

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

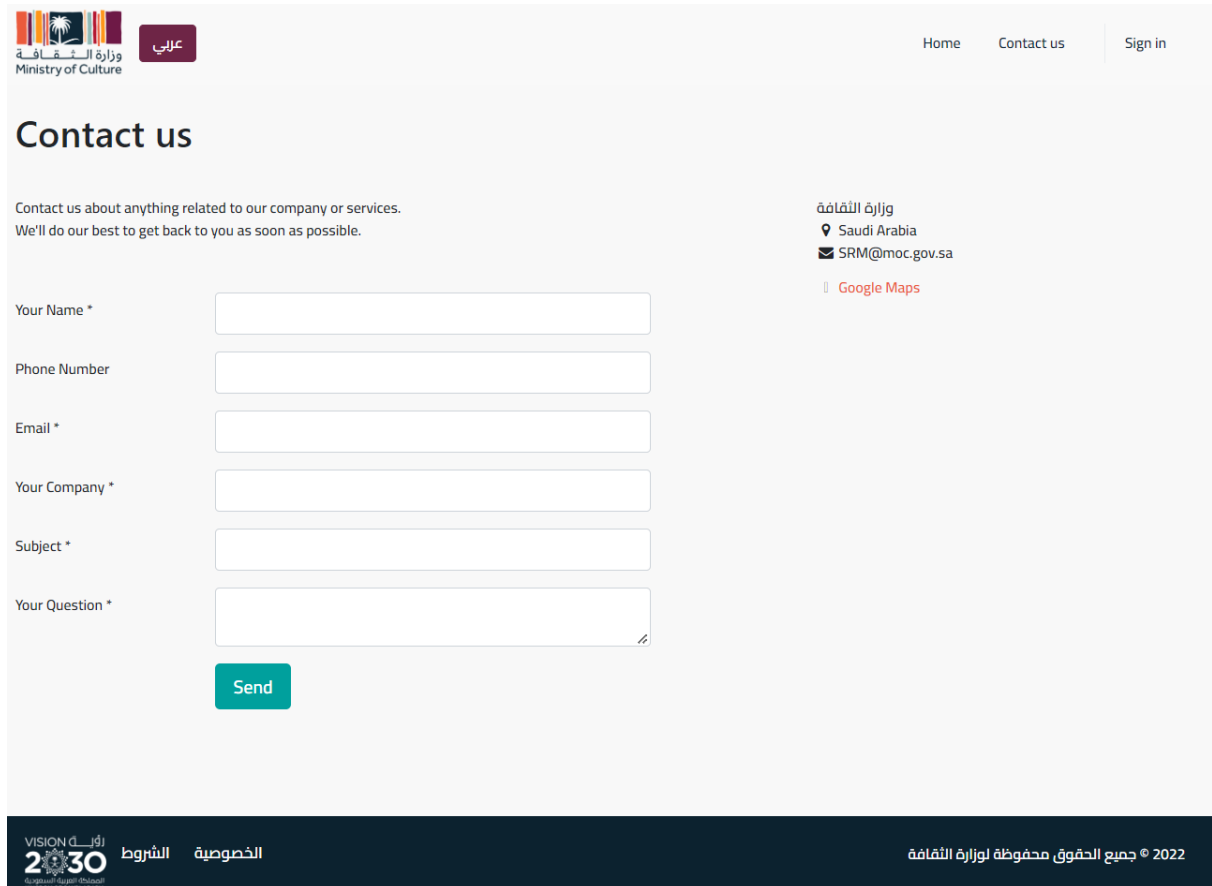
1. Register and express interest to work with the Ministry and its affiliated bodies
2. Submit and update legal documents and financial and technical qualification requirements
3. Raise invoices and follow up on completion certificates
4. Follow up on purchase orders
5. Monitor and monitor performance 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

4- Contact Us:



The screenshot shows the 'Contact us' page of the Ministry of Culture website. At the top, there is a header with the Ministry of Culture logo and name in Arabic and English, a 'عربي' (Arabic) button, and navigation links for 'Home', 'Contact us', and 'Sign in'. The main heading is 'Contact us'. Below it, a message states: 'Contact us about anything related to our company or services. We'll do our best to get back to you as soon as possible.' To the right, contact information is provided: 'وزارة الثقافة' (Ministry of Culture), 'Saudi Arabia', 'SRM@moc.gov.sa', and a 'Google Maps' link. The contact form consists of six input fields: 'Your Name *', 'Phone Number', 'Email *', 'Your Company *', 'Subject *', and 'Your Question *'. A green 'Send' button is located below the 'Your Question *' field. The footer contains the 'VISION 2030' logo, the text 'الشروط الخصوصية' (Terms and Conditions), and a copyright notice: '© 2022 جميع الحقوق محفوظة لوزارة الثقافة'.

