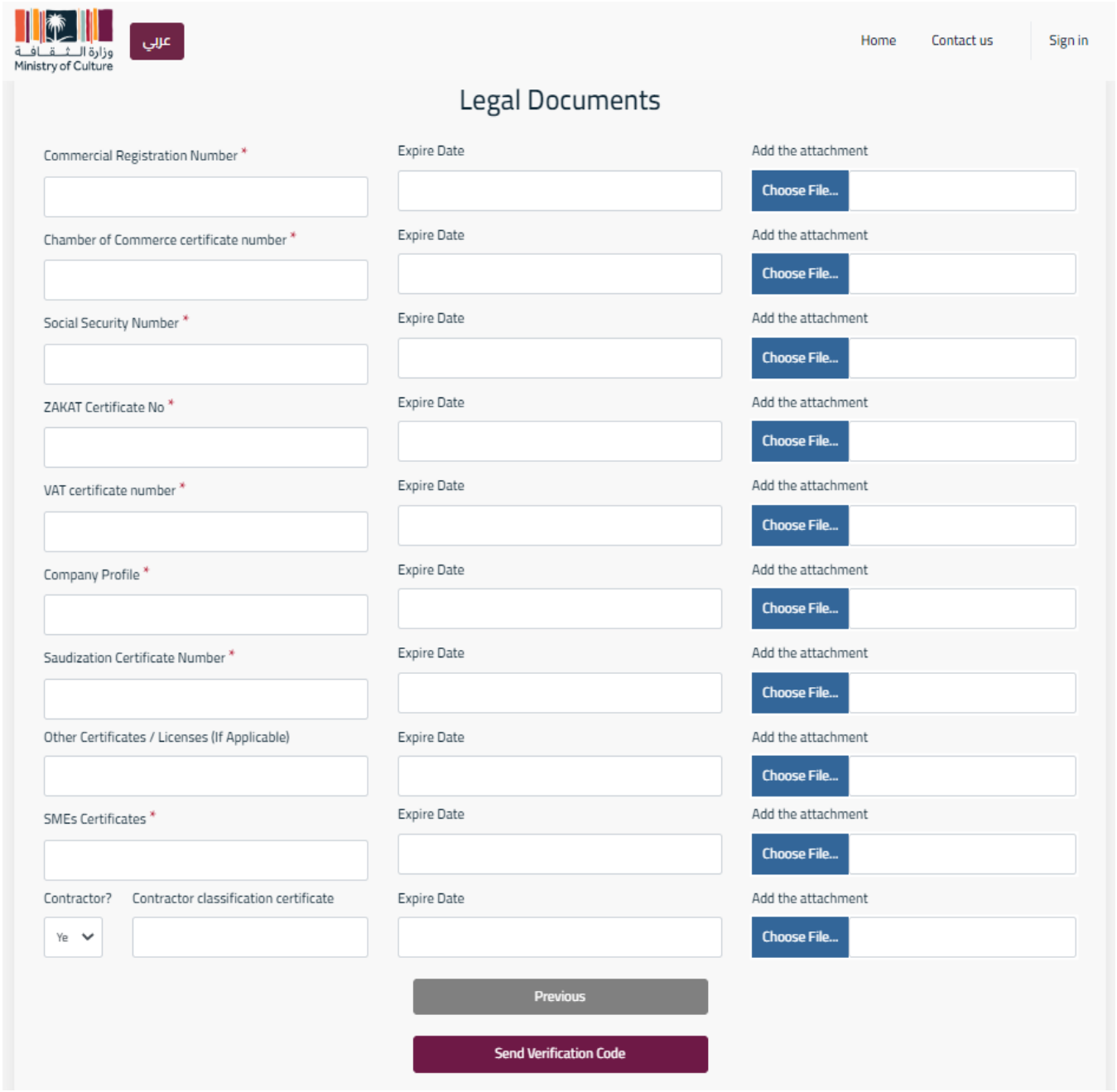
Click on add line for bank account information and activities

and then click next.

