



الشركة السعودية للكهرباء
Saudi Electricity Company

VENDOR INQUIRY SYSTEM User Guide

HOW TO ACCESS THE VENDOR INQUIRY SYSTEM THROUGH SEC WEBSITE

WWW.SE.COM.SA



Copyright © 2010 Saudi Electricity Co.

The information contained herein is the exclusive and confidential property of Saudi Electricity Co. and, except as otherwise indicated, shall not be disclosed or reproduced in whole or in part without written permission.

Manual	Saudi Electricity Company	
	Vendor inquiry System –User Guide	

Introduction:

What is Vendor Inquiry System?

- Vendor inquiry system is an online system which can show the invoices that are, in process, ready for payment and paid on the basis of the given parameters.

Purpose of Vendor Inquiry System:

- Vendor can check the status of invoices and the payment online via our web site (www.se.com.sa).

Manual	Saudi Electricity Company	 نبراس Nebras
	Vendor inquiry System –User Guide	

Procedure:

Step 1: Vendor will fill a form in order to get the user name and password and will submit it to Banking Operation Division in SEC (in each region).

Note: user request form is available on: <http://www.se.com.sa/vendorgate/>

Step 2: Click on the provided link below to access SEC website (English Version).

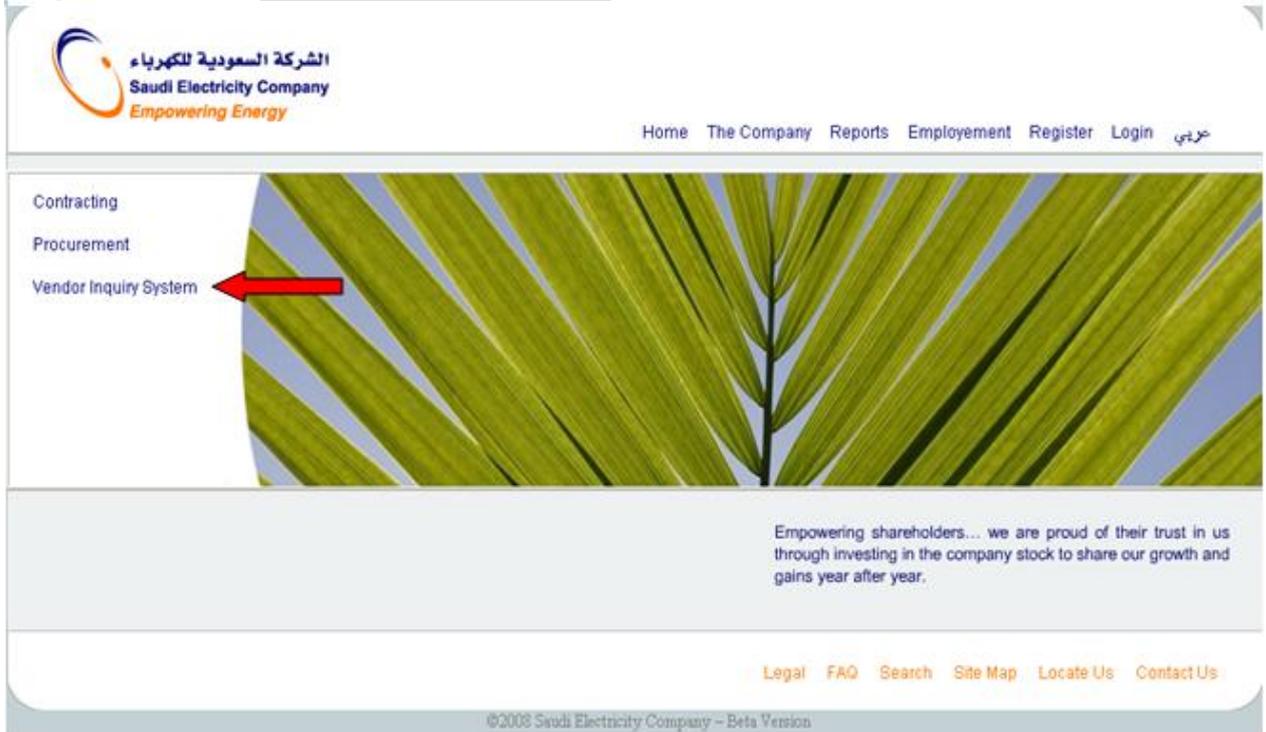
Web Link	http://www.se.com.sa
-----------------	---