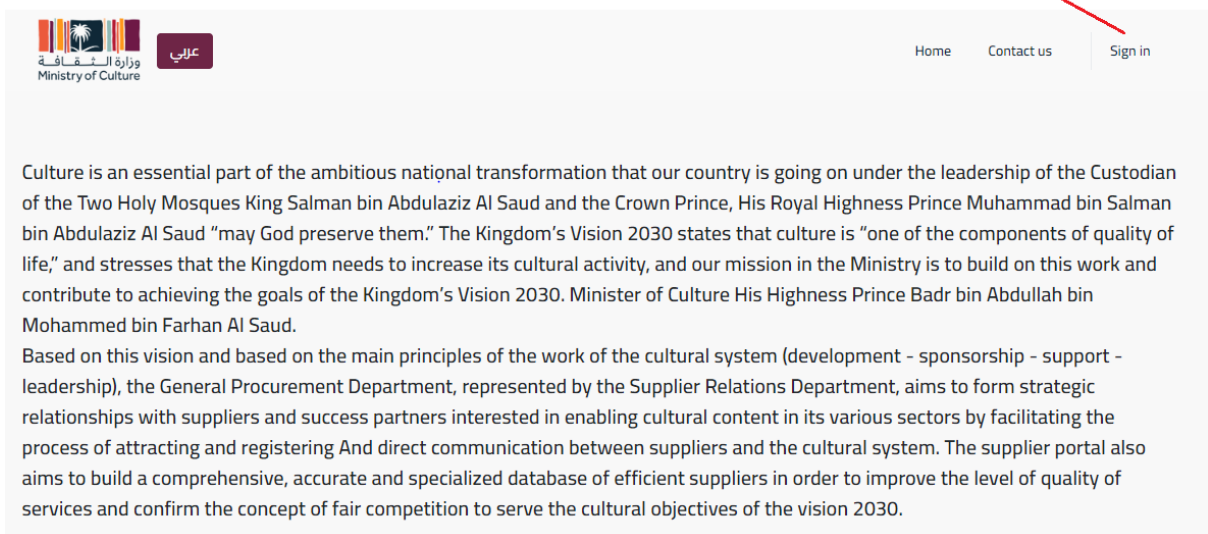
Fill in the requested data: name, phone (not mandatory), email, company name, address, and the title of your inquiry. **Click on Send**

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 Sign in



The screenshot shows the Ministry of Culture website. At the top left is the logo of the Ministry of Culture, featuring the Saudi flag and the text "وزارة الثقافة" and "Ministry of Culture". To the right of the logo is a purple button with the Arabic word "علاني" (Public). In the top right corner, there are three navigation links: "Home", "Contact us", and "Sign in". A red arrow points from the text "Click on Sign in" to the "Sign in" link. Below the navigation bar, there is a paragraph of text about the Ministry's mission and vision, followed by a paragraph about the General Procurement Department and the Supplier Relations Department.

وزارة الثقافة
Ministry of Culture

علاني

Home Contact us Sign in

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.


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Commercial Registration

Commercial Registration

Password

Password

☐ I'm not a robot
 

reCAPTCHA
 [Privacy](#) - [Terms](#)


Log in

Don't have an account?

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)



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عربي

Home Contact us Sign in

Login Information

Supplier type *

Local supplier

Commercial Registration *

Commercial Registration

Password *

Confirm Password *

Fill in the company information

Vendor Information

Name As per the commercial Registration *

Company activities as per the commercial Registration *

Are you registered in Etimad Portal *

Yes ▼

CR registered in Etimad *

Vendor Official website 1 *

Vendor Official website 2 (if available)

National Address

Building Number *

Street Name *

District Name *

City Name *

City... ▼

Zip Code *

Additional No *

Short Address

The Attachment

Choose File...

Contact Details

Name of the contact person

1

2

3

Email of the contact person

1

2

3

Mobile No. of the contact person

1

2

3

Next

Bank Account Information

Accounting Information

Bank Name	Account Name	IBAN Number	Currency	Bank File

Add Line

**Click on add line for bank account information and activities
and then click next.**

Bank Account Information

Accounting Information

Bank Name	Account Name	IBAN Number	Currency	Bank File
<div>Add Line</div>				

Activities


Activity
<div>Add Line</div>

Previous

Next

Upload all required documents with expiry date and number

Local



عربي

[Home](#)
[Contact us](#)
[Sign in](#)

Legal Documents

Commercial Registration Number *	Expire Date	Add the attachment
<input type="text"/>	<input type="text"/>	Choose File...
Chamber of Commerce certificate number *	Expire Date	Add the attachment
<input type="text"/>	<input type="text"/>	Choose File...
Social Security Number *	Expire Date	Add the attachment
<input type="text"/>	<input type="text"/>	Choose File...
ZAKAT Certificate No *	Expire Date	Add the attachment
<input type="text"/>	<input type="text"/>	Choose File...
VAT certificate number *	Expire Date	Add the attachment
<input type="text"/>	<input type="text"/>	Choose File...
Company Profile *	Expire Date	Add the attachment
<input type="text"/>	<input type="text"/>	Choose File...
Saudization Certificate Number *	Expire Date	Add the attachment
<input type="text"/>	<input type="text"/>	Choose File...
Other Certificates / Licenses (If Applicable)	Expire Date	Add the attachment
<input type="text"/>	<input type="text"/>	Choose File...
SMEs Certificates *	Expire Date	Add the attachment
<input type="text"/>	<input type="text"/>	Choose File...
Contractor? Contractor classification certificate	Expire Date	Add the attachment
<div>Ye </div> <input type="text"/>	<input type="text"/>	Choose File...

