



المشتري الرئيسي
PRINCIPAL BUYER
طاقة للفد

SPPC eProcurement Portal (ePP)

SUPPLIER GUIDE – Bidders Sign-Up on SPPC ePP

August - 2024



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1. Register as a New Supplier

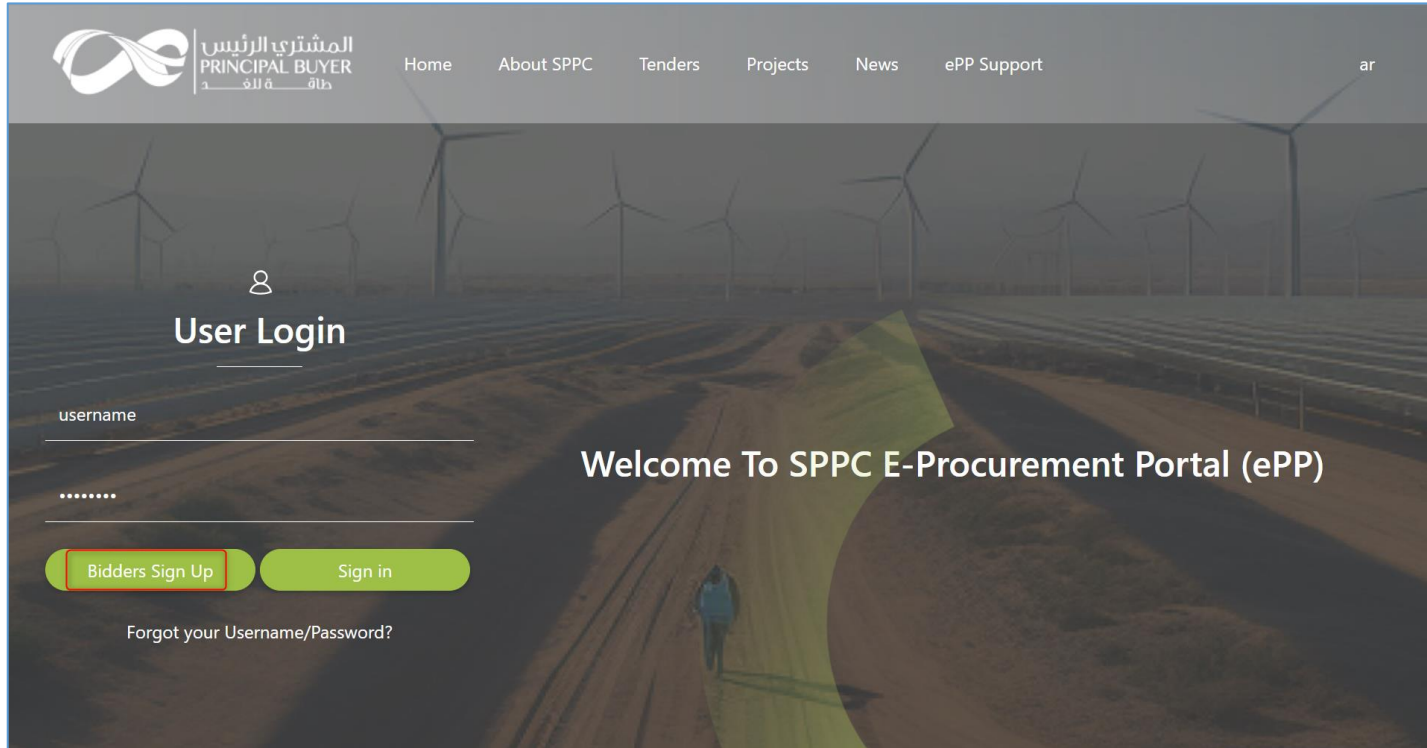
2. Login as Supplier

SPPC eProcurement Portal (ePP)



1. REGISTER AS NEW SUPPLIER

Access SPPC eProcurement Portal using the link: <https://powersaudiarabia.com.sa> and click the “Bidders Sign-up” to start the registration process.



Any potential Supplier can register on the platform in this way. If a Supplier sees an Opportunity Listing or Public Tenders, they must register before accessing the relevant Tender Opportunity.

