

Mobily Vendor Registration Process



Mobily Supplier Registration Portal User Manual

Mobily Vendor Registration Process

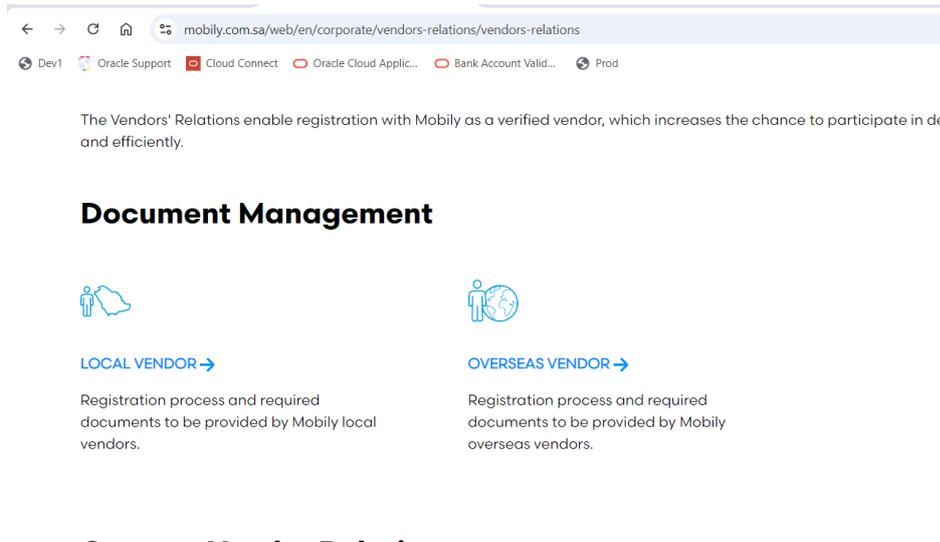


Supplier Registration Process:

1. Visit Mobily Portal:

<https://www.mobily.com.sa/web/en/corporate/vendors-relations/vendors-relations>

Choose if you are a local or Overseas Vendor



Local Vendor

Registration process and required documents to be provided by Mobily local vendors.



Click on the below link

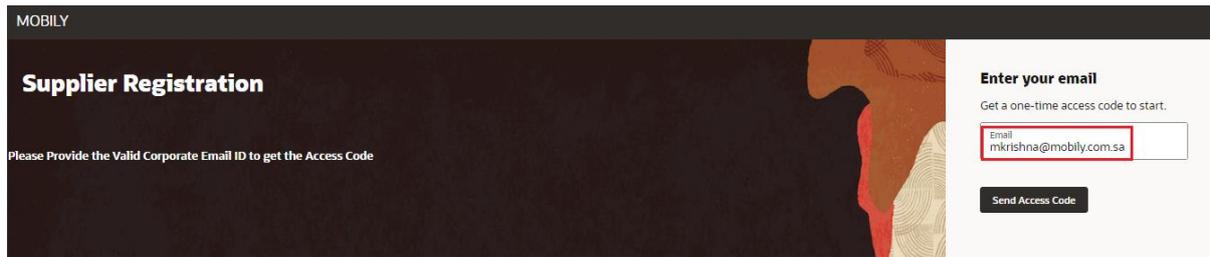


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2. Enter Valid Corporate Email Id then click on Send Access Code

