

Materials
e-Bidding System

Systems Development Division
Materials Systems & Procedure Department
Saudi Energy
Saudi Arabia

Introduction

e-Bidding System is fully automated web based system using e-commerce concept. 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 fax or come to submit their quotation. This significantly saves the vendors time and money. For 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 view by any one.
- 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

- In this system the data is stored in SQL server, which has reliable data security. In order to provide additional security to sensitive fields such as price and password they are kept encrypted.
- The system is residing on web server, which is protected through firewall.
- 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.

Component of e-bidding system

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

Open Low Value Bids

This system will enable vendors to view and respond all their low value 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 Low Value 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 require a Personal Computer with windows operating system and Internet connection.

User's Guide

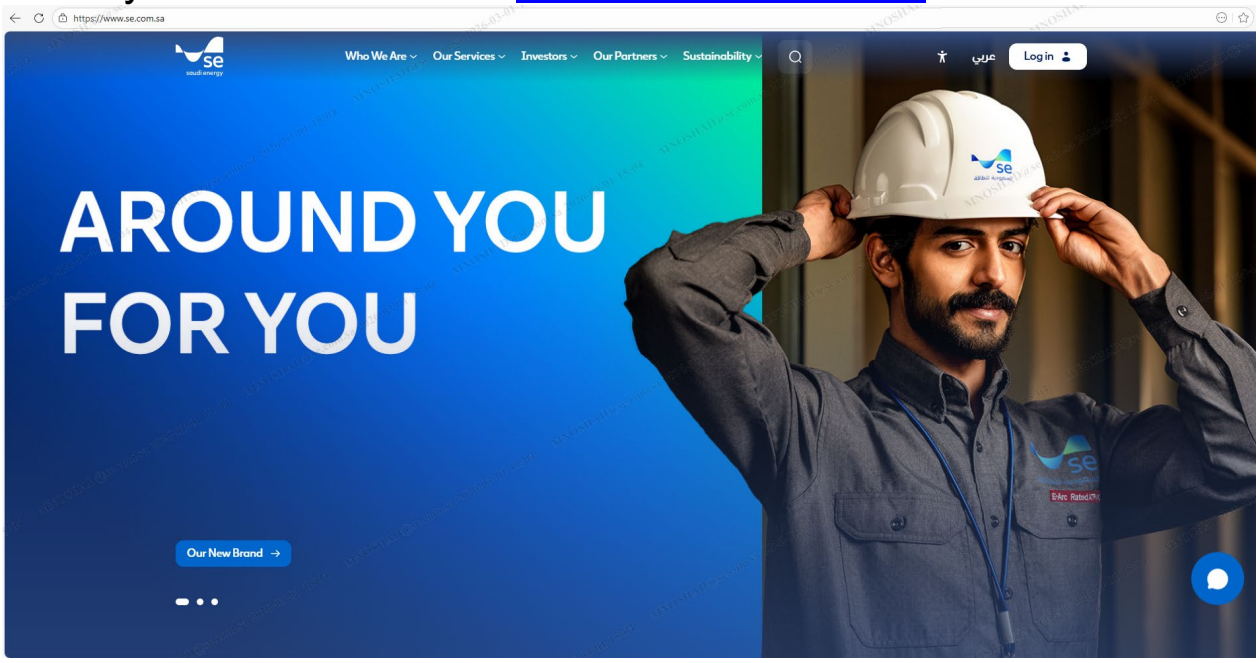
Accessing e-Bidding System

To access Materials e-Bidding System,

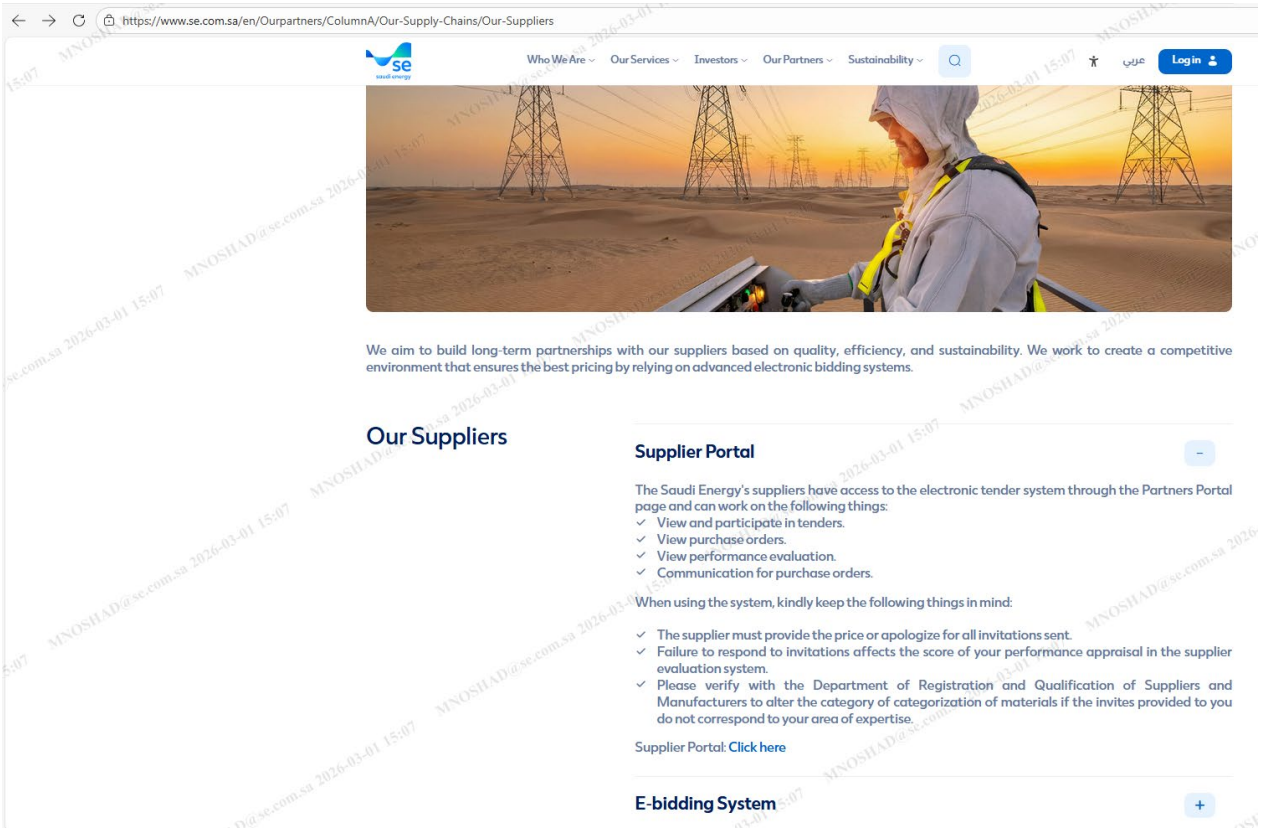
Come to our company home page: www.se.com.sa
And click on **'Business'**

OR

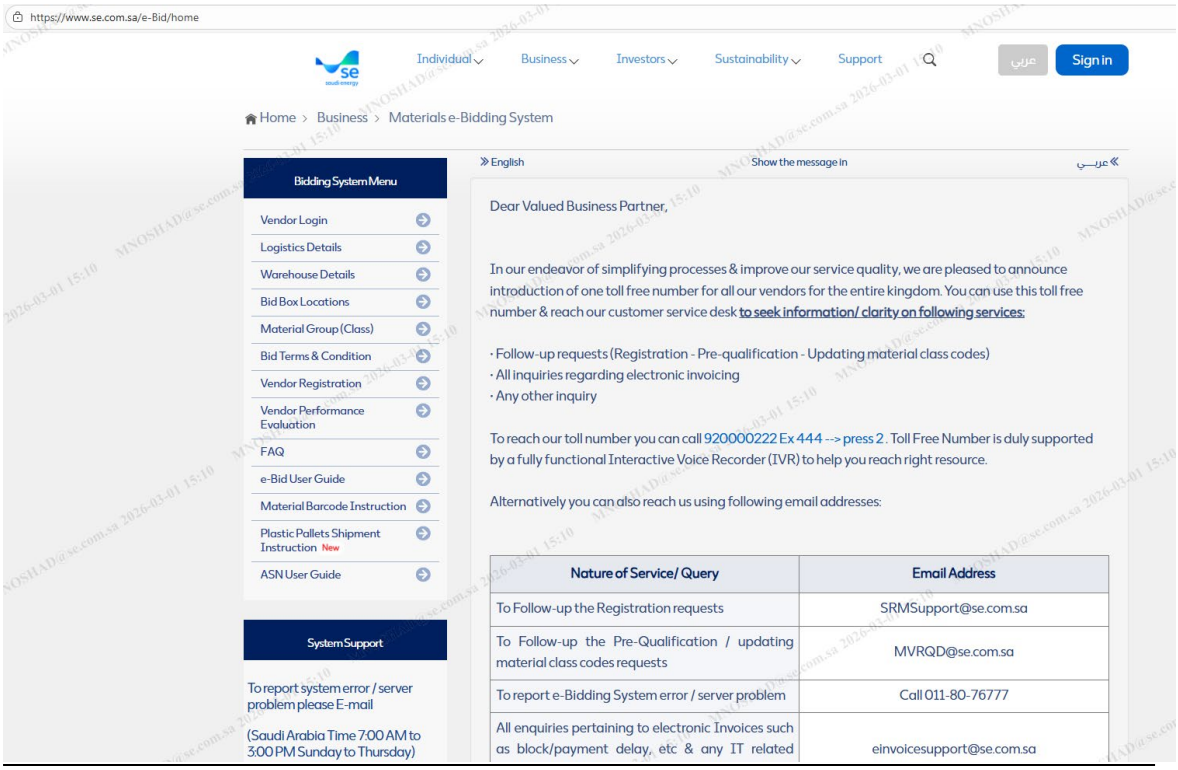
Directly enter link address: www.se.com.sa/mmd



then 'Vendors E-Bidding'

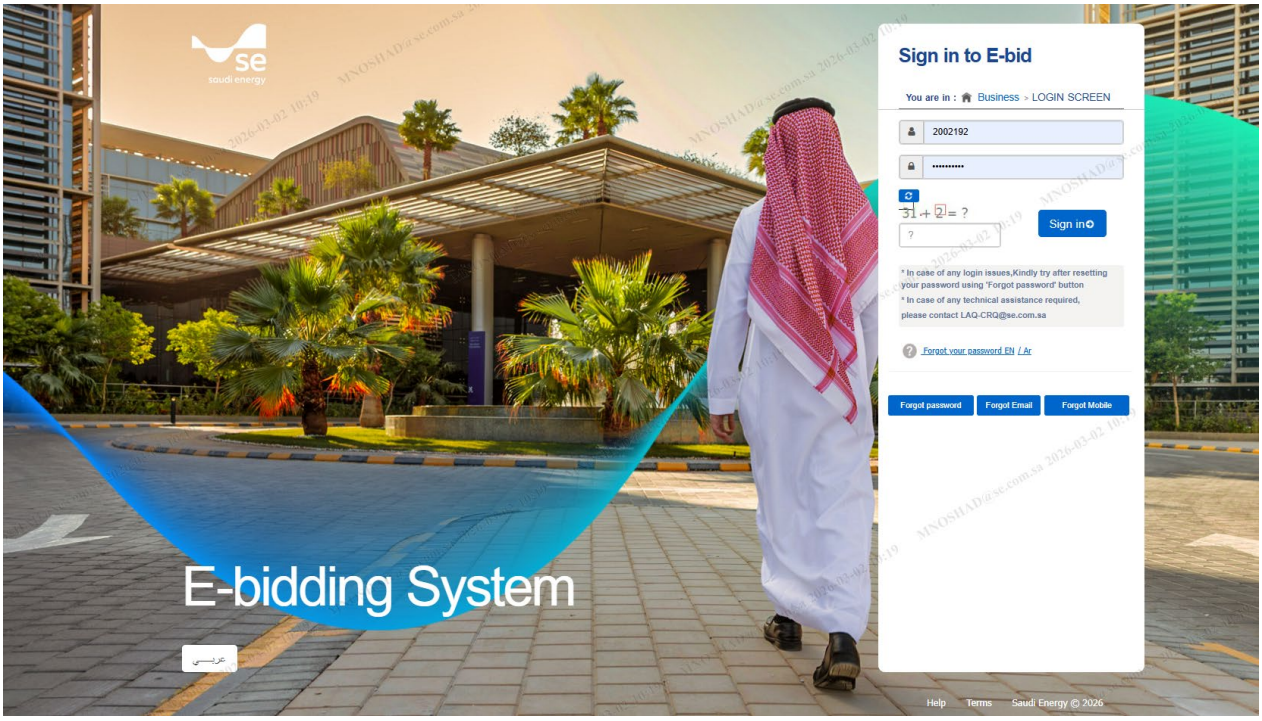


The **e-Bidding System** will be open and it will give following screen.



