



وزارة الطاقة والصناعة والثروة المعدنية
المملكة العربية السعودية

SUPPLIER GUIDE

Supplier Organization
Structure



وزارة الطاقة والصناعة والثروة المعدنية
المملكة العربية السعودية

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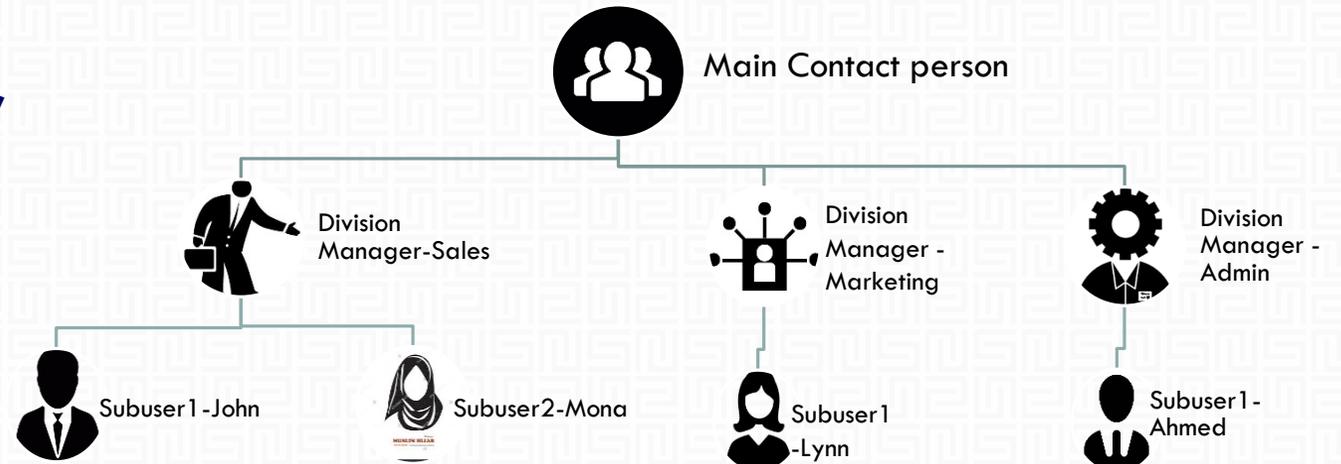
1. Overview
2. Create Sub-users.
3. Create Divisions
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ORGANIZATION STRUCTURE

You can configure & manage your organization profile on the portal by creating divisions, sub-users, and different user roles.

Each user created under your supplier profile can be given different access & visibility rights to match your own organization structure.

This guide will help you create users, divisions, and user roles.