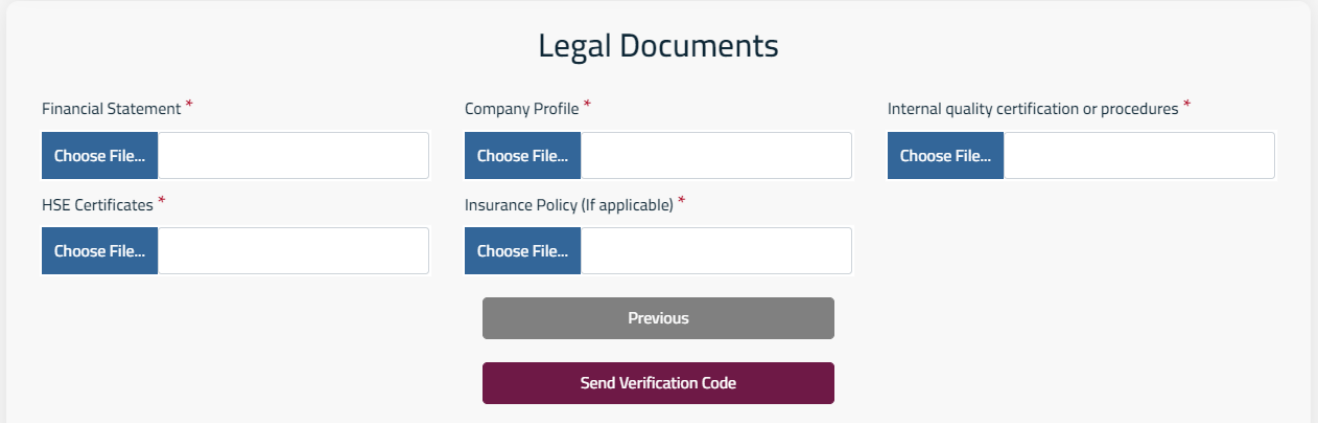


Upload all required documents with expiry date and number

Local

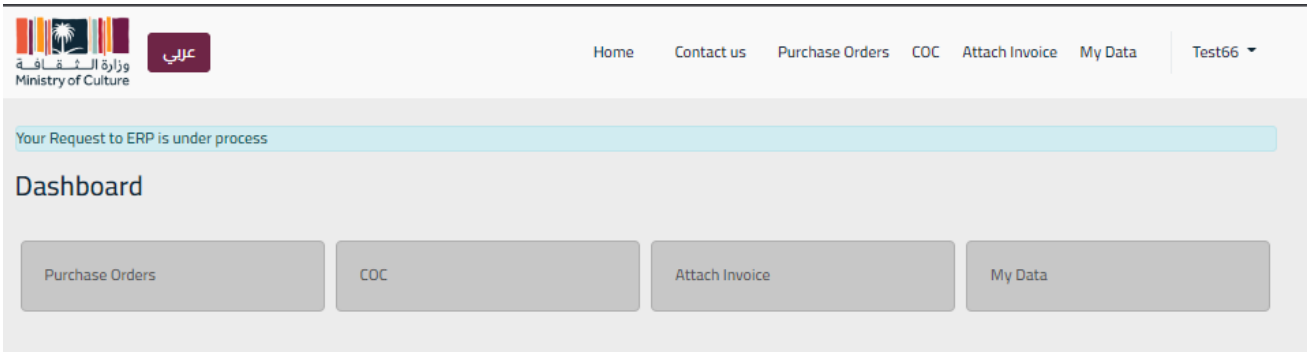


Foreign


Legal Documents
Financial Statement *
Choose File...
Company Profile *
Choose File...
Internal quality certification or procedures *
Choose File...
HSE Certificates *
Choose File...
Insurance Policy (If applicable) *
Choose File...
Previous
Send Verification Code

