



Materials e-Bidding System

Systems Development Division
Materials Systems & Procedure Department
Saudi Electricity Company
Saudi Arabia

Introduction

e-Bidding System is fully automated web based system using e-commerce concept. The system is in use since year 2000. Vendors will have their user ID and password that will be sent to their registered email. The vendor can change their password any time. The password is case sensitive i.e. capital and small character will not be same.

Feature of the system

- It is fully automated and paper less system.
- Cost effective. Vendors need not to fax or come to submit their quotation. This significantly saves the vendors time and money. From our side it also save time of fax operator (to log and file the fax), bid controller (to file the quotation till bid closing date) and buyer (to enter quotation in mainframe).
- Fast and reliable communication. The quotations submitted by vendor are directly saved in database.
- Time saving. No delay in processing the quotation. On the bid closing date the quotation will be processed and lowest bidders can be determined in the bid summary.
- Confidentiality of the data. In the manual process the quotation from the vendor side were exposed to their typist / fax operator. In our side it was exposed to fax receiver, bid controller and buyer. Now before the bid closing date the quotation cannot be viewed by anyone.
- No human intervention. Once buyer makes the bid, the system invites all related vendor and select best ten vendors on the bid closing date and update the mainframe system. So in the whole bidding process there is no human intervention.

System Security

- To access the system it requires vendor ID and password. To make it more secure, the password is made case sensitive and vendors are advice to change their password once in a week or month. The vendor can also change their password whenever they require.
- To have addition security, access code is send to vendor's registered mobile and email. After entering the access code, vendor will be able to login in the e-bidding system.

Component of e-bidding system

- Open Bids
- Closed Bids
- Open Purchase Orders
- Vendor Information
- Documents upload facility

Open Bids

This system will enable vendors to view and respond all their bids that bid-closing date is not passed. So this will eliminate the need of faxing the bid response to Purchasing Division.

This is a fully secure system, the price submitted by vendors are encrypted in database so that it cannot be read by anyone before the bid closing date. After the bid closing date the vendor's bid response information will be automatically updated in our mainframe based, Materials Management System.

This system will eliminate several steps in manual bidding process and will be completely paper less. So it will significantly reduce the cycle time and cost in whole bidding process. It has following features:

- Once valid vendor's user ID password is entered the system will list all his bids waiting for response.
- Every day new bids send to the vendors will be added in the list.
- The bids for which the bid closing date is passed will not appear in the list. It will be moved to bid history.
- The bids for which the bid closing date is today, the bid closing date will be displayed in red color.
- The bids for which the bid closing date is tomorrow, the bid closing date will be displayed in pink color.
- The status will show the vendor action on the bid.

Closed Bids

This system will enable vendors to view and print any bids for which the bid closing date is passed. It helps the vendor to keep record of past bid request. It has following features.

- View the list of all closed bids with status.
- View and print the quotation.
- View and print the quoted prices of all vendors after the PO is issued.

Open Purchase Order

This system will enable vendor to see our purchase orders with the vendor. Any new purchase order will be added to the list automatically. The status of purchase order i.e. delivered, accepted, rejected, invoiced etc. will also be updated automatically. This will help the vendor to know any new purchase orders as well as the status of the existing purchase orders.

Vendor Information

This system will enable vendor to see their information, which we have in our system i.e. name, address, contact person, fax, phone, e-mail etc. and kind of materials which the vendor is registered to deal with us. The vendors will automatically receive inquiries for the material, which he is registered in our system.

Vendor performance evaluation (VPE)

To Enhance the Mutual Relationship between SEC and Vendor organization, SEC announce a new tool for Vendor performance evaluation (VPE) starting from

11/11/2016

System Requirement

Vendors only requires internet browser to access the system.

User's Guide

Accessing e-Bidding System

To access Materials e-Bidding System,

Come to our company home page: www.se.com.sa

And click on 'Business'

OR

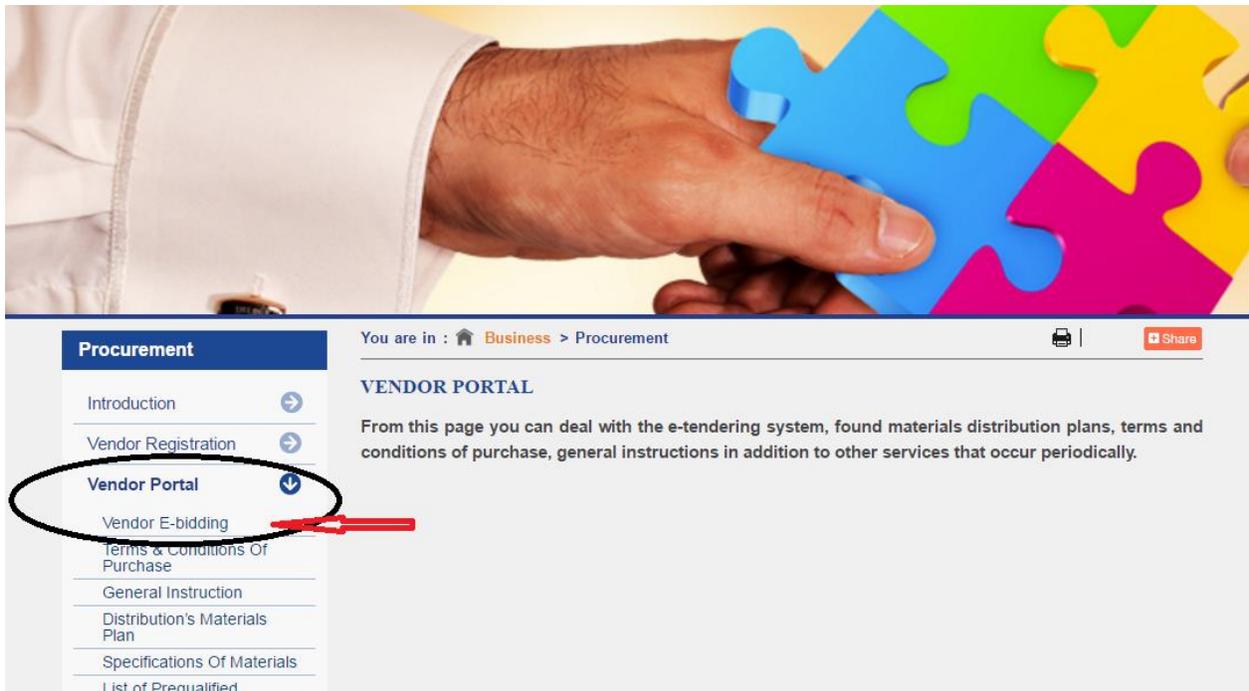
Directly enter link address: <https://www.se.com.sa/e-bid>

The screenshot shows the Saudi Electricity Company (SEC) website home page. At the top left is the SEC logo and name in Arabic and English. At the top right is a search bar and a language selector for Arabic. The main content area features a large banner with the headline "We Endeavor to Grant you a Better Life" and a video player showing a worker on a power line. Below the banner are several service tiles: "Personal Account" with a login/register button, "Our Services", "Electricity Information & Instructions", "Information About Company", "Investor Relations", "Our News", "Business" (circled in red with an arrow), "Careers", "Customer Service", and "Alkahraba Friend".

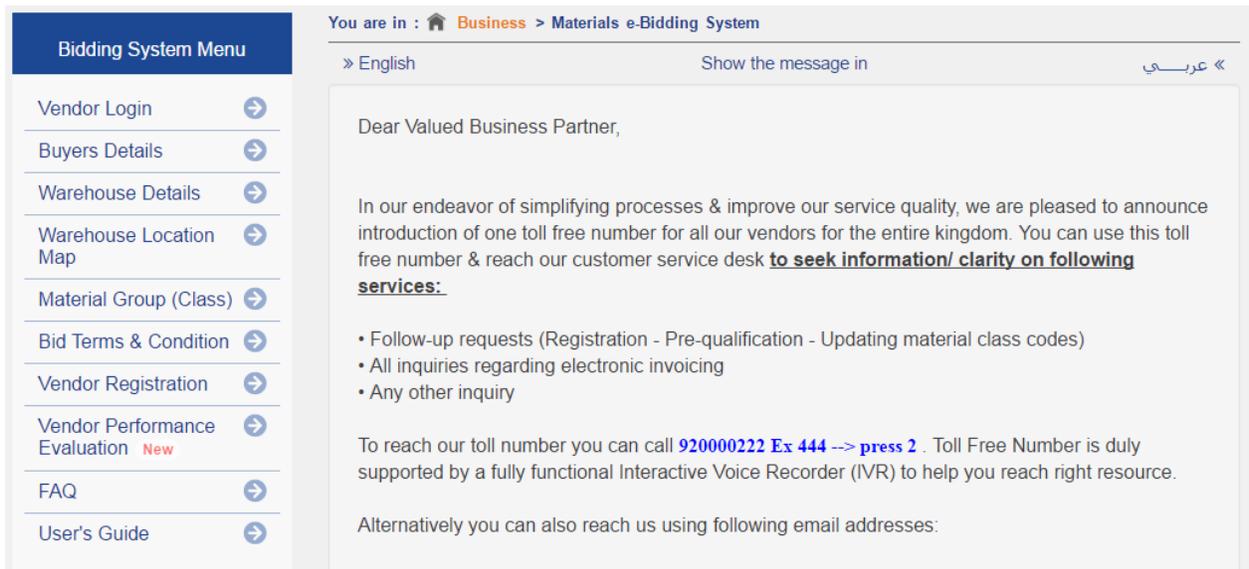
then 'Vendors E-Bidding'