[Previous](#)

[Send Verification Code](#)

Foreign

Legal Documents

Financial Statement *	Company Profile *	Internal quality certification or procedures *
<div>Choose File...</div>	<div>Choose File...</div>	<div>Choose File...</div>
HSE Certificates *	Insurance Policy (If applicable) *	
<div>Choose File...</div>	<div>Choose File...</div>	

Previous

Send Verification Code

Verification Code and Acceptance



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عربي

[Home](#)
[Contact us](#)
[Sign in](#)

An email with a verification code was just sent to your email

- Privacy Policy**

The Ministry of Culture website (referred to here as the "Ministry of Culture website" or the website) places the confidentiality of the information of its users and visitors at the top of the priority list, and the website administration makes every effort to provide a high quality service to all beneficiaries, and the privacy and confidentiality of the information described below is part of the conditions Use of the Ministry's website and its provisions. The Ministry of Culture does not collect personal information about you when you visit its website unless you specifically and willingly choose to provide this information to us. If you choose to provide your information, we use it only to complete your request for information or services in accordance with these policies, and by using the Ministry of Culture website, you agree to this privacy policy and the confidentiality of information. Visitors to the site and beneficiaries of its services must continuously review the terms and principles of privacy and confidentiality of information to know any updates made on them, noting that the site management is not required to announce any updates made on these terms and principles, and your use of the site means your awareness and acceptance of these terms and principles and what is done on them of constant adjustments. The Ministry of Culture is not responsible under any circumstances for any direct, indirect, incidental, consequential, special or exceptional damages arising from the use or inability to use this website.
- Personal Information Security**
 - The privacy and confidentiality of information document has been prepared to help visitors and users understand the nature of the data collected from them when visiting the site and how to deal with it.
 - The site administration takes the appropriate and appropriate measures and measures to maintain the personal information it has in a secure manner that ensures its protection from loss unauthorized access, misuse, or unauthorized modification and disclosure Among the most important measures in force in the Ministry of Culture to protect the visitor's personal information
 - Strict procedures and measures to protect the security of the information and technology we use to prevent fraud and unauthorized access to our systems.
 - Regular and periodic update of protection procedures and controls that meet or exceed the standards.
 - Our employees are qualified and trained to respect the confidentiality of the personal information of our visitors
- Collection of personal information**
 - Once the user visits the Ministry of Culture website, the website's server records the user's IP address, the date and time of the visit, and the URL of any website from which you are referred to the Ministry of Culture website.
 - Most websites, as soon as they are visited, place a small file on the hard disk of the visitor's device (browser), and this file is called \"cookies\", and cookies are text files, and these text files contain information that allows the site that placed it to retrieve it when it is needed during the user's next visit to the site, and from this saved information:
 - Remember a username and password.
 - Save page settings in case it is available on the portal.
 - The browser (the visitor) may not have to enter the password on each visit as the system will be able to The site from being detected by cookies, or it may prevent the user from repeating the process Vote if he had previously voted and so on... On this basis, the site The information contained in cookies will be used for their own technical purposes when Visited more than once, and the site can change the information contained within Cookies or add new information whenever you visit the Ministry of Culture website.
 - If you use a direct application or send us an e-mail via the website in which you provide us with personal data, we may share the necessary data with other entities or departments, in order to serve you more effectively, and we will not share your personal data with non-governmental entities unless they are authorized entities From the competent authorities to perform specific government services. By submitting your data and personal information through the website, you fully consent to the storage, processing and use of that data by the Saudi authorities. We reserve the right at all times to disclose any information to the relevant authorities, when it is necessary to comply with any law, regulation or governmental request.
 - You are solely responsible for the completeness, correctness and truthfulness of the data you transmit through this website.
- Protect your privacy**

In order for us to be able to help you protect your personal information, we recommend the following:

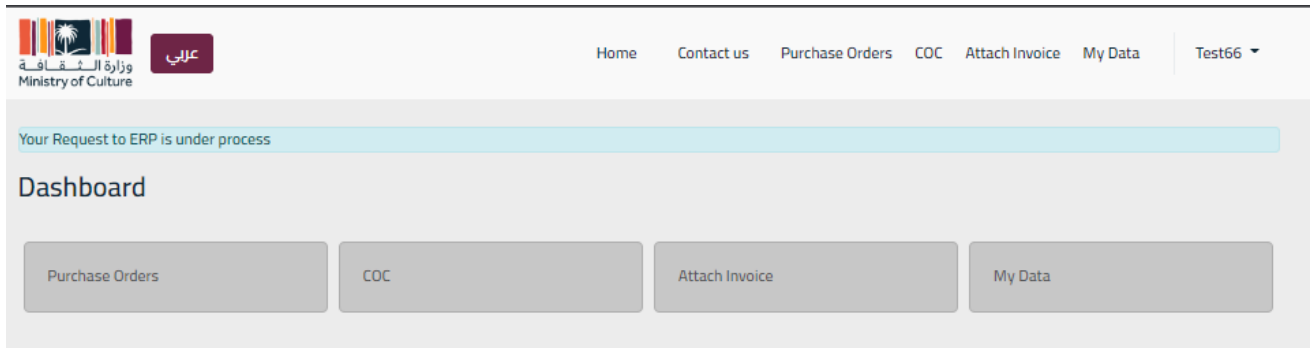
 - Contact us immediately when you suspect that someone has obtained your password, usage code, password, or any other confidential information.
 - Do not give out confidential information over the phone or the Internet unless you know the identity of the person or party receiving the information.
 - Use a secure browser when doing online transactions with apps closed Unused network, make sure your antivirus software is up-to-date Always.
 - In the event of any inquiries or opinions about the principles of privacy, you can contact the site administration via the contact form on the Contact Us page.
 - To preserve your personal data, electronic storage and personal data transmitted are secured using appropriate security technologies.
 - This website may contain links to websites or portals that may use methods to protect information and its privacy that are different from the methods we use, and we are not responsible for the contents, methods and privacy of these other sites, and we advise you to refer to the privacy notices of those sites.
- Send emails**

When you inquire or request information about a specific service or if you give additional information using any of the means of communication with the Ministry of Culture, whether electronic or non-electronic, such as the inquiry request on our website, we will use your email address to respond to your inquiries, and it is also possible Save your mail address, message and our answer to For quality control purposes, we may also do so for legal and regulatory purposes.

☐ I Accept

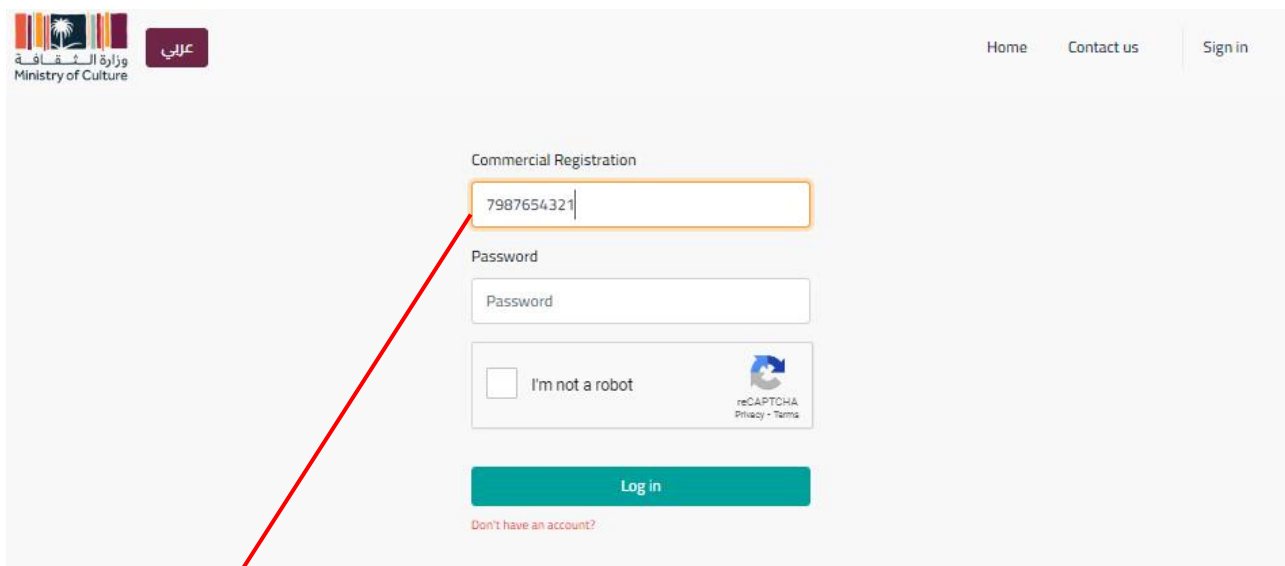
[Previous](#)
[Sign Up](#)