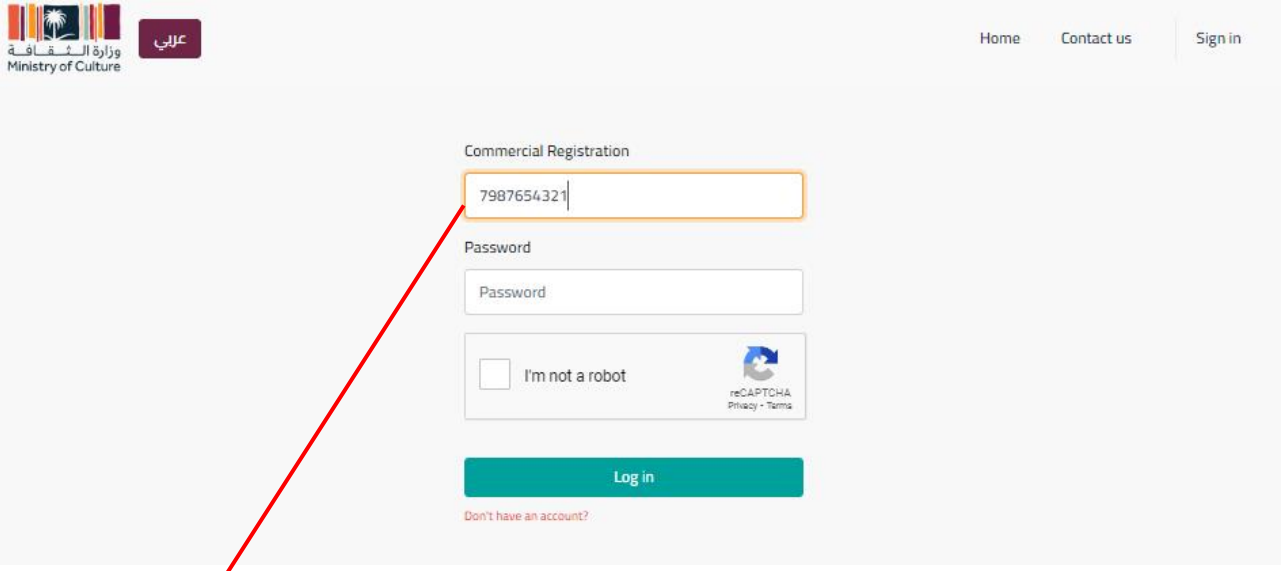
Verification Code and Acceptance

Your registration is now under process. Please wait for confirmation

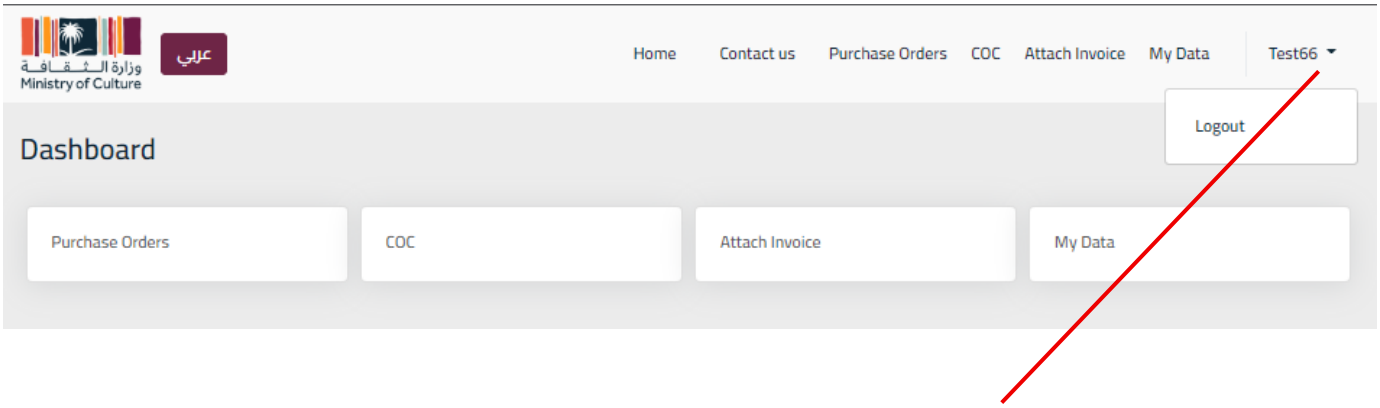


6- Sign in:

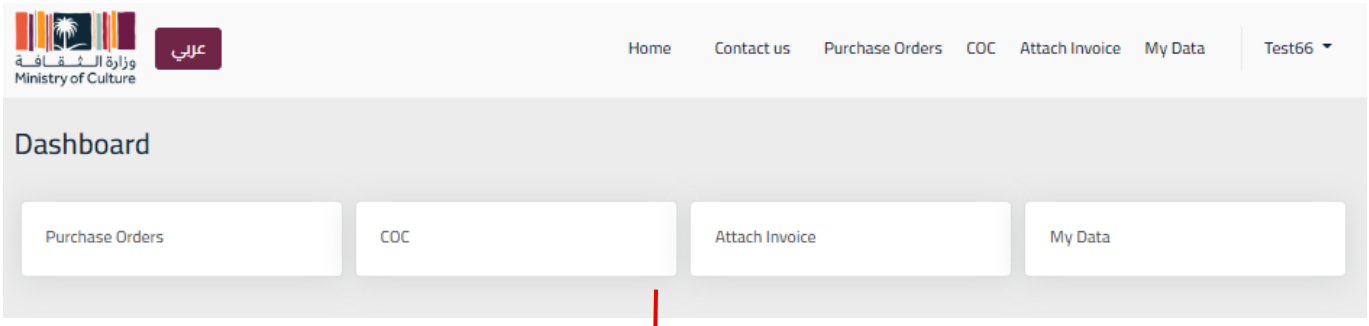
After registration, you can sign in using your commercial registration number and password. After login, you will be redirected to the dashboard.



Use your commercial registration number you have entered through registration to login