/default.aspx

The screenshot shows the "Vendors E-Bidding" section of the website. It is divided into two main categories: "CONTRACTING" and "PROCUREMENT". Under "CONTRACTING", there are two tiles: "Contractor Registration" (with a "Register" button on a keyboard) and "Contractors E-Bidding" (with an image of hands typing). Under "PROCUREMENT", there are two tiles: "Vendor Registration" (with a "Register" button on a keyboard) and "Vendors E-Bidding" (with an image of a person at a computer, circled in red with an arrow). Each tile includes a brief description and a "More" link.



The **e-Bidding System** will be open and it will give following screen.



Open Bid System

Click on Vendors Login, following logon ID screen will come. The vendor should enter his vendor ID and password, which is initially provided by MMD, The password is case sensitive.

After successful login, the system will redirect the user to the Vendor Information Screen, From where user can navigate to Open Bid List (bid closing date not passed) in the following screen.

This system will allow printing, exporting and submitting bid.

| Bid Number | Total Lines | Status | Bid Receive Date | Bid Closing Date | Buyer Name | Buyer Telephone | Buyer Fax | Action |
|------------|-------------|---------|------------------|------------------|-------------------------|-----------------|-----------|--------------------------------|
| C001053942 | 1 | Printed | 02/03/2021 | 15/03/2021 | IC2 - Ibrahim Al-Mayouf | 011-2024220 | | Printed, Deleted, Refresh, Add |
| C001053943 | 1 | Printed | 02/03/2021 | 15/03/2021 | IC2 - Ibrahim Al-Mayouf | 011-2024220 | | Printed, Deleted, Refresh, Add |
| C001053987 | 1 | Printed | 02/03/2021 | 15/03/2021 | IC2 - Ibrahim Al-Mayouf | 011-2024220 | | Printed, Deleted, Refresh, Add |
| C001053100 | 13 | Printed | 02/03/2021 | 07/03/2021 | ID6 - Abdihmn AlMaziad | 011-8079204 | | Printed, Deleted, Refresh, Add |
| C001053980 | 14 | Printed | 02/03/2021 | 14/03/2021 | I05 - Fawzi Alomari | 011-8078858 | | Printed, Deleted, Refresh, Add |

The bid will stay here till the bid closing date.

The quotation can be revised any number of times before the bid closing date.

The status shows the users action on the bid.

Bid-closing date will be shown in red color for which the bid closing date is today, and in pink color for which the bid closing date is a day after.

Print Bid

To print, click on 'Print' icon, the following screen will be displayed.

Print
Total: 89 sheets of paper (177 pages)
Print Cancel

Destination: HP- BSD
Change...

Pages: All
e.g. 1-5, 8, 11-13

Copies: 1

Layout: Portrait

Options: Two-sided
More settings

Print using system dialog... (Ctrl+Shift+P)

MATERIALS E-BIDDING SYSTEM
Bid Materials List (Low Value Bid)
12/25/2016 2:10:02 PM

| Vendor Code | Vendor Name | Bid Number | Send Date | Close Date |
|--|--|------------------------|-----------------------|-----------------------|
| 1234 | ARAMCO | C000321587 | 4/17/2013 12:00:00 AM | 5/25/2025 12:00:00 AM |
| Address | | Buyer | Telephone | |
| 1. ADD4 2. KSA 3. LEB 4. ADD3 | | 3CS - Abdullah Y.Turky | 03-8585033- | |
| BidLine | Item Number/Description | ShipTo | UOM | Quantity |
| 10 | 300046744 VALVE,BLEED,1/2 IN,600 LB,461188BY VALVE,- TYPE: BLEED; PROCESS FLUID: GAS AND LIQUID; SIZE: 1/2 IN; CONFIGURATION: 1-WAY; DESIGN RATING: 6000 LB; TEMPERATURE RATING: -40 TO 600 DEG F; CONNECTION: NPTF; STYLE: TWO BONNET; OPERATED: WRENCH; BODY MATERIAL: 316 SSFL; ADDITIONAL DATA: STANDARD: ANSI B1.1; ANGLED NUT, DRILLE 3 HOLE FOR VENTILATION, FOR PURGING OR BLEEDING INSTRUMENT PIPING. NICK INCORPORATED; | - | EA | 2080 |

View Bid

To view the bid details, click on the bid number. The bid page will be opened in non-editable mode.

Open RFQs Retrieve / Update Refresh Print Bid Bid Status: Read

Please make sure that your quoted price does not include VAT

Bid Number: C001057871 Vendor Name: CO. LTD. Closing Date: 03/17/2021 Buyer Name: Mohammad Aljaffal

Declined To Bid Quoted By (Name/Tel) Reference No: Payment Terms: Delivery Point: At Ship to SEC Warehouse

Attachments? Inco Terms Quoted Price Currency Valid Up To (mm/dd/yyyy): Remarks:

Total pages: 1, Records: 1 to 6 of 6

| Line No. | Item Number | Requested Quantity | Quoted Quantity | Quoted Unit Price | Country of Origin (Made In) | Delivery Time(Days) | Technical Remarks | Decline |
|----------|---------------------------------------|--------------------|-----------------|-------------------|-----------------------------|---------------------|-------------------|--------------------------|
| 10 | 167210910 Ship To: 1181 UOM: EA | 2 | | | | | | <input type="checkbox"/> |

Display Full Description of Item

To see the full description of the item, click on the desired item number. The system will show the description of item in following screen.

| Item # | Bid # | Line # |
|-----------|------------|--------|
| 167210910 | C001057871 | 10 |

Description

[Click to view the image](#)

PIPE,METALLIC,4 MM ID,310 MM LG,FPT X MP
PIPE,METALLIC:
SIZE:
4 MM ID;
LENGTH:
310 MM;
ENDS:

Close

[Display Image of Item](#)

For some item image is available, to see the image of item, click ‘Click to view Image’ . The system will display the image in following screen.



[Display Details of Ship to Location](#)

To see the details of Ship to Location, click on the desired Ship to Code. The system will show the details in following screen.

| Ship To Location | Address | City | Phone | Fax | e-mail | Contact Person |
|-----------------------|---------|------|-------|-----|--------|----------------|
| 1321 QASEEM PP 01 Reg | | | | | | |

Close

[Open Bid to Submit Quotation](#)

In order to Quote, Decline or Retrieve the saved bid, click on the ‘Retrieve / Update’ button, the page will be changed in editable mode as shown below.

| Line No. | Item Number | Ship To | UOM | Requested Quantity | Quoted Quantity | Quoted Unit Price | Country of Origin | Delivery Time(Days) | Remarks/ Deviations | Decline | Action |
|----------|-------------|---------|-----|--------------------|-----------------|-------------------|-------------------|---------------------|---|--------------------------|----------------------|
| 10 | 168485460 | 1321 | ST | 3 | 3 | 250.20 | AU | 100 | 123xxxxxxxxxxxxxxxxxxxxxxxxxxxxx231 xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx22222 sdsjtdskldksdssds | <input type="checkbox"/> | Edit |
| 20 | 168446020 | 1321 | EA | 12 | 12 | 125 | AU | 100 | 1 | <input type="checkbox"/> | Edit |
| 30 | 100010853 | 1321 | EA | 2 | 2 | 1502 | AU | 100 | | <input type="checkbox"/> | Edit |

In the above screen all the fields are required except the remarks. The data entry can be saved before completing the form using save button. Later saved data can be loaded on the screen by using retrieve button.

Save Button: To save the data entry before completing and submitting the quotation.

Retrieved Button: To retrieve the previously save data and load it on the screen.

Refresh Button: To refresh the screen data before retrieve.

Declined to Bid: Click here to check the box, if you want to decline the whole bid.

eMail Attachment to Buyer: Click here, system will open your default e-mail system. Vendor can attach the documents and send to buyer.

Reference Number: Enter the your (vendor) reference number.

Ship Via: Mode off shipment like By Sea or By Air etc.

Valid Up to: Quotation validity date. It must be entered in mm/dd/yyyy format. Normally it should be 90 days from bid closing date.