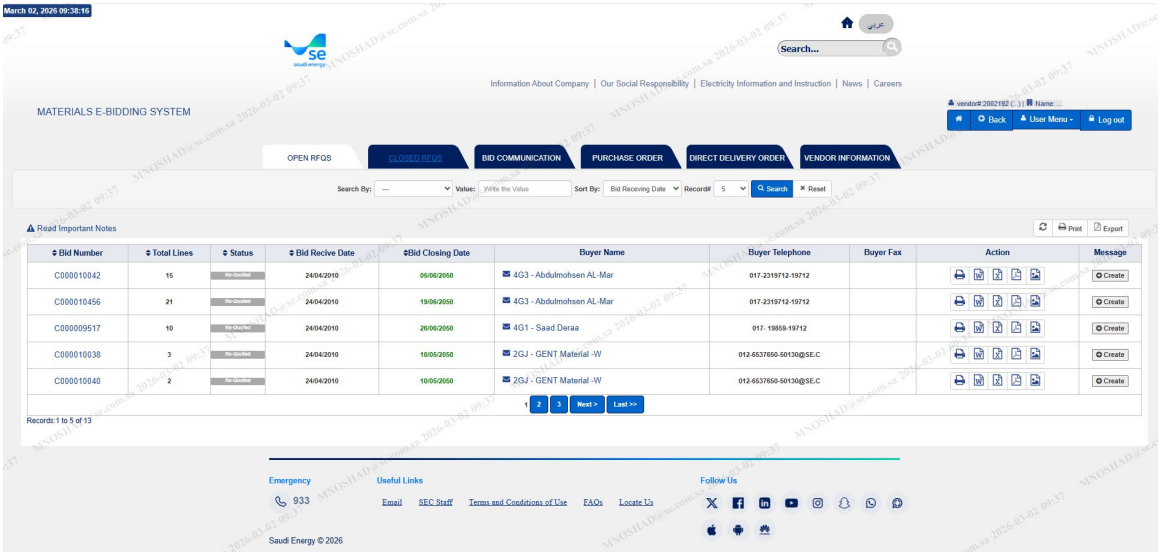
Open Bid System

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.



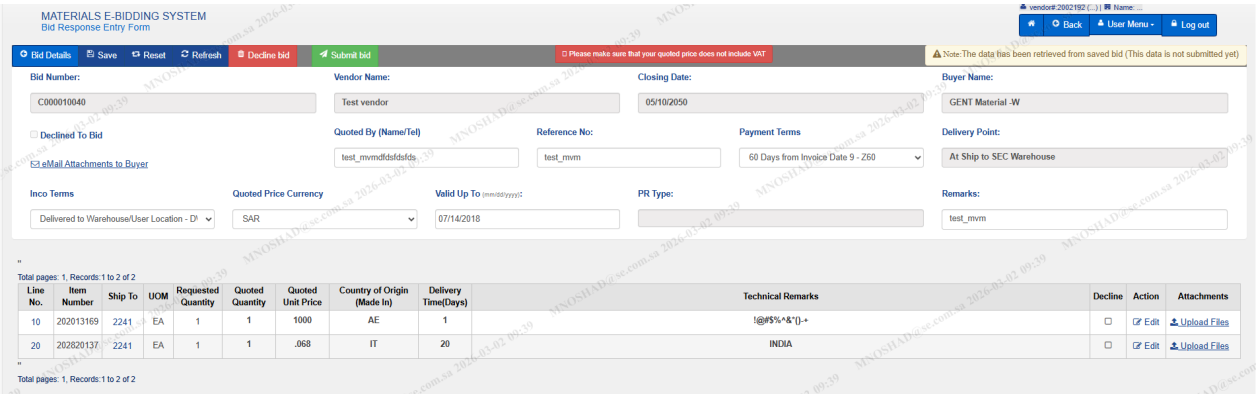
After successful login, the system will redirect the user to the Vendor Information Screen, From where user can navigate to Open Low Value Bid List
(bid closing date not passed) in the following screen.

This system will allow printing, exporting and submitting bid.



To view the bid details , click on the bid number.

In order to quote or Decline or retrieve the saved bid to update and Save/Submit, the ‘Retrieve / Update ‘ button can be clicked so that the bid lines will be editable as shown below.



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.

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.

Quoted Quantity: The quantity you are quoting in requested unit of measure only. Default value is requested quantity.

Quoted Unit Price: The unit price you are offering.

Delivery Time (Days): The time you need to deliver this item after getting the purchase order. It must be in days and one number only like 38 and not 25-38.

Remarks / Deviation: This is an optional field in which you can enter maximum 200 characters. This field can be utilized to provide any kind of information you want to provide for the item. If you have any attachment like catalog, drawing etc. you can either e-mail to buyer or send by fax or normal mail address to buyer.

Decline: Click here, if you want to decline this line item.

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

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

Close

To go back to the previous ‘Bid Response Entry Form’ screen, click on the ‘Close’ button of Item Description screen.

Also attachments can be uploaded using the ‘upload attachments’ link, the below shown screen will get displayed.

To print a bid, click on the ‘print’.
The following screen will show the bid in print form.

Open Low Value Bid

Vendor Code : / Vendor Name :

Records:1 to 14 of 14

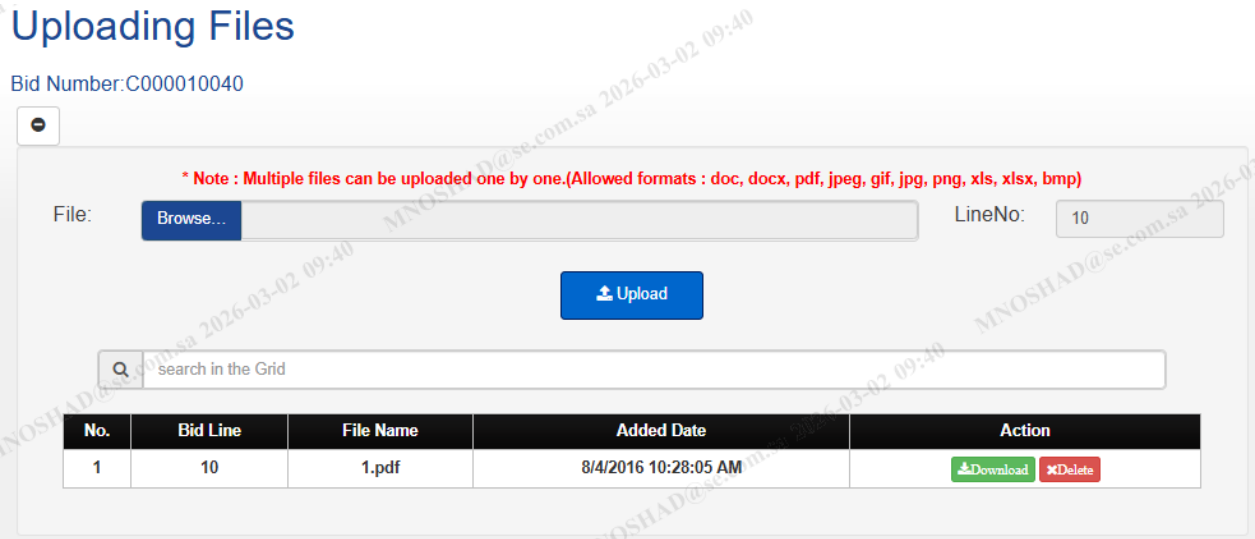
Bid Number	Total Lines	Status	Bid Recive Date	Bid Closing Date	Buyer Name	Buyer Telephone	Buyer Fax
C000321587	342	Re-Quoted	17/04/2013	25/05/2025	3C5 - Abdullah Y.Turky	03-8585033-	03-8585012
C000009504	3	Re-Quoted	24/04/2010	08/05/2050	1G4 - A. ALSHEHRI	01-4032223-22159	01-4032222 Ext.22003
C000009517	10	Re-Quoted	24/04/2010	26/06/2050	4G1 - ABDEALWAHED MOSHA	017-2319712-19712	017-2271367
C000010034	8	Re-Quoted	24/04/2010	10/05/2050	2GJ - GHASSAN O. KASEH	02-6537625-50130@SE.C	02-6512044
C000010038	3	Re-Quoted	24/04/2010	10/05/2050	2GJ - GHASSAN O. KASEH	02-6537625-50130@SE.C	02-6512044
C000010040	2	Re-Quoted	24/04/2010	10/05/2050	2GJ - GHASSAN O. KASEH	02-6537625-50130@SE.C	02-6512044
C000010042	15	Printed	24/04/2010	05/06/2050	4G3 - Abdulmohsen Al-Mar	017-2319707-19707	017-2271367
C000010456	21	Printed	24/04/2010	19/06/2050	4G3 - Abdulmohsen Al-Mar	017-2319707-19707	017-2271367
C000009023	9	Read	18/04/2010	10/05/2050	4G3 - Abdulmohsen Al-Mar	017-2319707-19707	017-2271367
C000008762	1	Re-Quoted	15/04/2010	10/05/2050	2GF - Don't Use	-	
C000008218	17	Printed	14/04/2010	27/04/2050	1G4 - A. ALSHEHRI	01-4032223-22159	01-4032222 Ext.22003
C000007937	8	Read	13/04/2010	15/05/2050	2GG - Don't Use	-	
C000007828	16	Printed	12/04/2010	02/05/2050	4GA - ALI S. AL-GAZLAAN	07-2319685-	07-2271367
C000007522	36	Printed	11/04/2010	02/05/2050	1C8 - NAIF A. ALHUSAIN	01-4032222-22002	01-4032222 Ext.22401

To print the updated bid, click on ‘Print’, the following screen will come. To close the to bid list print screen, click on the ‘x’ mark at the top of (right side) the explorer.