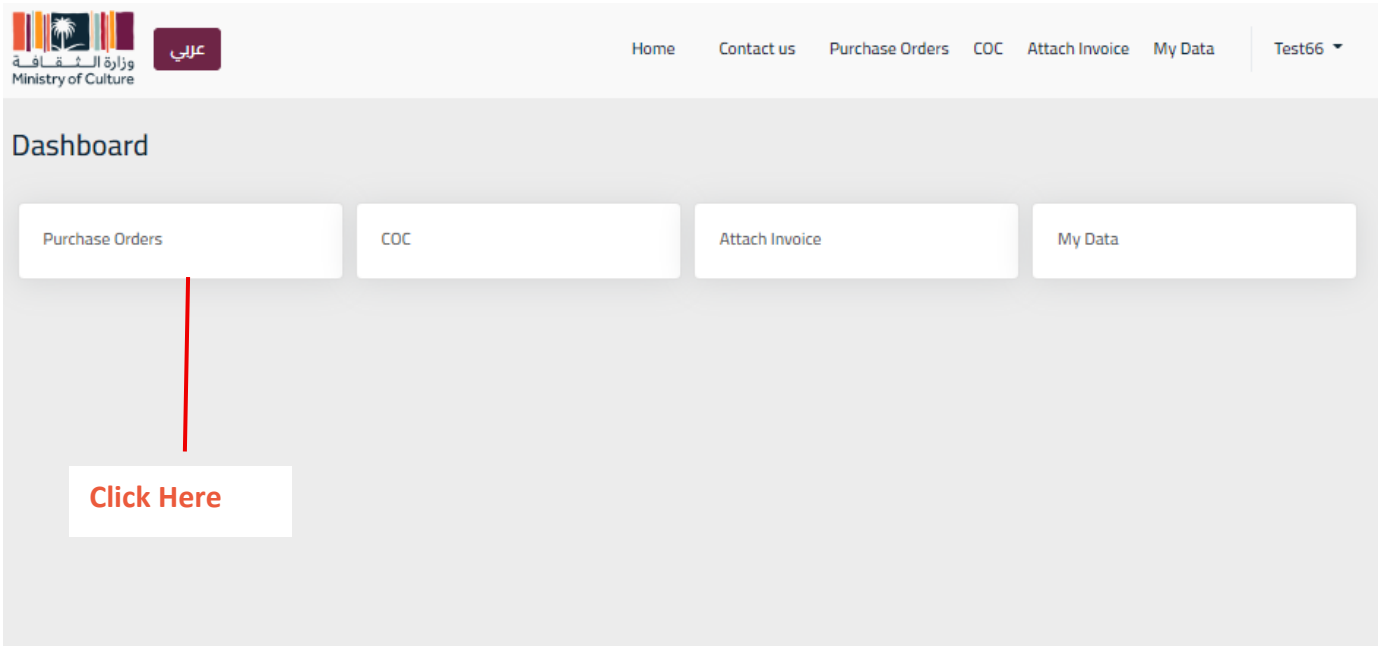
Select Logout from the dropdown list at the right corner to exit the portal



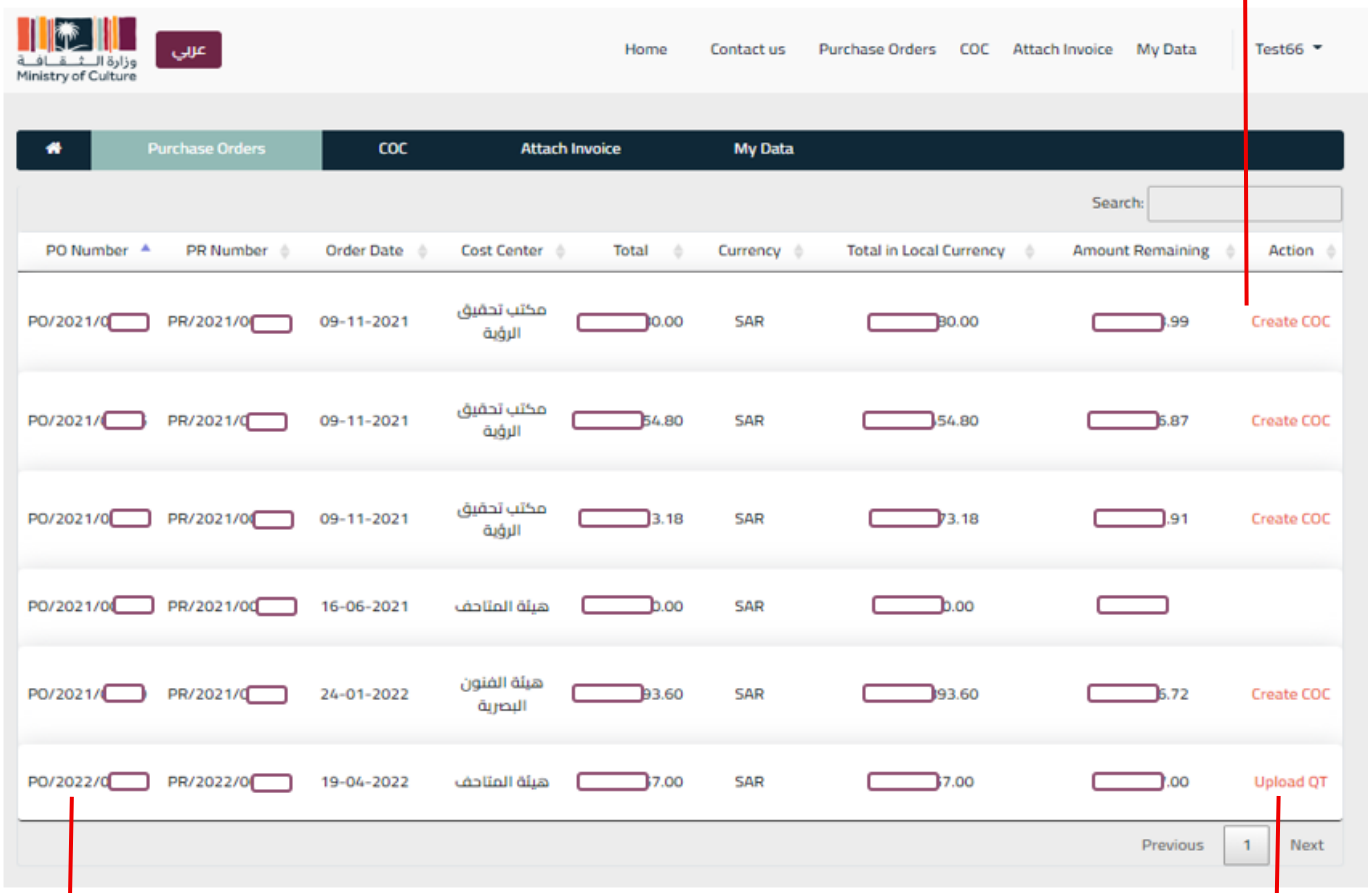
After confirming your account, you can browse POs, receipt COC, all your data, and attach invoices via the dashboard.