Quoted By: Enter the name and phone number of sales person or person responsible for this quotation

Delivery Point: At SEC warehouse as mentioned in ‘Ship to location’.

Quoted Currency: Currency of your price. The default value is Saudi Riyal (SAR). The foreign vendors can quote in any major world currency. Local vendors must quote in Saudi Riyal (SAR), if they do not have any pre-agreement to quote in foreign currency.

Remarks: This is an optional field in which you can enter maximum 160 characters comment. This can be utilized to provide any additional information that you want to give for the offer.

After the validation of the vendor ID and password, the system will list the open bids. Click on the Closed Bids, the following screen will come.

| Bid Number | Total Lines | Status | Bid Receive Date | Bid Closing Date | Quotations | Attachments | Buyer Name | Buyer Telephone | Buyer Fax | Action |
|------------|-------------|-----------|------------------|------------------|------------|-------------|-------------------------|-----------------|-----------|--------|
| C001049777 | 1 | No Quoted | 26/02/2021 | 01/03/2021 | | | 108 - Mohamed Aljefal | 011-2024359- | | |
| C001051750 | 1 | Declined | 26/02/2021 | 28/02/2021 | | | 20E - BADER O ALSHARFAN | 012-6537788- | | |
| C001047593 | 1 | Quoted | 26/02/2021 | 01/03/2021 | | | 103 - Abubrahman Asmari | 011-2024283- | | |
| C001047595 | 2 | Quoted | 26/02/2021 | 01/03/2021 | | | 103 - Abubrahman Asmari | 011-2024283- | | |
| C001047594 | 3 | Printed | 26/02/2021 | 01/03/2021 | | | 103 - Abubrahman Asmari | 011-2024283- | | |

The status column on the above screen shows the vendor’s action on that bid. To print or view your quotation, click on the desired bid number. It will show the quotation in following screen.

Print

Total: 1 sheet of paper

[Print](#) [Cancel](#)

Destination: HP- BSD

[Change...](#)

Pages: All

e.g. 1-5, 8, 11-13

Copies: 1

Layout: Portrait

Options: Two-sided

[+ More settings](#)

[Print using system dialog... \(Ctrl+Shift+P\)](#)

12/05/2016

Closed Low Value Bids

Vendor Code :1234 / Vendor Name :ARAWCO

Records: 1 to 1 of 1

| Bid Number | Total Lines | Status | Bid Receive Date | Bid Closing Date | Quotations | Attachments | Buyer Name | Buyer Telephone | Buyer Fax |
|------------|-------------|--------|------------------|------------------|------------|-------------|------------------------|-----------------|-------------|
| C000072364 | 2 | Close | 15/04/2012 | 01/05/2012 | | 0 | 3D1 - NEMER AL-MUTAIRI | 03-8585009- | 03-8585018- |

To print hard copy, click on ‘Print’ button. To go back to previous screen, click ‘Back’ button.

To view the quoted price of all vendors of the bid after the PO is issued, click on View All. System will show the prices of all vendor as follows.

| Vendor Code | Vendor Name | Bid Number | Send Date | Bid Close | Bid Response | Quotation valid | | | |
|--|---------------------------|--|-----------------------|----------------------|----------------------|-----------------|-------------------|-------------------|----------------------|
| 1234 | ARAMCO | C000072364 | 4/15/2012 12:00:00 AM | 5/1/2012 12:00:00 AM | | | | | |
| Adress | | Buyer | Vendor Reference # | Ship Via | Delivery Point | Quoted By | | | |
| 1. ADD4 2. KSA 3. LEB 4. ADD3 | | 3D1 - NEMER AL-MUTAIRI -Phone- 03-8585009- | | | At Ship to Warehouse | | | | |
| Remarks : | | | | | | | | | |
| Line No. | Item Number / Description | ShipTo | UOM | Requested Quantity | Quoted Quantity | Quoted Currency | Quoted Unit Price | Country of Origin | Delivery Time (Days) |
| 10 | 302292416 | 3331 | EA | 385 | | | | | |
| | INDICATOR , -- TYPE: | | | | | | | | |

Bid Communication

This page will help the vendors to initiate communication with buyers or respond to the communications initiated by the Buyer.

In order to initiate communication Vendor need to click up on the Create button provided in the RFQs screen as shown below,

| Bid Number | Total Lines | Status | Bid Receive Date | Bid Closing Date | Buyer Name | Buyer Telephone | Buyer Fax | Action | Message |
|------------|-------------|-----------|------------------|------------------|------------------------|-----------------------|-----------|--------|---------|
| C000009504 | 3 | No Quoted | 24/04/2010 | 08/05/2050 | 1G4 - Gent Material -C | 011-2024229- | | | |
| C000010034 | 8 | No Quoted | 24/04/2010 | 10/05/2050 | 2GJ - GENT Material -W | 012-6537650-50130@SEC | | | |
| C000010038 | 3 | Quoted | 24/04/2010 | 10/05/2050 | 2GJ - GENT Material -W | 012-6537650-50130@SEC | | | |
| C000010040 | 2 | No Quoted | 24/04/2010 | 10/05/2050 | 2GJ - GENT Material -W | 012-6537650-50130@SEC | | | |
| C000009517 | 10 | No Quoted | 24/04/2010 | 26/06/2050 | 4G1 - GENT Material -S | 017-2319096-19712 | | | |

Materials e-Bidding System

By clicking up on the Send/Submit button, Message will be sent and notified the buyer.

There are two Communication types,

1. Message Type (Two-way communication)
2. Notification (One-Way Communication – Only from Buyer to Vendor)

| #Bid# | Bid Line# | Action | Vendor Code | Bid Receive Date | Buyer Code | Subject | #Initiated Date | #Bid Closing Date | #Bid Status | Communication Type |
|------------|-----------|----------------------|-------------|-----------------------|------------|---------------------|---------------------|----------------------|-------------|--------------------|
| C000009504 | All | 01(1) New Message(1) | 2002192 | 4/24/2019 12:00:00 AM | 1G4 | Subject :C000009504 | 6/1/2021 7:29:18 AM | 5/8/2050 12:00:00 AM | Open | Message |

Records: 1 to 1 of 1

Important Notes

- In case of any technical assistance required, kindly contact:

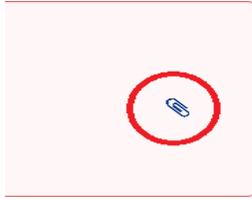
MVRQD
e-mail: MVRQD@see.com.sa

To see the Communication Details, after logging to the e-bidding system click on Bid No., following screen will come.

| Bid Number | Bid Line | Buyer | Buyer Email | Buyer Telephone | Initiated By | Subject | Action |
|------------|----------|------------------|--------------------|-----------------|--------------|---------------------|--------|
| C000009504 | 0 | Genr Material -C | SultanA@see.com.sa | 011-2024229- | vendor | Subject :C000009504 | |

Message Text
Response Text

In case if one or more files are attached, it can be viewed by clicking the pin icon as shown below.



To print hard copy, click on 'Print' button. To go back to previous screen, click 'Back' button.

MATERIALS E-BIDDING SYSTEM Chat Information View

6/1/2021 8:10:43 AM

| Vendor Code | Vendor Name | Bid Line No | Buyer Code | Initiated By | Initiated Date |
|-------------|-------------|-------------|------------|--------------|---------------------|
| 2002192 | abc | 0 | 1G4 | vendor | 6/1/2021 7:29:18 AM |

| Sent By | Sent Date | Status | Initiated By | Initiated Date |
|--------------|---------------------|--------|--------------|---------------------|
| vendor | 6/1/2021 7:29:18 AM | Read | vendor | 6/1/2021 7:29:18 AM |
| Message Body | test | | | |

-----Ends-----

Purchase Order

This page help vendors to know SEC issued active purchase orders with vendors.

To see Purchase Order, after logging to the e-bidding system click on 'Purchase Order', following screen will come.

MATERIALS E-BIDDING SYSTEM

vendor# 1234 (ARAMCO) | Name: ARAMCO

Back User Menu Log out

OPEN LOW VALUE BIDS CLOSED LOW VALUE BIDS OPEN HIGH VALUE BIDS CLOSED HIGH VALUE BIDS PURCHASE ORDER VENDOR INFORMATION

Search By: Value: Write the Value Sort By: PO Date Record# 5 Search Reset

List Of Po SENT MESSAGES ALL MESSAGES RECEIVED MESSAGES

| PO Number | Total Lines | Balance Lines | Status | PO Date | Buyer Name | Buyer Telephone | Buyer Fax | Old PO | Message | Action |
|-----------|-------------|---------------|--------|------------|-------------------------|-----------------|------------|--------------|--------------------------|--------|
| 450000535 | 5 | 3 | Open | 03/02/2010 | ZDS - WADEE H. ALGHAMDI | 02-6537628- | 02-4512044 | BOWDR9002023 | Create J1 ALL 1 IN 1 OUT | Print |

Records: 1 to 1 of 1

There is a search option on the on screen.