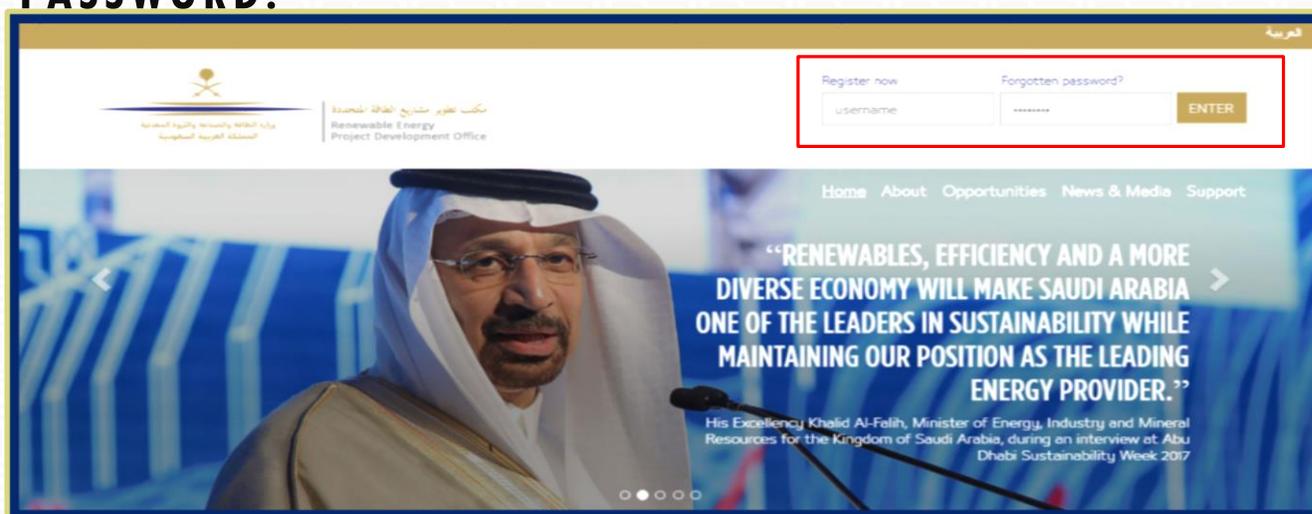




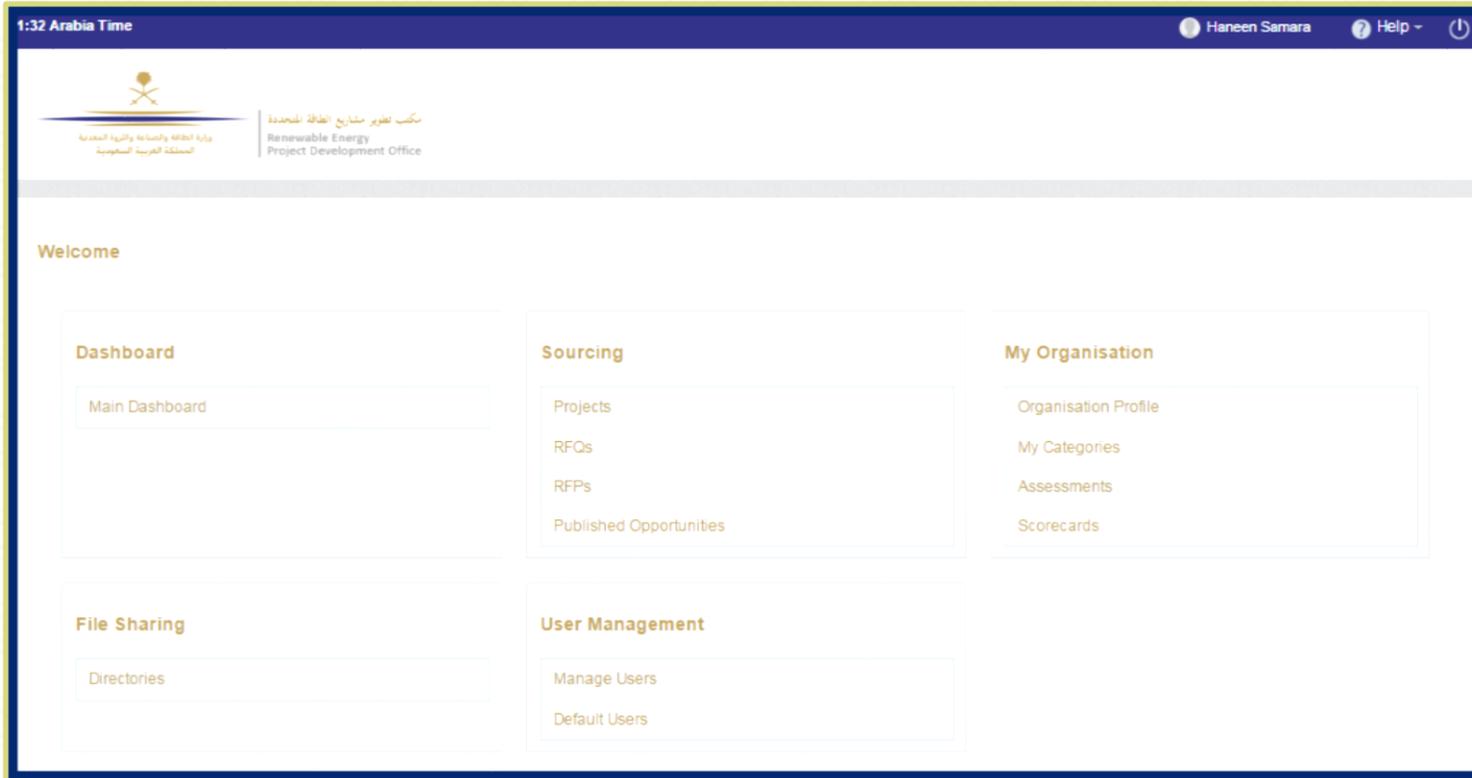
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1. LOGIN AS SUPPLIER

START AT THE LOGIN PAGE: www.powersaudiarabia.com.sa. FILL IN YOUR USERNAME & PASSWORD:



This document will guide you through the process of adding additional users to your account. Once you have completed the registration process, your colleagues will be able to login and access the portal according to the user privileges that you will have defined



ONCE YOU HAVE SUCCESSFULLY LOGGED IN, YOU WILL BE DIRECTED TO THE MINISTRY'S MAIN PAGE.

If this is your first time to login, you will be asked to select a new password (which has to contain both letters and numbers).