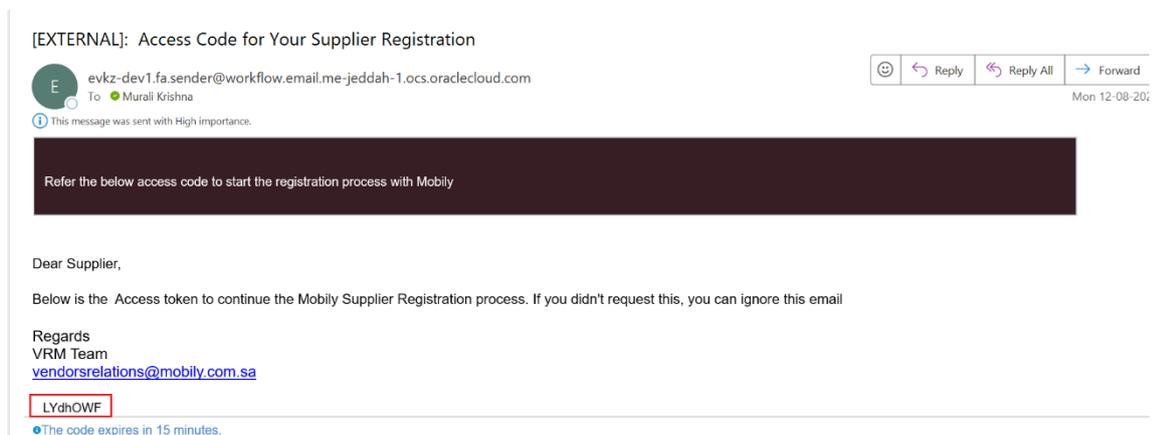
As the requester, you can begin by entering your email to receive a one-time access code, which is used to start the supplier registration. This security feature prevents bots from submitting registration requests and ensures a valid email is associated with each registration. You can return later to finish the registration by providing the email again to get a new access code, which will retrieve the saved registration.



3. Access code sent to register mail id



4. Registration email will receive an email in the below format



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5. Enter Access Code then click on continue

After email verification, the supplier is guided to provide company information, contacts, addresses, business classifications, bank accounts, categories of products and services, and questionnaire responses. These registration pages are simplified for quick data entry

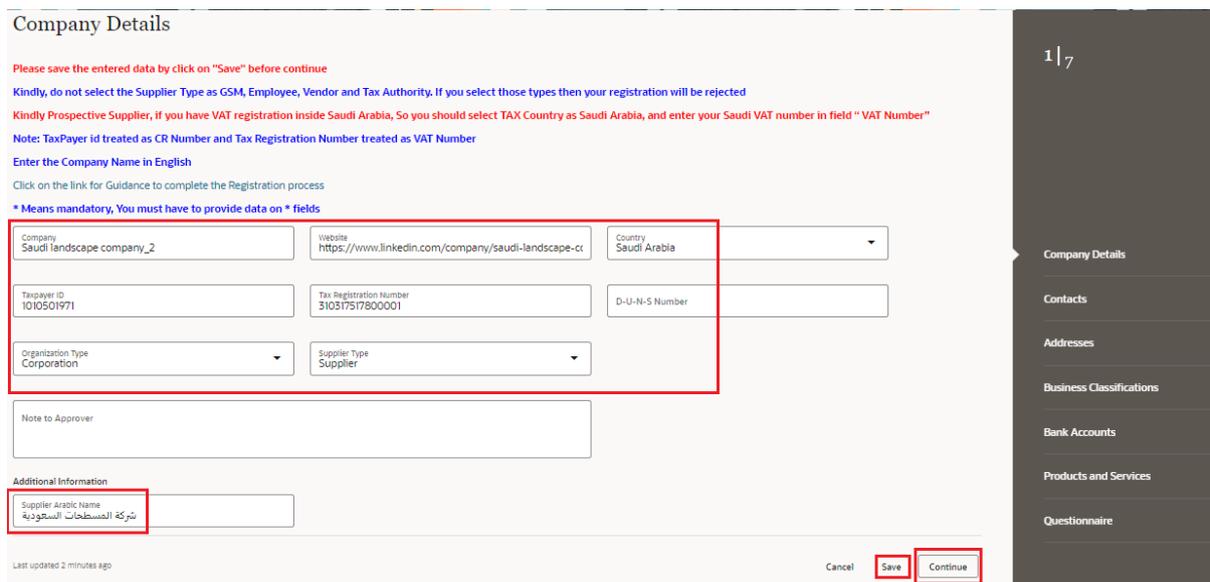


6. Company Details Page:

In Company Details, provide the company details like name, country, tax identifiers, organization, and supplier types and so on.