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

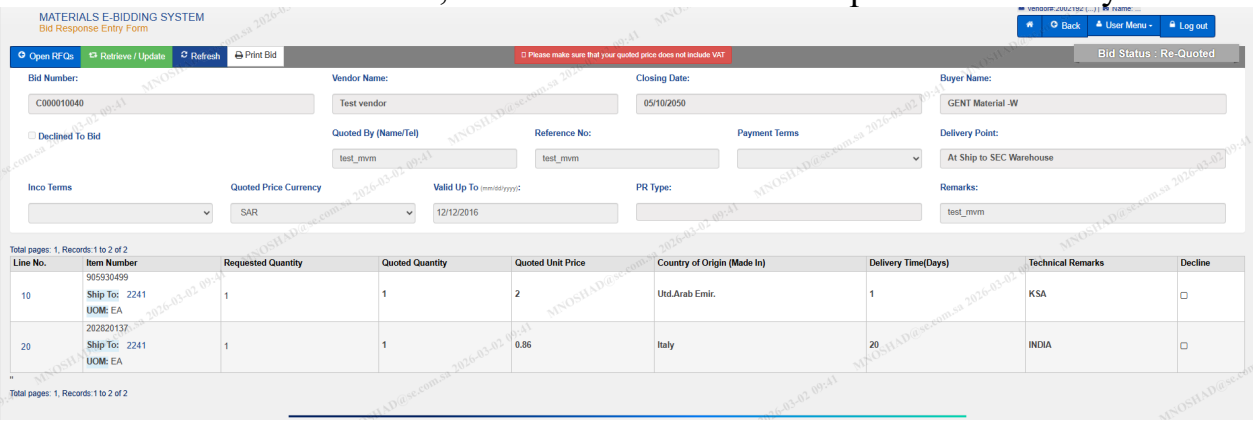
On the ‘List of Bids Waiting for Response’ screen, once the bid is quoted, the status of the bid will change to ‘Quoted’.

To print hard copy, click on ‘Print’ button. You can also make copy of whole or part of the document and past it to other place like word document.
To go back the previous screen, click on ‘Back’ button.



Where the bid Line number also can be specified against each uploading file.

Fill the information in 'Bid Response Entry Form' screen. Make sure that all entries are correct. To submit, click the submit button or press ENTER key.



A confirmation message will appear. Press OK button to submit or cancel to go back to the entry form. Once the bid is submitted successfully, the following screen will come.

To response other bids, just follow the above steps. Once finished you must logoff.

To logoff from the 'Bid Response System' click on 'Log Out' button. The homepage screen will appear.

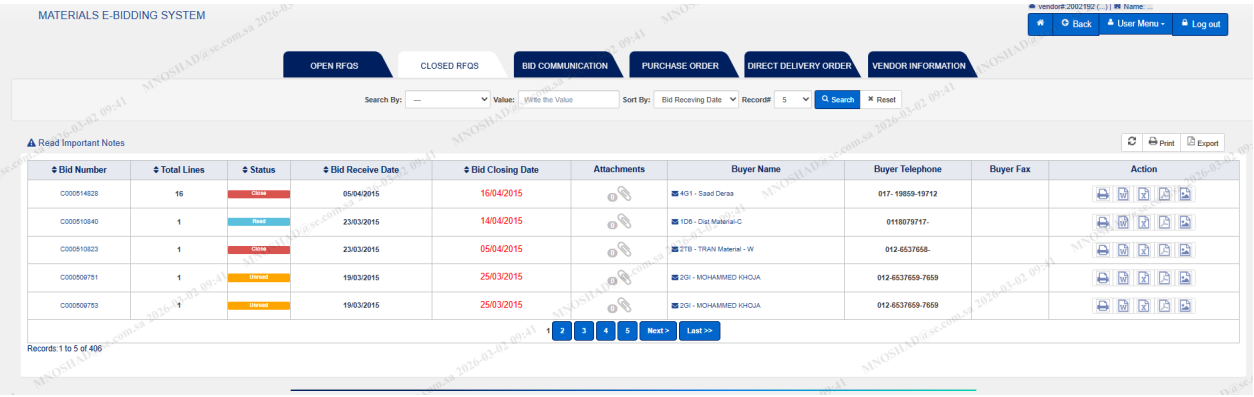
Closed Bid System

Once the bid closing date is passed, the bids are moved from open bids to the closed bid system.

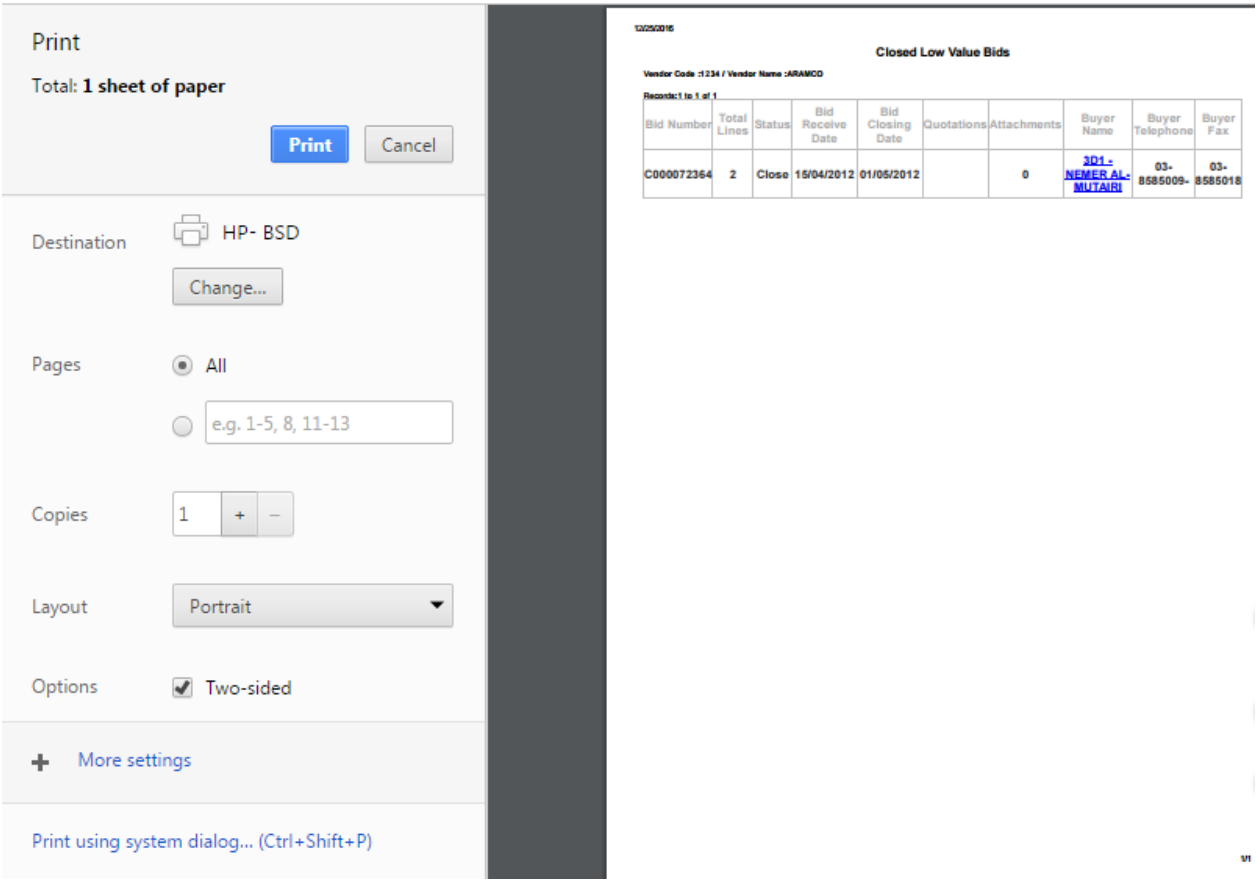
The vendor may use this system, to keep track of past bids.

This system requires vendor ID and password. To use Bid history system, click on Vendor Login, following logon screen will come. Enter the Vendor ID and password.

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.



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.



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.

MATERIALS E-BIDDING SYSTEM

Bid Materials List (Low Value Bid)

12/25/2016 2:16:36 PM

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	

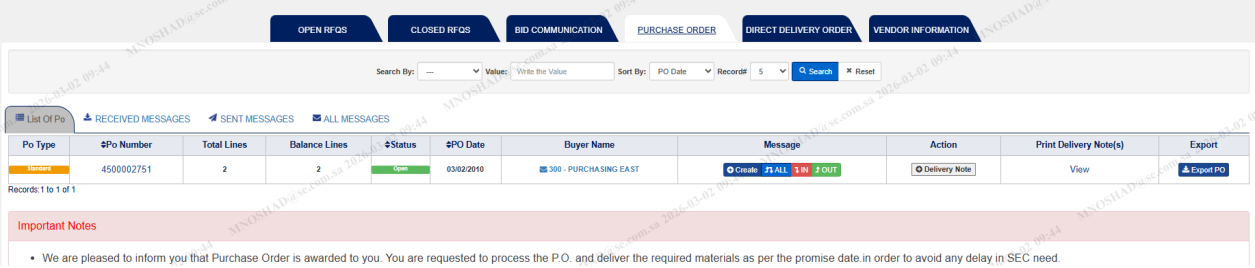
Remarks :	

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:								

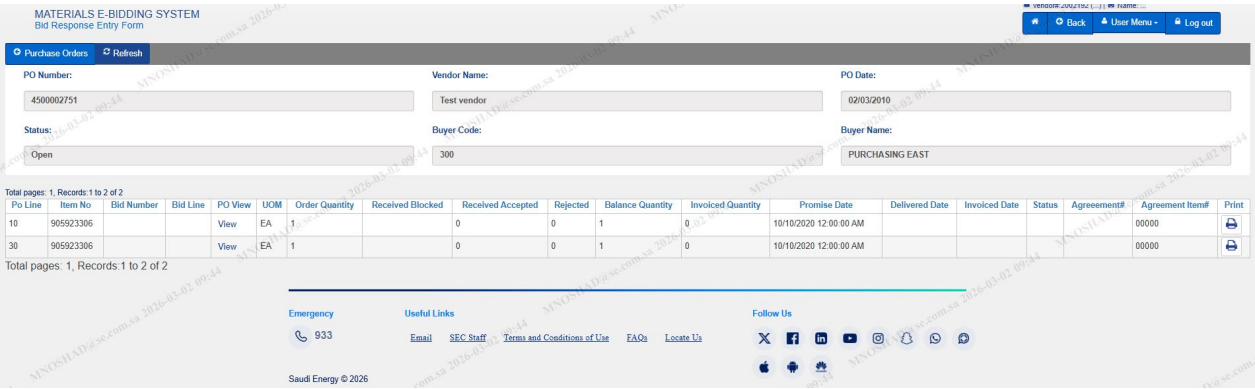
Purchase Order System

This system will help vendors to know SEC issued active purchase orders with vendors. This system requires vendor ID and password.

To use Purchase Order system, after logging to the system click on ‘Purchase Order’, following logon screen will come.

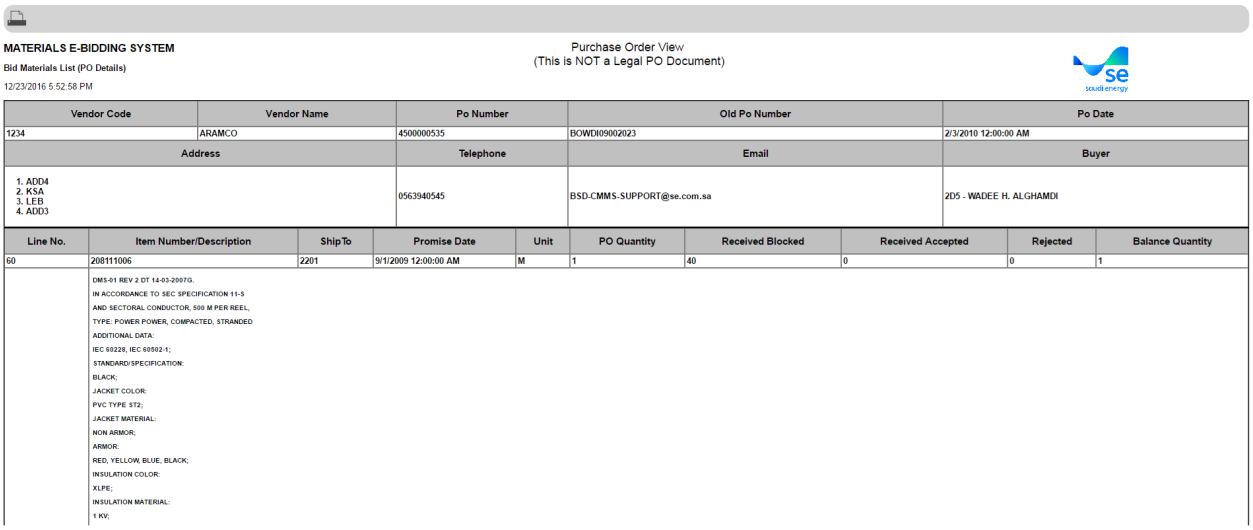


To know the details of purchase order click on PO Number. Following screen will show the details.