Step 3: Then click on: **contracting and procurement**

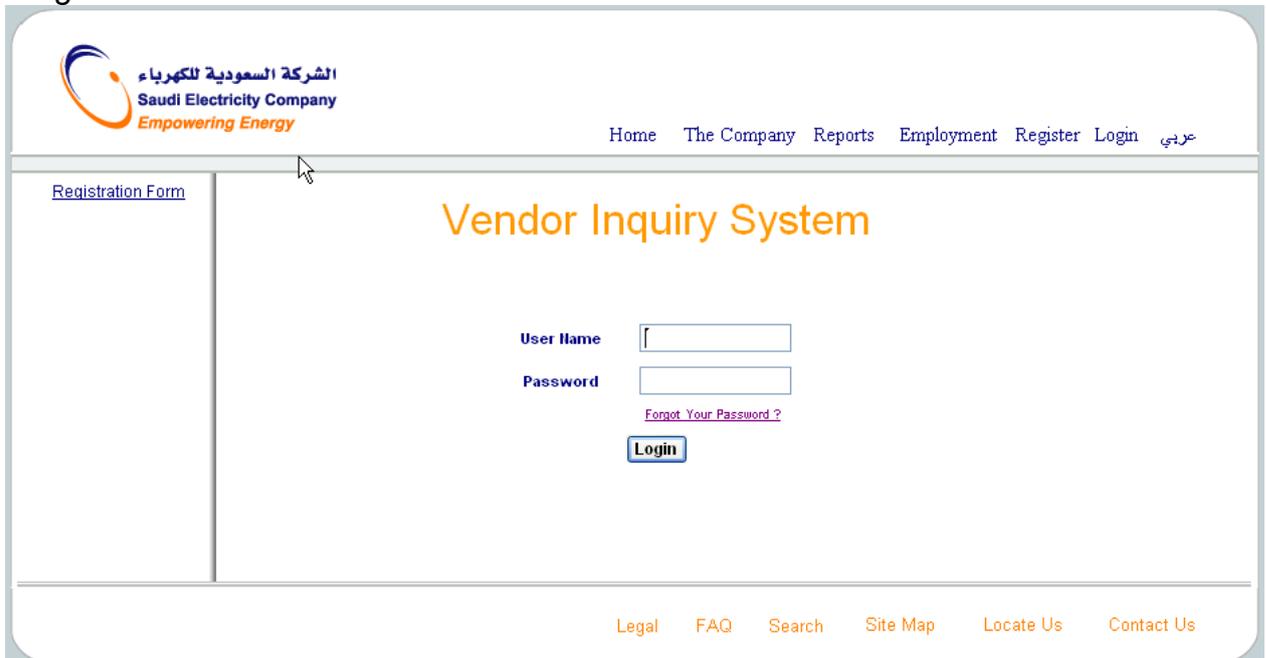


Manual	Saudi Electricity Company	 نبراس Nebras
	Vendor inquiry System –User Guide	