On company details, the country is required to drive defaulting on subsequent pages, which also enables to configure UI rule conditions based on country.

Another usability improvement involves tax information, when returning to complete a registration, you need not re-enter taxpayer ID and tax registration number.



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7. Contacts Page:

In Contacts, provide the details of all the contacts who will engage with the buyer for various business activities.

On Contacts, the verified email is defaulted for the first contact, also the mobile, phone and fax country codes are defaulted based on the country selected on company details

8. Address Page:

In Addresses, provide details of all the supplier addresses from where their business activities are going to take place.

On Addresses, the country is used to default the address country as well as the phone and fax country codes.

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9. Business Classifications Page:

The Business Classifications page is organized to help you quickly determine whether any of the various classifications apply to your company. If yes, a detailed form will be provided to capture the classification and certificate details.

Business Classifications
Enter at least one business classification or select none applicable.

Please save the entered data by click on "Save" before continue

Please follow the instructions given below and attach all required document to speed up the review process of your registration request.

1.1 If your company is based in Saudi Arabia, please select "Local Vendor" in the 'Classification' column. Otherwise, select "Foreign Vendor".

1.2 Please attach all the required documents as per the table given below. To add multiple documents, click on the "Drag and Drop" button. Add separate line for each required document.

Certifying Agency	Local Vendor	Foreign Vendor
Certificate of Chamber of Commerce and Industry Membership	Required	Not required
Certificate of General Organisation for Social Insurance	Required	Not required
Certificate of Labor Office	Required	Not required
Certificate of Zakat and Income Tax Payment or Clearance	Required	Not required
Certificate of Commercial Registration	Required	Required

Business classification 1

Classification: Local Vendor | Subclassification: []

Certifying Agency: Certificate of Labor Office | Other Certifying Agency: [] | Certificate Number: 9132546978

Certificate Start Date: 01/01/2024 | Certificate End Date: 12/31/2024

Notes: []

Cancel Save Continue

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- Company Details
- Contacts
- Addresses
- Business Classifications**
- Bank Accounts
- Products and Services
- Questionnaire

Repeat the same for other certificate like CR, GOSI etc.

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10. Bank Accounts Page:

In Bank Accounts, provide details of all the supplier bank accounts where to receive payments against their supplies.

Capturing a supplier bank account is greatly simplified with country-driven logic to help you to quickly provide bank account details unique to the country. The default country layout presented is based on the supplier's country.

KSA Supplier Bank Account:

Bank Accounts

Please save the entered data by click on "Save" before continue

Bank Name should be match with letter attached for bank in the Questionnaire section of this supplier registration form

Enter at least one bank account

Enter account number or IBAN unless account number is marked as required. For Non-KSA vendors swift is mandatory

For Non- KSA Supplier kindly capture the SWIFT Code in Alternate Account Holder

Bank account 1

Country Saudi Arabia	Bank Al Bank Al Saudi Al Fransi	Bank Branch Main Branch	Account Number 99694100111
IBAN SA565500000099694100116	Currency Saudi Riyal	Account Type Savings	
Account Holder Saudi landscape company_2			

Last updated 1 minute ago

Cancel Save Continue

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- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts
- Products and Services
- Questionnaire

Non-KSA Supplier Bank Account:

Bank account 2

Country India	Bank IN_Foreign Bank	Bank Branch IN_Main	Account Number 9113322554466
Currency Indian Rupee	Account Type Savings	Account Holder Saudi landscape company_3	
Alternate Account Holder HDFC0001234			

Attach supporting documents

Drag and Drop
Select or drop files here.

URL Add URL

Last updated 7 seconds ago

Cancel Save Continue

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- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts
- Products and Services
- Questionnaire

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11. Products and Services Page:

The Products and Services page presents summarized categories for selection indicating the types of goods and services that you can provide.