To search, select the search by key and enter the value and click the Search button.

OPEN RFOS CLOSED RFOS PURCHASE ORDER VENDOR INFORMATION

Search By: Value: Write the Value Sort By: PO Date Record# 5 Search Reset

List Of Po RECEIVED MESSAGES SENT MESSAGES ALL MESS

| PO Number | Total Lines | Balance Lines | Status | PO Date | Buyer Name | Buyer Telephone | Buyer Fax | Old PO | Message | Action |
|------------|-------------|---------------|--------|------------|---------------------------|-------------------|-----------|--------|--------------------------|--------|
| 4500417338 | 1 | 1 | Open | 01/03/2021 | 4G6 - Abdulwahab Al Gali | 017-2319709-19709 | | | Create J1 ALL 1 IN 1 OUT | Print |
| 4500416967 | 1 | 1 | Open | 24/02/2021 | 3T8 - Jalal J. Al Zahranl | 013-8585993- | | | Create J1 ALL 1 IN 1 OUT | Print |
| 4500416004 | 35 | 35 | Open | 17/02/2021 | 302 - ALI AL-GRMANNM | 013-8585995- | | | Create J1 ALL 1 IN 1 OUT | Print |
| 4500416006 | 6 | 6 | Open | 17/02/2021 | 302 - ALI AL-GRMANNM | 013-8585995- | | | Create J1 ALL 1 IN 1 OUT | Print |
| 4500416021 | 42 | 42 | Open | 17/02/2021 | 302 - ALI AL-GRMANNM | 013-8585995- | | | Create J1 ALL 1 IN 1 OUT | Print |

Records: 1 to 5 of 8

To know the details of purchase order click on PO Number. Following screen will show the details.

Materials e-Bidding System

MATERIALS E-BIDDING SYSTEM
Bid Response Entry From

vendor#1234 (1) Name: ARAMCO

Back User Menu Log out

Purchase Orders Refresh

PO Number: 450000535 Vendor Name: ARAMCO PO Date: 02/03/2010

Status: Open Bid Number: Buyer Name: WADEE H. ALGHAMDI

Total pages: 1, Records: 1 to 6 of 6

| Line No. | Item Number | Bid Number | Bid Line | PO View | UOM | Order Quantity | Received Blocked | Received Accepted | Rejected | Balance Quantity | Invoiced Quantity | Inspection Required | Promise Date | Delivered Date | Invoiced Date | Status | Action |
|----------|-------------|------------|----------|---------|-----|----------------|------------------|-------------------|----------|------------------|-------------------|---------------------|-----------------------|----------------------|-----------------------|--------|--------|
| 60 | 208111006 | | | View | M | 1 | 40 | 0 | 0 | 1 | 0 | | 9/1/2009 12:00:00 AM | | | X | |
| 70 | 208111006 | | | View | M | 2 | | 0 | 0 | 2 | 0 | | 9/1/2009 12:00:00 AM | | | X | |
| 90 | 208111006 | | | View | M | 1 | 40 | 0 | 0 | 1 | 0 | | 9/1/2009 12:00:00 AM | | | X | |
| 160 | 208111006 | | | View | M | 17000 | | 17000 | 0 | 0 | 17000 | | 11/1/2009 12:00:00 AM | 2/7/2010 12:00:00 AM | 4/11/2010 12:00:00 AM | X | |
| 160 | 208111006 | | | View | M | 17000 | | 17000 | 0 | 0 | 17000 | | 11/1/2009 12:00:00 AM | 2/7/2010 12:00:00 AM | 4/11/2010 12:00:00 AM | X | |
| 170 | 208111006 | | | View | M | 15000 | | 15000 | 0 | 0 | 15000 | | 11/1/2009 12:00:00 AM | 2/6/2010 12:00:00 AM | 4/19/2010 12:00:00 AM | X | |

Total pages: 1, Records: 1 to 6 of 6

To view the Purchase Order click on View, following screen will show the PO.

MATERIALS E-BIDDING SYSTEM

Purchase Order View
(This is NOT a Legal PO Document)

Bid Materials List (PO Details)

12/23/2016 5:52:58 PM

الشركة السعودية للكهرباء
Saudi Electricity Company

| Vendor Code | Vendor Name | Po Number | Old Po Number | Po Date | | | | | |
|--|---|------------|----------------------------|-------------------------|-------------|------------------|-------------------|----------|------------------|
| 1234 | ARAMCO | 450000535 | BOWD09002023 | 2/3/2010 12:00:00 AM | | | | | |
| Address | | Telephone | Email | Buyer | | | | | |
| 1. ADD4 2. KSA 3. LEB 4. ADD3 | | 0563940545 | BSD.CMMS.SUPPORT@se.com.sa | ZDS - WADEE H. ALGHAMDI | | | | | |
| Line No. | Item Number/Description | Ship To | Promise Date | Unit | PO Quantity | Received Blocked | Received Accepted | Rejected | Balance Quantity |
| 60 | 208111006 DMS-61 REV 2 DT 14-03-2007G. IN ACCORDANCE TO SEC SPECIFICATION 11-3 AND SECTORIAL CONDUCTOR, 500 M PER REEL, TYPE: POWER POWER, COMPACTED, STRANDED ADDITIONAL DATA: SEC BRZR, SEC 15502-1; STANDARD SPECIFICATION: BLACK; JACKET COLOR: PVC TYPE 872; JACKET MATERIAL: NON ARMOR; ARMOR: RED, YELLOW, BLUE, BLACK; INSULATION COLOR: XLPE; INSULATION MATERIAL: 1 KV; | 2201 | 9/1/2009 12:00:00 AM | M | 1 | 40 | 0 | 0 | 1 |

Purchase Order Follow-up / Expediting Message

All purchase order related queries shall be send and received through this messaging system. Purchases Order screen have tab related PO expediting message they are 'Received Messages', 'Sent Message' and 'All Message'.

Materials e-Bidding System

| #Po Number | Total Lines | Balance Lines | Status | PO Date | Buyer Name | Buyer Telephone | Buyer Fax | Old PO | Message | Action |
|------------|-------------|---------------|--------|------------|-----------------------------|-------------------|-----------|--------|-------------------------------|--------|
| 4500417338 | 1 | 1 | Open | 01/03/2021 | 466 - Abdulwahab Al-Ghalt | 017-2319709-19709 | | | Create [1] ALL [1] IN [1] OUT | [Icon] |
| 4500416987 | 1 | 1 | Open | 24/02/2021 | 318 - Jaleel J. Al Zahraani | 013-8585993 | | | Create [1] ALL [1] IN [1] OUT | [Icon] |
| 4500416004 | 35 | 35 | Open | 17/02/2021 | 302 - ALI AL-GHAWANIM | 013-8585951 | | | Create [1] ALL [1] IN [1] OUT | [Icon] |
| 4500416006 | 6 | 6 | Open | 17/02/2021 | 302 - ALI AL-GHAWANIM | 013-8585951 | | | Create [1] ALL [1] IN [1] OUT | [Icon] |
| 4500416021 | 42 | 42 | Open | 17/02/2021 | 302 - ALI AL-GHAWANIM | 013-8585951 | | | Create [1] ALL [1] IN [1] OUT | [Icon] |

To send new message related any query for the PO, Click on the Create button along PO. Following screen will appear, enter the required field.

MATERIALS E-BIDDING SYSTEM
Po - Message Entry From (New)

Po Number: 4500417361 Vendor Name: 2002006 - YUSUF BIN AHMED KANOO COMPANY LTD Po Date: 03/01/2021 Attachments? Select the attachments

Your Contact Details(Name/Teil) Message Type Remarks / Justifications

Optional Entries (Enter your response for PO Line items only if required)

| Po Line | Material No | Ship To | Unit | PO Quantity | Balance Qty | Delivery Date | Late Days | Status Update | Estimated Time in Days | Remarks / Justification |
|---------|-------------|---------|------|-------------|-------------|---------------|-----------|----------------------|------------------------|-------------------------|
| 10 | 4910 | SE01 | EA | 1000 | 1000 | 06/25/2021 | -80 | Sourcing outside KSA | | |

Status List

- Availabe On Stock
- Sourcing within KSA
- Sourcing outside KSA
- Under Manufacturing
- With Shipping Agent
- Shipment On Way
- Shipment at Port
- Customs Clearance
- Ready to Deliver

Cancel Apply

| Days | Status Update | Estimate Time in Days |
|------|-----------------|-----------------------|
| 3 | Shipment On Way | |

Attachments to the PO Message: to attach any document with expediting message click on ‘Select the Attachments’

Materials e-Bidding System

Po List Refresh Submit Message Important Notes Read me!

