



الشركة السعودية لشراكات المياه
Saudi Water Partnership Company



Vendor Registration “Vendor Collaboration” Cycle User Manual Document

Microsoft Dynamics 365 Implementation

Microsoft Dynamics 365

Prepared for

SWPC

Project

Vendor Registration Cycle

Prepared by

ZESCOPE

Revision Chart

Date	Author	Version	Change reference
Jan 2025	Zescope	V 1	

Participants

Name	Version	Position	Date
Tasneem Hany	V 1	Business Consultant	Jan, 2025

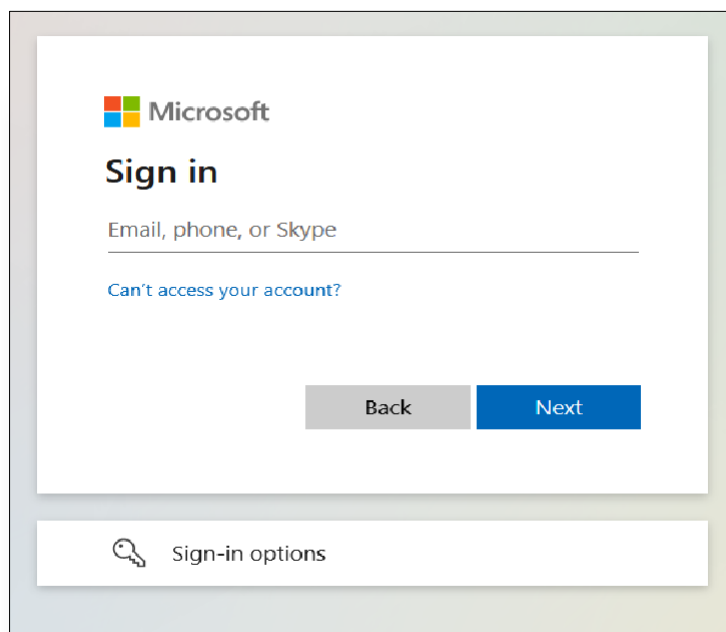
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I. Vendor Registration (Login) Process

- To login to SWPC vendor portal follow the following instruction:
 - Navigate to this website: <https://swpc.operations.dynamics.com/>.
 - For best performance use Microsoft Edge browser
- There are two scenarios to vendor login:

“If your username is on one of Microsoft platforms, you will need only to enter your username e-mail and password to login to the portal.”

