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## KFSH\_Partner\_Registration\_01.

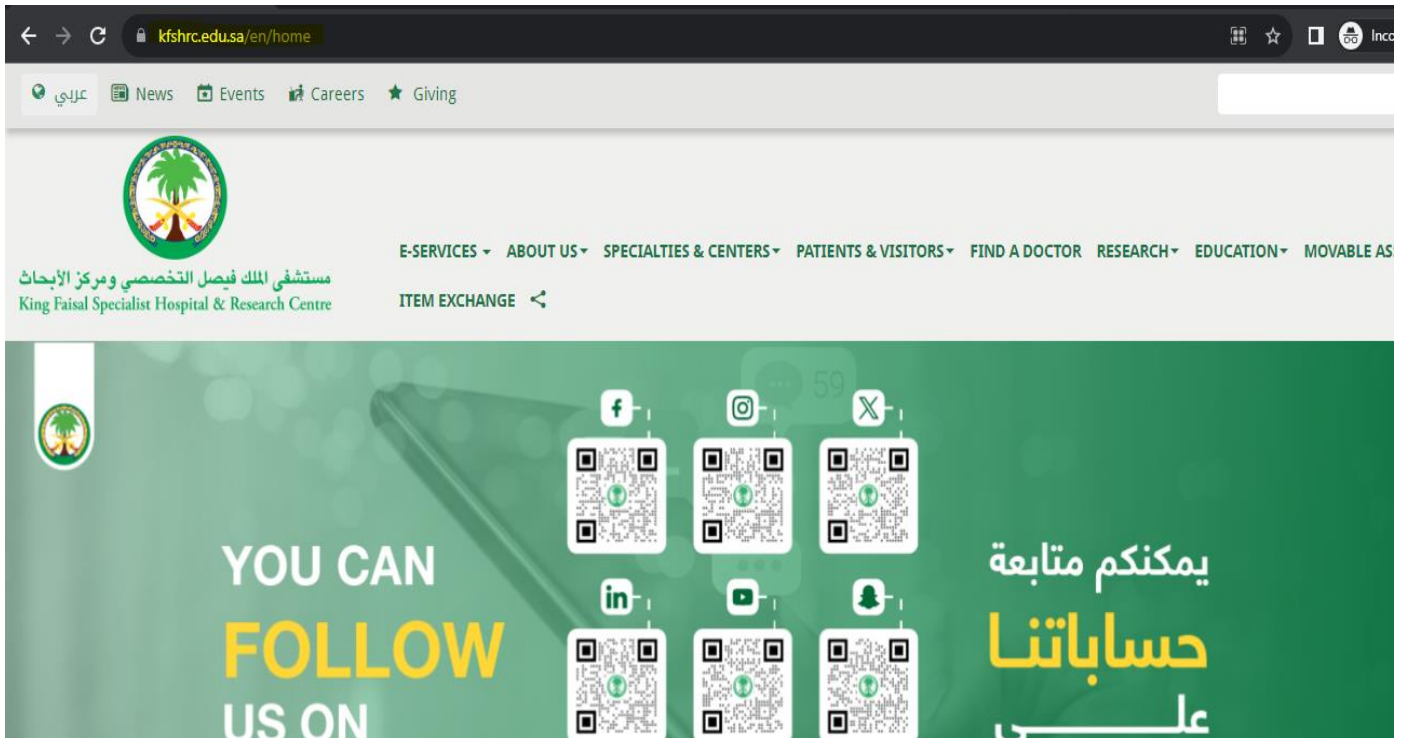
### Introduction:

KFSH facilitates Partners to self-register themselves in the application independently by accessing the company's web page. Once Self registration Completed, the registration requests go to the KFSH SCM department for review. Once KFSH SCM/Purchasing Department approves the registration request, the Partner becomes a prospective Partner in the application. Prospective Partners have a restricted level of access. They can participate in Partner qualification initiatives, and they can view and respond to negotiations. Prospective Partners are identified within the application by an icon that indicates their prospective status.