Po Number: 4500417361 Vendor Name: 2002006 - YUSUF BIN AHMED KANOO COMPANY LTD Po Date: 03/01/2021

Attachments? Select the attachments

Your Contact Details(Name/Tel)*: Please Enter value in 'Contact' field Message Type*: --- Remarks / Justifications*: Please Enter value in 'Remark' field

Optional Entries(Enter your response for PO Line Items only if required)

Total pages: 1, Records: 1 to 1 of 1

| Po Line | Material No | Ship To | Unit | PO Quantity | Balance Qty | Delivery Date | Late Days | Status Update | Estimated Time in Days | Remarks / Justification |
|---------|-------------|---------|------|-------------|-------------|---------------|-----------|-------------------|------------------------|-------------------------|
| 10 | 4910 | SE01 | EA | 1000 | 1000 | 05/25/2021 | -83 | Please select one | | |

Total pages: 1, Records: 1 to 1 of 1

Attachments

[".doc", ".docx", ".pdf", ".jpeg", ".gif", ".jpg", ".png", ".xls", ".xlsx", ".ppt", ".ppbx", ".bmp", ".mht"]

File1: Browse ...

File2: Browse ...

File3: Browse ...

File4: Browse ...

Close

To send the message: Click on 'Submit Message' button. The message will be send to PO expeditor.

MATERIALS E-BIDDING SYSTEM
Po-Message Entry From (New)

Po List Refresh Submit Message Important Notes Read me!

Po Number: 4500417361 Vendor Name: 2002006 - YUSUF BIN AHMED KANOO COMPANY LTD Po Date: 03/01/2021

Your Contact Details(Name/Tel)*: MVM NoushaD /9895316153 Message Type*: Customs Remarks / Justifications*: Justifications

Optional Entries(Enter your response for PO Line Items only if required)

Total pages: 1, Records: 1 to 1 of 1

| Po Line | Material No | Ship To | Unit | PO Quantity | Balance Qty | Delivery Date | Late Days | Status Update | Estimated Time in Days | Remarks / Justif |
|---------|-------------|---------|------|-------------|-------------|---------------|-----------|-----------------|------------------------|------------------|
| 10 | 4910 | SE01 | EA | 1000 | 1000 | 05/25/2021 | -83 | Shipment On Way | 12 | remarks |

Received Messages Tab:

Under Purchase Order page, click on 'Received Message' tab, following screen will appear.

Materials e-Bidding System

| Message Type | Message Date | Message Content | Contract Details | Po number | Balance Lines | Action | Message From | Message |
|--------------|-----------------------|---|---------------------|--|---------------|---|--------------|------------------------|
| Others | 24/2021 7:24:11 AM | NOTED | Abdullah Mohamed AL | PoNumber: 45004 PoDate: 16/12/2020 Total Lines:1 | 1 | Action:Viewed ActionDate:27/2021 9:13:10 AM ActionBy:2000 | SEC53686 | View Print Reply |
| Reminder | 23/2021 7:47:54 AM | We inform you of the expiration of 70%of the period of supply We hope to COMMITMENT to the specified date with our wishes for you success | Abdullah Mohamed AL | PoNumber: 45004 PoDate: 02/12/2020 Total Lines:1 | 1 | Action: ActionDate: ActionBy: | SEC53686 | Reply View Print |

This screen list all the messages send by the expeditor to vendor. Vendor are advised to view the message and reply it if required. Action column shows the action taken on the message. To view the message click on 'View' button. Following screen will appear.

The screenshot shows a 'Viewed' message interface. At the top, there are navigation buttons: 'Po Messages', 'PDF Export', 'Reply', and 'Important Notes, Read me!'. The main content area displays a 'Header-Message' from SEC103196 dated 5/5/2016 11:02:48 AM. Below this is a table with columns: Po Line, Message Date, Status Update, Estimated Time (Days), PO Quantity, Balance Quantity, Delivery Date, Late Days, and Remarks / Justifications. A single record is shown with a 'Warning' status and a '1783' late days value. The remarks state: 'FIRST WARNING:THE SCHEDULED FOR DELIVERY ALREADY PASSED,DELIVER THE MATERIALS WITHOUT ANY FURTHER DELAY, AND PROVIDE US WITH A COPY OF THE CONFIRMED SHIPPING DOCUMENTS'. A 'Viewed' button is visible in the top right corner.

To reply the message click on Reply button following screen will appear

The screenshot shows a 'New' message interface for replying. It features a 'Submit Message' button and a 'Refresh' button. The form includes fields for 'Po Number' (4500417338), 'Vendor Name' (2000178 -ADWAN MARKETING CO. LTD.), and 'Po Date' (03/01/2021). There are also fields for 'Your Contact Details(Name/Telex)', 'Message Type', and 'Remarks / Justifications'. An 'Attachments?' section with a 'Select the attachments' button is also present. At the bottom, there is a table with columns: Po Line, Material No, Ship To, Unit, PO Quantity, Balance Qty, Delivery Date, Late Days, Status Update, Estimated Time in Days, and Remarks / Justification. A single record is shown with a 'Please select one' status update. A 'New' button is visible in the top right corner.

Fill all the required fields on the above page and click on 'Submit Message' button. Reply message will appear in the Sent Messages tab.

Sent Messages Tab:

This will list all the messages send by you to the expeditor. Under Purchase Order page, click on 'Sent Message' tab, following screen will appear.

| Message Type | Message Date | Message Content | Contract Details | PO number | Balance Lines | Action | Message From | Message |
|--------------|------------------------|--|-------------------|---|---------------|-------------------------------------|--------------|-------------|
| OUT Delivery | 2/10/2021 10:40:03 AM | Please be informed that we confirm the delivery will be on time. The material will be ready for shipment on Sunday and shall be delivered on the promise date. | Osama 055016503 | PO Number: 4500414510 PoDate: 03/02/2021 Total Lines: 1 | 1 | Action: ActionDate: ActionBy: | 2000178 | View All |
| OUT Shipping | 1/4/2021 8:37:07 AM | Material already shipped from China port and we will advise you once we received in our WH to deliver it immediately. | Yasser 0505124305 | PO Number: 4500487037 PoDate: 09/11/2020 Total Lines: 1 | 1 | Action: ActionDate: ActionBy: | 2000178 | View All |
| OUT Shipping | 1/4/2021 8:36:22 AM | Material already shipped from China port and we will advise you once we received in our WH to deliver it immediately. | Yasser 0505124305 | PO Number: 4500487040 PoDate: 09/11/2020 Total Lines: 1 | 1 | Action: ActionDate: ActionBy: | 2000178 | View All |
| OUT Delivery | 12/20/2020 10:41:50 AM | Please note that the material already received in Advran WH so please let us know if SEC could accept to receive it now so we can deliver it. | Yasser 0505124305 | PO Number: 4500406644 PoDate: 03/09/2020 Total Lines: 1 | 1 | Action: ActionDate: ActionBy: | 2000178 | View All |
| OUT Delivery | 1/19/2020 12:19:39 PM | Please note that the material is under clearance and will be delivered once we received and hopefully it will be delivered before the promised date. | Osama 055016503 | PO Number: 4500395372 PoDate: 20/07/2020 Total Lines: 1 | 1 | Action: ActionDate: ActionBy: | 2000178 | View All |

Action column shows the action taken on the message.
 To view the message click on ‘View’ button.
 To view all message (send and received) for the PO, click on ‘All’

All Messages Tab:

This tab will list both send and received message.
 Search option can be utilized to find the message.

| Message Type | Message Date | Message Content | Contract Details | PO number | Balance Lines | Action | Message From | Message |
|--------------|-----------------------|--|------------------|---|---------------|-------------------------------------|--------------|-------------|
| OUT Delivery | 2/10/2021 10:40:03 AM | Please be informed that we confirm the delivery will be on time. The material will be ready for shipment on Sunday and shall be delivered on the promise date. | Osama 055016503 | PO Number: 4500414510 PoDate: 03/02/2021 Total Lines: 1 | 1 | Action: ActionDate: ActionBy: | 2000178 | View All |

Vendor Information

This system will help the vendor to see and verify the contact information of the Organization and commodity classes they registered in the Vendor Registration system.

After logging to system, click on ‘Vendor Information’, following logon screen will come.