2. CREATE NEW SUB-USER



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1:32 Arabia Time Haneen Samara Help

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Welcome

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- Main Dashboard

Sourcing

- Projects
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- Published Opportunities

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- Organisation Profile
- My Categories
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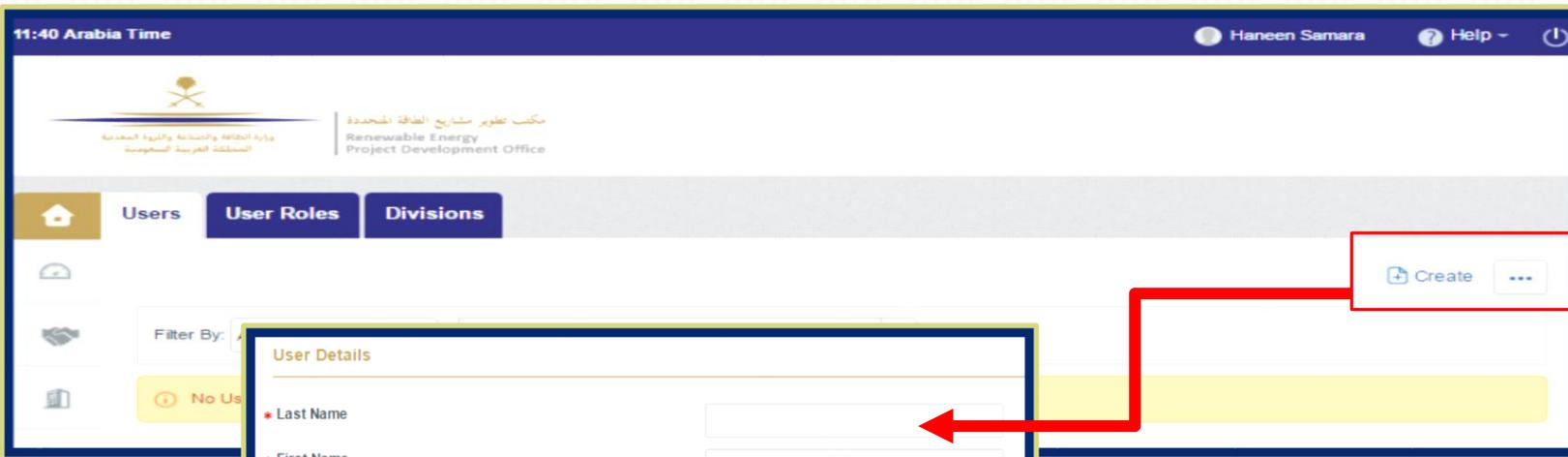
File Sharing

- Directories

User Management

- Manage Users
- Default Users

CLICK ON 'MANAGE USERS' UNDER 'USER MANAGEMENT'