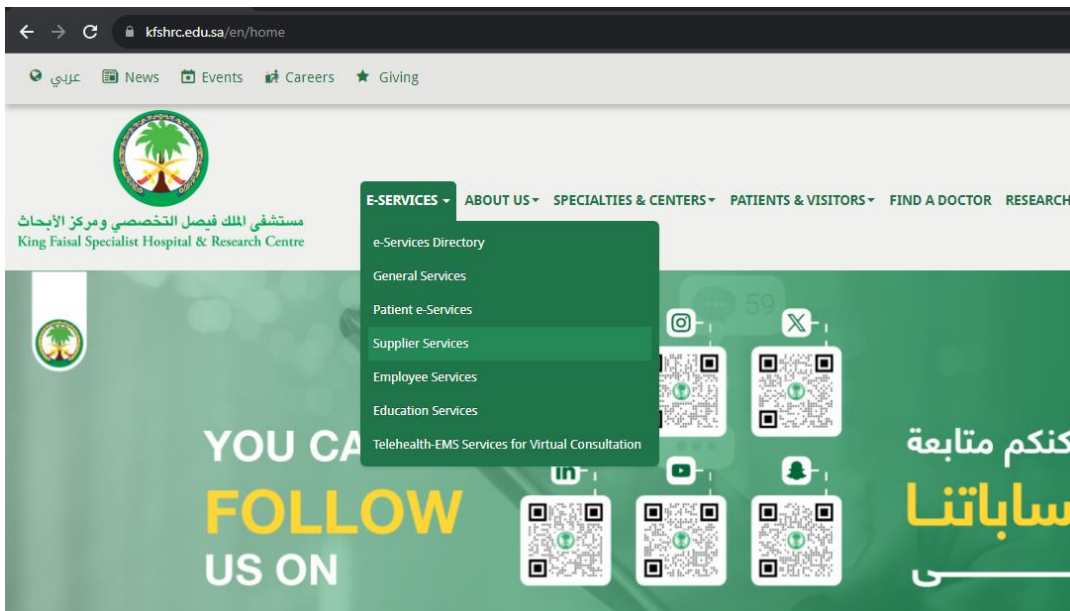
- Oracle I Supplier Portal enables secure, self-service business transactions between KFSH and their Partners.
- It provides Partners with the ability to use a standard Web browser to directly manage business transactions and access secure information.
- Oracle I Supplier Portal provides a collaborative platform for a buyer to manage relationships with their global supply base.
- With Oracle I Supplier Portal, Partners can receive immediate notifications and respond to events in the purchasing process.
- Oracle I Supplier Portal provides the framework that enables buyers and Partners to communicate key business transactions while enabling the ability to search, monitor, revise, and review.

Navigation : Login <https://www.kfshrc.edu.sa/en/home>

**Note: For better performance, kindly use "Microsoft Edge" Browser for Partner Registration activity, kindly clear your browsing history completely or switch to other browser Mozilla/Chrome only if you face any challenges with Microsoft edge**



Step 1 : Kindly click [E-SERVICES](#) > [Partner Services](#)



Step 2: Kindly click [READ MORE](#)



**E-SERVICES DIRECTORY**

- ▶ General Services
- ▶ Patient e-Services
- ▶ Suppliers e-Services

## Suppliers e-Services

At KFSH&RC, the use of modern state-of-the-art e-services is not limited to staff and patients. Rather, we took a step ahead and allowed a transparent bidding process for our suppliers, too. KFSH&RC's e-services for suppliers include two key services: Bids and iSupplier. These services ease out the bidding process for the suppliers by adopting the government's ambitious procurement scheme called "Etimad," which follows a set of strict procedures and ensures a fair bidding process.

### iSupplier

KFSH&RC has taken a strong measure to ensure the accountability..

[READ MORE](#)

### Bids

The Bids e-service is our ambitious initiative to bring transparenc..