The screenshot shows the 'MATERIALS E-BIDDING SYSTEM' interface. At the top right, it displays 'vendor# 1234 (ARAMCO)' and 'Name: ARAMCO'. Navigation tabs include 'OPEN LOW VALUE BIDS', 'CLOSED LOW VALUE BIDS', 'OPEN HIGH VALUE BIDS', 'CLOSED HIGH VALUE BIDS', 'PURCHASE ORDER', and 'VENDOR INFORMATION'. The 'Vendor's Address' section shows a 'List Of Registration Material Group(Class)' table with 5 records. The 'Vendor Contacts' section shows a table with 5 users. The 'Users Management' section shows a table with 5 users and an 'Action' column with 'Delete', 'Edit', and 'Inactivate' options.

| Material Group | Description |
|----------------|----------------------|
| 1060 | CONDUCTORS, BARE, AL |
| 1070 | WIRES, BARE, OTHER T |
| 1080 | CABLE, ALUMINUM, RAT |
| 1090 | PANELS, DISTRIBUTION |
| 40404 | SPARE PARTS FOR DIST |

| UserName | Email | Mobile | Action |
|----------------------|----------------------|------------|------------------------|
| ve2013 | ve2013@se.com.sa | 0530141819 | Delete Edit Inactivate |
| Kaleem Ahmad | 48069@se.com.sa | 0507162883 | Delete Edit Inactivate |
| Abdulaziz | ahshulayil@se.com.sa | 0501477762 | Delete Edit Inactivate |
| Rabih | ve2014@se.com.sa | 0563940549 | Delete Edit Inactivate |
| Abdullah Y. Al-Turky | 91565@se.com.sa | 0503909908 | Delete Edit Inactivate |

Some basic information can be updated online. To update contact information, click on Edit button. Following screen will appear.

So that the Vendor can verify and update the information on below screen and it can be saved by clicking on the 'Update' button.

The screenshot shows the 'MATERIALS E-BIDDING SYSTEM' interface with the 'Vendor's Address' and 'Vendor Contacts' sections. The 'Vendor's Address' section has fields for Code/ID (1234), Name (ARAMCO), and four address lines (Add1: KSA, Add2: LEB, Add3: ADD3, Add4: ADD4). The 'Vendor Contacts' section has fields for Contact Person (Rabih123), Phone (0563940545), Fax (56394035463), Mobile (0530141819), and Email (BSD-CMMS-SUPPORT@se.com.sa). There are 'Update' and 'Cancel' buttons at the bottom.

In this screen system shows the vendors address, fax, phone and contact person address, e-mail, phone and fax information.

The main user who has been registered to receive the bid notifications from SEC, will be enabled to define new users within the Organization so that the users can access e-bidding system and they can save/Update the Bids simultaneously

The screenshot shows the 'Users Management' section with the title '(Maximum 5 active users)'. It has 'New', 'Details', and 'Refresh' buttons. Below is a table with columns 'UserName', 'Email', 'Mobile', and 'Action'. The table is currently empty, and the status at the bottom is 'Total pages: 0, Records: -4 to -5 of 0'.

| UserName | Email | Mobile | Action |
|----------|-------|--------|--------|
|----------|-------|--------|--------|

| Users Managemt (Maximun 5 active users) | | | |
|---|----------------------|------------|--|
| UserName | Email | Mobile | Action |
| ve2013 | ve2013@se.com.sa | 0530141819 | Delete Edit Inactivate |
| Kaleem Ahmad | 48069@se.com.sa | 0507162683 | Delete Edit Inactivate |
| Abdulaziz | ahshulayil@se.com.sa | 0501477762 | Delete Edit Inactivate |
| Rabih | ve2014@se.com.sa | 0563940549 | Delete Edit Inactivate |
| Abdullah Y. Al-Turky | 91565@se.com.sa | 0503909908 | Delete Edit Inactivate |

Total pages: 1, Records: 1 to 5 of 5

By clicking on the Activate button, the newly defined user can be activated and will be enabled to parallel access the system.

In order to access the e-bidding system for the newly defined user, He has to login using SEC provided vendor code and their password, after this he will be asked to choose the registered email / mobile in order to receive the security code as shown below,(where newly defined users email / mobile will be shown to choose)

CUSTOMERS SERVICES
INVESTOR RELATIONS
BUSINESS

Bidding System Menu

- Vendor Login →
- Buyers Details →
- Warehouse Details →
- Warehouse Location Map →
- Material Group (Class) →
- Bid Terms & Condition →
- Vendor Registration →
- Vendor Performance Evaluation New →
- FAQ →
- User's Guide →

SEND VERIFICATION CODE/ DECEMBER-25-2016

How do you like to get the verification code?

✉ Email

☰

- BSD*****@se.com.sa
- ve2***@se.com.sa

Send Code →
Cancel →

These newly defined sub users will have only ‘read only access privilege’ on the vendor information.

Class List Information

The next important information is ‘List of Registered Material Groups (Classes)’. This is the list of kind of material which vendor is registered to deal with the Materials Management Department. In near future, it will not be on buyer to select the vendor to send bid request. Based on the above registered classes, the vendor will automatically receive all bid requests for his registered classes.

It is very important for vendor to check above information and if it needs to be updated, they may contact:

Vendor Affairs and Support Division
Granada tower -Building A6 -10th floor
Riyadh
e-mail: MVRQD@se.com.sa

| Material Group | Description |
|----------------|----------------------|
| 1060 | CONDUCTORS, BARE, AL |
| 1070 | WIRES, BARE, OTHER T |
| 1080 | CABLE, ALUMINUM, RAT |
| 1090 | PANELS, DISTRIBUTION |
| 40404 | SPARE PARTS FOR DIST |

Total pages: 1, Records: 1 to 5 of 5

Documents upload facility:

By login into e-bidding system with the primary user credentials ‘Update Documents’ button will be visible for the vendor in order to upload the documents.



The below shown screen shall be pop up and vendor can attach the expired documents together with expiry dates and VAT number with appropriate VAT classification code.

Vendor Update documents Request

| | | | |
|--|--|--|--------------------------|
| Commercial Registration Attach: <input type="button" value="Browse"/> | CR Number: <input type="text"/> | CR Expiry Date: <input type="text"/> | Current Doc. is Expired! |
| Chamber of Commerce Attach: <input type="button" value="Browse"/> | CC Number: <input type="text"/> | CC Expiry Date: <input type="text"/> | Current Doc. is Expired! |
| Zakath Attach: <input type="button" value="Browse"/> | Zakath Number: <input type="text"/> | Zakath Expiry Date: <input type="text"/> | Current Doc. is Expired! |
| GOSI Attach: <input type="button" value="Browse"/> | GOSI Number: <input type="text"/> | GOSI Expiry Date: <input type="text"/> | Current Doc. is Expired! |
| *Note- VAT will be Mandatory for all Local & GCC Companies working with SEC from 15-Dec-2017, any company without VAT certificate & Number will be blocked. | | | |
| VAT Attach: <input type="button" value="Browse"/> | VAT Number: <input type="text"/> | VAT Classification: <input type="text" value="--"/> | |
| INDUSTRIAL License Attach: <input type="button" value="Browse"/> | INDUSTRIAL Number: <input type="text"/> | INDUSTRIAL Expiry Date: <input type="text"/> | |
| <input type="button" value="Submit"/> | | | |

There are 5 vat classification codes are available in the document upload screen as shown below,

- 01 - VAT Registered Vendor in KSA
- 02 - VAT Un-registered Vendor in KSA
- 03 - Vendor under GCC with VAT agreement (Outside KSA)
- 04 - Vendor under GCC without VAT agreement (Outside KSA)
- 05 - Import Vendor

User Management :

Losing access to e-bidding system because of forgetting password/Forgetting Email or Forgetting mobile number. can be frustrating. To make sure you can get back into your account quickly, easily, and securely in the future, we have provided the below options.

You don't have to provide a recovery email address and mobile number, but having one makes it easier for you to regain access to your account if you forget your password or email.

If you've lost access to your account, you can try to regain access through the below shown options,

1. Forget Password Options :

The screenshot shows the login interface with three main navigation tabs: CUSTOMERS SERVICES, INVESTOR RELATIONS, and BUSINESS. Below the tabs, the breadcrumb path reads 'You are in : > LOGIN SCREEN'. The login form includes fields for 'Vendor Code' (with a user icon), 'Password' (with a lock icon and a note that it is case sensitive), and a CAPTCHA question 'How much is the sum' with the equation 51 + 6 = ?. A 'Sign in' button is located to the right of the CAPTCHA. At the bottom of the form, three buttons are visible: 'Forgot password', 'Forgot Email', and 'Forgot Mobile'. The 'Forgot password' button is circled in red. To the right of the form, there is a blue informational box with a warning icon and text in English and Arabic. The English text reads: 'Vendors are advised to respond all RFQ by either submitting the quotation or declining. If you does not respond to the RFQ, it will negatively affect your Vendor Performance Evaluation score. In case you are receiving RFQs that does not match to your specialty, please contact Vendor Affairs Division to update your material group (class) code.' The Arabic text reads: 'بنعين على المورد التسعير أو الاعتذار لجميع الدعوات المرسله، وعدم الاستجابة للدعوات يؤثر على الدرجة الخاصة بتقييم ادانكم في نظام تقييم الموردين، وفي حالة ان الدعوات المرسله لكم غير مطابقة لتخصصكم نرجو منكم مراجعة دائرة شؤون الموردين لتعديل فئة تصنيف المواد.'