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1. REGISTER AS NEW SUPPLIER

Please complete the security check by entering the text or audio validation code displayed in the box, then click 'Confirm'.

Registration Security Check Close

To continue, confirm you are not a robot.



Regenerate Enable Audio

* Validation Value

Confirm

You can also 'Regenerate' code in case the characters are not clear

SPPC eProcurement Portal (ePP)

1. REGISTER AS NEW SUPPLIER

Please take a moment to carefully read the user agreement. You can then either 'Agree' to Continue with the registration process or click 'I Don't Agree' to return to the homepage.

User Agreement Adobe PDF File Close

USER AGREEMENT

1. Introduction

1.1 This User Agreement between Saudi Power Procurement Company - SPPC (the Procurer) and the Bidder governs the access and use of the eProcurement Portal (the System) by the Bidder to respond to an invitation from the Procurer to participate in a procurement exercise.

1.2 A procurement exercise may include a Request for Qualification (RFQ) and/or a Request for Proposal (RFP). This above list of individual procurement exercise processes is indicative and a non-exhaustive representation of commonly used terminology. Procurer organisations may have their own, unique terminology to be applied on a case by case basis.

1.3 The System is provided by Jaggaer and operated by the Procurer. This User Agreement applies to the Bidder's and its Bidder Users' access to and use of the System. The Bidder acknowledges that by a Bidder User accessing the System using the user ID and password provided by, or on behalf of the Procurer, the Bidder agrees to be bound by this User Agreement.

1.4 The Bidder shall only use the System to respond to an invitation to participate in a procurement exercise in accordance with this User Agreement and any further rules expressed and presented in the System. In the event that there is any conflict between this User Agreement and any such further rules, then the provisions of such further rules shall take precedence over this User Agreement.

2. Access

I have read and agree to the eSourcing Portal System User Agreement

I AGREE

I DO NOT AGREE

[Continue](#)

You can download the User Agreement as PDF.

If you select 'I Do not Agree' then you will not be able to proceed with your registration.

SPPC eProcurement Portal (ePP)



1. REGISTER AS NEW SUPPLIER

The first section of the form collects information about the supplier organization. The following information is mandatory:

- Organization Name
- Address
- Country
- Region
- Email Address
- Company Email Domain

The screenshot shows a web form titled 'Registration Data' with a sidebar on the left and a main content area on the right. The sidebar contains an 'Index' with the following items: 'Main Organisation Data', 'Registration Data' (highlighted), 'My Category Selection', and 'Registration Confirmation'. The main content area is titled 'Organisation Details' and contains several input fields:

- * Organisation Name: A text input field with a note: 'IMPORTANT: Your entered organization name must match the name listed on your trade license'.
- * Address: A text input field.
- City: A text input field.
- * Country: A dropdown menu with 'SAUDI ARABIA' selected.
- * Region: A dropdown menu with '---' selected.
- ZIP/Postal Code: A text input field.
- Main Organisation Phone Number: A text input field.
- Organisation Fax Number: A text input field.
- * Organisation Email Address: A text input field.
- Web site: A text input field.
- * Company Email Domain: A text input field with a note: '(ex: @Bravosolution.com or @Jaggaersolution.com)'

At the top right of the form, there are three buttons: 'Reset', 'Close', and 'Save'.

Fill carefully your Organization Details section to make sure the Company Name and Organisation Email Address is entered correctly.

SPPC eProcurement Portal (ePP)

1. REGISTER AS NEW SUPPLIER

The second section of the form collects information about the superuser of your organization. The following information is mandatory:

- Primary Email Address (of superuser)
- Email Address Validation Code (click 'Request Validation Code' to get an email alert and enter the validation code here)
- First Name
- Last Name
- Telephone
- Username
- Preferred Language
- Time Zone

The screenshot shows the 'Registration Data' form in the SPPC eProcurement Portal. The form is divided into two main sections: 'Registration Data' on the left and 'User Details' on the right. The 'User Details' section contains several mandatory fields: Primary Email Address, Email Address Validation Code, Title, First Name, Last Name, Telephone, Username, User Verification Question, Answer to User Verification Question, Preferred Language, and Time Zone. A red box highlights the 'Request Validation Code' button next to the 'Email Address Validation Code' field. To the right of the form, an email confirmation message is shown, dated Thursday, August 15, 2024, 2:11:49 PM. The email contains the validation code: 757131368915986C64. The email also includes instructions on how to use the validation code and contact information for support.