[READ MORE](#)

Step 3: Kindly click [Access to Service](#)

**E-SERVICES DIRECTORY**

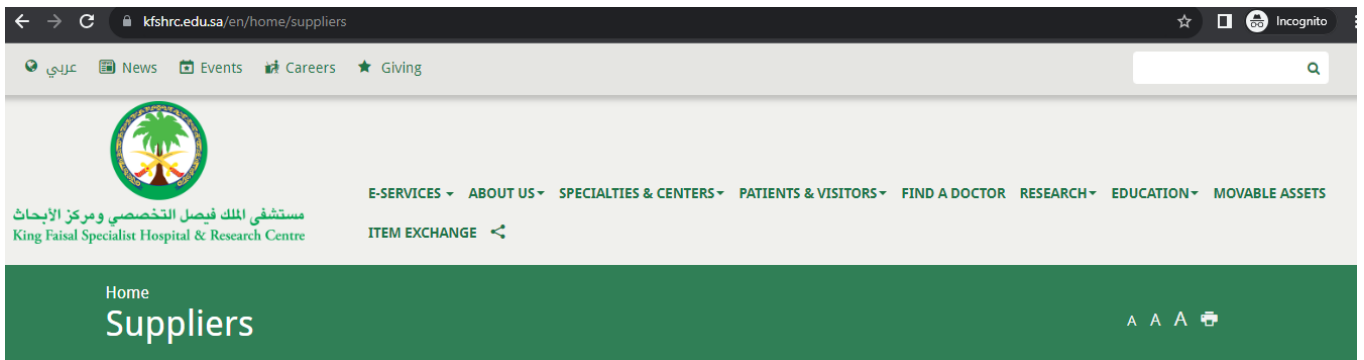
- ▶ General Services
- ▶ Patient e-Services
- ▶ Suppliers e-Services

## iSupplier

KFSH&RC has taken a strong measure to ensure the accountability of the hospital for suppliers who are keen on submitting offers for items and services that are required by the hospital. The iSupplier e-service ensures a transparent mechanism, whereby all suppliers can submit their offers online without the need to visit the hospital or filling in never-ending documents and forms.

[Access to Service](#)

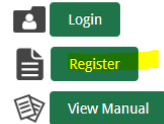
Step 4: Kindly click [Register](#)



This is an online service that enables the suppliers to submit their offers for the items/services needed by KFSH&RC.

**How it works ?**

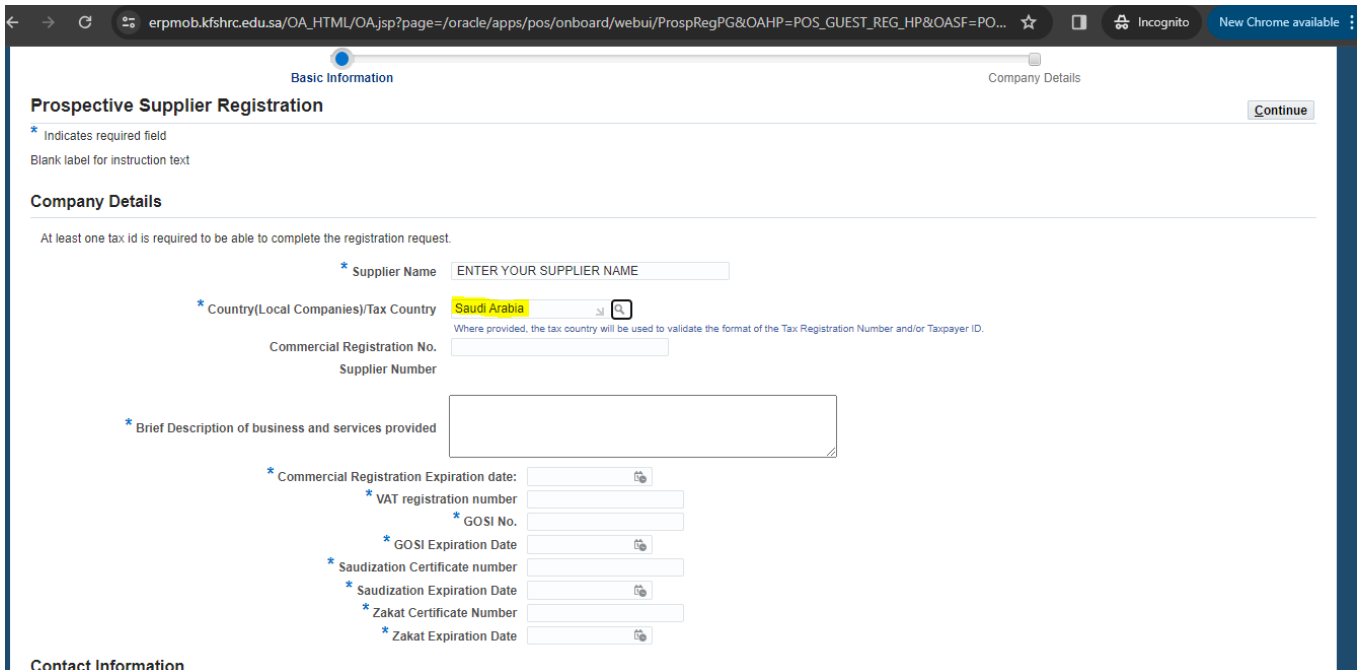
1. Select the city. (This services is available in Riyadh Only)
2. Click on the required category .
3. Click on the item description
4. Click on "Submit Quotation" option and sign in to iSupplier system or, click " Request Invitation" through the available online form



