User Manual

صندوق التنمية العقارية
REAL ESTATE DEVELOPMENT FUND

Supplier Registration
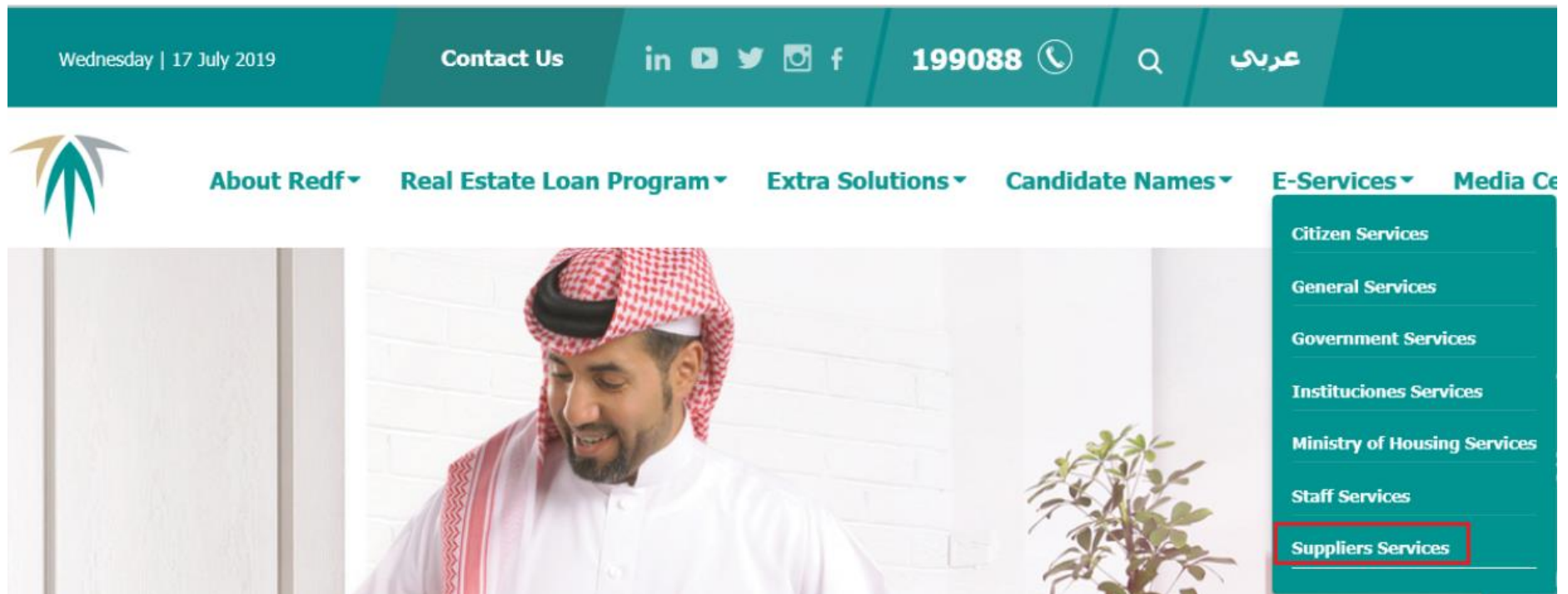
V1.0

July-2019

1. Access the registration page

The registration page available online 24*7 on REDF's website and it's under "Supplier Services"

Before you start on the registration, kindly check the registration requirement and prepare them (The required information are available on the REDF website)

2. Enter the company main information

After entering the registration page, you have to enter the main information which includes (but not limited to)

- Company Name
- Tax Country
- Tax Registration Number
- CR Number
- Email
- Contact Name
- Contact Phone

Then once done, press "Next" button

REDF Vendor Management

Prospective Supplier Registration

* Indicates required field   Step 1 of 4   **Next**

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Company Details

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

* Company Name	US NY Company
Tax Country	United States

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

Tax Registration Number	878345345345
* CR Number	6367335

Contact Information

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* Email	Sales@USNYC.com
First Name	Ahmed
* Last Name	Salem
Phone Area Code	
* Phone Number	+13498548435
Phone Extension	

Step 1 of 4   **Next**

3. Enter the company additional information

First, you need to enter the company address. To do so, please click on "Create" button

Basic Information	Company Details	Additional Information

Prospective Supplier Registration: Additional Details

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Company Name **US NY Company**
Country **United States**
CR Number 6367335

اسم الشركة باللغة الانجليزية

Note to Buyer

Note to Supplier

Address Book

At least one entry is required.