User Details

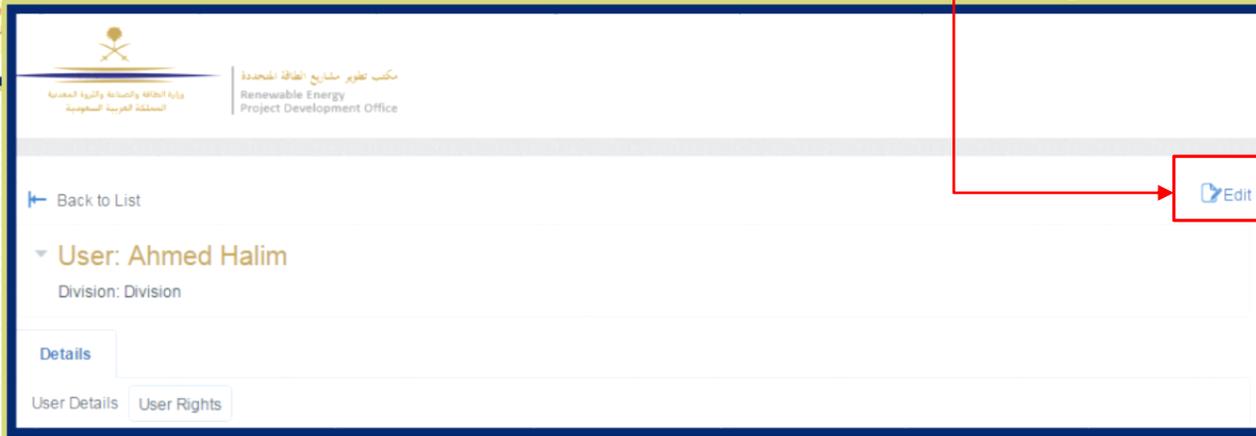
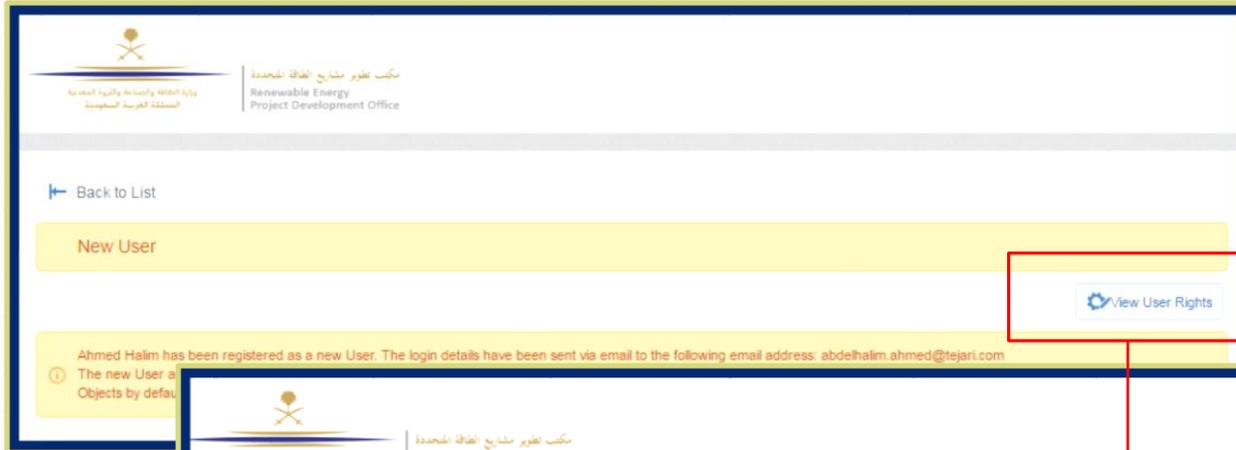
- * Last Name
- * First Name
- User Tag for Codes
- * Email
- * Telephone Number
The Mobile phone number must start with '+' and contain digits from 0 to 9 (min 8 max 15) with no spaces. The first number can not be 0.
- * Division Name Division ▾
- Department
- Role Name
- * Choose your Username and check it is not already in use
- * Preferred Language
- * Time Zone (GMT + 3:00) Kuwait, Riyadh, Doha, Manama



CLICK ON 'CREATE' BUTTON THEN FILL IN REQUIRED USER DETAILS



A message confirming the successful new registration will appear and an email will be sent to the newly registered user, detailing the new user's username and temporary password. You can create as many users as necessary.



DEFINE USER RIGHTS FOR THE NEWLY REGISTERED USER, CLICK ON THE 'VIEW USER RIGHTS' BUTTON. THE 'USER DETAILS' PAGE WILL NOW BE LOADED.

Define the various user rights.