Step 5: Once you click "register" you will be redirected to <https://erpweb.kfshrc.edu.sa/>

Please enter all the required information for Local and International Partner

[LOCAL PARTNER \(Saudi Arabia\) – If Partner belongs to Saudi Arabia](#)



[For the below fields please enter as per the below format if Partner belongs to Saudi Arabia](#)

<b>Requirement</b>
Commercial Registration No. ( CR ) : 10 Characters ( ex. 1010775592 )



VAT Registration No.	: 15 Characters ( ex. 311222877300003 )
Gosi No.	: 9 Characters ( ex. 523607413 )
Saudization Certificate No.	: 15 Characters ( ex. 933851-18223534 )
Zakat Certificate No.	: 10 Characters ( ex. 1020587898 )
SFDA Registration No.	: 6 Characters ( ex. C-1606 )

[Please fill all the fields and click Continue](#)

erpmob.kfshrc.edu.sa/OA\_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/ProspectRegPG&OAHP=POS\_GUEST\_REG\_HP&OASF=PO... ☆ Incognito New Chrome available

### Prospective Supplier Registration Continue

\* 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.

\* Supplier Name

\* Country(Local Companies)/Tax Country  Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

Commercial Registration No.

Supplier Number

\* Brief Description of business and services provided

\* Commercial Registration Expiration date:

\* VAT registration number

\* GOSI No.

\* GOSI Expiration Date

\* Saudization Certificate number

\* Saudization Expiration Date

\* Zakat Certificate Number

\* Zakat Expiration Date

#### Contact Information

Blank label for instruction text

\* Representative Email

Step 6: Kindly click "Create". Atleast one entry is mandatory for Address and Bank Account



erpweb.kfshrc.edu.sa/OA\_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/ProspectRegPG&OAH=POS\_GUEST\_REG\_HP&OASF=POS\_SUPPREG\_REGISTER&OA...

Basic Information Company Details

### Prospective Supplier Registration: Additional Details

Submit Save For Later Back

Blank label for instruction text

Company Name KFSH Supplier  
 Tax Country United States  
 Tax Registration Number 5  
 Taxpayer ID 1  
 DUNS Number 5  
 Note to Buyer   
 Note to Supplier

**Address Book**

At least one entry is required.

Create | Refresh

Address Name	Address Details	Purpose	Update	Delete
No results found.				

**Contact Directory**

At least one entry is required.

Create | Refresh

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Enter your FIRST NAME	Enter your Last NAME		test@test.commm	<input checked="" type="checkbox"/>		

**Business Classifications**

https://erpweb.kfshrc.edu.sa/OA\_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/ProspectRegDetailsPG&mappingId=0WX7cg...

KFSH & RC iSupplier Portal

Navigator Favorites Worklist

### Update Address

Cancel Apply

\* Indicates required field

\* Address Name ADDRESS 1  
 Country Saudi Arabia  
 \* Address Details No. 1 Takhasusi  
 \* Number of Full Time Employees 15000  
 Years of Established 1970  
 \* Nature Of Business (Manufacturer, Trade ...etc) Medical Supplies  
 \* City/Town/Locality Riyadh  
 County Saudi Arabia  
 State/Region West  
 Supplier Website www.tstsupplier.com  
 \* Postal Code 53333

Phone Area Code 966  
 Phone Number 56565656  
 Fax Area Code 56565656  
 Fax Number 56566  
 \* Email Address tstsupplier@tst.com

Step 7 : Please click the check box for the applicable Classification related to your Organization and click Add sub group and choose the sub group and click save



erpmb.kfshrc.edu.sa/OA\_HTML/OA.jsp?page=/oracle/apps/pos/request/webui/AddAddrRequestPG&\_ti=624308231&retainAM=Y&add...