Your registration is now under process. Please wait for confirmation



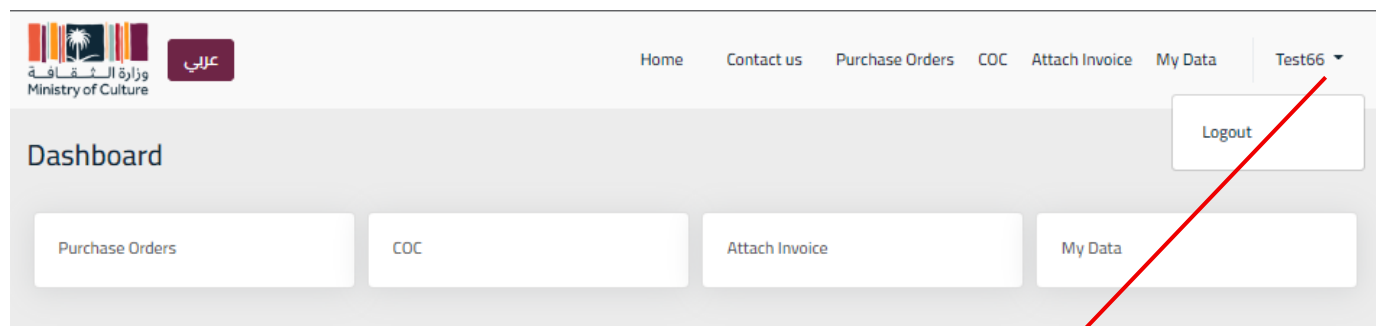
6- Sign in:

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

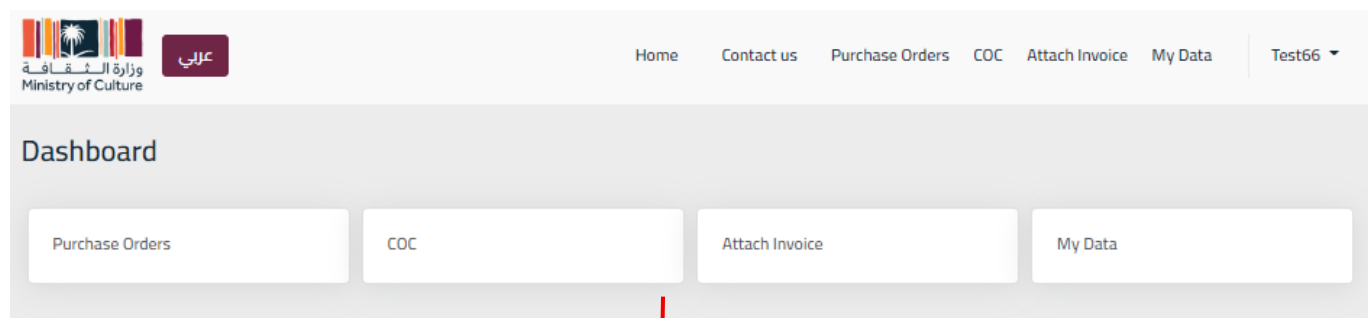


The screenshot shows the login page. At the top, there is a navigation bar with the logo, a user profile icon labeled 'علي', and links for Home, Contact us, and Sign in. The main section is titled 'Commercial Registration' and contains a text input field with the value '7987654321'. Below this is a 'Password' section with a text input field labeled 'Password'. There is also a checkbox labeled 'I'm not a robot' next to a reCAPTCHA logo. A teal 'Log in' button is at the bottom, with a link 'Don't have an account?' below it. A red arrow points from the 'Commercial Registration' field to the text below.

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



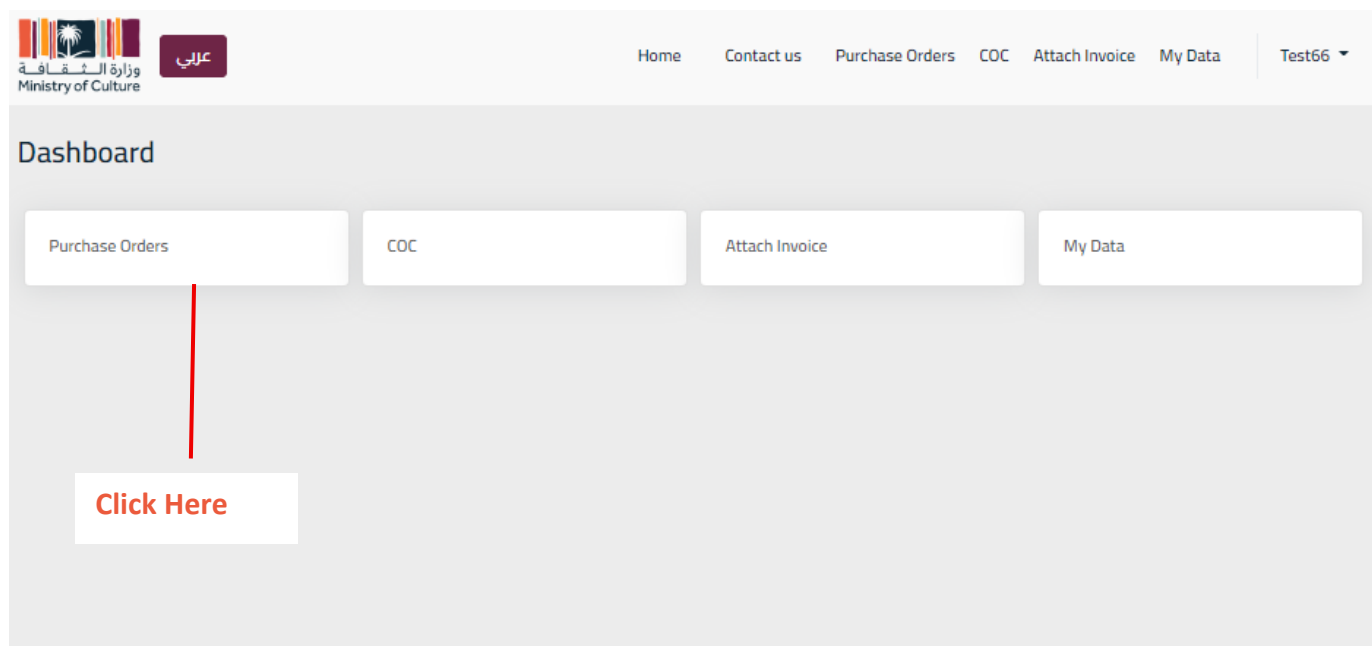
Select Logout from the dropdown list at the right corner to exit the portal