Step 4: Click on: **Vendor Inquiry System**



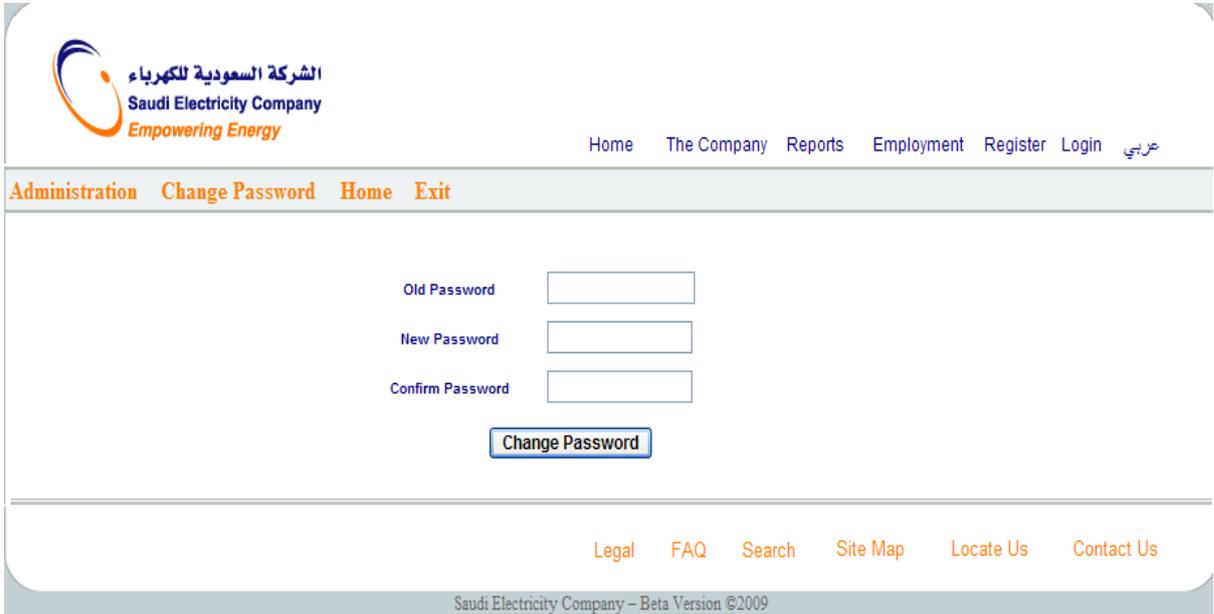
Following Initial screen will appear and user will enter his user name and password.
Note: to get a username and password, user request form is available on *this screen* ``registration form``



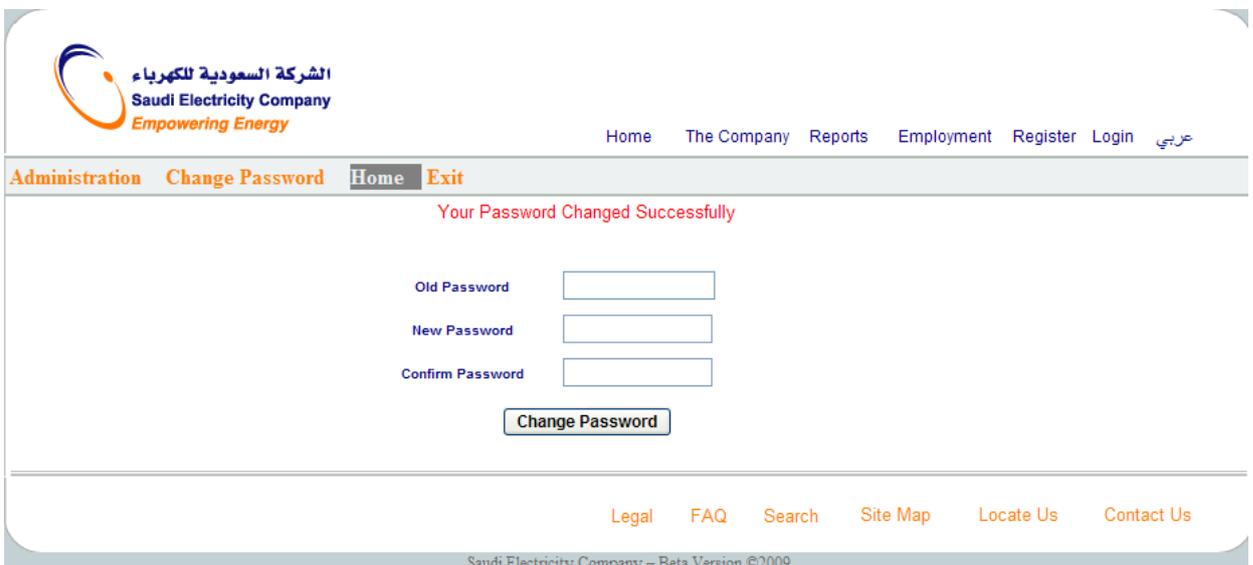
Manual	Saudi Electricity Company	 نبراس Nebras
	Vendor inquiry System –User Guide	

First time login

Password must be changed when the user login for the first time.