The purchase order will stay in this system till the status is ‘OPEN’. The closed purchase order with status ‘CLOSE’ will be removed.

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



MATERIALS E-BIDDING SYSTEM

Bid Materials List (PO Details)

12/23/2016 5:52:58 PM

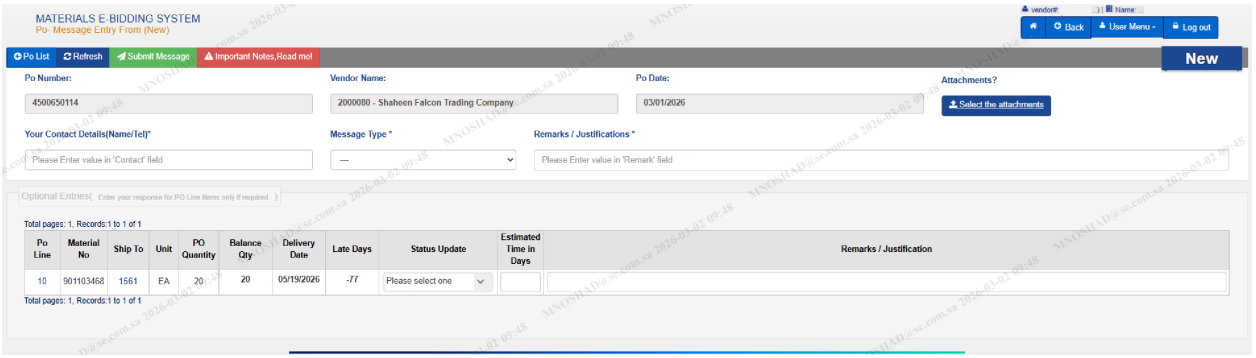
Purchase Order View
(This is NOT a Legal PO Document)

Vendor Code	Vendor Name	Po Number	Old Po Number	Po Date
1234	ARAMCO	4500000535	BOWDI09002023	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	2D5 - WADEE H. ALGHAMDI

Line No.	Item Number/Description	ShipTo	Promise Date	Unit	PO Quantity	Received Blocked	Received Accepted	Rejected	Balance Quantity
60	208111006 DMS-01 REV 2 DT 14-03-2007G. IN ACCORDANCE TO SEC SPECIFICATION 11-5 AND SECTORAL CONDUCTOR, 500 M PER REEL, TYPE: POWER POWER, COMPACTED, STRANDED ADDITIONAL DATA: IEC 60228, IEC 60502-1; STANDARD/SPECIFICATION: BLACK; JACKET COLOR: PVC TYPE ST2; 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

Messages Create Screen :



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

Back | User Menu | Log out

Po List | Refresh | Submit Message | Important Notes,Read me!

New

Po Number: 4500650114

Vendor Name: 2000080 - Shaheen Falcon Trading Company

Po Date: 03/01/2026

Attachments? Select the attachments

Your Contact Details(Name/Tel)* Please Enter value in 'Contact' field

Message Type * ---

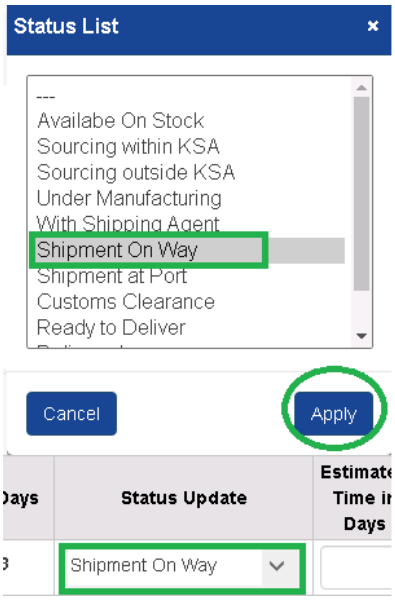
Remarks / Justifications * Please Enter value in 'Remark' field

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

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

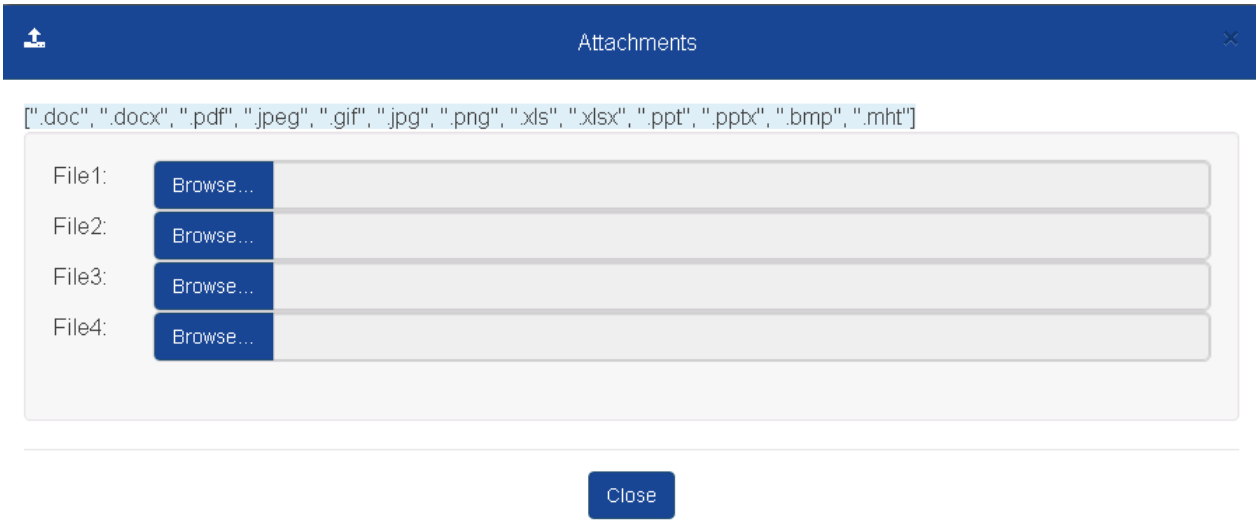
Po Line	Material No	Ship To	Unit	PO Quantity	Balance Qty	Delivery Date	Late Days	Status Update	Estimated Time in Days	Remarks / Justification
10	901103468	1561	EA	20	20	05/19/2026	-77	Please select one		

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

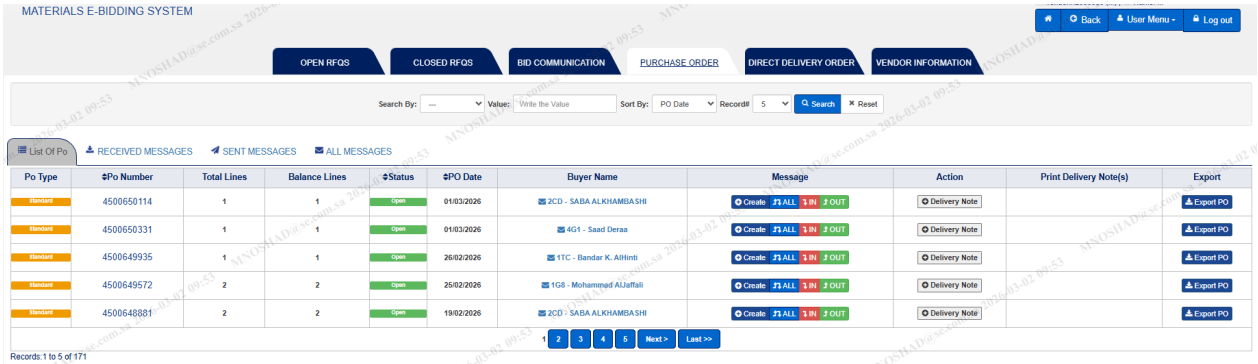


Vendor can Submit the message by clicking upon the Submit button.

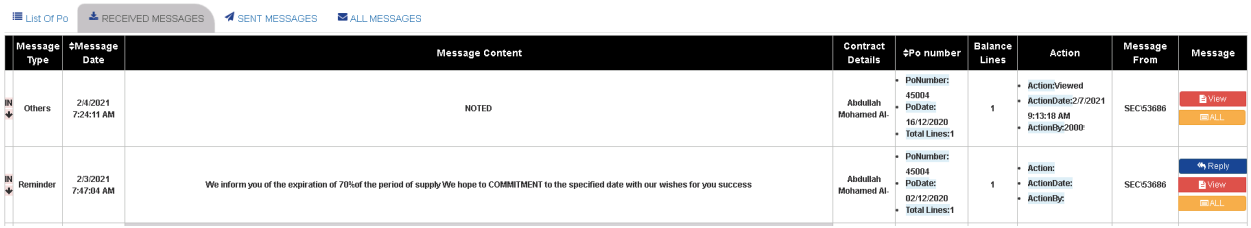
Attachments to the PO Message:



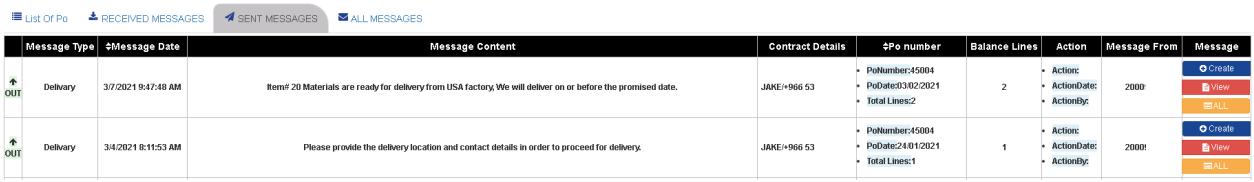
List of POs View :



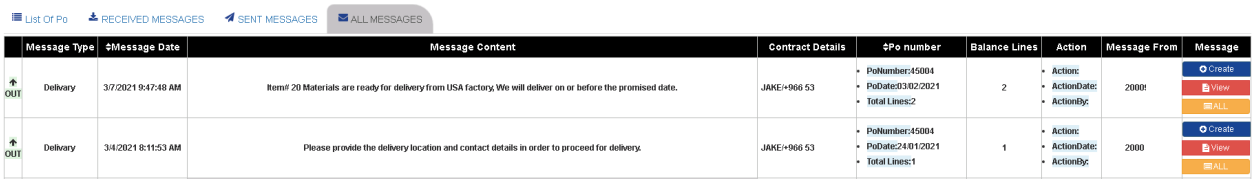
Received Messages View:



Sent messages View:



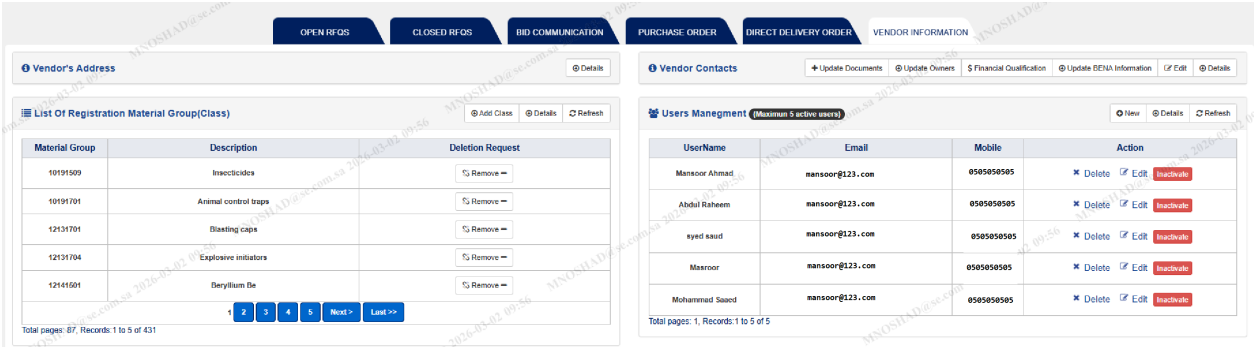
All messages View:



Vendor Information

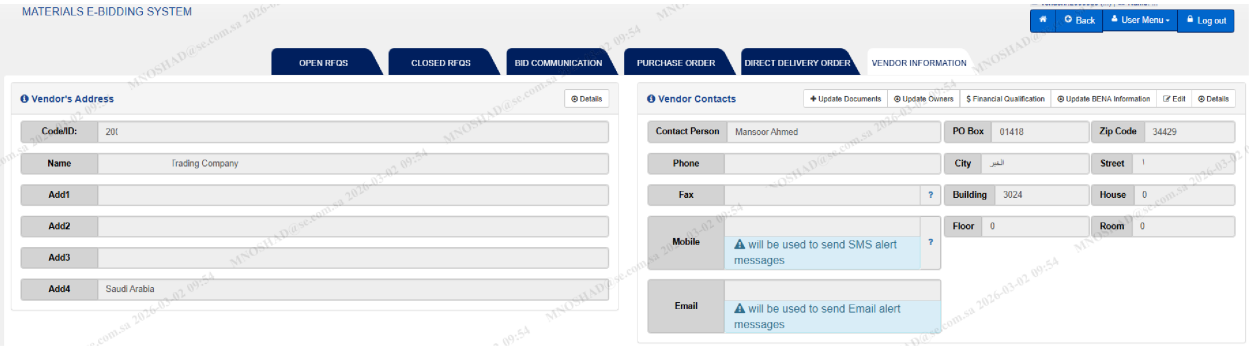
This system will help the vendor to see and verify the contact information of the Organization and commodity classes they registered in the Vendor Registration system.

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



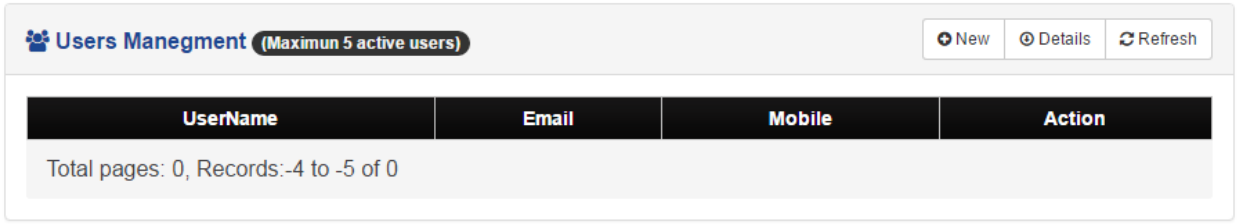
Some basic information can be updated online. To update contact information, click on Edit button. Following screen will appear.

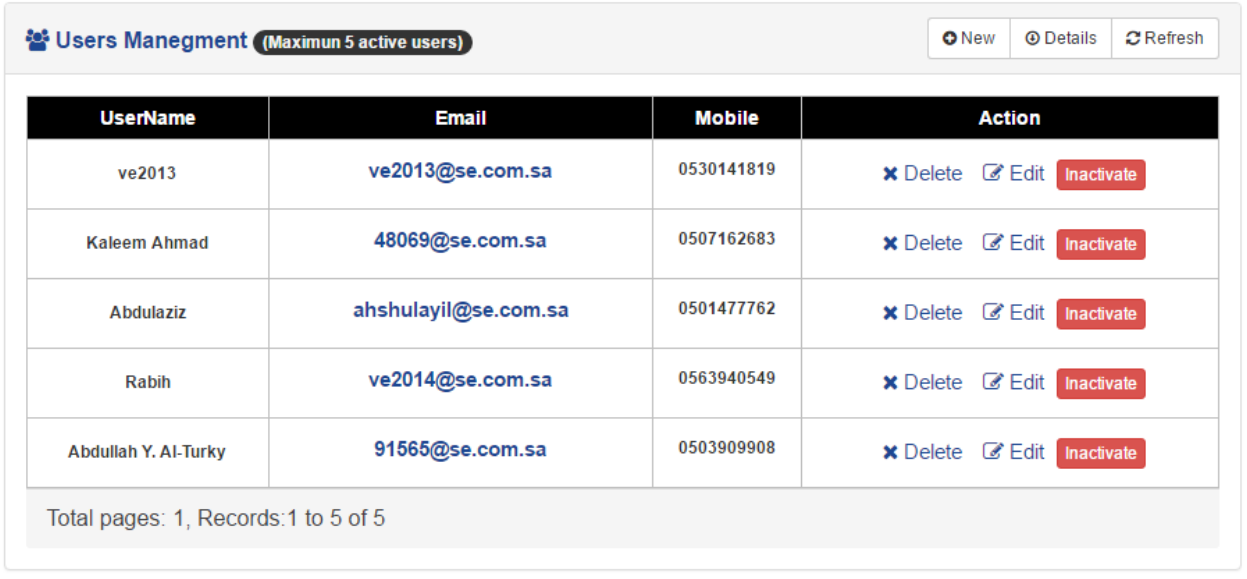
So that the Vendor can verify and update the information on below screen and it can be saved by clicking on the ‘Update’ button.



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

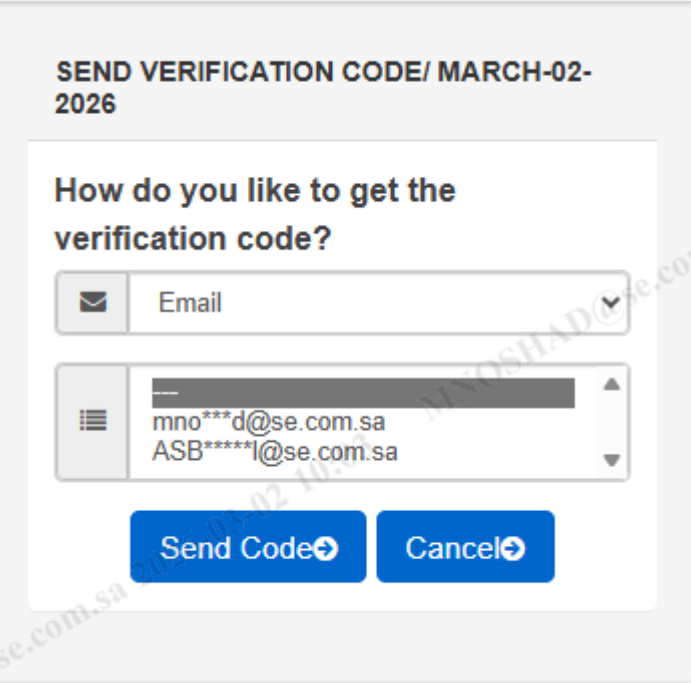
The main user who has been registered to receive the bid notifications from SEC, will be enabled to define new users within the Organization so that the users can access e-bidding system and they can save/Update the Bids simultaneously





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)



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

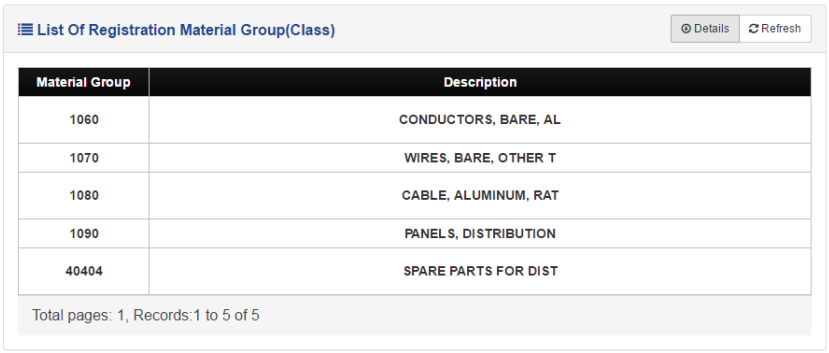
Class List Information

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

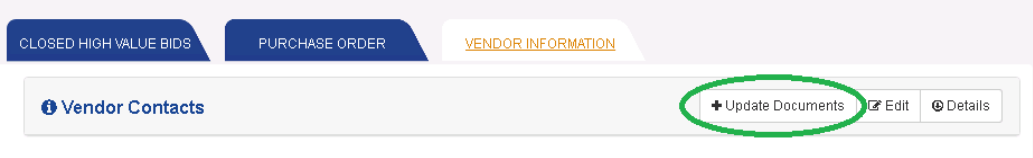
e-mail: MVRQD@se.com.sa



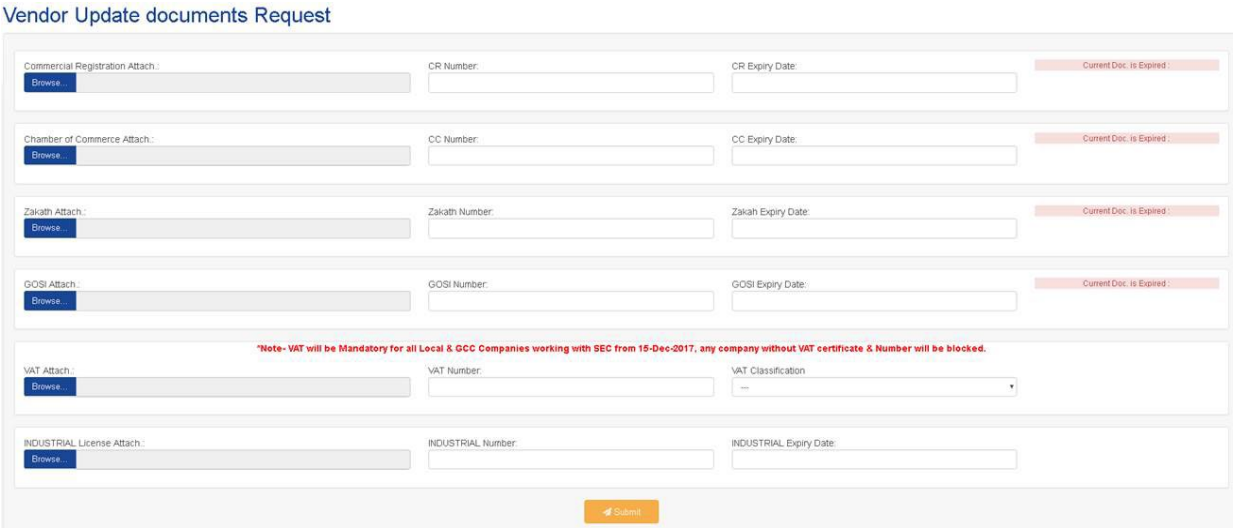
Documents upload facility:

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.