Note: Select the category at leaf level as shown in below then click on save and continue

Products and Services

Please save the entered data by click on "Save" before continue

Please choose the products and services Carefully and Select only the leaf level category as shown in below

Select	Category Name	Description
<input type="checkbox"/>	Commercial	
<input type="checkbox"/>	Commercial - FTTH	
<input checked="" type="checkbox"/>	Com FTTH - ONT Installation	
<input type="checkbox"/>	Commercial - ICT	
<input type="checkbox"/>	Commercial-Wholesale	
<input type="checkbox"/>	Media and advertising	

Search by category or description

1 selected View Selected Clear Selected

Category	Description
<input type="checkbox"/> Commercial	
<input type="checkbox"/> Commercial - FTTH	
<input checked="" type="checkbox"/> Com FTTH - ONT Installation	
<input type="checkbox"/> Com FTTH - 11	Com FTTH - 11

Updated just now

Cancel Save Continue

12. Questionnaire Page:

Select the questionnaires answers correctly

Supplier Registration

Questionnaire

TAX Registration Status General Supplier

TAX Registration Status (Section 1 of 3)

1. Can you kindly choose your Company Nationality from below options.

Select your company nationality

Ramitrad

a. Saudi Arabia

b. Non-Saudi Arabia

1.a.1. Enter Tax Registration Status

More Details Kindly click here

Refer the link above

Ramitrad

a. Registered

b. Not Registered

c. Exempt

d. Customs

e. Zero VAT

f. Out of Scope

g. Sovereign

Updated just now

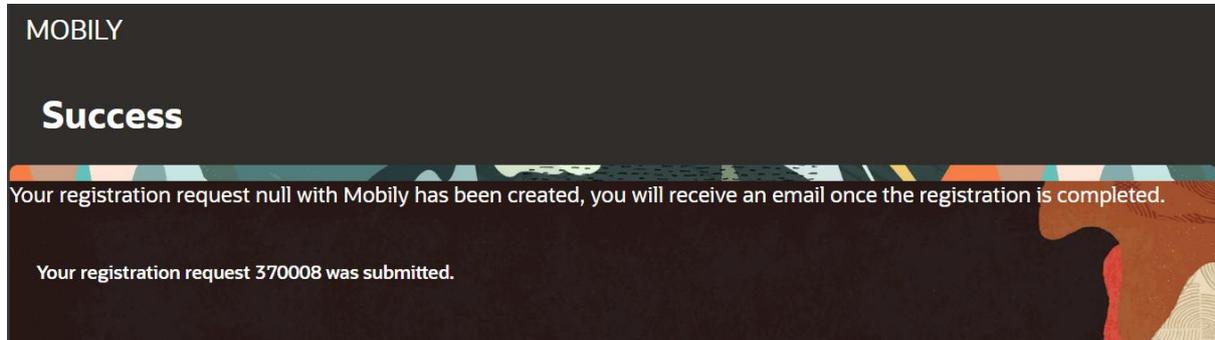
Cancel Save Submit

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Select the questionnaires answers correctly and add attachments then click on save and submit

13. After submitting the supplier registration showing the registration request number



Note: Mobily takes 2-3 weeks or more to review the approve the requests. In case there are any clarifications required they will revert back.

You can reach out to vendorsrelations@mobily.com.sa with the Registration number any time.

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14. Below format email received after supplier registration request is approved

 evkz-dev1.fa.sender@workflow.email.me-jeddah-1.ocs.oraclecl  
To: mobily.supplier@outlook.com Mon 8/19/2024 4:17 PM

**Etihad Etisalat Company
(Etihad Etisalat (Mobily))**

Your Supplier Registration Request was
Approved

Request Number	105001
Request Date	19 August 2024
Requested By	mobily.supplier@outlook.com
Company	External Supplier