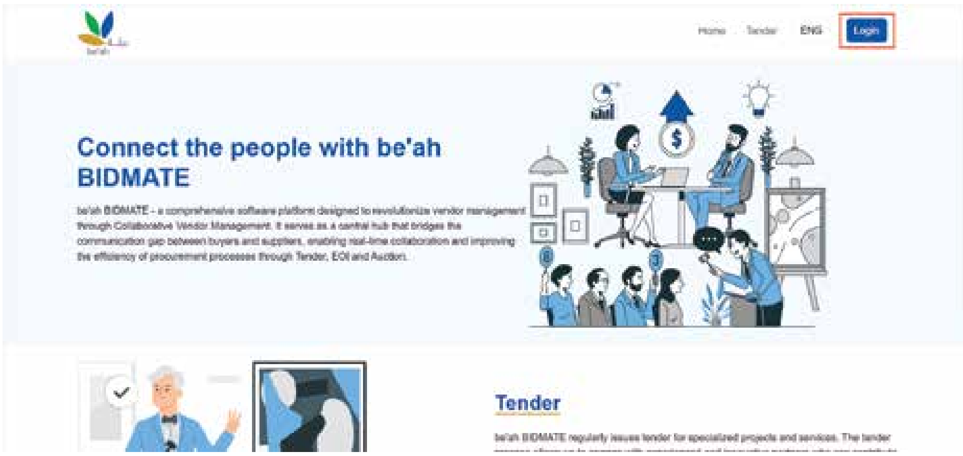
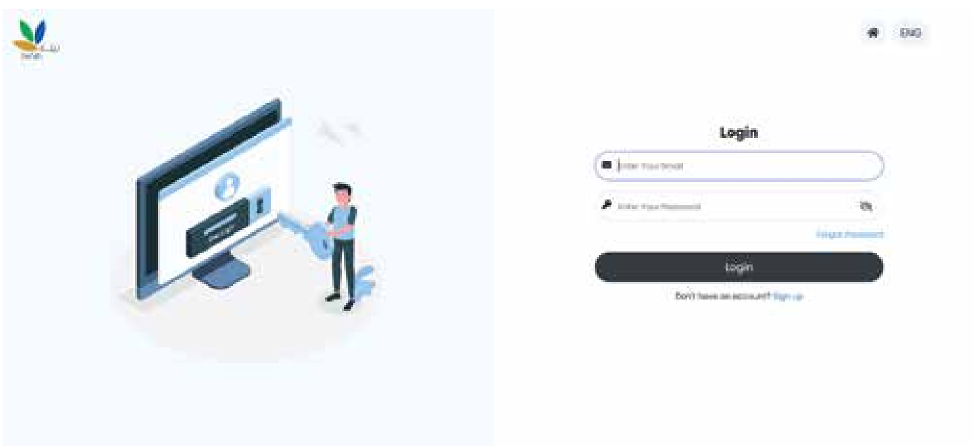
Vendor Registration Process

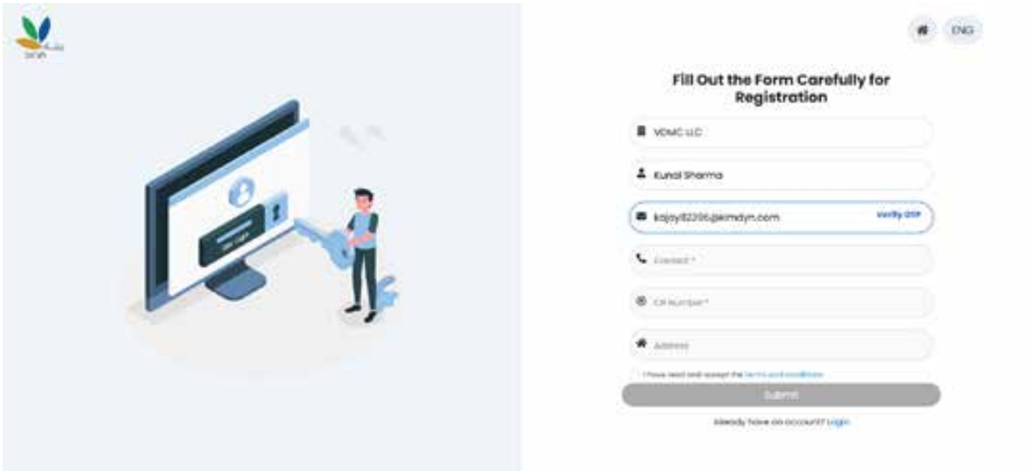
1. Browse the portal https://bidmate.beah.om
2. Click on Login