Create

Address Name	Address Details	Purpose
No results found.		

Then enter the highlighted below information and once done, press "Apply"

Note that: You can repeat the same steps and add more than one address if required

A default contact shall be created, please update the record like below:

Press on "Update" icon

Then clock on "Add Another Row"

Then select the address and press "Apply"

Supplier User Account

☑ Create User Account For The Contact

Addresses For the Contact

Address Name	Address Details	Remove
NY	Street1, NY NY 12345 US	🗑

Add Another Row

Cancel Apply

Then enter the certificates information (only the applicable, as some certificates only for Saudi based companies)

Business Classifications

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
CR	☑		6367335		21-12-1440 11:52:4 ✗ ▦
Social Insurance - التأمين الاجتماعي	☐				▦
Tax Registration	☐				▦
Zakat - شهادة الزكاة والدخل	☐				▦

✔ **TIP** Date format example: 15-11-1440

Then, select your product and services (only the applicable to the REDF)

"Click on Create"

Supplier Category

At least one entry is required.

Create

Code

No results found.

Then select the desired products/services

Then, enter the banking details like below:

Press "Create"

Then fill all the bank details accurately. Also for the bank name and branch, try first to select them and if they are not on the system you can add the names manually

Once you done, press "Apply"

Once done, press "Next"

Also note that: You can use "Save for Later" option in case you are unable to fill all the required data/information at the moment

| Basic Information | Company Details | Additional Information | Attachments |

Prospective Supplier Registration: Additional Details

Blank label for instruction text

Save For Later   Back   Step 2 of 4   Next

Company Name **US NY Company**
Country **United States**
CR Number 6367335
اسم الشركة باللغة الانجليزية
Note to Buyer

Note to Supplier

Address Book

At least one entry is required.

Create

Address Name	Address Details	Purpose	Update	Delete
NY	Street1, NY NY 12345 United States	Payment, Purchasing	✏️	🗑️

4. Enter the registration additional information

Once done, you need to fill the registration additional information like below:
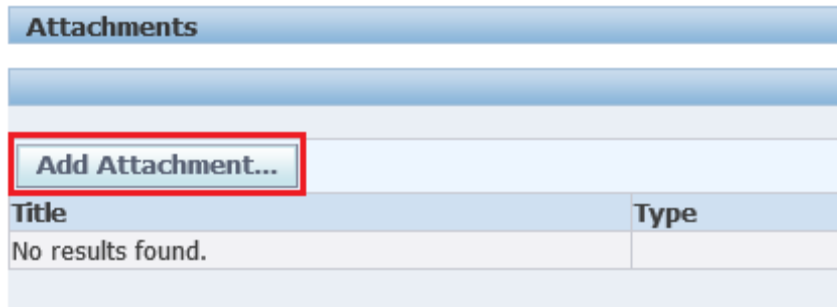
Then press "Next"

5. Upload the attachments

Last step is to upload all required attachments and supporting documents

Click on "Add Attachment"

Upload the required data, then press "Apply" or "Add Another" in case more files are required

Prospective Supplier Registration: Current Status >   Add Products and Services: : (US NY Company) >   Create Bank Account >

Add Attachment

Cancel   Add Another   Apply

Attachment Summary Information

Title   CR Copy

Description

Category   Miscellaneous

Define Attachment

Type   File   C:\Users\gupta.su\Desktop\SLM and iSupplier Setup\استعراض...

URL

Text

Cancel   Add Another   Apply

6. Submit the registration request

Once everything is done, press "Submit"

Then you will receive a confirmation message that your required submitted for approval

Confirmation

Thank you for registering your company. Your registration has been submitted for approval and you will be notified of your registration status via email in due course.

7. Additional Information Entry/Questionnaire Response

If additional information are required (like missing attachments, or responses for questionnaire), you will receive an email with the required information. And accordingly, you will respond

Below an example for required missing data:

Press on "Respond" and do the required then resubmit the request

Once REDF's vendor management approve/reject the request, you will be notified via email