

SPPC eProcurement Portal (ePP)

# **SUPPLIER GUIDE – Bidders Sign-Up on SPPC ePP**

August - 2024





**1.** Register as a New Supplier

2. Login as Supplier



Access SPPC eProcurement Portal using the link: <u>https://powersaudiarabia.com.sa</u> 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.



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.	

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

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

User Agreement	Adobe PDF File Close	
USER AGREEMENT		
1. Introduction	1	•
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 F procurement exercise.	Procurer to participate in a	
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 cor Procurer organisations may have their own, unique terminology to be applied on a case by case basis.	nmonly used terminology.	
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 password provided by, or on behalf of the Procurer, the Bidder agrees to be bound by this User Agreement.	ne System using the user ID and	
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 t User Agreement and any such further rules, then the provisions of such further rules shall take precedence over this User Agreement.	here is any conflict between this	
2. Access		-
I have read and agree to the eSourcing Portal System User Agreement		
O 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.



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

mandatory:

<ul> <li>Organization Name</li> </ul>					
•Address	Registration Data	Registration Data			
•Country					
•Region	Index	$\rightarrow$ Organisation Details			
•Email Address	✓ Main Organisation Data		A Address		
•Company Fmail Domain	Registration Data	MPORTANT: Your entered organization name must match the name listed on your trade license	* Address		
	My Category Selection				
	Registration Confirmation				
		City	* Country		
			SAUDI ARABIA	•	
		* Region	ZIP/Postal Code		
		Main Organisation Phone Number	Organisation Fax Number		
		* Organisation Email Address	Web site		
		* Company Email Domain (ex: @Bravosolution.com or @Jaggaersolution.com)			

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

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### The second section of the form collects information about the <u>superuser</u> 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)

•Fist Name									
•Last Name	Registration Data					Reset Close Save			
•Telephone •Username •Preferred Language •Time Zone	Index Main Organisation Data Pagistration Data	→	User Details (Please note that the username and contact credential Organization, by following "Supplier Organization Struc structure.pdf)	ls provided in this area cture" user guide, avail	will be considered as "Admin User" of your Organiz: able in following link: https://powersaudiarabia.com	ation. Admin User can create Sub Users for the same n.sa/web/attach/supplier-guide-managing-organisation-			
	My Category Selection Registration Confirmation		Primary Email Address IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly Please use ;" (semicolon) to separate multiple addresses.  Title		* Email Address Validation Code	Securingsupport-prop.ka@farevolution.com     Thursday.August 15, 2024 21148 PM     Dear User,     The following email address has been entered on SPPC Energy Program eProcureme user and is able to receive the email.     If you are the user that has requested this email, please enter the following     Validation Code: (7573)106023550CCCAB     If you have closes the Registration Data page where this request use generated     NOTE: If you did not request this email address Validation email, please dir	Concerny May Four For Conc am eProcurement Portal as new user email address: ippolarco198240yopmail.com. This email is to confirm that the email address entered belongs to t he following Validation Code into the 'Validation Code' field in the registration page in order to save the email address to the account. was generated, you must reopen the page and request a new Validation Code as the validation code in this email will be no longer valid. , planse disregard this massage.		
			* First Name  * Telephone		* Last Name Mobile (please enter "*" 'country code" and 'your mobile phone number' with no spaces)	Need Support? Contact Us using the methods mentioned here https://powersaudiarabia.com.sa/web/contactus.Htdl Kind Regards, Swudi Power Procurement Company (SPPC) OuIDANCE ON SPAN FiltERSI Plasse review your Dank Email settings and advise your IT team to accept all e quarantimed by your organization fire wall or your Pilter	mails from sourcingsupport.ksagjaggeer.com or with a ".jeggeer.com" extension in order to prevent our efortal email notifications from t	being	
			Username (please do not forget your username) Answer to Your User Verification Question (The helpdesk may request this information in order to verify your Identity).		User Verification Question Please specify a question that will help verify your identity should the need arise (e.g. Your mother's maiden name?)  * Preferred Language  -				
			* Time Zone						

Fill in all mandatory fields, then 'Save'.

You'll receive temporary password from <a href="mailto:sourcingsupport@jaggaer.com">sourcingsupport@jaggaer.com</a>





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)			
<ul> <li>Main Organisation Data</li> <li>Registration Data</li> </ul>	Search or Navigate the Tree			Collapse All Expand All
✓ My Category Selection	<ul> <li>Selected Items: 2</li> </ul>			
Select Categories: 0   Registration Confirmation	♣ 102 - Developer × ♣ 105 -	Manufacturer ×		
Status Summary	<ul> <li>Categories</li> <li>100 - Solar PV</li> <li>101 - Consultant</li> <li>102 - Developer</li> <li>103 - Engineerin</li> <li>103 - Engineerin</li> <li>104 - Financial II</li> <li>105 - Manufactu</li> <li>105 - Manufactu</li> <li>106 - Original Editor</li> <li>200 - Wind</li> <li>300 - Consultant</li> </ul>	; g, Procurement and Construction (EPC) i istitution irer uipment Manufacturer (OEM) Registration Confirmation	Contractor	
Your Registration is complete. Please wait for your account to be activated and you shall receive a confirmation via email.		Index Main Organisation Data Registration Data My Category Selection Select Categories: 2 Registration Confirmation Status Summary	The Registration phase of your Account has been Completed. The Activation of your account will be evaluate You will be able to log in with your selected username and the Password you received on registration once you Registration Summary      Registration Data      Select Categories	ed and communicated to you via email. our account has been activated.  COMPLETION STATUS (MANDATORY QUESTIONS FOR REGISTRATION)  Omega Missing Responses: Optional 9  Omega Categories selected 2
SPPC eProcurement Portal (ePF	2)			



#### Once your Account is Activated you will receive an email alert

Information Regarding Account Access on SPPC Energy ProgrameProcurement Portal	Deliverability			Delete	:	
Sourcingsupport-prep.ksa@bravosolution.com>	Deliverability	Reply Forward	Plin	Delete		
© 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?qvu=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





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

المشتري الرئيس PRINCIPAL BUYER Home At	pout SPPC Tenders Projects News	ePP Support	ar	
User Login	Welcome To SPPC E	-Procurement Portal (e	PP)	
Bidders Sign Up Sign in	Welcome		Тур	e to search in menu
Forgot your Username/Password?	Dashboard 🔳	Sourcing       Projects       RFI/RFQs       RFPs       Auctions       Published Opportunities	My Organisation     L       Organisation Profile     My Categories       Assessments     Scorecards	File Sharing
	User Management	Help 🔮		

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