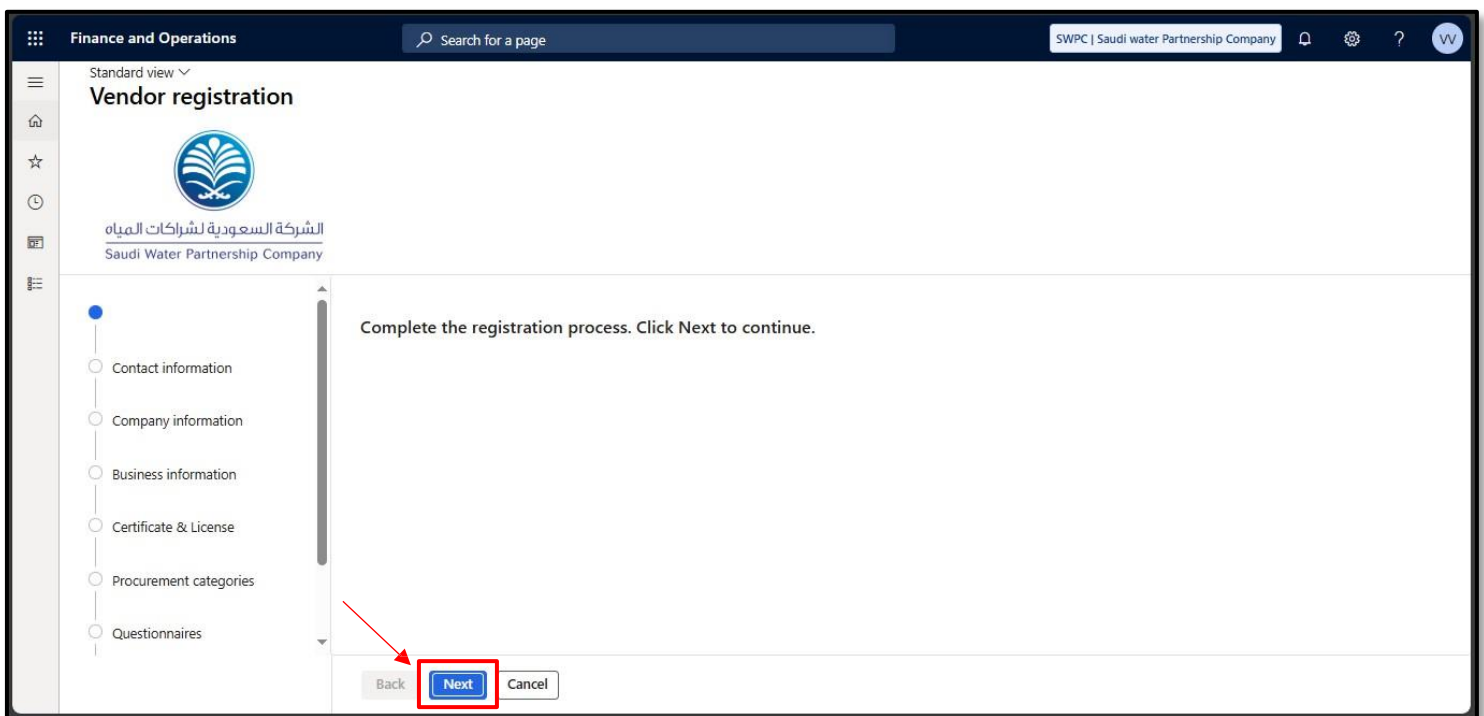


1.1 Vendor Registration

- It has four stages:
 1. Registration Process.
 2. Company Information.
 3. License C Certifications.
 4. Terms and Conditions.

1. Registration Process:

- After the vendor accept invitation from the invitation mail the vendor received from the Portal system registration wizard will start to guide you to fill the information after completing the steps of the wizard as showing in the following image you will be registered and waiting for approval.



2. Contact Information (General Information):

- The company information page is divided into 4 sections as shown in the below image:
 1. Contact information: The contact information for the invited person (This is the invited person to access the Portal).

Finance and Operations

Search for a page

SWPC | Saudi water Partnership Company

Standard view

Vendor registration

الشركة السعودية لشراكات المياه
Saudi Water Partnership Company

GENERAL INFORMATION

First name: Vendor Middle name: Last name: Vendor Email: Telephone: *

ADDRESS INFORMATION

+ Add Edit

Name or description	Address	Purpose	Primary	
We didn't find anything to show here.				

Back Next Cancel

1.1 Contact information (Address Information):

- a. Name (Name of your organization)
- b. Organization type (Will be filled automatically)
- c. Vendor type (Upon this selection the fields in the form will change automatically)
- d. Commercial register (Attachment file)
- e. Company profile (Attachment file)
- f. Commercial register number (Number of your organization registration)
- g. Commercial register end date
- h. Company capital
- i. Number of employees
- j. Commercial activity
- k. Segment (The field of your company business)
- l. Sub segment (The sub-field of your organization)

m. Telephone + Fax + Email + Website

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Standard view

Search for a page

Vendor registration

Standard view

الشركة السعودية لشراكات المياه
Saudi Water Partnership Company

- Contact information
- Company information
- Business information
- Certificate & License
- Procurement categories
- Questionnaires

1 ADDRESS INFORMATION

+ Add Edit

Name or description	Address	Purpose

We didn't find anything to show

Back Next Cancel

SWPC

Standard view

New address

Location ID

000040504 **2**

Name or description *

Purpose

Business

Country/region *

ZIP/postal code

Street

Street number

Building complement

Post box

City

District

State

3 OK Cancel

3. Company Information:

- a. Name
- b. Vendor Type
- c. Telephone
- d. Fax
- e. Email
- f. Website
- g. Segment
- h. Subsegment
- i. Select the Country/Region

Add the Address Information

- 1) Location ID - (System automated)
- 2) Name or description (For Example Head office)
- 3) Purpose (Drop down selection menu)
- 4) Country/region
- 5) ZIP/postal code
- 6) Street
- 7) Post box
- 8) City
- 9) Primary (This button, once activated, becomes the main address of the company)
- 10) Primary for country/region (This button, once activated, indicates the main address of the company in this area)

