



# Supplier Profile Management Guide

**Nov 2023**

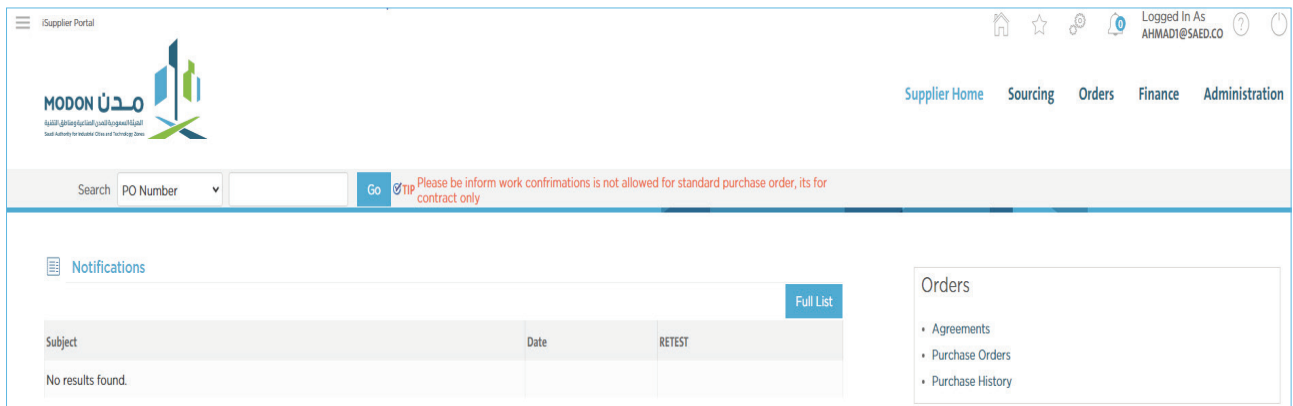
الهيئة السعودية للمدن الصناعية ومناطق التقنية  
Saudi Authority for Industrial Cities and Technology Zones

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# Home Page

- Supplier logs into iSupplier Portal  
Navigation Path: iSupplier portal full access > Home Page > Administration



The screenshot shows the iSupplier Portal interface. At the top left, there is a logo for MODON (مَدِين) and the text 'الهيئة العامة للغذاء والدواء في السعودية' (Saudi Authority for Health Care and Technology - SAHCT). The top right corner displays 'Logged In As AHMAD1@SAED.CO' with user icons. A navigation menu includes 'Supplier Home', 'Sourcing', 'Orders', 'Finance', and 'Administration'. Below the navigation is a search bar with a dropdown menu set to 'PO Number' and a 'Go' button. A red notification banner reads: 'Please be inform work confirmations is not allowed for standard purchase order, its for contract only'. The main content area is divided into two sections: 'Notifications' and 'Orders'. The 'Notifications' section contains a table with columns 'Subject', 'Date', and 'RETEST', and a 'Full List' button. The table shows 'No results found.' The 'Orders' section lists 'Agreements', 'Purchase Orders', and 'Purchase History'.

Search PO Number  **Tip** Please be inform work confirmations is not allowed for standard purchase order, its for contract only

Notifications

Subject	Date	RETEST
No results found.		

Orders

- Agreements
- Purchase Orders
- Purchase History

# General Company Information

- Management of Supplier Company's profile information involves the use of two high-level pages.
- The General information page provides a quick, high-level display of information at the company level.
- The supplier can use the General information page to add an attachment to his profile.
- Supplier logs into iSupplier Portal.

**Navigation Path: iSupplier portal full access > Home Page > Administration > General.**

The screenshot shows the 'General' page of the iSupplier Portal. The page is titled 'General' and displays various company details. On the left, there is a navigation menu with categories like 'Company Profile', 'Address Book', 'Contact Directory', etc. The main content area shows the following information:

- Organization Name: TEST supplier
- Supplier Number: 2985
- DUNS Number: 1111111122225
- Alias
- Tax Registration Number
- Parent Supplier Name
- Taxpayer ID
- Parent Supplier Number
- Country of Tax Registration

Below the information, there is a search section with a text input field, a 'Go' button, and a link to 'Show More Search Options'. There is also an 'Add Attachment' button. At the bottom, there is a table with columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, Delete, and Publish to Catalog. The table currently shows 'No results found.'