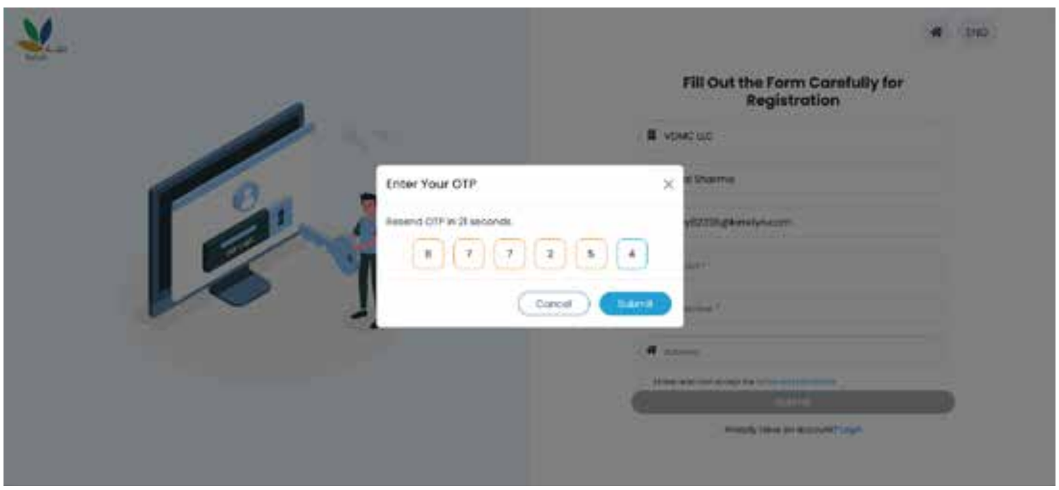
3. Click Signup



4. Enter the mandatory Information initially, such as
    a. Organization name
    b. contact person's name
    c. Email.
5. Click Verify OTP to verify the mail.