Finance and Operations Search for a page SWPC | Saudi water Partnership Company

Standard view Vendor registration

الشركة السعودية لشراكات المياه Saudi Water Partnership Company

1 GENERAL INFORMATION

Name: Vendor A Organization type: Organization Vendor Type: Local

Telephone: Fax: Email: Website: Segment: Subsegment:

2 Select the country or region from where you conduct business, and then click Next

Filter

Country/region	Long name
ABW	Aruba
AFG	Islamic Republic of Afghanistan
AGO	Republic of Angola
AIA	Anguilla
ALA	Aland Islands
ALB	Republic of Albania

3 ADDRESS INFORMATION

Back Next Cancel

4

4. Business Information

1.1 Business Profile

- 1) Organization number
- 2) Line of business
- 3) Number of employees
- 4) Currency
- 5) Terms of payment

1.2 Bank Information

- a. Bank account document --- attached file
- b. Bank Account Number
- c. Name
- d. IBAN number
- e. SWIFT code

- f. Currency
- g. Country/region

Finance and Operations

Standard view

Vendor registration

الشركة السعودية لشراكات المياه
Saudi Water Partnership Company

1 BUSINESS INFORMATION

BUSINESS PROFILE **TERMS OF PAYMENT**

Organization number Currency

Line of business Terms of payment

Number of employees

2 BANK INFORMATION

+ Add Delete Attachment

Bank account number	Bank Name	Bank account	Bank IBAN	SWIFT code	Currency	Country Region

3

Back **Next** Cancel

5. Certificate C License

- In this page you will fill your organization license and certificates which is:
 1. Certificate of Commercial Register.
 2. Certificate of registration in the chamber of commerce.
 3. Certificate of Saudization.
 4. Certificate of GOSI.
 5. Certificate of Zakat.
 6. Certificate of Tax.
 7. Signatory authority.

8. National Address

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Standard view

Search for a page

SWPC | Saudi water Partnership Company

Vendor registration

الشركة السعودية لشركات المياه
Saudi Water Partnership Company

Certificate & License

<input type="radio"/>	Certificate	Certificate Number	Effective date	Expiration date	
<input type="radio"/>	Certificate of Commercial Regist...				
<input type="radio"/>	Certificate of registration in the ...				
<input type="radio"/>	Certificate of Saudization.				
<input type="radio"/>	Certificate of GOSI.				
<input type="radio"/>	Certificate of Zakat.				
<input type="radio"/>	Certificate of Tax.				

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6. Procurement Category

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Standard view

Search for a page

SWPC | Saudi water Partnership Company

Vendor registration

الشركة السعودية لشركات المياه
Saudi Water Partnership Company

Select procurement categories for the products or services that your company requests to provide

category

Add category

Procurement categories

- General
- Expenses
- Fixed Assets
- New category #2
- Prepayment
- Production
- Direct

OK Cancel

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7. Questionnaires

Finance and Operations

Standard view

Vendor registration

الشركة السعودية لشراكات المياه
Saudi Water Partnership Company

Contact information

Company information

Business information

Certificate & License

Procurement categories

Questionnaires

Terms and conditions

Submit registration

Status: Not started

Complete questionnaire View answers Previous questionnaire Next questionnaire

Back Next Cancel

8. Terms and Conditions

- In this page you can read and accept the terms and conditions of our company.
- When you accept the terms and conditions of the company click next.