2. Forget Email :

This screenshot is identical to the one above, showing the login screen with the 'Forgot password', 'Forgot Email', and 'Forgot Mobile' buttons at the bottom. In this instance, the 'Forgot Email' button is circled in red. The rest of the interface, including the navigation tabs, breadcrumb, login form, and informational box, remains the same.

3. Forget Mobile :

Vendor performance evaluation (VPE)

To Enhance the Mutual Relationship between SEC and Vendor organization, SEC announce a new tool for Vendor performance evaluation (VPE) starting from 11/11/2016

Key parameters on which the overall rating of our vendors would be judged are:

- a. On-time delivery
- b. Overall delivery
- c. E-bidding Response
- d. Towasol Response
- e. Number of claims

The VPE status of a vendor can be seen once he login to the system from the

| Vendor Performance Evaluation(VPE) From (01/07/2015) To (30/06/2016) Details | | | | | |
|---|------------------|------------------|------------------|-----------------------|-----------------|
| | On-Time Delivery | Overall Delivery | Number Of Claims | E-Bidding Response | TWASOL Response |
| Score | 67.79 | 96.30 | 10.00 | 99.17 | 7.14 |
| | Needs Review | Acceptable | UnAcceptable | Acceptable | UnAcceptable |
| Total Score | | 100.00 | | Excellent Performance | |

The color code notifications are as stated below,

| |
|---|
| 100-90 Excellent performance |
| 90-80 Acceptable performance |
| 80-70 Needs improvement |
| <70 Poor performance (contact Vendor Affairs Division for performance review) |

Bid Terms & Conditions

This provides the information about terms and condition for bidding. This does not require any password.

Bidding System Menu

You are in : [Business](#) > [Materials e-Bidding System](#)

» English
Show the message in
عربي «

Dear Valued Business Partner,

In our endeavor of simplifying processes & improve our service quality, we are pleased to announce introduction of one toll free number for all our vendors for the entire kingdom. You can use this toll free number & reach our customer service desk **to seek information/ clarity on following services:**

- Follow-up requests (Registration - Pre-qualification - Updating material class codes)
- All inquiries regarding electronic invoicing
- Any other inquiry

To reach our toll number you can call **920000222 Ex 444 --> press 2** . Toll Free Number is duly supported by a fully functional Interactive Voice Recorder (IVR) to help you reach right resource.

Alternatively you can also reach us using following email addresses:

Vendor Registration
General Terms and
Condition applied to all
Evaluated bids.

FAQ

User's Guide

Bidding System Menu

- Vendor Login
- Buyers Details
- Warehouse Details
- Warehouse Location Map
- Material Group (Class)
- Bid Terms & Condition**
- Vendor Registration
- Vendor Performance Evaluation *New*
- FAQ
- User's Guide

You are in : [E-Bidding Home Page](#) > [Bid Terms and Conditions](#)

GENERAL BIDDING TERMS AND CONDITIONS

[Bid Terms and Conditions](#)

- Please read the [General Bidding Instruction and Terms & Condition of Purchase](#)
- **Delivery of materials on containers are not acceptable.**
- If any change in the part numbers or in the item description, indicate such changes in the quotation and provide a confirmation letter from the manufacturer or a catalog copy to avoid future changes in the purchase order.
- All correspondences or any attachments with quotation should be send through fax and should be address to buyer.
- Materials in the bid are **Not Exempted from Custom Duty** unless otherwise specified after the last item in Bid Materials List.
- Your quotation must include delivery of material to Saudi Electricity Company warehouse.
- Lot pricing is unacceptable. Each item to be priced separately by issue unit. Your quotation must specify any minimum quantities of unit packaging if they do not agree with the quantities requested.
- For each item vendors should quote their firm and all inclusive price and advise shortest delivery time . If item is not available locally, quote for ocean freight only.

Material Groups (Class)

This provides the list of code and description of commodity classes . This does not require any password.

Bidding System Menu

- Vendor Login
- Buyers Details
- Warehouse Details
- Warehouse Location Map
- Material Group (Class)
- Bid Terms & Condition**
- List of all Materials Vendor Classes**
- Vendor Performance Evaluation *New*
- FAQ
- User's Guide

You are in : [E-Bidding Home Page](#) > [Vendor Performance Evaluation](#)

MATERIALS E-BIDDING SYSTEM

[Vendor Performance Evaluation\(VPE\)](#)

» English Show the message in [عربي](#) «

Dear Vendor,

To Enhance the Mutual Relationship between SEC and your esteemed organization, we are pleased to announce that we have launched a new tool for Vendor performance evaluation (VPE) starting from 11/11/2016

Key parameters on which the overall rating of our vendors would be judged are:

- On-time delivery
- Overall delivery
- E-bidding Response
- Towasol Response
- Number of claims

For any queries or feedback regarding VPE score please contact Vendor Affairs Division
PCSVSDV@se.com.sa

Click on 'Material Groups (Class) ', following screen will come.

The screenshot shows the 'Materials e-Bidding System' interface. On the left is a 'Bidding System Menu' with options like Vendor Login, Buyers Details, Warehouse Details, etc. The main content area shows a breadcrumb trail: 'You are in : Home > E-Bidding Home Page > Material Groups (Class)'. Below this is the title 'MATERIALS E-BIDDING SYSTEM' and 'Material Groups (Class)'. A search box labeled 'search in the Grid' is positioned above a table with two columns: 'Material Group' and 'Description'. The table contains the following data:

| Material Group | Description |
|----------------|----------------------|
| 1 | ITEMS FOR DELETION |
| 2 | DUMMY CODE |
| 3 | DUMMY CLASS FOR TABA |
| 6 | DUMMY CLASS FOR AL-J |
| 7 | DUMMY CLASS FOR AL-Q |
| 8 | Dummy CLASS |
| 9 | DUMMY CLASS FOR TABA |

Material items can be searched from the 'Search in the grid' text box so that the items will get displayed based on the search criteria.

Buyer's Phone

This provides the information about Buyers contact details for all regions. This does not require any password.

The screenshot shows the 'Buyer's Phone' page. The breadcrumb trail is 'You are in : Home > Business > Materials e-Bidding System'. There are language options for 'English' and 'عربي'. The main content is a message to 'Dear Valued Business Partner,'. The message states: 'In our endeavor of simplifying processes & improve our service quality, we are pleased to announce introduction of one toll free number for all our vendors for the entire kingdom. You can use this toll free number & reach our customer service desk **to seek information/ clarity on following services:**'

- Follow-up requests (Registration - Pre-qualification - Updating material class codes)
- All inquiries regarding electronic invoicing
- Any other inquiry

To reach our toll number you can call **920000222 Ex 444 --> press 2**. Toll Free Number is duly supported by a fully functional Interactive Voice Recorder (IVR) to help you reach right resource.

Alternatively you can also reach us using following email addresses:

Click on the region you want. If you click on 'Eastern Region', following screen will come.

You are in : [E-Bidding Home Page](#) > [Buyers Details](#)

MATERIALS E-BIDDING SYSTEM
Buyers Details

Eastern Region
 Central Region
 Western Region
 Southern Region

Q search in the Grid

| City | Buyer Code | Buyer's Name | Section | Phone | Fax | e-mail |
|--------|------------|---------------------|---------|-------------|------------|-----------------|
| Dammam | 3C0 | COGN EAST | General | - | | |
| Dammam | 3C1 | A/MHSEN ALSHAMMA RI | General | 03-8586661- | 03-8585212 | 25679@se.com.sa |
| Dammam | 3C2 | AMER AL-DOSSARY | General | 03-8585879- | 03-8585649 | 57322@se.com.sa |

Warehouse Details

This provides the location code and description of all warehouses of Materials Supply Department. This does not require any password.

You are in : [Business](#) > [Materials e-Bidding System](#)

» English Show the message in [« عربي](#)

Dear Valued Business Partner,

In our endeavor of simplifying processes & improve our service quality, we are pleased to announce introduction of one toll free number for all our vendors for the entire kingdom. You can use this toll free number & reach our customer service desk **to seek information/ clarity on following services:**

- Follow-up requests (Registration - Pre-qualification - Updating material class codes)
- All inquiries regarding electronic invoicing
- Any other inquiry

To reach our toll number you can call **920000222 Ex 444 --> press 2** . Toll Free Number is duly supported by a fully functional Interactive Voice Recorder (IVR) to help you reach right resource.

Alternatively you can also reach us using following email addresses:

Click on the region you want. If you click on 'Eastern Region', following screen will come.