6. Enter OTP.

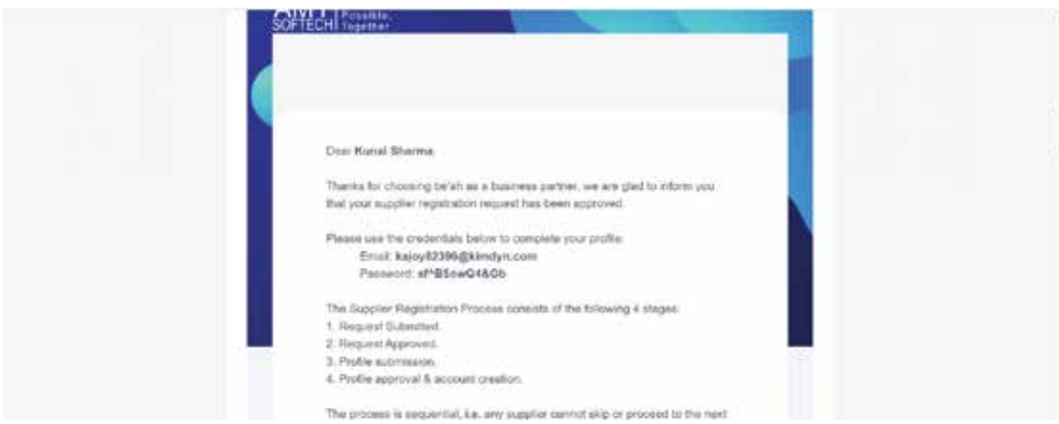


7. Post verification of mail
    a. Enter Contact
    b. CR Number
    c. Address

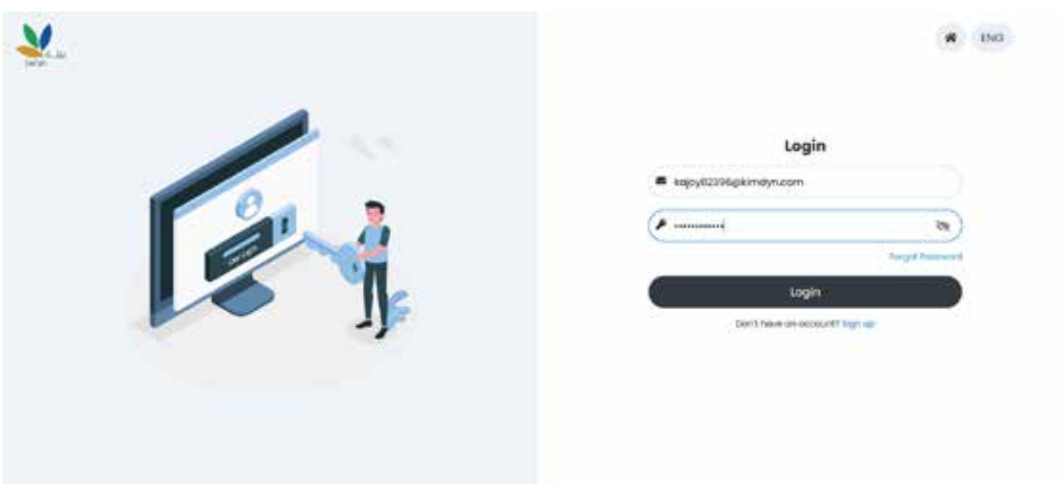
Choose the Check box, I have read and accept the terms and conditions

8. Click On Submit.

- After successfully submitting the registration form, the system will process the request and send the login credentials to the registered email address.

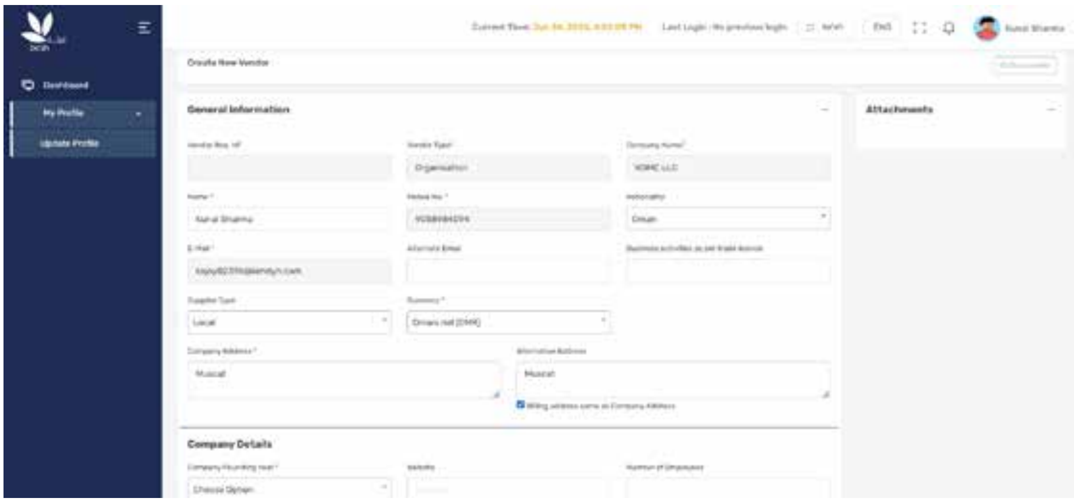


9. Vendor will log in with credentials.



Now the supplier will log in with the credentials to fill in the profile.