Once the user enter Old password ,New Password and press “Change Password” button, User will find the below mentioned screen;



System will show the confirmation that “Your Password Changed Successfully” Now Please Press the “Home” Icon. System will show the following screen.

Manual	Saudi Electricity Company	 نبراس Nebras
	Vendor inquiry System –User Guide	

System home page



Field Name	Description
Contract Number	It is defaulted for all contracts number/Purchase orders number and it can be changed to a specific contract/P.O. no. to display.
Business Area	It is defaulted for all Business areas and it can be changed to a specific business area to display
Payment Status:	
Not Paid	If you need only those invoices which are under process or ready for payment then Select this.
Paid	If you need only those invoices which are paid then Select this.
	Note: Please leave the "Not Paid" and "Paid" check box if you want to display all invoices.
Period	Enter the date (from which date to which date you want to check the status). Note: Do not enter the date parameters more than 6 months.

Click  icon to execute the query.

Next, System will show you the below screen (history) based upon your entered parameters.

Manual	Saudi Electricity Company	 نبراس Nebras
	Vendor inquiry System –User Guide	

Vendor Number : 1000

Vendor Name :

UNDER PROCESS :

Contract Number P.O.	Invoice No.	Amount	Currency	Invoice Receiving Date	Business Area	Reference	Expected Due Date	Block Reason
10100	6	-233,010.00	SAR	22/03/2010	Western Region	مشروع انشاء	22/03/2010	
10100	6	-233,010.00	SAR	22/03/2010	Western Region	مشروع انشاء	22/03/2010	
11500	10	-274,274.62	SAR	02/02/2010	Western Region	مشروع انشاء	02/02/2010	
1500	10	-274,274.62	SAR	02/02/2010	Western Region	مشروع انشاء	02/02/2010	

READY FOR PAYMENT :

Contract Number P.O.	Invoice No.	Amount	Currency	Bank A.C No.	Bank Name	Invoice Receiving Date	Business Area	Reference	Expected Due Date	Block Reason
10100	5	-221,310.00	SAR	261899	Riyadh Bank	21/02/2010	Western Region	مشروع	21/02/2010	

PAID :

Contract Number P.O.	Invoice No.	Amount	Currency	Payment Date	Bank A.C No.	Bank Name	Invoice Receiving Date	Business Area	Reference
52109000	RCD-024	1,7	SAR	22/03/2010	03055009	Saudi Fransi	20/02/2010	Eastern Region	...
33109200	06112138020500	60	SAR	17/03/2010	03055009	Saudi Fransi	25/11/2009	Western Region	03030001-16
2109000	PI-012	30	SAR	13/03/2010	03055009	Saudi Fransi	31/01/2010	Eastern Region	...
2102600	06	1,4	SAR	02/03/2010	081133901	Saudi Fransi	13/01/2010	Central Region	من ٢٠٠٩/١٠/٣٠ الى ٢٠٠٩/١١/٣٠
2113900	PI-001	14	SAR	20/02/2010	03055009	Saudi Fransi	05/12/2009	Eastern Region	...
2116600	14	29	SAR	08/02/2010	03055009	Saudi Fransi	05/12/2009	Central Region	...
2109000	022	101	SAR	27/01/2010	03055009	Saudi Fransi	27/12/2009	Eastern Region	zakah 30-04-2010.gosi 09-01-1430....
109000	PI-010(REV.01)		SAR	12/12/2009	030550092	Saudi Fransi	11/10/2009	Eastern Region	...
102600	04	70	SAR	07/12/2009	0811339001	Saudi Fransi	21/10/2009	Central Region	2009...
109000	009	91	SAR	11/11/2009	030550092	Saudi Fransi	29/09/2009	Eastern Region	z30/04/2010....
16600	٢٠٣ PAC	60	SAR	09/11/2009	030550098	Saudi Fransi	24/08/2009	Central Region	...
102600	03	51	SAR	04/11/2009	0811339001	Saudi Fransi	15/09/2009	Central Region	... شهر ٢٠٠٩/٧
2211800	06586	50	SAR	31/10/2009	30550064	Saudi Fransi	08/07/2009	Central Region	...
2112700	Advance	29	SAR		030550059	Saudi Fransi	03/01/2010	Eastern Region	...
112700	Advance		USD		030550059	Saudi Fransi	30/12/2009	Eastern Region	Advance

* : payment deduction

contact us for further information :

Central region e-mail address : trofc-info@se.com.sa

West region e-mail address : trofw-info@se.com.sa

East region e-mail address : trofe-info@se.com.sa

South region e-mail address : trofs-info@se.com.sa

If you would like to display the vendor address and Bank information in SEC system click on the link: **[Vendor address & bank information](#)** in the system home page .