Fill in all mandatory fields, then 'Save'.

You'll receive temporary password from sourcingsupport@jaggaer.com

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1. REGISTER AS NEW SUPPLIER

On this page, you must select the categories/business activities that your company is authorized to perform. Select the relevant categories and then “Confirm”.

Begin Vendor Registration Confirm

Index

Enter filter (type to start search)

Search or Navigate the Tree Collapse All Expand All

Selected Items: 2

102 - Developer X 105 - Manufacturer X

Categories

- 100 - Solar PV
 - 101 - Consultant
 - 102 - Developer
 - 103 - Engineering, Procurement and Construction (EPC) Contractor
 - 104 - Financial Institution
 - 105 - Manufacturer
 - 106 - Original Equipment Manufacturer (OEM)
- 200 - Wind
- 300 - Consultant

Your Registration is complete. Please wait for your account to be activated and you shall receive a confirmation via email.

Registration Confirmation Close

Index

Registration Summary

COMPLETION STATUS (MANDATORY QUESTIONS FOR REGISTRATION)

Registration Data	<input type="checkbox"/> Missing Responses: Optional 9
Select Categories	<input checked="" type="checkbox"/> Categories selected 2


SPPC eProcurement Portal (ePP)




1. REGISTER AS NEW SUPPLIER

Once your Account is Activated you will receive an email alert

Information Regarding Account Access on SPPC Energy Programme Procurement Portal

 <sourcingsupport-prep.ksa@bravosolution.com>

 Thursday, August 15, 2024 2:24:19 PM

Dear User,

Your account has been enabled by SPPC on SPPC Energy Program eProcurement Portal

To access your account click the following link: <https://ipp-ksa.ksa-prep.app.jaggaer.com/esop/guest/login.do?quv=91368985019155C65D86>

The link can be used only once and is valid for a limited time (it will expire in a few hours).

Need Support? Contact Us using the methods mentioned here
<https://powersaudiArabia.com.sa/web/contactus.html>

Kind Regards,

Saudi Power Procurement Company (SPPC)