10. Initially, the supplier must provide the **General information** such as:
    a. Country
    b. Alternative Email
    c. Business activities as per trade license
    d. Supplier type
    e. Currency
    f. Company address
    g. Alternative address
    h. Choose Check box if billing address same as Company Address



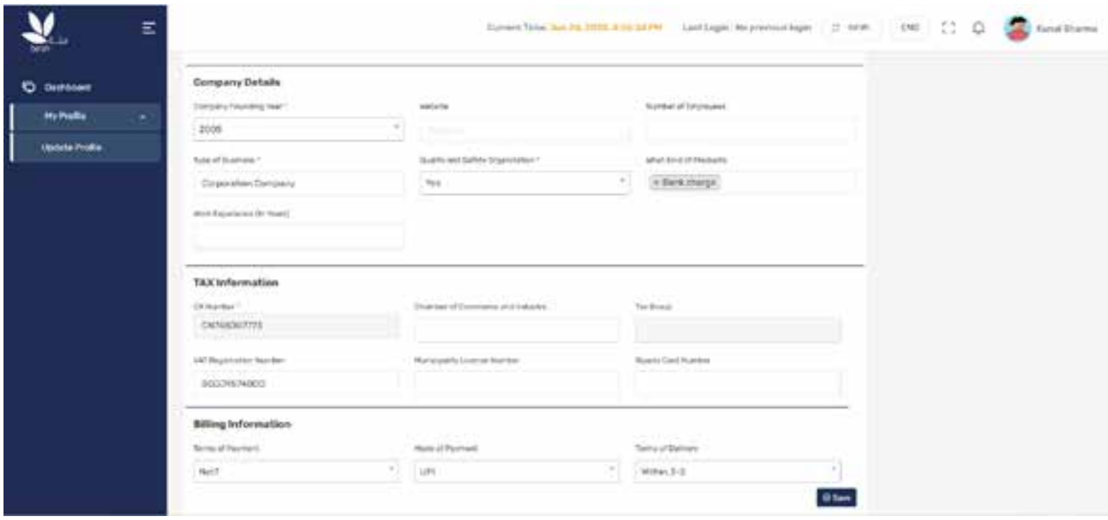
Company Details

i. Company founding year
j. Website (Optional)
k. Number of employees (Optional)
l. Type of business
m. HSE requirements (Yes/No)
    i. If Supplier selects the HSE requirement as Yes, then Supplier needs to provide the supported HSE documents in the attachments section.
n. What Kind of Products
o. Work Experience (In Years)
p. Line of Business
q. Segment
r. Sub Segment
s. LCC
t. Riyadah Card Holder