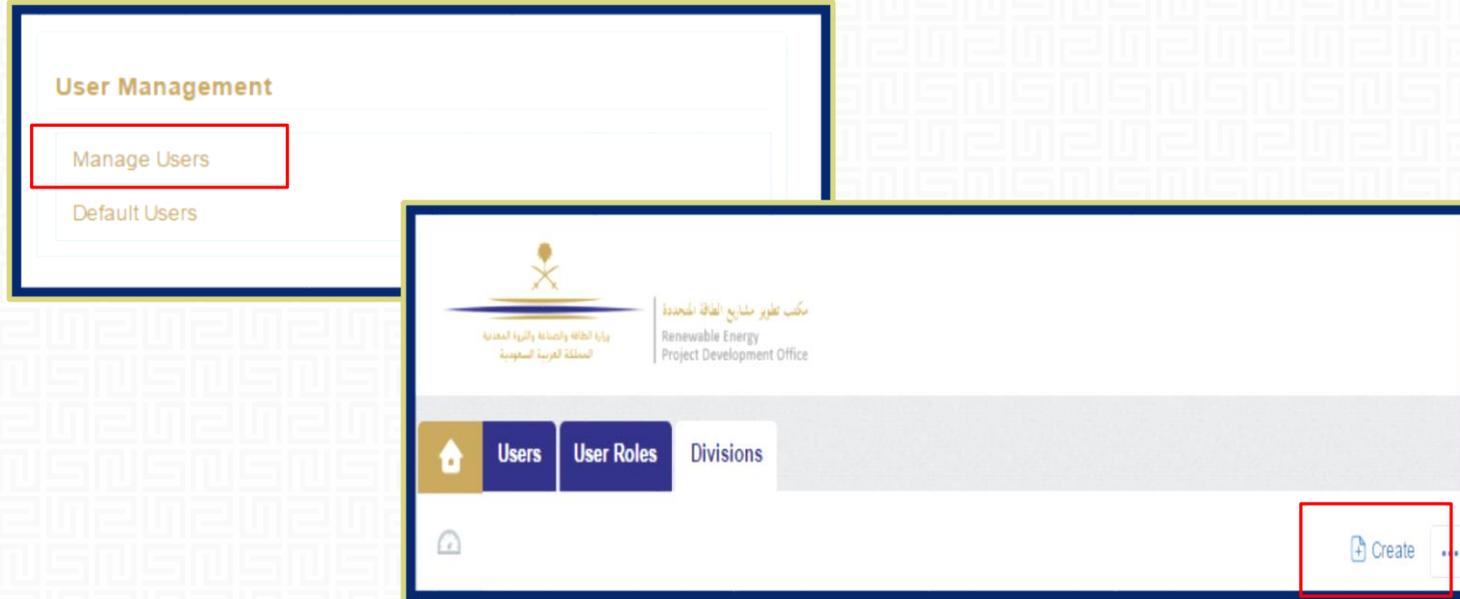
RFX

* Visibility of RFX Lists	No ▼
* Access RFX Details	No ▼
* Create Response	No ▼
* Modify Before Publishing	No ▼
* Modify and Submit	No ▼
* Contact Visible to Buyer	No ▼
* Messages Management	No ▼
* View Sensitive Data (including; attachments, response, pricing etc)	No ▼

MOST IMPORTANTLY, REVIEW & UNDERSTAND THE DIFFERENT USER RIGHTS RELATED TO RFX. IF YOU ARE CREATING USER ROLES LATER, YOU CAN SKIP THIS SLIDE.

RFX user rights will determine what access is this user allowed/not allowed to have when it comes to RFX participation.

3. CREATING DIVISIONS



YOU MUST CREATE USERS BEFORE CREATING DIVISIONS. FROM MAIN PAGE SCREEN, SELECT 'USER MANAGEMENT', THEN CLICK ON 'DIVISIONS TAB' > CREATE > DEFINE DIVISION TITLE.

New Division

Save Cancel

Division Details

* Division Name
Sales Division

Division Title

Division Tag for Codes

* Division Manager
Ahmed Halim

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New Division

Save Cancel

Division Details

* Division Name
Administration

Division Title

Division Tag for Codes

* Division Manager
Salim Ahmed

SPECIFY DIVISION NAME, TITLE, AND SELECT A USER AS 'DIVISION MANAGER'. YOU MUST CREATE DIVISION MANAGER USERS BEFORE CREATING DIVISIONS.

You can create as many divisions as you want but each division must have a manager assigned.

4. CREATE USER ROLES



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CLICK ON 'MANAGE USERS' UNDER 'USER MANAGEMENT'

Save

Cancel

General Settings

* Role Name	<input type="text" value="Sales sub-users"/>
* Shared Role	<input type="text" value="Yes"/>

RFx

* Visibility of RFx Lists	<input type="text" value="No"/>
* Access RFx Details	<input type="text" value="No"/>
* Create Response	<input type="text" value="No"/>
* Modify Before Publishing	<input type="text" value="No"/>
* Modify and Submit	<input type="text" value="No"/>
* Contact Visible to Buyer	<input type="text" value="No"/>
* Messages Management	<input type="text" value="No"/>
* View Sensitive Data (including; attachments, response, pricing etc)	<input type="text" value="No"/>

CLICK ON 'USER ROLES' TAB, THEN 'CREATE'. REFERENCE TO OUR EXAMPLE IN SLIDE 2, DEFINE ROLE NAME AS 'SALES SUB-USERS'

'shared role' should be 'yes' if this role is applicable to more than one user in sales division.

4. ASSIGNING DIVISIONS & ROLES TO SUB-USERS

User Management

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Users Divisions

Filter By: All Users

	Last Name	First Name	Division Name
1	Ahmed	Salim	Division
2	Halim	Ahmed	Sales Division
Total 2			

REFER TO 'USERS' TAB, THEN SELECT A USER.

▼ **User: Salim Ahmed**
Division: Division

Details

User Details User Rights

User Details

Edit

(min 0 max 15) with no spaces. The first number can not be 0.

* Division Name

Department

Role Name

CLICK 'EDIT' THEN SELECT A DIVISION FROM THE DROPDOWN LIST.
YOU CAN ALSO DEFINE THE USER ROLE THAT THIS SUB-USER SHOULD
HAVE.

Once completed, click 'save'



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NEED HELP?

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