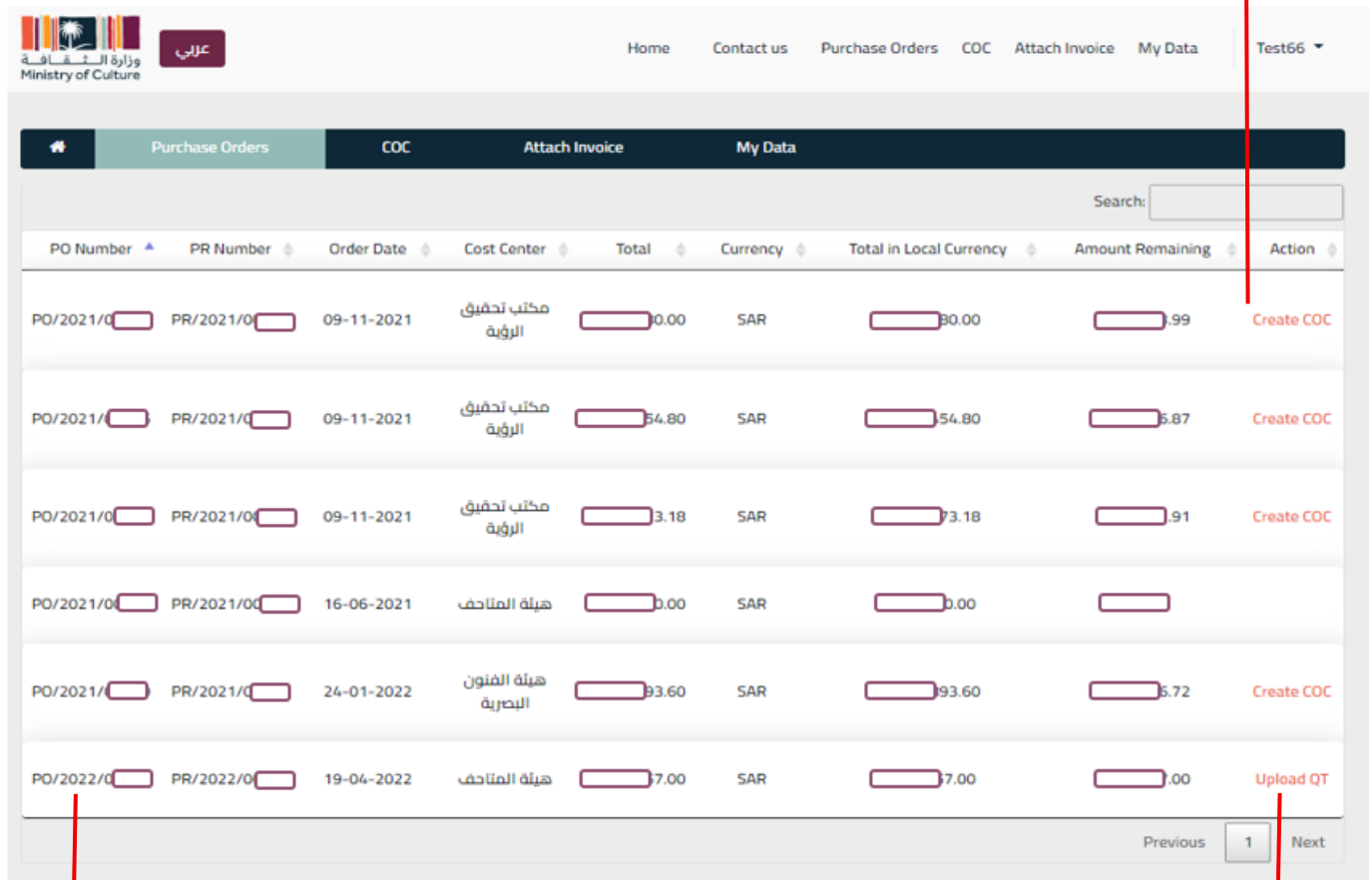
After confirming your account, you can browse POs, receipt COC, all your data, and attach invoices via the dashboard.