Home The Company Reports Employment Register Login عربي

[Administration](#) [Change Password](#) [Home](#) [Exit](#)

Contract Number/P.O :

Business Area :

Payment Status : Not Paid Paid

Period : From : To :

[Vendor Address And Bank Information](#)

[Legal](#) [FAQ](#) [Search](#) [Site Map](#) [Locate Us](#) [Contact Us](#)

The following screen will be displayed



Home The Company Reports Employment Register Login عربي

[Administration](#) [Change Password](#) [Home](#) [Exit](#)

ADDRESS :

VENDOR NAME	P.O.Box	POST CODE	CITY	COUNTRY	TELEPHONE	FAX
CO.	321	99999	AL-KHOBAR	SA	03-899 19	03-899 26

BANK :

A/C holder	A/C Number	IBAN	Bank Name
CO.	3690014	SA565500000002436900	Saudi Fransi

[Legal](#) [FAQ](#) [Search](#) [Site Map](#) [Locate Us](#) [Contact Us](#)

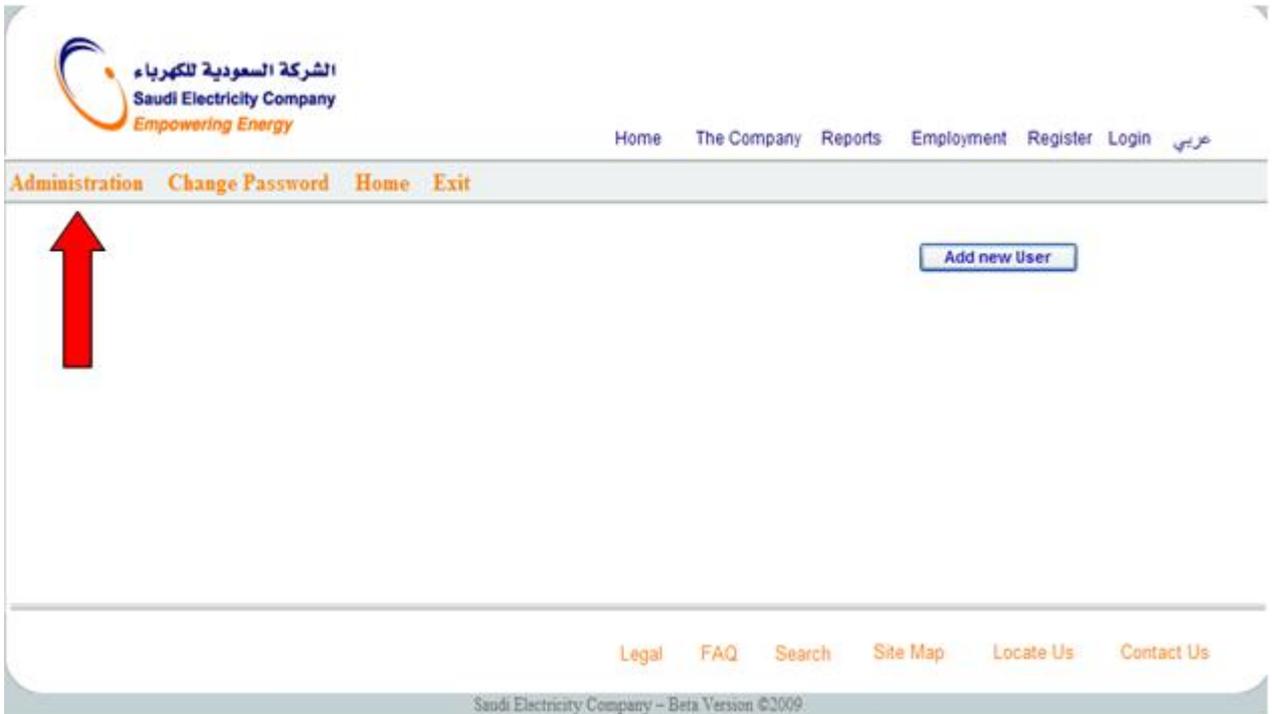
Manual	Saudi Electricity Company	 نبراس Nebras
	Vendor inquiry System –User Guide	