First Name	Last Name	Phone	Email	Requires User Account	Update	Dele
test	test	966-64546465546546-5656565	testsupplier@tst.com	✓		

**Supplier Sample Files For Download**

Mandatory to Click [here](#) for Supplier Registration Form - Local  
Mandatory to Click [here](#) for Supply chain Management Local Form  
Mandatory to Click [here](#) for Supplier Guidelines local  
Mandatory Required documents : Kindly download the Kindly download the Qualification checklist excel document from [here](#)

**Business Classifications**

Classification	التصنيف	Applicable	
Construction	إشادات وتعميمات	<input checked="" type="checkbox"/>	Add SubGroup
Construction consultation services	خدمات استشارية - إشادات	<input type="checkbox"/>	Add SubGroup
Corporate and communication services	خدمات الاتصالات	<input type="checkbox"/>	Add SubGroup
Environmental	خدمات بيئية ونظافة	<input type="checkbox"/>	Add SubGroup
Food	الأغذية	<input type="checkbox"/>	Add SubGroup
Furniture	أثاث	<input type="checkbox"/>	Add SubGroup
Health Care services	خدمات الرعاية الصحية	<input type="checkbox"/>	Add SubGroup
Information Technology	تكنولوجيا المعلومات	<input type="checkbox"/>	Add SubGroup

**Sub Group**

Save Records

Select Box: Sub Group

None-Medical - غير طبي

Medical - طبي

erpmb.kfshrc.edu.sa/OA\_HTML/OA.jsp?page=/oracle/apps/pos/request/webui/AddAddrRequestPG&\_ti=624308231&retainAM=Y&add...

First Name	Last Name	Phone	Email	Requires User Account	Update	D
test	test	966-64546465546546-5656565	testsupplier@tst.com	✓		

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**Business Classifications**

Classification	التصنيف	Applicable	
Construction	إشادات وتعميمات	<input checked="" type="checkbox"/>	Add SubGroup
Construction consultation services	خدمات استشارية - إشادات	<input type="checkbox"/>	Add SubGroup
Corporate and communication services	خدمات الاتصالات	<input type="checkbox"/>	Add SubGroup
Environmental	خدمات بيئية ونظافة	<input type="checkbox"/>	Add SubGroup
Food	الأغذية	<input type="checkbox"/>	Add SubGroup
Furniture	أثاث	<input type="checkbox"/>	Add SubGroup
Health Care services	خدمات الرعاية الصحية	<input type="checkbox"/>	Add SubGroup
Information Technology	تكنولوجيا المعلومات	<input type="checkbox"/>	Add SubGroup

**Confirmation**

Records Saved Successfully !!

Save Records

Select Box: Sub Group

None-Medical - غير طبي

Medical - طبي

Please choose the Business Classification which is relevant to your Business only

Step 8: Please click Create for entering Bank Details

**Banking Details**

At least one entry is required.

Create

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
No results found.								





Step 9 : Please fill all the field. If the Bank Name doesn't exist, kindly choose "New Bank" and fill all the details

erpweb.kfshrc.edu.sa/OA\_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/ProsprRegDetailsPG&\_ti=757592985&retainAM=Y&addBreadcrumb=Y&oap...