7- Purchase orders:

In this tab, you can browse POs and show all PO items, price, and quantity.



Click here to Create COC



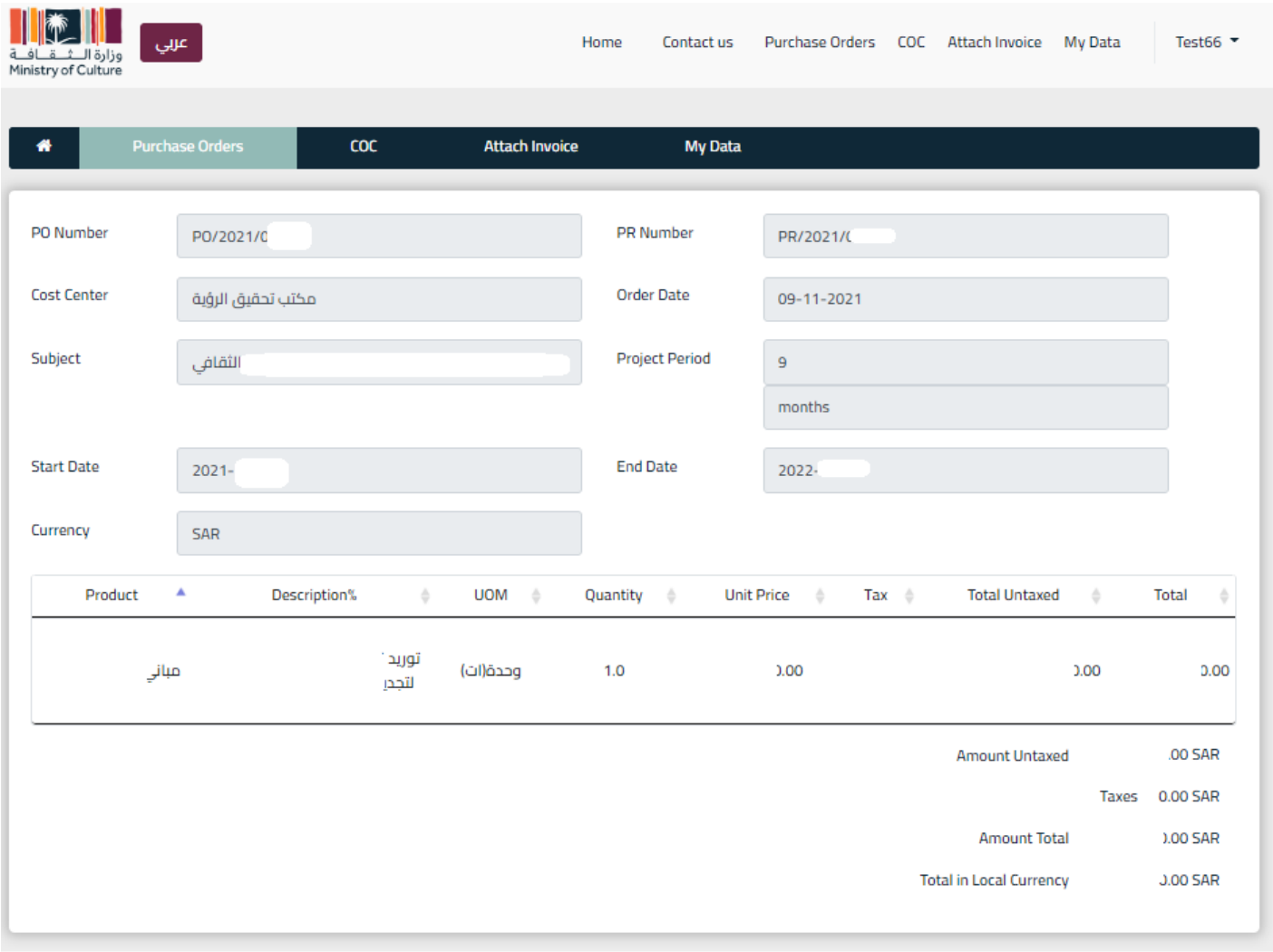
Click here to view selected PO details

Click here to upload quantity table

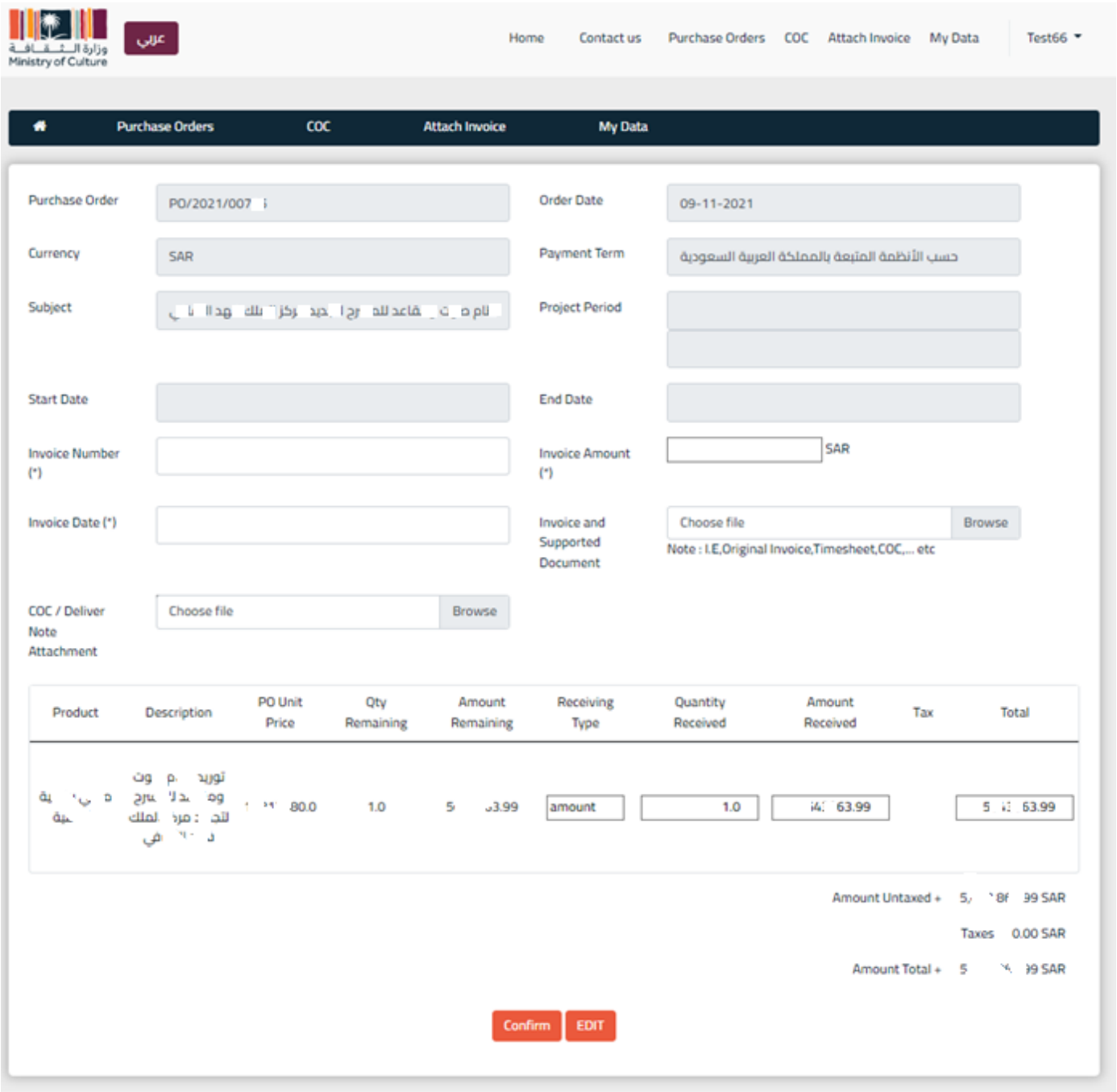
Create COC:

1. You can create a receipt from PO list.
2. Alternatively, from “COC tap” you can request a receipt from the selected PO.
3. Fill all COC info and attach the invoice.
4. Adjust the quantity and price to reach the agreed payments schedule and click save.