7- Purchase orders:

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



[Click here to Create COC](#)



PO Number	PR Number	Order Date	Cost Center	Total	Currency	Total in Local Currency	Amount Remaining	Action
PO/2021/0	PR/2021/0	09-11-2021	مكتب تحقيق الرؤية	0.00	SAR	90.00	.99	Create COC
PO/2021/0	PR/2021/0	09-11-2021	مكتب تحقيق الرؤية	54.80	SAR	54.80	5.87	Create COC
PO/2021/0	PR/2021/0	09-11-2021	مكتب تحقيق الرؤية	3.18	SAR	73.18	.91	Create COC
PO/2021/0	PR/2021/0	16-06-2021	هيئة المتاحف	0.00	SAR	0.00		
PO/2021/0	PR/2021/0	24-01-2022	هيئة الفنون البصرية	93.60	SAR	93.60	5.72	Create COC
PO/2022/0	PR/2022/0	19-04-2022	هيئة المتاحف	7.00	SAR	7.00	.00	Upload QT


[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



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علي

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[Contact us](#)
[Purchase Orders](#)
[COC](#)
[Attach Invoice](#)
[My Data](#)
Test66 ▾

[Home](#)
[Purchase Orders](#)
[COC](#)
[Attach Invoice](#)
[My Data](#)

PO Number

PO/2021/0

PR Number

PR/2021/0

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 لتجدي	وحدة(ات)	1.0	0.00		0.00	0.00

Amount Untaxed

0.00 SAR

Taxes

0.00 SAR


Amount Total

0.00 SAR

Total in Local Currency

0.00 SAR

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



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Ministry of Culture

[Home](#)
[Contact us](#)
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[COC](#)
[Attach Invoice](#)
[My Data](#)

Test66 ▾

🏠
Purchase Orders
COC
Attach Invoice
My Data

Purchase Order

Currency

Subject

Start Date

Invoice Number (*)

Invoice Date (*)

COC / Deliver Note Attachment

Order Date

Payment Term

Project Period

End Date

Invoice Amount (*)

Invoice and Supported Document

Note : I.E,Original Invoice,Timesheet,COC,... etc

Product	Description	PO Unit Price	Qty Remaining	Amount Remaining	Receiving Type	Quantity Received	Amount Received	Tax	Total
توريد م. و وم عدلا لمرح للت : مرز للملك د - في	١ ١٩ 80.0	1.0	5 3.99	amount	1.0	١4, 63.99	5 ١٤ 63.99		


Amount Untaxed + 5, ٨f 39 SAR

Taxes 0.00 SAR

Amount Total + 5 ١٤ 39 SAR



Upload quantity table



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عربي

Home Contact us Purchase Orders COC Attach Invoice My Data Test66

Home

Purchase Orders

COC

Attach Invoice

My Data

PO Number

PO/2022/00

PR Number

PR/2022/00

Cost Center

هيئة المتاحف

Order Date

11/01/2022

Subject

شراء أجهزة الكمبيوتر

Project Period

6 months

Start Date

2022-01-01

End Date

2022-03-01

Currency

SAR

Quantity Table Document *

Choose File.

Confirm

[Download Quantity Table Template](#)