### 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  Account Name

Check Digits  Currency

IBAN

[Financial Details](#)

Financial Details (Annual Value Of Total Sales for the last 3 Years)

First Year (Dollars \$)	<input type="text" value="\$5000"/>
Second Year (Dollars \$)	<input type="text" value="\$50000"/>
Third Year (Dollars \$)	<input type="text" value="\$50000"/>

#### Comments

Comments to Head of Purchasing

and click Apply

Step 10: Please fill all the field in Bank Account and Financial Details

[Show Branch Details](#)

### Bank Account

Account Number  Account Name

Check Digits  Currency

IBAN

[Financial Details](#)

Financial Details (Annual Value Of Total Sales for the last 3 Years)

First Year (Dollars \$)	<input type="text" value="\$5000"/>
Second Year (Dollars \$)	<input type="text" value="\$50000"/>
Third Year (Dollars \$)	<input type="text" value="\$50000"/>

### Comments

Comments to Head of Purchasing

Step 11 : Kindly click here to view all the list of Documents

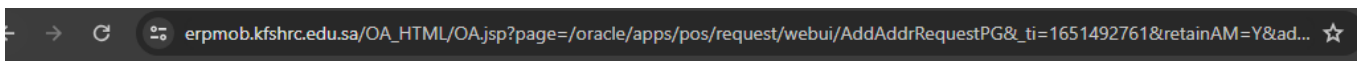
Please add all the mandatory documents shown in the list, categories mentioned as optional can be excluded , please choose each category and choose file and add the attachment.



Step 12 : Repeat the Attachment process until you attach relevant documents for all the below category

1. **Certificate copy –GOSI**
2. **Certificate copy – Zakat Certificate**
3. **Certificate copy – General Organization for Social Insurance.**
4. **Certificate copy – Saudization Certificate**
5. **Certificate copy - VAT registration Number**
6. **Certificate copy for – ETIMAD**
7. **Local Partner Category (applicable for Saudi Arabia Partners Only)**

**Please download all the documents, review, fill and upload**



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- Mandatory to Click [here](#) for Supply chain Management Local Form
- Mandatory to Click [here](#) for Supplier Guidelines local
- Mandatory Required documents : Kindly download the Kindly download the Qualification checklist excel document from [here](#)

#### Business Classifications



8. **International Partner Category (applicable for Non Saudi Arabia Partners Only)**
  9. Qualification Category (Please download the document from the Qualification checklist)
- Note: If one Business Classification and one sub group is selected the Qualification checklist excel document needs to be uploaded once, if two Business Classification and 4 sub group is selected the Qualification checklist excel document needs to be uploaded 4 times.

The screenshot shows a web browser window with the URL `erpmob.kfshrc.edu.sa/OA_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/ProspRegPG&OAH=POS_GUEST_REG_HP&OASF=PO...`. The page title is "Supplier Sample Files For Download". Below the title, there are three mandatory links: "Mandatory to Click here for Supplier Registration Form - Local", "Mandatory to Click here for Supply chain Management Local Form", and "Mandatory to Click here for Supplier Guidelines local". A yellow highlight is under the text: "Mandatory Required documents : Kindly download the Kindly download the Qualification checklist excel document from here".

The main content area is titled "Business Classifications" and contains a table with the following columns: "Classification", "التصنيف", and "Applica". The table lists several categories with their corresponding Arabic classifications and checkboxes for application:

Classification	التصنيف	Applica
Construction	إشادات وتوريدات	<input checked="" type="checkbox"/>
Construction consultation services	خدمات استشارية - إشادات	<input type="checkbox"/>
Corporate and communication services	خدمات الاتصالات	<input type="checkbox"/>
Environmental	خدمات بيئية ونظافة	<input type="checkbox"/>
Food	الإعاشة	<input type="checkbox"/>
Furniture	أثاث	<input type="checkbox"/>

On the right side of the table, there is a "Sub Group" modal window. It has a "Save Records" button and a "Select Box Sub Group" section with two options: "None-Medical - غير طبي" (unchecked) and "Medical - طبي" (checked). Below the modal, there are two "Add SubGroup" buttons.

Step 13 : After carefully uploading all the attachments , kindly enable the checkbox and click Submit

The screenshot shows the bottom part of the registration form. It includes a warning message: "Please attach appropriate documents like Quality Assurance Certification, DZIT Certificate, ISO 9000 Certificate or equivalent(national or international) click here to view the list of documents". Below this, there is a yellow box with a checkmark icon and the text: "\* [checkmark icon], the undersigned, warrant that the information provided in this form is correct, and in the event of changes details will be provided as soon as possible". At the bottom right, there are three buttons: "Submit" (highlighted in yellow), "Save For Later", and "Back".