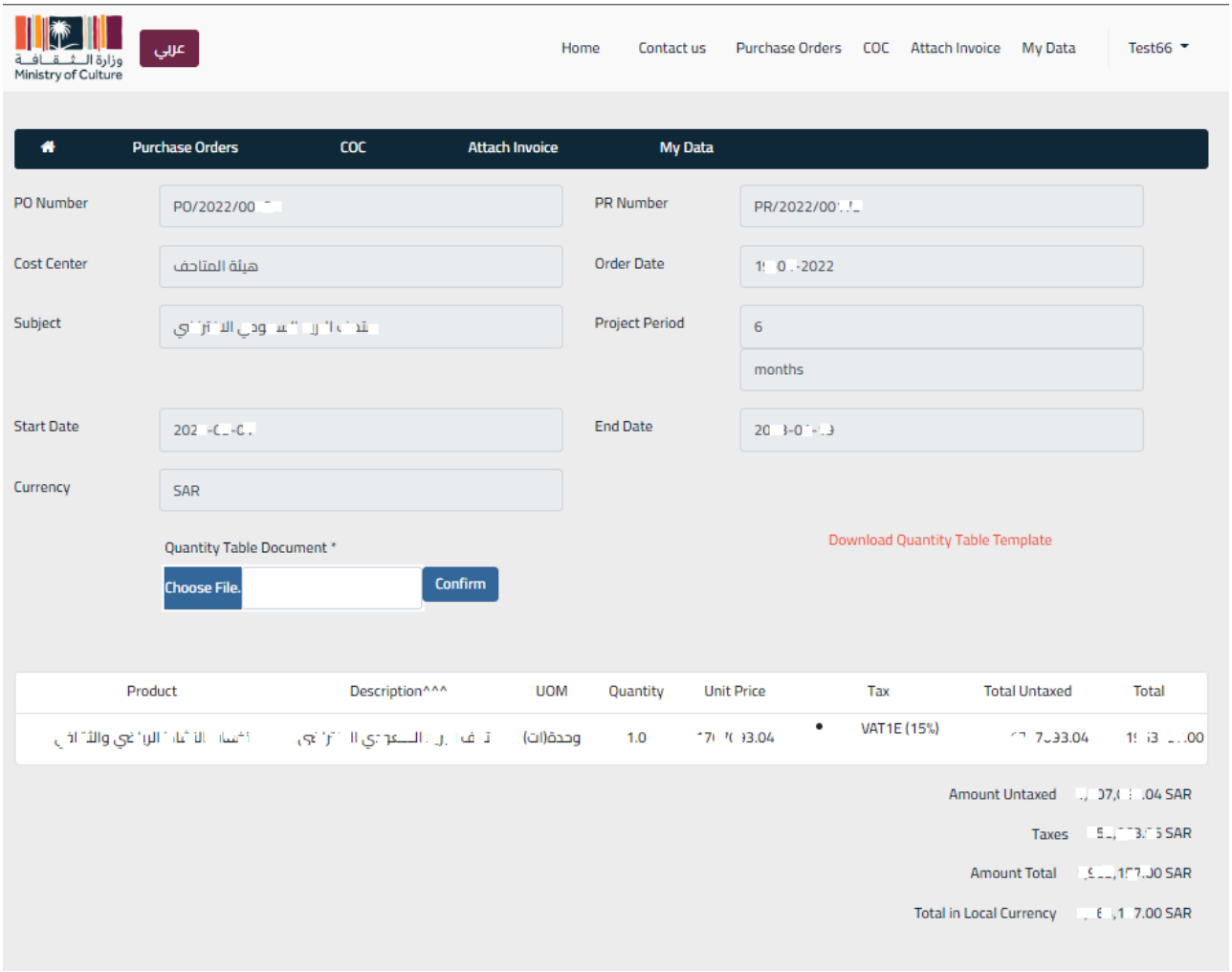
PO details


عربي
Home
Contact us
Purchase Orders
COC
Attach Invoice
My Data
Test66
Purchase Orders
COC
Attach Invoice
My Data
PO Number
PO/2021/0
PR Number
PR/2021/(
Cost Center
مكتب تحقيق الرؤية
Order Date
09-11-2021
Subject
الثقافي
Project Period
9
months
Start Date
2021-
End Date
2022-
Currency
SAR
Product
Description%
UOM
Quantity
Unit Price
Tax
Total Untaxed
Total
مباني
توريد
لتجد
وحدة(ات)
1.0
.00
.00
.00
Amount Untaxed
.00 SAR
Taxes
0.00 SAR
Amount Total
.00 SAR
Total in Local Currency
.00 SAR

Create a receipt from PO: Fill all COC info and attach the invoice...