Amount Untaxed

17,133.04 SAR

Taxes

2,469.85 SAR

Amount Total

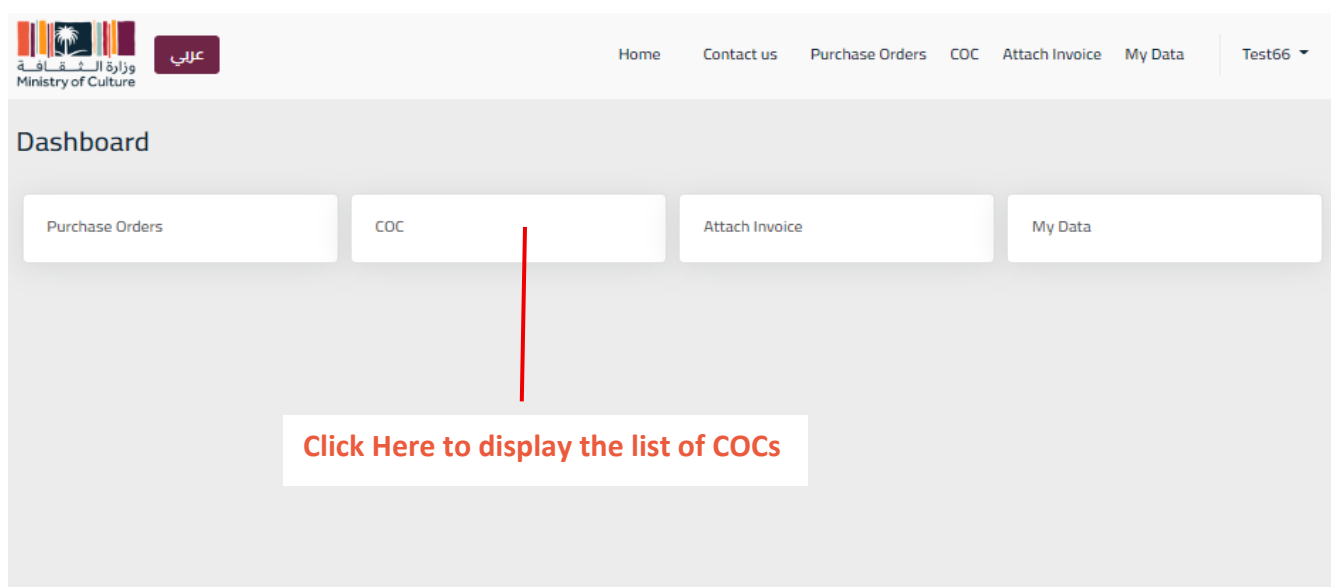
19,602.89 SAR

Total in Local Currency

19,602.89 SAR

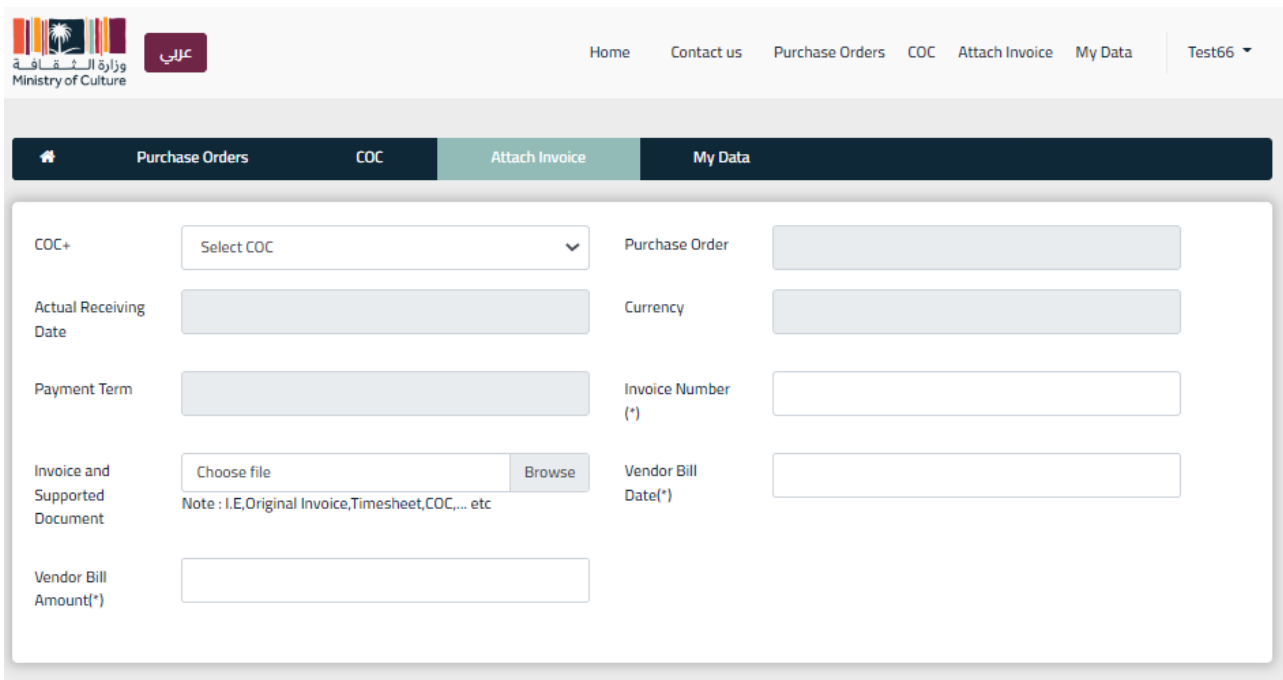
8- COC:

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.



The screenshot shows the Ministry of Culture portal interface. At the top, there is a navigation bar with links: Home, Contact us, Purchase Orders, COC, Attach Invoice, My Data, and a user profile dropdown labeled 'Test66'. Below this is a secondary navigation bar with tabs: Purchase Orders, COC, Attach Invoice (which is highlighted), and My Data. The main content area is titled 'Attach Invoice' and contains several input fields and buttons:

- COC+:** A dropdown menu labeled 'Select COC'.
- Purchase Order:** A text input field.
- Actual Receiving Date:** A text input field.
- Currency:** A text input field.
- Payment Term:** A text input field.
- Invoice Number (*):** A text input field.
- Invoice and Supported Document:** A section with a 'Choose file' button, a 'Browse' button, and a note: 'Note : I.E,Original Invoice,Timesheet,COC,... etc'.
- Vendor Bill Date(*):** A text input field.
- Vendor Bill Amount(*):** A text input field.

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

طريق الملك فيصل، الدرعية،
ص.ب. 3424، الرياض 13711،
المملكة العربية السعودية

هـ 966 11 836 3352 +

ف 966 11 836 3333 +

moc.gov.sa