11. Supplier can provide the other information, such as

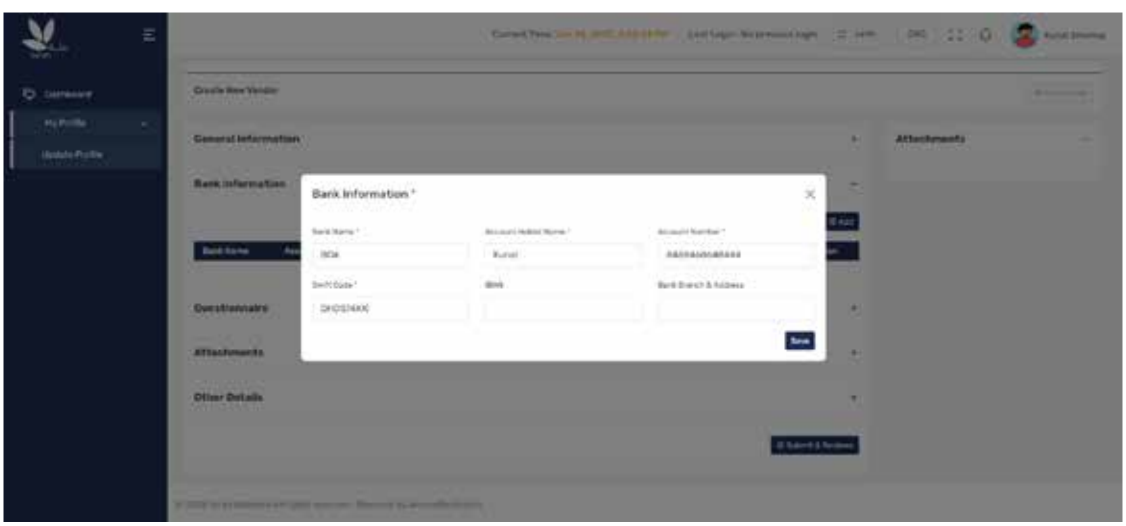
a. VAT Registration Number (If applicable)
b. Riyadah Card Number (If applicable)
c. Terms of Payment
d. Mode of payment
e. Terms of delivery

12. Click Save.

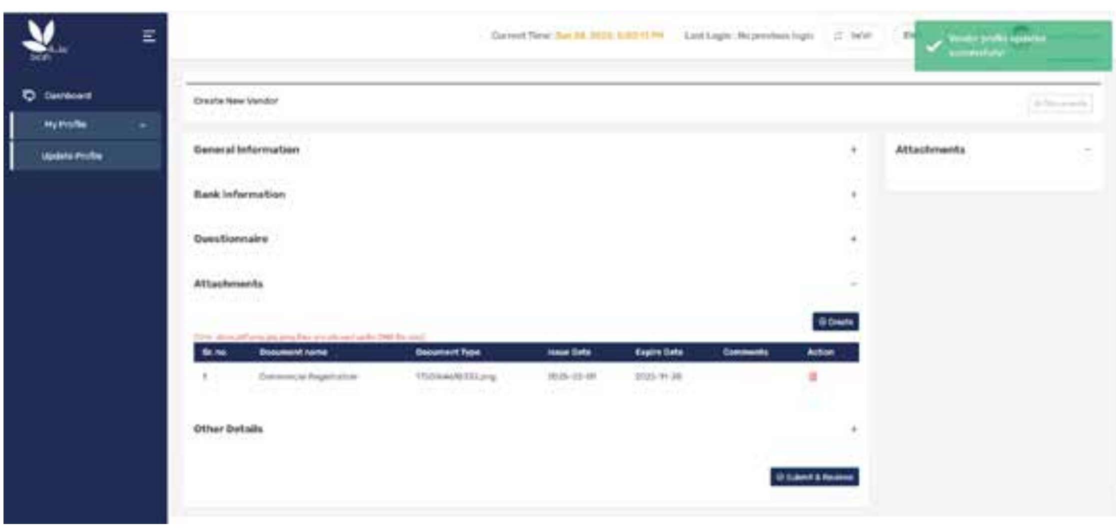


As a mandatory, the supplier needs to add the primary bank account details:

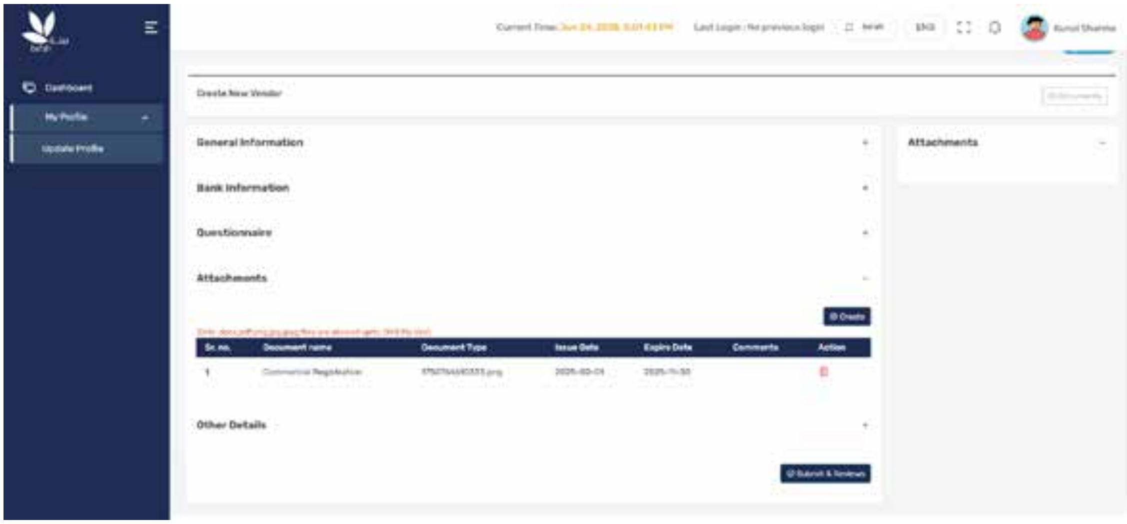
13. In the bank information section click add:
    a. Add Bank Name
    b. Account holder name
    c. Account number
    d. Swift code
    e. IBAN
    f. Bank Branch and Address (Optional)
14. Click Save



15. In the Questionnaire section, the supplier needs to answer (Yes/No)
16. In the attachment section, the supplier needs to provide the mandatory documentation:
17. Click Create
18. Select the Document Name (Drop Down).
19. Enter the Issue Date
20. Enter the Expiry Date
21. Attach the file in a supportive format (JPG, JPEG, PNG, PDF) of max size 2 mb.
    a. CR Certificate
    b. Bank Account Details
    c. Audited Financial Statement (Last 3 Years)
    d. HSE Requirement (If the supplier selects the HSE requirement applicable as **YES**)
22. Declaration of Conflicts of Interest (On the top of the profile page, there is a button to download the conflict-of-interest template, which needs to be filled by the supplier and submitted as a scanned copy)
23. On other details, References
    a. Click Add
    b. Add Company Name
    c. Contact Person
    d. Contact Number
    e. Client Since
    f. Click Save
    g. Click Add
    h. Contact Name
    i. Relation
    j. Designation
    k. Contact Number
    l. Click Save