Administrator user

Administrator user: he is the vendor user who can create vendor sub users (maximum 4 sub users) based on the business areas.

To create the sub user, follow the next steps:

Step 1: Press the “Administration” Button which is show below.

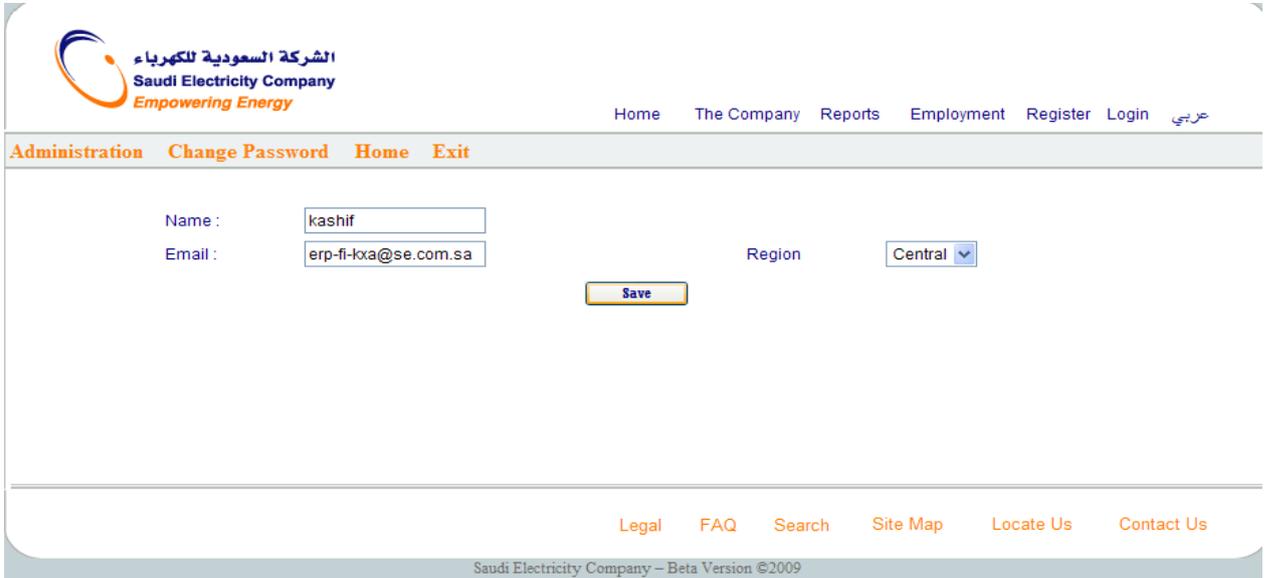


Step 2: Click the “[Add new User](#)” button.



Manual	Saudi Electricity Company	 نبراس Nebras
	Vendor inquiry System –User Guide	

Step 3: Following screen will appears, enter the required information and press “Save” Icon. Then the sub user will receive an email from administrator including the user name and password at provided email address in above screen.



The screenshot shows the Saudi Electricity Company (SECC) website interface. At the top left is the SECC logo with the text "الشركة السعودية للكهرباء Saudi Electricity Company Empowering Energy". To the right are navigation links: Home, The Company, Reports, Employment, Register, Login, and عربي. Below this is a secondary navigation bar with links: Administration, Change Password, Home, and Exit. The main content area contains a registration form with the following fields:

- Name:
- Email:
- Region: (with a dropdown arrow)

 A "Save" button is located below the form fields. At the bottom of the page, there are links for Legal, FAQ, Search, Site Map, Locate Us, and Contact Us. The footer text reads "Saudi Electricity Company – Beta Version ©2009".