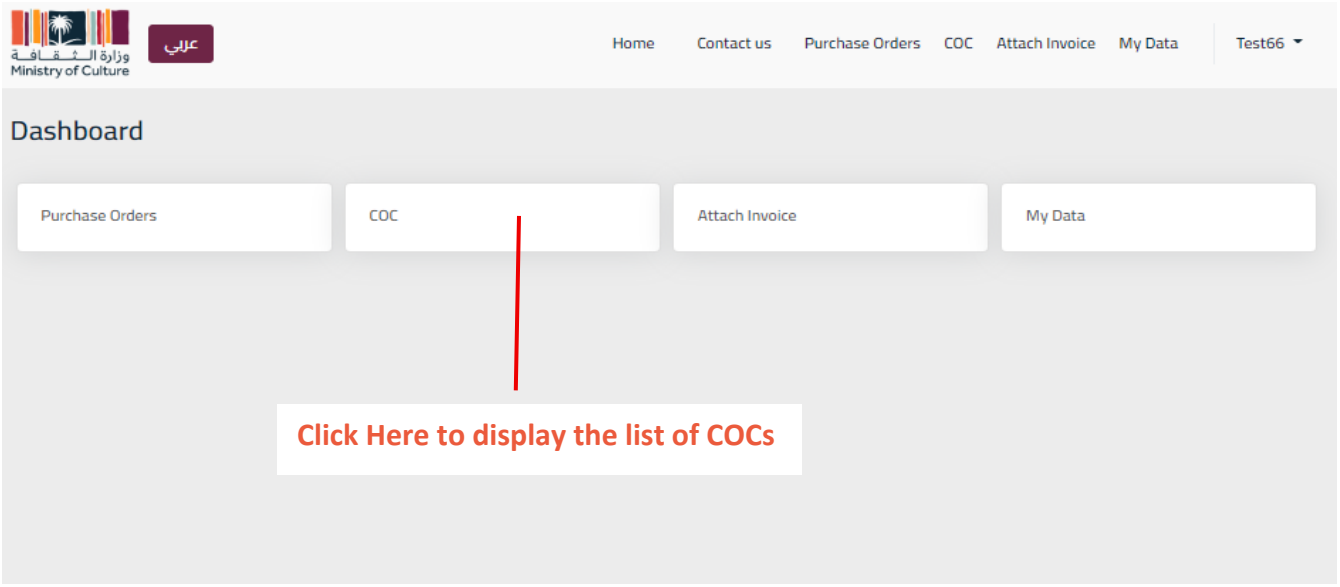


Upload quantity table



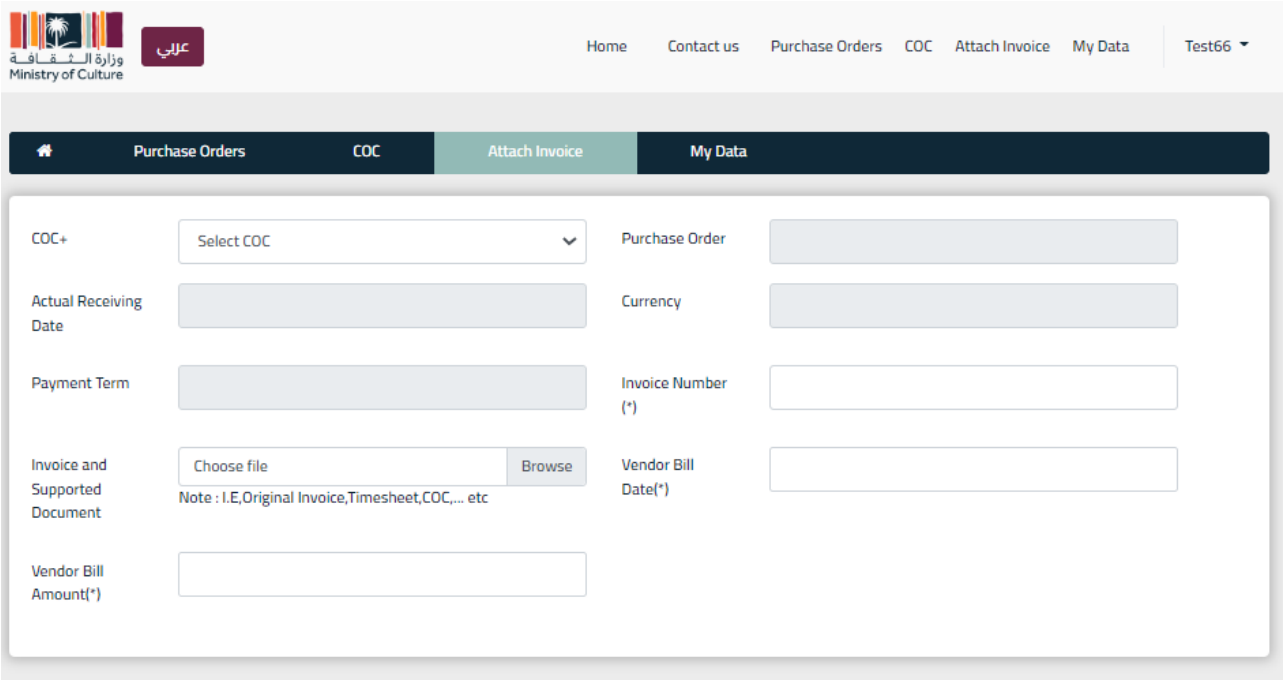
8- COC:

In this tab, you can browse COCs and show all COC items received. You can track the status of all previous requests received.



9- Attach Invoices:

If the Receipt Order (RO) was initiated by Tamkeen and the RO status was “to invoice,” you can select RO from Submit invoice tab, then submit the invoice.



If the Receipt Order (RO) was initiated by MOC and the RO status was approved by the department head, you can select RO from Submit invoice tab, then submit the invoice.

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Ministry of Culture

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