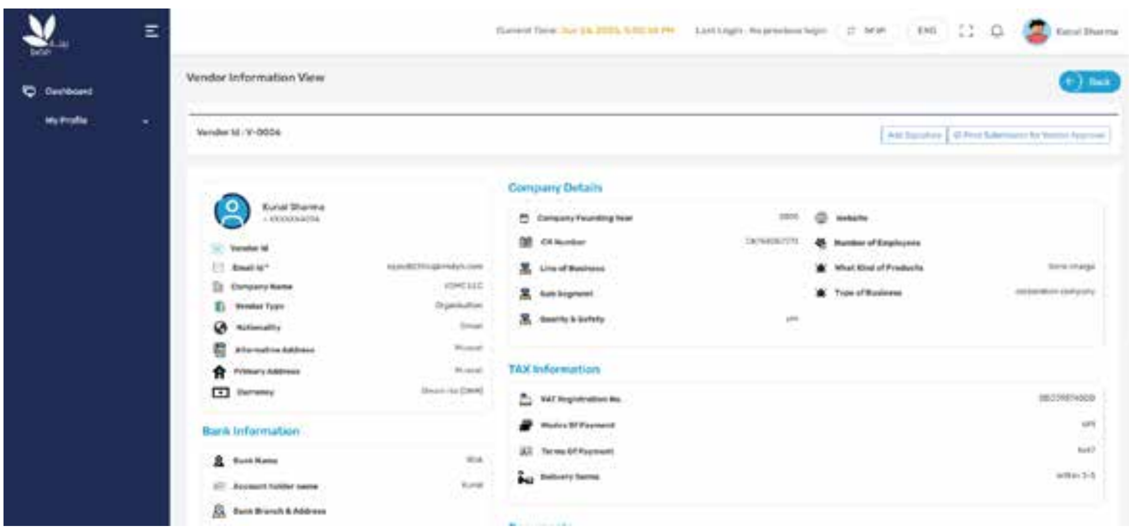


24. Once all the details are filled, click on Submit & Review.



Now the supplier can review the filled information.

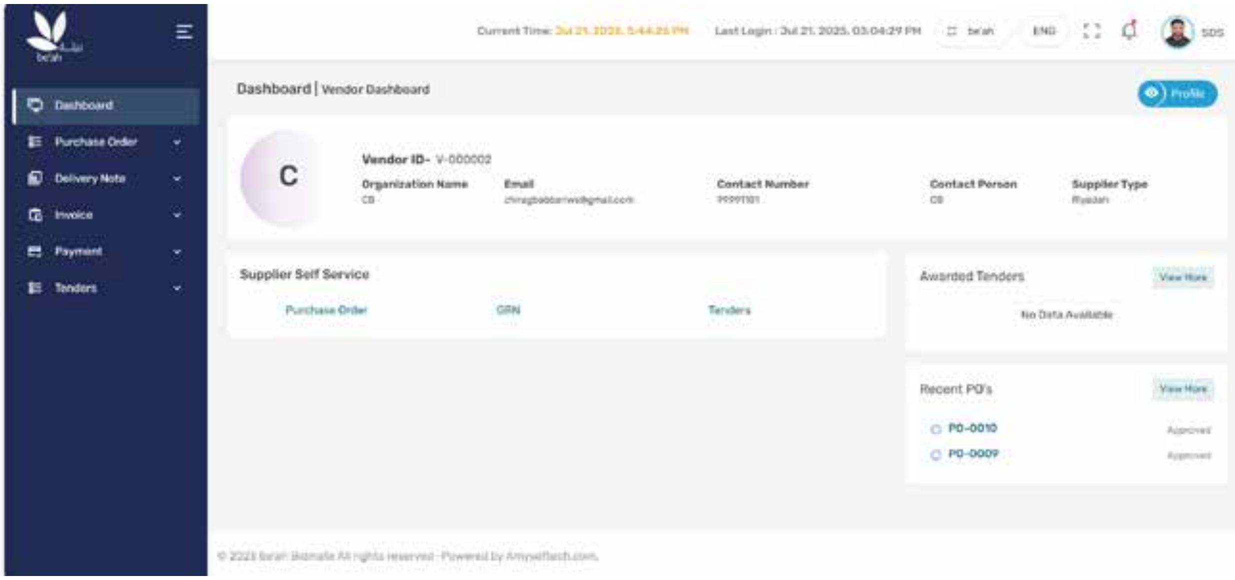
25. Click on the final submission for vendor approval.



Now the supplier profile is submitted for approval, and during approval, if:

a. **Approved:** The Supplier receives the notification, and the account is created.
b. **Rejected:** The Supplier receives the notification, and the application status will be rejected.
c. **Change Request:** Supplier receives the notification for the required changes in the profile; the supplier needs to resubmit the application with the necessary changes.

Post approval, the account will look like the screen below.


Dashboard
Purchase Order
Delivery Note
Invoice
Payment
Tenders
Current Time:
Last Login : Jul 21, 2025, 03:04:29 PM
ENG
SDS
Dashboard | Vendor Dashboard
Profile
C
Vendor ID- V-000002
Organization Name
Email
Contact Number
Contact Person
Supplier Type
Supplier Self Service
Purchase Order
GRN
Tenders
Awarded Tenders
View More
No Data Available
Recent PO's
View More
PO-0010
PO-0009