You are in : [E-Bidding Home Page](#) > Warehouse Details

MATERIALS E-BIDDING SYSTEM
Warehouse Details

Eastern Region
 Central Region
 Western Region
 Southern Region

Q search in the Grid

| Code | Name | Address | City | Contact Person | Phone Extension | Fax | e-mail |
|------|------------------------------|-----------------|---------|--------------------|-----------------|-------|-----------------|
| 310 | Dhahran Main Warehouse | Old Abqaiq Road | Dhahran | Ali M. Al-Wabil | 84245 | 84346 | 30320@se.com.sa |
| 311 | Dhahran Automotive Warehouse | Old Abqaiq Road | Dhahran | Ahmed M. Al-Sabhan | 84339 | 84279 | 21908@se.com.sa |

Logistics Details

This provides the logistics information of all the regions of Materials Supply Department. This does not require any password.

You are in : [E-Bidding Home Page](#) > Logistics Contact Info.

MATERIALS E-BIDDING SYSTEM
Logistics Details

Eastern
 Central
 Western
 Southern

Q search in the Grid

| Name | E-Mail | TEL. Number | Job Title |
|----------------------------|-----------------------------|-------------|---------------------------------|
| Faisal N. Al-Subie | FNSubie@se.com.sa | 013-8585310 | Logistic Operation section Head |
| Abdullah S. Elssa | ASElssa@se.com.sa | 013-8586202 | Logistics Operation Coordinator |
| Abdullah A. AL-Dossary | AADossary4@se.com.sa | 013-8586287 | Logistics Operation Coordinator |
| Anas Y. Al alshick mubarak | AYAlshaickmubarak@se.com.sa | 013-8586570 | Logistics Operation Coordinator |

Warehouse Locations

This provides the location route map of all warehouses of Materials Supply Department. This does not require any password.

Materials e-Bidding System

You are in : [Business](#) > [Materials e-Bidding System](#)

MATERIALS E-BIDDING SYSTEM

» English Show the message in [عربي](#) «

Dear Valued Business Partner,

In our endeavor of simplifying processes & improve our service quality, we are pleased to announce introduction of one toll free number for all our vendors for the entire kingdom. You can use this toll free number & reach our customer service desk **to seek information/ clarity on following services:**

- Follow-up requests (Registration - Pre-qualification - Updating material class codes)
- All inquiries regarding electronic invoicing
- Any other inquiry

To reach our toll number you can call **920000222 Ex 444 --> press 2** . Toll Free Number is duly supported by a fully functional Interactive Voice Recorder (IVR) to help you reach right resource.

By selecting the required Region and warehouse from the dropdown lists provided, it will list all warehouses under the specified region.

If you click on ‘Eastern Region’ and ‘warehouse’ category from the drop down lists, following screen will come as shown below.

You are in : [Saudi Electricity Company](#) > [Locate Us](#)

Eastern Region | Warehouse | All | Search

The screenshot displays a map of Saudi Arabia with numerous red location pins. A dropdown menu is open, showing a list of warehouses. The 'Eastern Region' and 'Warehouse' filters are selected. The dropdown menu lists the following warehouses:

- All
- Al-Hassa Warehouse
- Al-Jouf Warehouse
- Al-Uwaiqilah Warehouse
- Al-Wajh PP Warehouse
- Arar City Warehouse
- Arar PP Warehouse
- Dammam Industrial Warehouse**
- Dhahran Auto Parts Warehouse
- Dhahran Central Warehouse
- Duba Warehouse
- Faras PP Warehouse
- Ghazlan PP Warehouse
- Hafar Al-Batin Warehouse
- Hail Warehouse
- Jubail Warehouse
- Khafji Warehouse
- Nariyah Warehouse
- Qaisumah PP Warehouse
- Qurayyah PP Warehouse
- Qurayyat Warehouse
- Rafha Distribution Warehouse
- Rafha PP Warehouse
- Shedgum PP Warehouse
- Tabarjal PP Warehouse
- Tabuk Warehouse
- Turaif PP Warehouse

FAQ

This provides the answer of frequently asked questions. This does not require any password.

Bidding System Menu

- Vendor Login
- Buyers Details
- Warehouse Details
- Warehouse Location Map
- Material Group (Class)
- Bid Terms & Condition
- Vendor Registration
- Vendor Performance Evaluation **New**
- FAQ**
- User's Guide Frequently Asked Questions
- System Support

You are in : [E-Bidding Home Page](#) > [Vendor Performance Evaluation](#)

MATERIALS E-BIDDING SYSTEM
Vendor Performance Evaluation(VPE)

» English Show the message in « عربي

Dear Vendor,

To Enhance the Mutual Relationship between SEC and your esteemed organization, we are pleased to announce that we have launched a new tool for Vendor performance evaluation (VPE) starting from 11/11/2016

Key parameters on which the overall rating of our vendors would be judged are:

- On-time delivery
- Overall delivery
- E-bidding Response
- Towasol Response
- Number of claims

For any queries or feedback regarding VPE score please contact Vendor Affairs Division
PCSVSDV@se.com.sa

Click on 'FAQ', following screen will come.

Bidding System Menu

- Vendor Login
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- Warehouse Details
- Warehouse Location Map
- Material Group (Class)
- Bid Terms & Condition
- Vendor Registration
- Vendor Performance Evaluation **New**
- FAQ**
- User's Guide

You are in : [E-Bidding Home Page](#) > [Frequently Asked Questions](#)

MATERIALS E-BIDDING SYSTEM
Frequently Asked Questions (FAQ)

How can we register our company / establishment in Saudi Electricity Co. and become a registered vendor?

Please refer to [vendor registration procedure](#) .

We are receiving inquiries for the products which are not related to us. How can we stop this?

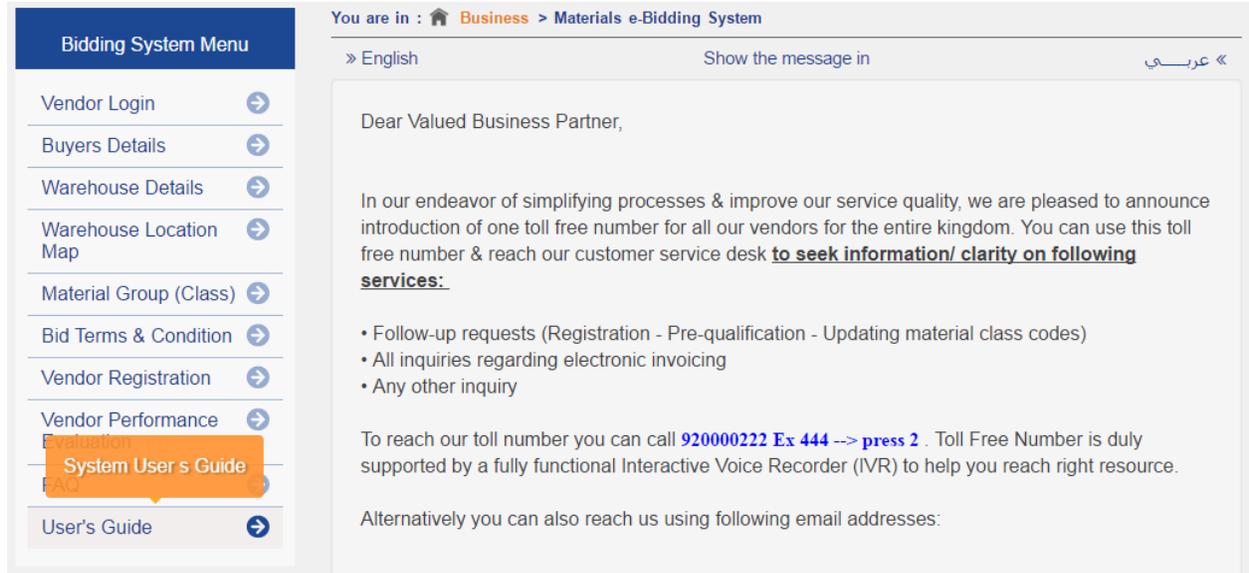
System is automatically sending you the bid for your registered classes. In order to stop receiving unwanted bids, you need to delete unwanted registered classes. Please contact e-mail PRC-VENDOR@se.com.sa

We are dealing more products which are not listed in the list of registered classes. How can we add more classes in the system?

To add the requested product class in the e-bidding system. Please contact e-mail PRC-VENDOR@se.com.sa

User's Guide

This will open the user's guide. It is in PDF format. It can be down loaded and printed easily. This does not require any password.



You are in : [Business](#) > Materials e-Bidding System

» English Show the message in « عربي

Dear Valued Business Partner,

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- All inquiries regarding electronic invoicing
- Any other inquiry

To reach our toll number you can call **920000222 Ex 444 --> press 2** . Toll Free Number is duly supported by a fully functional Interactive Voice Recorder (IVR) to help you reach right resource.

Alternatively you can also reach us using following email addresses:

Click on User's Guide, following screen will come.

Materials e-Bidding System



Materials e-Bidding System

Systems Development Division
Materials Systems & Procedure Department
Saudi Electricity Company
Saudi Arabia