https://swpc-uat.sandbox.operations.eu.dynamics.com/?cmp=SWPC

الشركة السعودية لشراكات المياه
Saudi Water Partnership Company

Contact information

Company information

Business information

Certificate & License

Procurement categories

Questionnaires

Terms and conditions

Submit registration

1.11 "KINGDOM" means the Kingdom of Saudi Arabia.
1.12 "PROPOSAL" means the proposal prepared by the ADVISOR to the CLIENT entitled for the Media coverage of events and occasions and incorporated by reference under the CONTRACT.
1.13 "SERVICES" means all the work and services to be performed by the ADVISOR pursuant to this CONTRACT.
1.14 "SERVICES SITE" means all locations at which the ADVISOR performs any portion of the SERVICES.
1.15 "SUBCONTRACT" means any subcontract entered into between the ADVISOR and any of its SUBCONTRACTORS.
1.16 "CONFIDENTIAL INFORMATION" means all information of the COMPANY (whether of a technical, legal, business or financial nature or otherwise) in whatever form, including:
(a) any techniques, methods, programs, source code, object code, software, materials, photographs, documents or manuals of the COMPANY used in its business;
(b) any information relating to the shareholders, employees, affiliates, business affairs, accounts, procurement plans, prospects, research, management or finances of the COMPANY;
(c) any databases, specifications, drawings, records, reports, software, or any source of information obtained and paid for by the COMPANY;
(d) the terms and contents of this CONTRACT;
(e) all information and documents designated or marked as "confidential" or "proprietary" and disclosed by or on behalf of the COMPANY to the ADVISOR;
(f) any information regarding the Project or any other projects being considered, prepared or procured by the COMPANY; and
(g) any other documents, material, and information whether in writing or otherwise concerning the COMPANY to which the ADVISOR gains access, or of which the ADVISOR becomes aware of or learns whether before, during or after this CONTRACT with the COMPANY.
(h) is or becomes generally known to the public otherwise than through a breach of this CONTRACT or other obligation of confidentiality owed to the COMPANY or a third party;
(i) is obtained by the ADVISOR from a third party without breach by that third party of any obligation of confidence concerning that information;

2.0 GENERAL OBLIGATIONS OF ADVISOR
The ADVISOR shall, in accordance with and subject to the terms and conditions of the CONTRACT, these GENERAL TERMS AND CONDITIONS and in conformity with the PROPOSAL:
2.1 Perform the SERVICES described in the PROPOSAL in accordance with the specifications and standards set forth or referred therein.
2.2 Except as otherwise provided in the PROPOSAL, provide all of the labor and supervision required to perform the SERVICES.
2.3 Except as otherwise provided in the PROPOSAL, provide computer equipment, computer programs, technical aids, office supplies, materials, tools and equipment required to perform the SERVICES.
2.4 Obtain all permits, licenses and other governmental or other authorizations which must be obtained in the ADVISOR's name and which are necessary for the performance of the SERVICES.
2.5 Appoint one or more ADVISOR REPRESENTATIVES for the duration of the CONTRACT.
2.6 Provide catering, accommodation, and transportation for all the ADVISOR's personnel.
2.7 Perform all other obligations required by the terms and conditions of the CONTRACT.

3.0 ADVISOR'S PERSONNEL
3.1 The ADVISOR warrants that it has sufficient competent and fully qualified personnel able and reasonably available to execute the SERVICES in the manner and within the time required by the CONTRACT. As soon as reasonably possible after signature of the CONTRACT the ADVISOR shall submit to the CLIENT, for the CLIENT's approval a list of curricula vitae of the key personnel selected to perform the SERVICES. The ADVISOR's personnel approved by the CLIENT shall not be removed, resigned or replaced by the ADVISOR for any reason without the CLIENT's approval which shall not be unreasonably withheld.
3.2 In obtaining additional personnel to supplement its permanent staff in the performance of the in-KINGDOM portion of the SERVICES, the ADVISOR shall give priority to qualified KINGDOM Nationals.
3.3 The ADVISOR specifically acknowledges its responsibility to adhere to and abide by the KINGDOM's requirements with regards to the issuance of visas for its expatriate personnel. Non issuance of visas to the ADVISOR's expatriate personnel by the KINGDOM shall not relieve the ADVISOR of its obligation to perform the SERVICES. The ADVISOR's expatriate personnel shall obtain the required passports, visas, and permits necessary to gain entrance into, and exit from, the KINGDOM.
3.4 The ADVISOR shall not during the course of the SERVICES, offer employment to any KINGDOM National who is at such time an employee of the CLIENT, without CLIENT's prior written consent.
3.5 When working in the KINGDOM, all of the ADVISOR's personnel shall have in their possession all required and properly validated licenses or certificates prescribed by the KINGDOM as being necessary for the performance of those aspects of the SERVICES to which they are assigned. The ADVISOR shall provide to the CLIENT upon the CLIENT's request copies of these licenses.

Accepted terms and conditions

Yes

Back Next Cancel

9. Submit Registration

- Once the vendor finishes filling in the data will click finish to submit the information that has been filled in the pervious pages of the wizard and will wait for the approval from the procurement team.

