

SUPPLIER GUIDE

Supplier Organization Structure

وزارة الطاقة والصناعة والثروة المعدنية المملكة العربية السعودية

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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.



1. LOGIN AS SUPPLIER



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START AT THE LOGIN PAGE: <u>www.powersaudiarabia.com.sa.</u> 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

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lcome				
Dashboard	Sourcing	My Organisation		
Main Dashboard	Projects	Organisation Profile		
	RFQs	My Categories		
	RFPs	Assessments		
	Published Opportunities	Scorecards		
File Sharing	User Management			
Directories	Manage Users			
	Default Users			



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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 - ၂)
بكت علي مذانع الفاظة المحدة Renewable Energy Project Development Office			
Welcome			
Dashboard	Sourcing	My Organisation	
Main Dashboard	Projects	Organisation Profile	
	RFQs	My Categories	
	RFPs	Assessments	
	Published Opportunities	Scorecards	
File Sharing	User Management]	
Directories	Manage Users		
	Default Users	J	

CLICK ON 'MANAGE USERS' UNDER 'USER MANAGEMENT'

11:40 Arabia Time				Haneen Samara	🅐 Help →	ம
بالمحمد المحمد منه منه المحمد منه المحمد منه منه المحمد منه	مكتب تطوير مشاريع الطاقة المتجددة Renewable Energy Project Development Office					
Users U	ser Roles Divisions					
			_		Create	
Filter By:	User Details					
I No Us	★ 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 (GM	T + 3:00) Kuwait, Riyadh, Doha, Manama				



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

& Save

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.

مکت تطویر منابع اطاقا المعدي المحمد تطویر منابع اطاقا المعدية Renewable Energy Project Development Office		
⊨ Back to List		
New User		
	View User Rights	
Ahmed Halim has been registered as a new User. The login details have been sent via email to the following email address: abdelhalim.ahmed@tejari.com Ahmed Halim has been registered as a new User. The login details have been sent via email to the following email address: abdelhalim.ahmed@tejari.com Control of the new User a Control of the		PEdit
User: Ahmed Halim Division: Division Details		
User Details User Rights		



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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.

Messages Management	No	
 View Sensitive Data (including; attachments, response, pricin g etc) 	No	
MOST IMPORTANTLY, REVIEW & UND	ERSTAND THE DIFFERENT USER	YOU
CAN SKIP THIS SLIDE.	CREATING USER ROLES LATER,	YUU

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

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, pricin g etc) 	No

3. CREATING DIVISIONS

Jser Management		
Manage Users		
Default Users	مكتب تطرير سنايج الفاقة المحددة وإذا المائة والمائة والتيا المعنية Renewable Energy Project Development Office	
	Users User Roles Divisions	
		🕂 Create 🕠

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 X Cancel
Division Details			
Division Name		Division Title	
Sales Division			
Division Tag for Codes		★ Division Manager Ahmed Halim ▼	
يوارة الطالة والمعامة والذية المعامية المملكة العربية السفومية	مکب تطویر مشاریع اطاقة المحددة Renewable Energy Project Development Office		
معناده المعادية المعادية المحمد المعادية المعادية المحمد المعادية المحمد المعادية المحمد المحمد محمد المحمد لمحمد المحمد المحمد ومد محمد المحمد المحم	مکتب تطویر مشاریع الطاقة اشتحدد Renewable Energy Project Development Office		
	مکت تطریر مشاریع الطاقة المجددة Renewable Energy Project Development Office		Save X Cancel
بریندینه ایریکی بینیک برینده ایریکی بینیک ایریکی New Division Division Details	مکت تطریر مذاریع الطاقة المجددة Renewable Energy Project Development Office	Division Title	Save X Cancel
بالمعنى الإيراني بلاليان براي بينهم الإيراني بلاليان براي بينهم الاريمية الإلياني New Division Division Details • Division Name Administration	مکب تطویر مداری اطاقا المحدد Renewable Energy Project Development Office	Division Title	Save X Cancel

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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بکب علی بندی اطلا نصفنا Renewable (nergy Project Development Office			
Welcome			
Dashboard	Sourcing	My Organisation	
Main Dashboard	Projects	Organisation Profile	
	RFOs	My Categories	
	RFPs	Assessments	
	Published Opportunities	Scorecards	
File Sharing	User Management		
Directories	Manage Users		
	Default Users		

CLICK ON 'MANAGE USERS' UNDER 'USER MANAGEMENT'

New Role			
		Save	× Cance
General Settings			
* Role Name	Sales sub-users		
* Shared Role	Yes 🔻		
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, pricin g etc) 	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					
Manage Users					
Default Users			les	Divisions	
	Ω				
	\$	Filter By: All User	s	▼ Selec	t a Filter
	ı آ	Last Name	<u> </u>	First Name	Division N
		1 Ahmed		Salim	Division
		2 Halim		Ahmed	Sales Divis
		Total 2			

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

User: Salim Ahmed Division: Division		n 200		
Details User Details User Rights			Edit	
	(min o max 15) with no spaces. The institutiber can not be o.			
	* Division Name Department	Division	T	
	Role Name		Ţ	

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'

NEED HELP?

Email: sourcingsupport.ksa@bravosolution.com

Other no.: +1-610-540-4027

Other no.: +44-203-349-6611

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