# Company Profile

- Use the Company Profile pages to define/update the detailed information about the supplier company such as commercial number, location, add projects name ... etc.
- Use the navigation bar on the left to access the different pages of the Company Profile.
- The Organization page defines high-level details about the supplier company.
- To access the Organization page, click Organization in the Company Profile navigation tree.
- Supplier logs into iSupplier Portal.

**Navigation Path: iSupplier portal full access > Home Page > Administration > Company Profile.**

Profile Management

Organization

Cancel Save

Overview General Information قائمة المشاريع والتوريدات لخمس سنوات تأهيل ما قبل التسجيل تأهيل المنافسات درجات التقييم

Organization

D-U-N-S Number 010102030 Chief Executive Name

Legal Structure Legal Structure Legal Structure Chief Executive Title

Principal Name Principal Title

Year Established

Incorporation Year

Control Year

Mission Statement

# Address Book

- Use the Address Book page to enter information on your company sites. You can create and modify the multiple addresses used in transactions with Modon such as purchasing locations, payment sites, and addresses for RFQs.
- The Address Book page displays the current addresses defined for your company. From this page you can
  - Delete an address by clicking the trash can icon.
  - Update an address by clicking the pencil icon.
  - Add a new address by clicking Create.
- Supplier logs into iSupplier Portal.

**Navigation Path: iSupplier portal full access > Home Page > Administration > Address Book.**

Profile Management

Address Book

Create

Address Name	Address Details	Country	Update	Remove
King fahad	King fahad Riyadh 12345	Saudi Arabia		

Administration: Profile Management: Address Book >

Create Address

\* Indicates required field

Supplier Name: TEST supplier

\* Address Name:

Country: Saudi Arabia

\* Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

\* City/Town/Locality:

Country:

State/Region:

Province:

\* Postal Code:

Supplier Number: 2985

Phone Area Code:

Phone Number:

Fax Area Code:

Fax Number:

Email Address:

Purchasing Address

Payment Address

RFQ Only Address

Cancel Save

# Contact Directory

- The Contact Directory lists the employees at your company who function as contacts between you and Modon.
- On the Contact Directory Page, you can
  - Delete a contact by clicking the trash can icon.
  - Update contact information by clicking the pencil icon.
  - Manage address information for a contact by clicking the Addresses icon.
- Supplier logs into iSupplier Portal.

**Navigation Path: iSupplier portal full access > Home Page > Administration > Contact Directory.**

The screenshot shows the 'Profile Management' section with a sidebar on the left containing 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact Directory' (highlighted), 'Business Classifications', and 'Product & Services'. The main area is titled 'Contact Directory : Active Contacts' and contains a 'Create' button and a table with columns: First Name, Last Name, Phone Number, Email, Status, User Account, Remove, Addresses, and Update. One active contact is listed: Test Supplier, Test Supplier, 0555555555, Ahmad1@saeed.com, Change Pending, with a checkmark in the User Account column. Below this is a section for 'Contact Directory : Inactive Contacts' with a table that shows 'No results found.'

The screenshot shows the 'Create Contact' form with a 'Cancel' and 'Save' button in the top right. A red asterisk indicates required fields. The form includes the following fields: Contact Title (Mr.), First Name (Test), Middle Name, Last Name (Supplier Contact), Alternate Name, Job Title (Accountant), Department, Contact Email (Supplier Contact@supplier.com), and Uri. On the right side, there are fields for Phone Area Code (966), Phone Number (2053645), Phone Extension, Alternate Phone Area Code, Alternate Phone Number, Fax Area Code, and Fax Number (2053645).