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



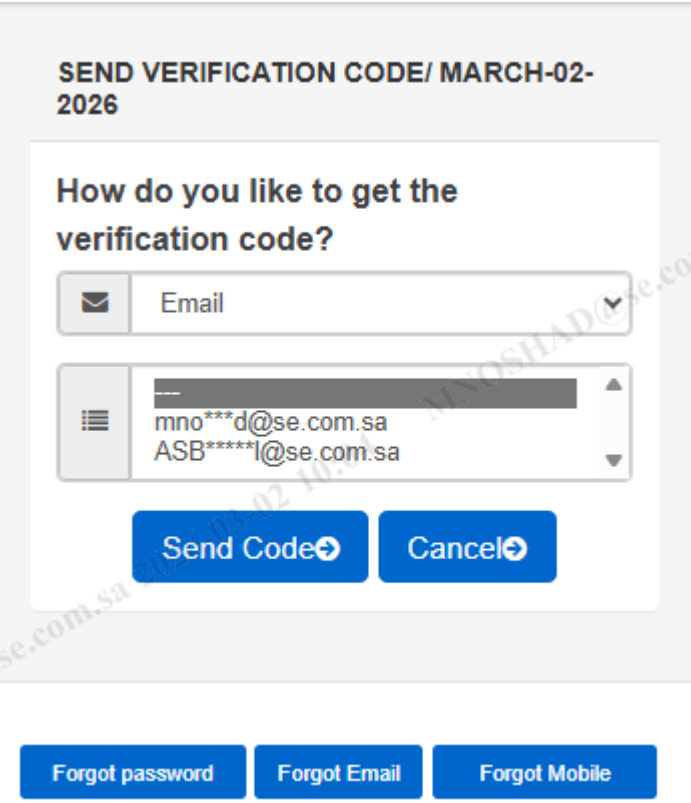
User Management :

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.

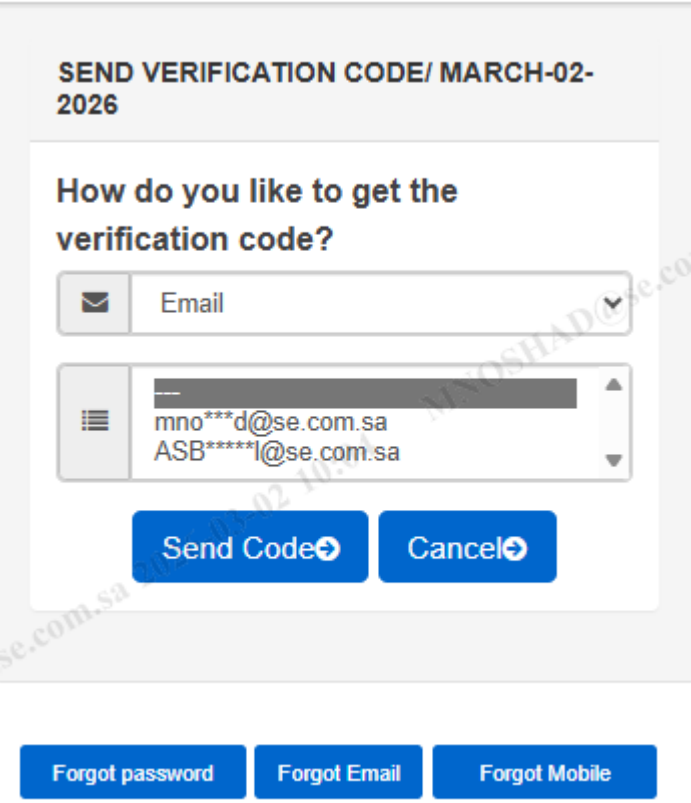
You don't have to provide a recovery email address and mobile number, but having one makes it easier for you to regain access to your account if you forget your password or email.

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

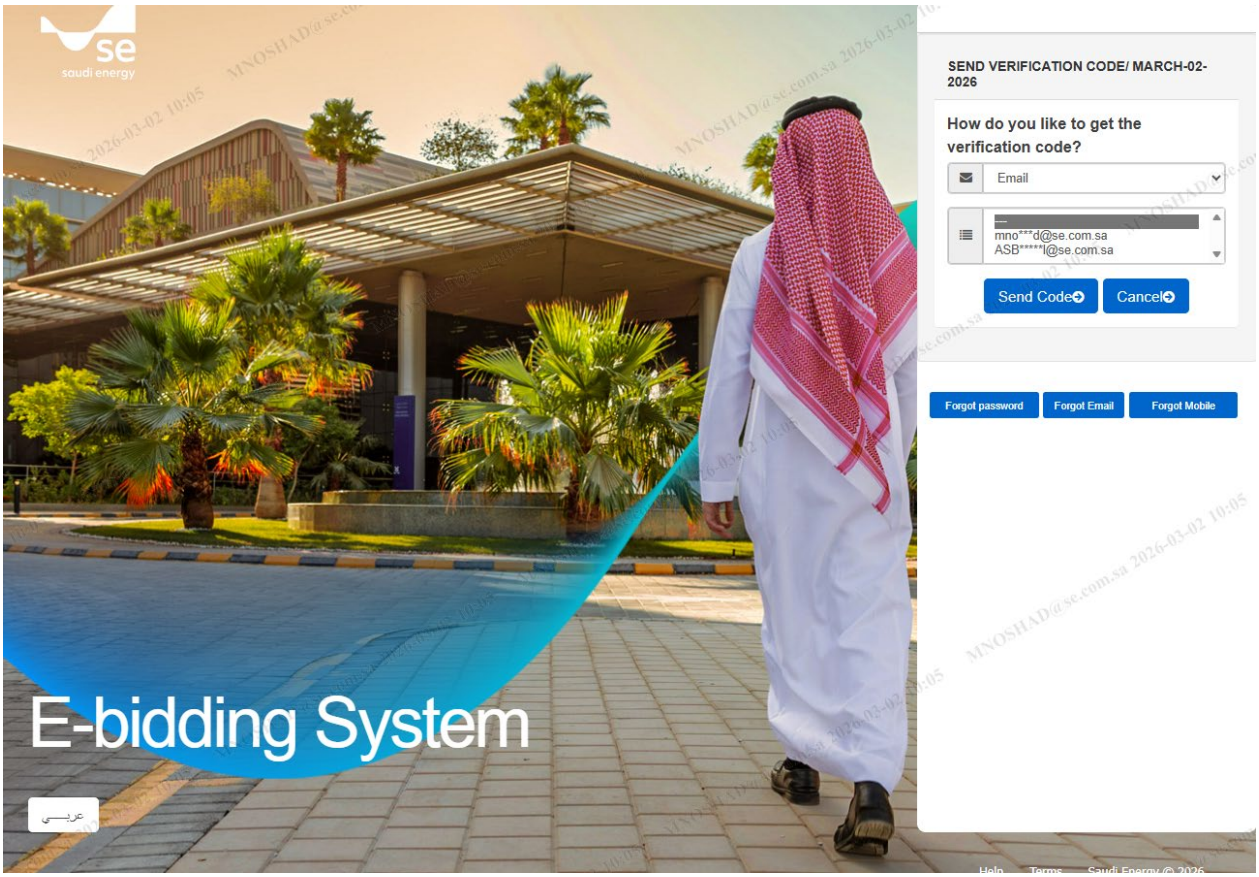
1. **Forget Password Options :**



2. Forget Email :



3. Forget Mobile :



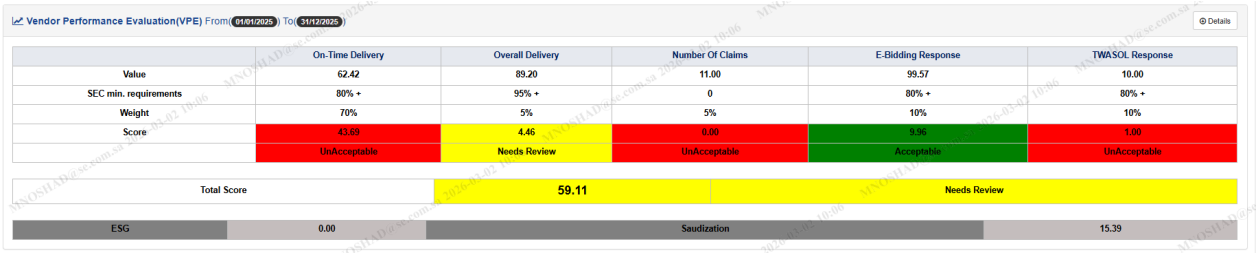
Vendor performance evaluation (VPE)

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



	On-Time Delivery	Overall Delivery	Number Of Claims	E-Bidding Response	TWASOL Response
Value	62.42	89.20	11.00	99.57	10.00
SEC min. requirements	80% +	95% +	0	80% +	80% +
Weight	70%	5%	5%	10%	10%
Score	43.69	4.46	0.00	9.96	1.00
	UnAcceptable	Needs Review	UnAcceptable	Acceptable	UnAcceptable

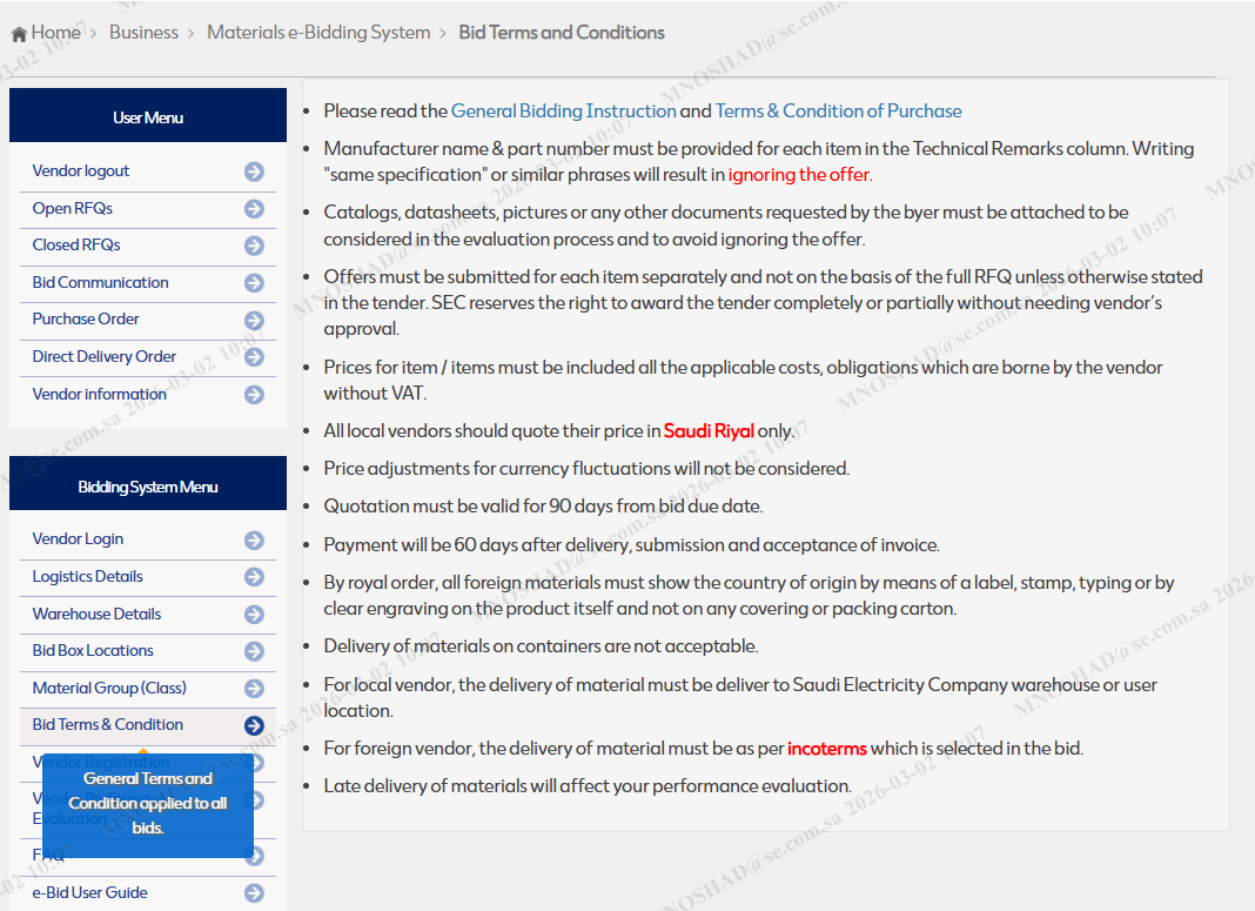
Total Score	59.11	Needs Review	
ESG	0.00	Saudization	15.39