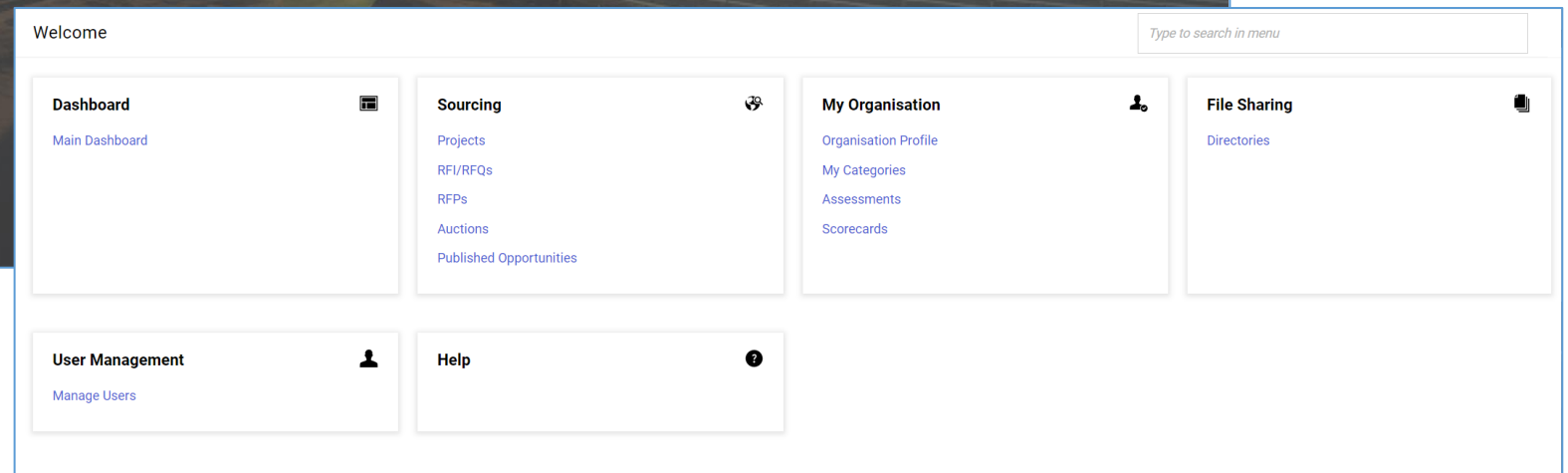
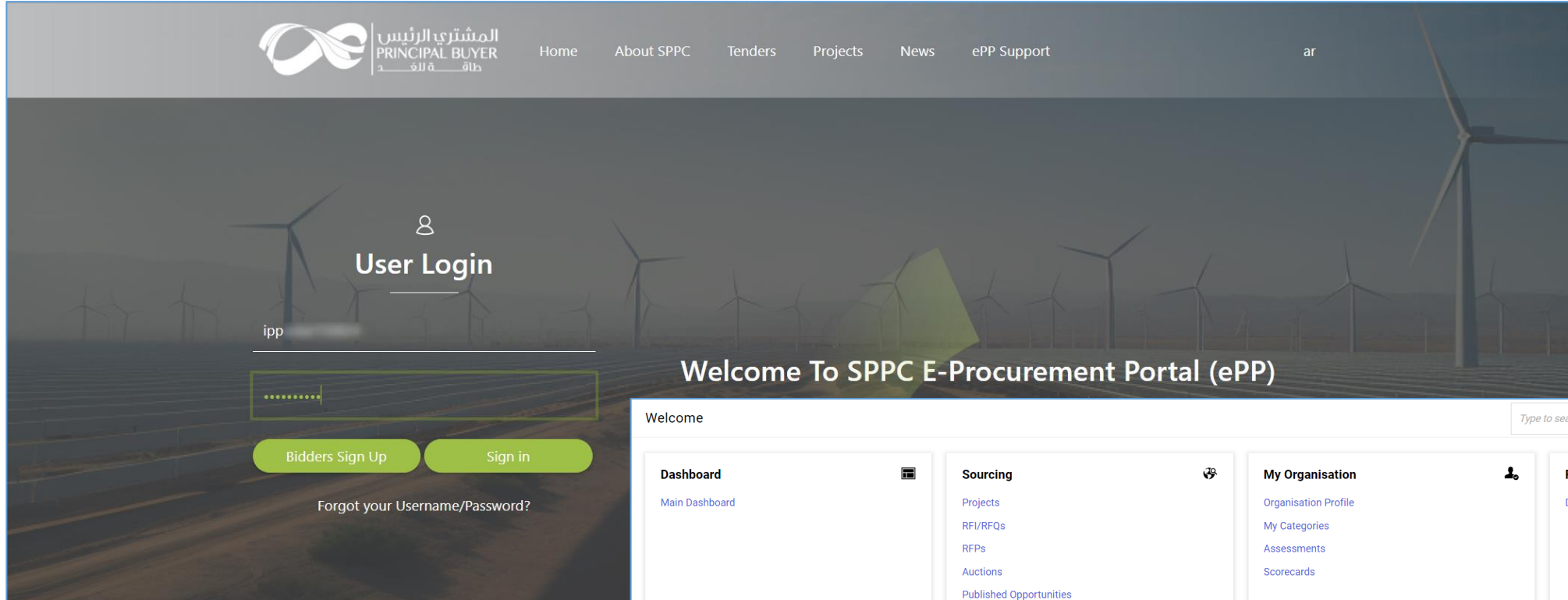
GUIDANCE ON SPAM FILTERS:
Please review your Junk Email settings and advise your IT team to accept all emails from sourcingsupport.ksa@jaggaer.com or with a ".jaggaer.com" extension in order to prevent our ePortal email notifications from being quarantined by your organization fire wall or spam filter

SPPC eProcurement Portal (ePP)



2. LOGIN AS SUPPLIER

Once your account has been Activated, you can login and navigate all the available options on ePP



SPPC eProcurement Portal (ePP)