# Business Classifications

- You can add/update classifications that are appropriate to your business.
- To add business classifications:
- On the General information page, click Business Classifications.
- On the Business Classifications page, check Applicable for all classifications that apply to your Company.
- Supplier logs into iSupplier Portal.

**Navigation Path: iSupplier portal full access > Home Page > Administration > Business Classifications.**

Profile Management

### Business Classifications

Cancel Save

**Certification**

I certify that I have reviewed the classification below and they are current and accurate.

Last Certified By

**TIP** Date format example: 18-11-2023

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Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Commercial Registration	<input checked="" type="checkbox"/>		10102030		30-11-2023
Saudization Certificate	<input checked="" type="checkbox"/>		10102030		01-11-2024
5 Years Projects References in Saudi Arabia	<input type="checkbox"/>				
After sales service in GCC	<input type="checkbox"/>				
CVs of the consulting office employees	<input type="checkbox"/>				
Chamber of commerce Certificate	<input type="checkbox"/>				



# Products and Services

- Modon define product and service category sets that they use to categorize their supply base.
- You can browse the list of goods and services and select all those that apply to your business.
- Modon can then use this information to help generate supplier invitation lists for RFQs or for reporting.
- Supplier logs into iSupplier Portal.

**Navigation Path: iSupplier portal full access > Home Page > Administration > Products and Services.**

Profile Management

General

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Company Profile

Organization

---

Address Book

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Contact Directory

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Business Classifications

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Product & Services

### Products and Services

Remove
Add

<input type="checkbox"/>	Code	Products and Services	Date Added	Approval Status	View Sub-Category
<input type="checkbox"/>	050	أجهزة إلكترونية	19-08-2021	Approved	
<input type="checkbox"/>	055	أدوات وصحائف	19-08-2021	Approved	

Administration: Profile Management: Product & Services >

### Add Products and Services: : (TEST supplier)

Cancel Apply

Browse All Products & Services  
 Search for Specific Product & Service
 

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Code	Products and Services	View Sub-Categories	Applicable
190	مشترقات استهلاكية		<input type="checkbox"/> Applicable
220	خدمات بريد		<input type="checkbox"/> Applicable
230	أدوية		<input checked="" type="checkbox"/> Applicable
240	خدمات النقل		<input type="checkbox"/> Applicable
250	معلومات عامة		<input type="checkbox"/> Applicable
260	خدمات أمنية		<input type="checkbox"/> Applicable
270	مكتب استشارية		<input type="checkbox"/> Applicable
280	دراسات واستشارات		<input type="checkbox"/> Applicable
290	موقع على الانترنت الإلكترونية		<input checked="" type="checkbox"/> Applicable
310	خدمات وتكلفة العمالة		<input checked="" type="checkbox"/> Applicable

< Previous 10 | 21-30 | Next 10 >

# Banking Details

- You can create and maintain bank account details that you want Modon to use when they make payments to you.
- Bank accounts are defined for a particular bank, branch and account number, the system validates for duplicate entries.
- Modon buyers administrator can then access and approve the bank account details.
- Supplier logs into iSupplier Portal.

**Navigation Path: iSupplier portal full access > Home Page > Administration > Business Classifications.**

**Banking Details**

View: General Accounts

TIP Date format example: 18-11-2023

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update
▶	11111111			بنك الجزيرة	16-08-2021		1	⬆	⬇	New	

**Create Bank Account**

\* Indicates required field

Country: Saudi Arabia

Account is used for foreign payments  
Account definition must include bank and branch information.

**Bank**

Existing Bank  
 New Bank

Bank Name: البنك الأهلي السعودي

Bank Number: [input]

Tax Payer ID: [input]

**Branch**

Existing Branch  
 New Branch

Branch Name: البنك الأهلي السعودي

Branch Number: [input]

BIC: [input]

Branch Type: OTHER

**Bank Account**

Account Number: 10102030

Check Digits: [input]

IBAN: [input]

Account Name: Supplier Test

Currency: Saudi Riyal

Account Status: New



[modon.gov.sa](http://modon.gov.sa)