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

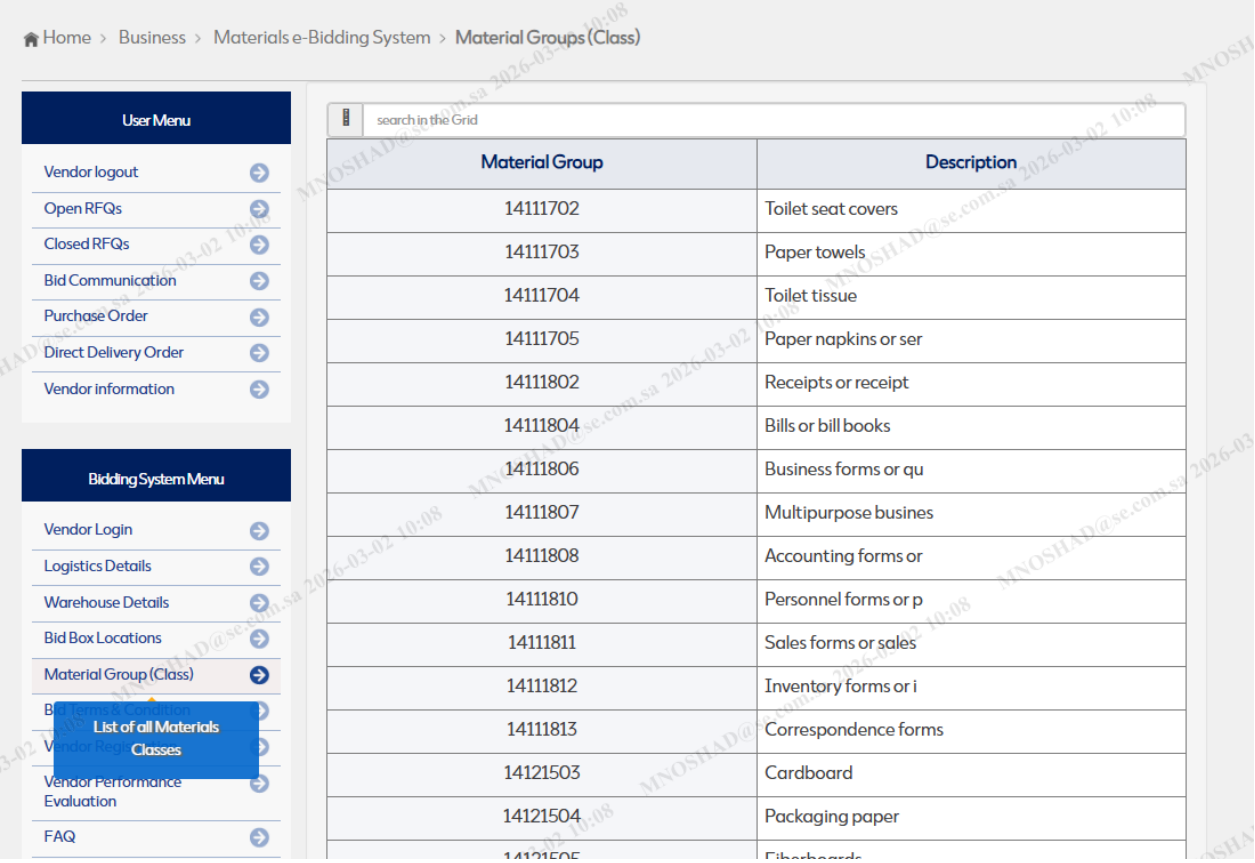
This provides the information about terms and condition for bidding. This does not require any password.


Home › Business › Materials e-Bidding System › Bid Terms and Conditions
User Menu
Vendor logout
Open RFQs
Closed RFQs
Bid Communication
Purchase Order
Direct Delivery Order
Vendor information
Bidding System Menu
Vendor Login
Logistics Details
Warehouse Details
Bid Box Locations
Material Group (Class)
Bid Terms & Condition
General Terms and Condition applied to all bids.
FAQ
e-Bid User Guide
Please read the General Bidding Instruction and Terms & Condition of Purchase
Manufacturer name & part number must be provided for each item in the Technical Remarks column. Writing "same specification" or similar phrases will result in ignoring the offer.
Catalogs, datasheets, pictures or any other documents requested by the byer must be attached to be considered in the evaluation process and to avoid ignoring the offer.
Offers must be submitted for each item separately and not on the basis of the full RFQ unless otherwise stated in the tender. SEC reserves the right to award the tender completely or partially without needing vendor's approval.
Prices for item / items must be included all the applicable costs, obligations which are borne by the vendor without VAT.
All local vendors should quote their price in Saudi Riyal only.
Price adjustments for currency fluctuations will not be considered.
Quotation must be valid for 90 days from bid due date.
Payment will be 60 days after delivery, submission and acceptance of invoice.
By royal order, all foreign materials must show the country of origin by means of a label, stamp, typing or by clear engraving on the product itself and not on any covering or packing carton.
Delivery of materials on containers are not acceptable.
For local vendor, the delivery of material must be deliver to Saudi Electricity Company warehouse or user location.
For foreign vendor, the delivery of material must be as per incoterms which is selected in the bid.
Late delivery of materials will affect your performance evaluation.

Material Groups (Class)

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

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



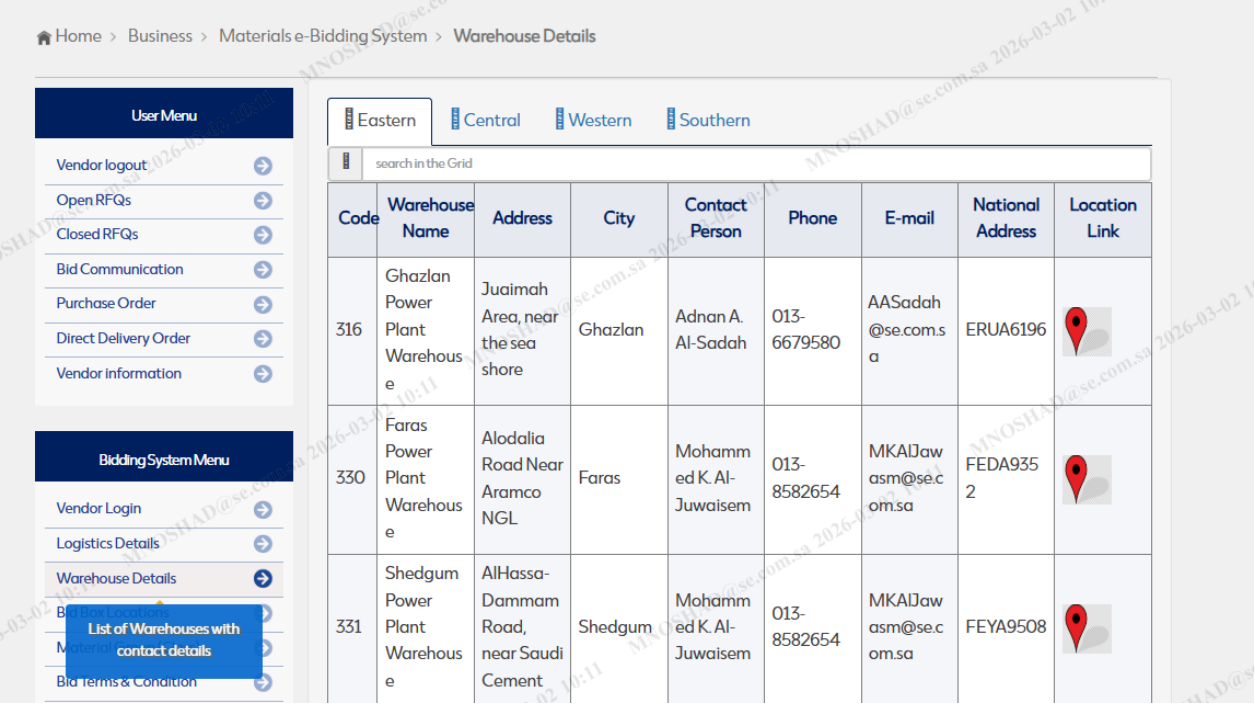
Material items can be searched from the ‘Search in the grid’ text box so that the items will get displayed based on the search criteria.
Click on the region you want. If you click on ‘Eastern Region’, following screen will come.

Warehouse Details

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

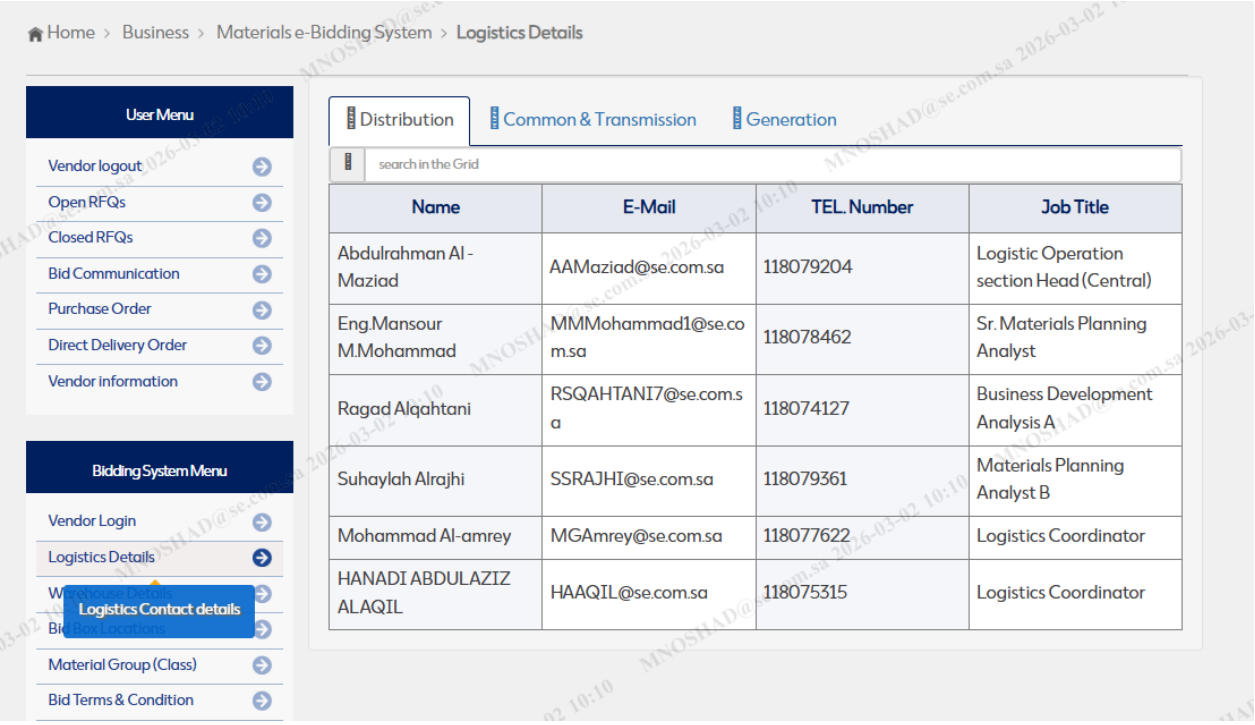
Click on the region you want. If you click on ‘Eastern Region’, following screen will come.

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



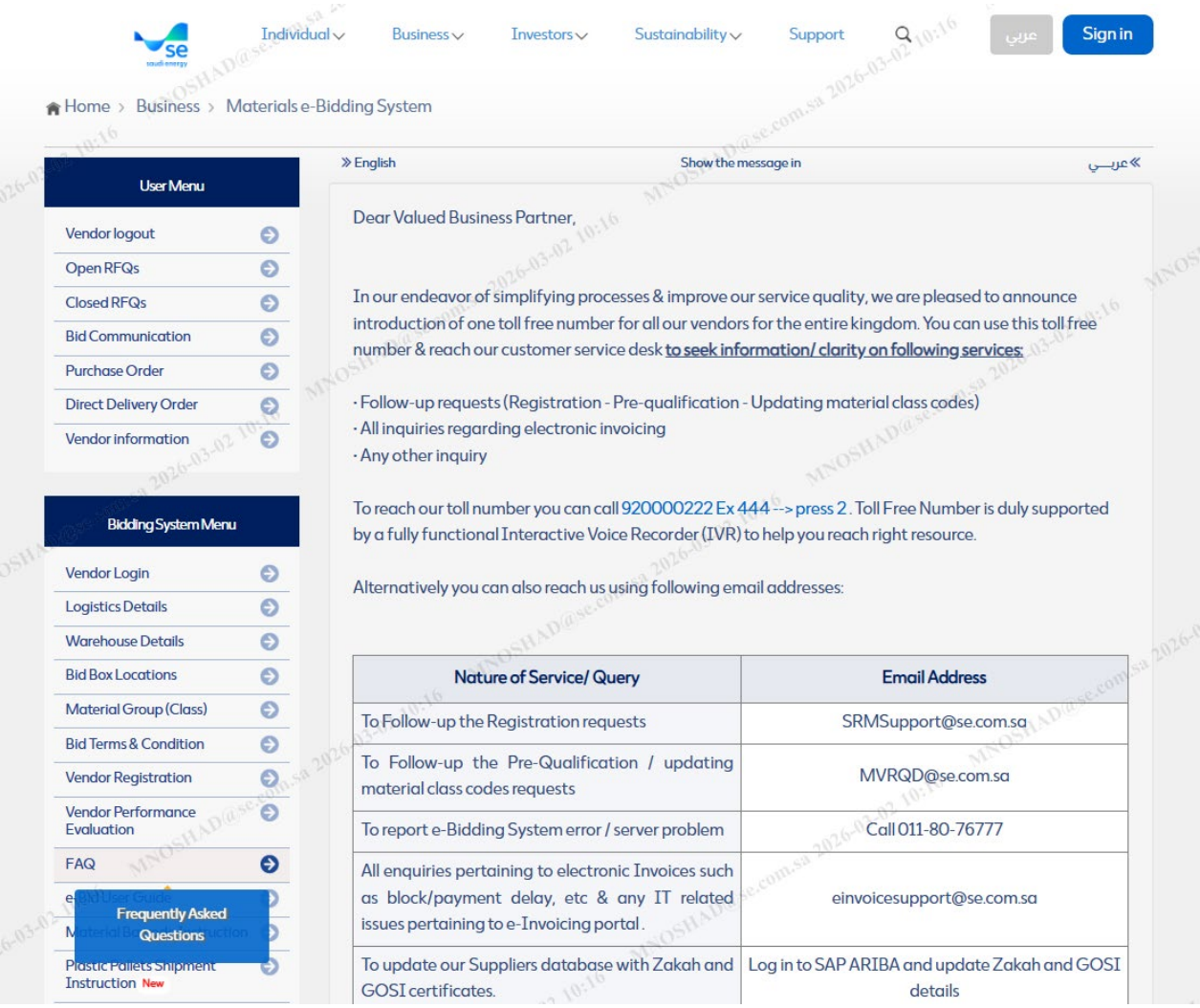
Logistics Details

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

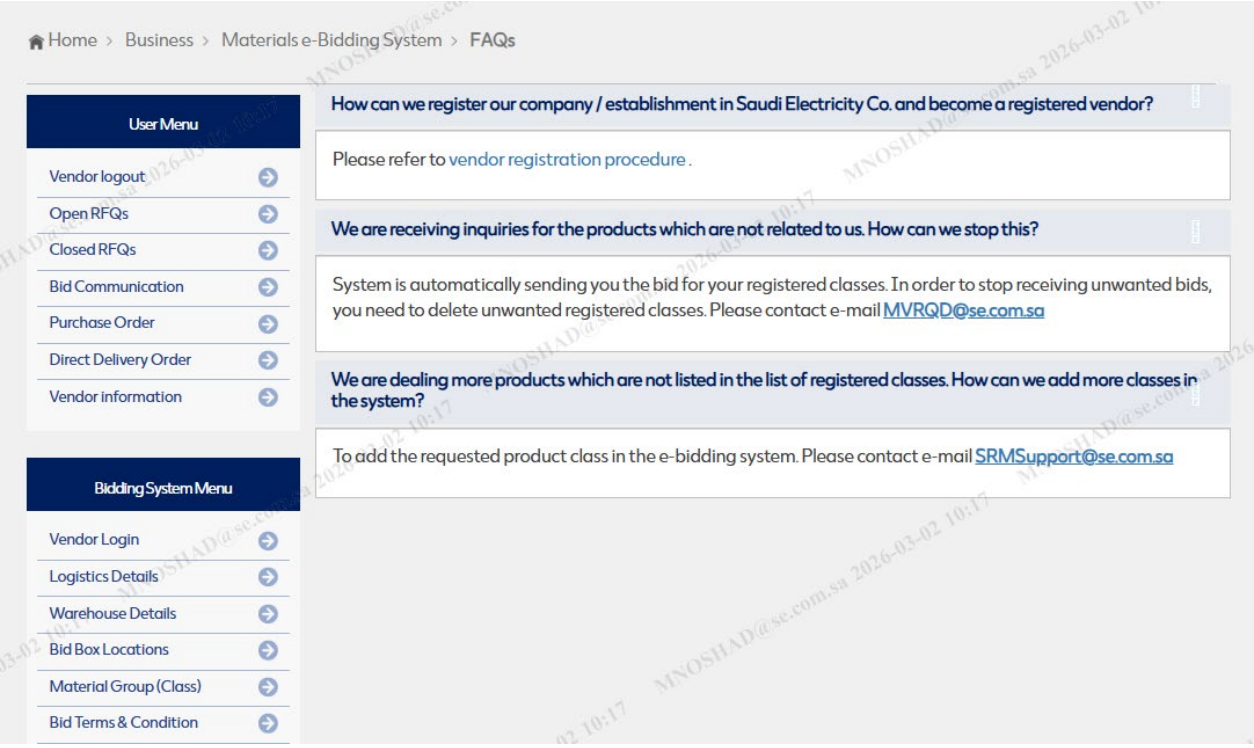

Home › Business › Materials e-Bidding System › Logistics Details
User Menu
Vendor logout
Open RFQs
Closed RFQs
Bid Communication
Purchase Order
Direct Delivery Order
Vendor information
Bidding System Menu
Vendor Login
Logistics Details
Logistics Contact details
Material Group (Class)
Bid Terms & Condition
Distribution
Common & Transmission
Generation
search in the Grid
Name
E-Mail
TEL. Number
Job Title
Abdulrahman Al - Maziad
AAMaziad@se.com.sa
118079204
Logistic Operation section Head (Central)
Eng.Mansour M.Mohammad
MMMohammad1@se.com.sa
118078462
Sr. Materials Planning Analyst
Ragad Alqahtani
RSQAHTANI7@se.com.sa
118074127
Business Development Analysis A
Suhaylah Alrajhi
SSRAJHI@se.com.sa
118079361
Materials Planning Analyst B
Mohammad Al-amrey
MGAmrey@se.com.sa
118077622
Logistics Coordinator
HANADI ABDULAZIZ ALAQIL
HAAQIL@se.com.sa
118075315
Logistics Coordinator

FAQ

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

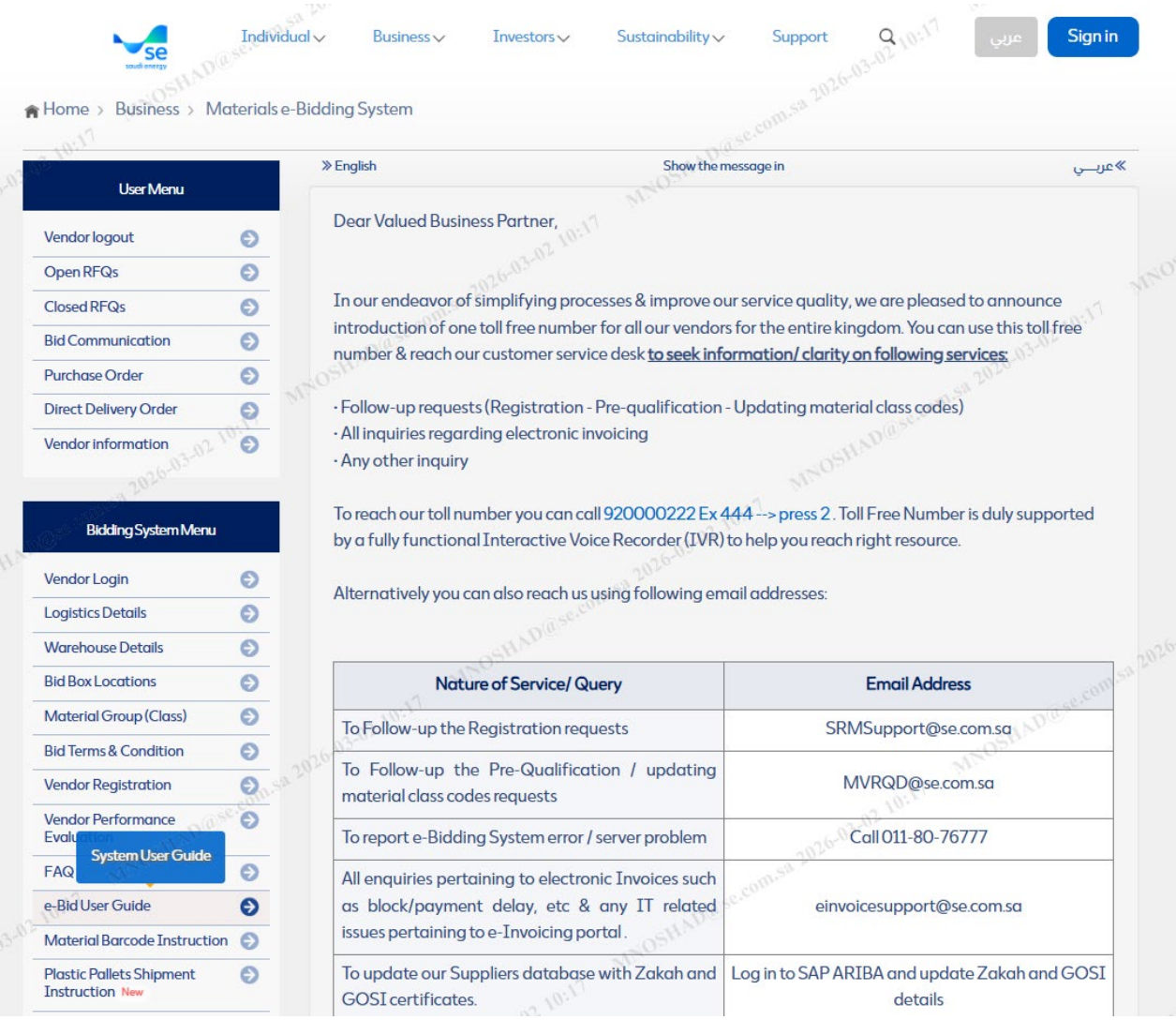


Click on ‘FAQ’, following screen will come.


Home > Business > Materials e-Bidding System > FAQs
User Menu
Vendor logout
Open RFQs
Closed RFQs
Bid Communication
Purchase Order
Direct Delivery Order
Vendor information
Bidding System Menu
Vendor Login
Logistics Details
Warehouse Details
Bid Box Locations
Material Group (Class)
Bid Terms & Condition
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 MVRQD@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 SRMSupport@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.



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



Materials
e-Bidding System

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

MNOSHAD@se.com.sa 2026-03-02 10:18