

Online Manufacturers Prequalification System Guidelines

Online Manufacturers Pre-Qualification Process

About the Process

The Online Manufacturer Prequalification is an automated system for the manufacturers to apply online for their equipments to be prequalified to supply in the Kingdom of Saudi Arabia.

This online system is very useful for not only local but for the international manufactures as it saves not only the time and money but reduces the manual effort laid by the manufacturers for their equipments prequalification.

Manufacturers register and apply for Prequalification of equipments through this online system. Registration requires the amount of \$ 1000 or SR 3750 to access the SEC/NG Transmission Statndards. After registration, SEC/NG provides User ID and Password to the manufacturer for accessing Transmission Statndards and applying for Online Prequalification.

Manufacturers have to fill all the mandatory details required by SEC/NG for the prequalification process which includes Manufacturer Plant details and questionnaires required for the equipments prequalification.

Prequalification Questionnaires are based on class of product intended to be pre-qualified. The manufacturer completes the questionnaires, uploads the required documents and submits the Pre-Qualification application to start the approval of PQ process.

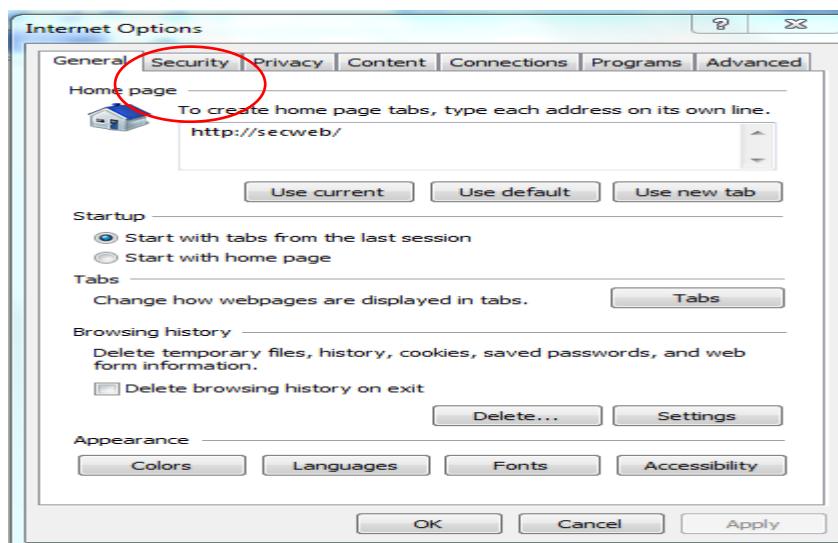
1. Important note/steps before applying for Online Prequalification

1.1 Internet Explorer browser settings

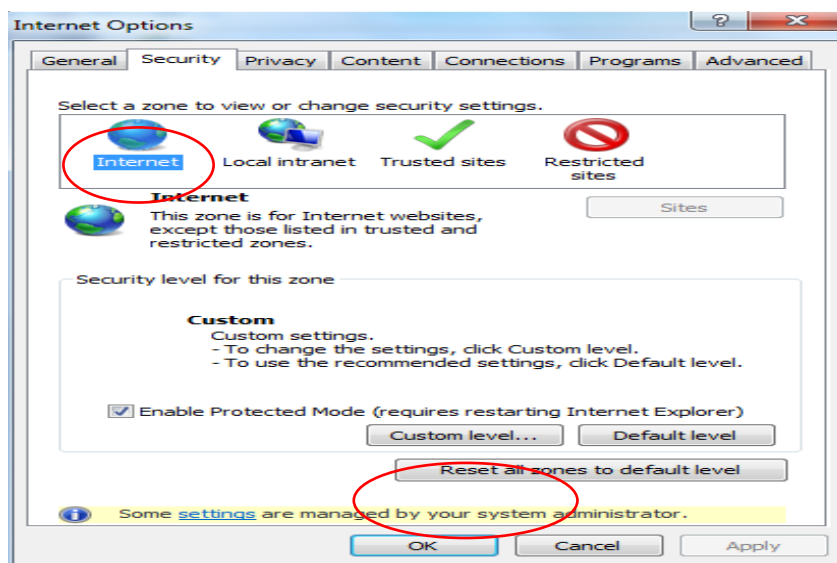
Manufacturers have to setup following settings if they are using **Internet Explorer** browser before applying Online Prequalification –

- ❖ **Use Pop-up Blocker** – Set to Disable
- ❖ **Display mixed content** – Set to Enable

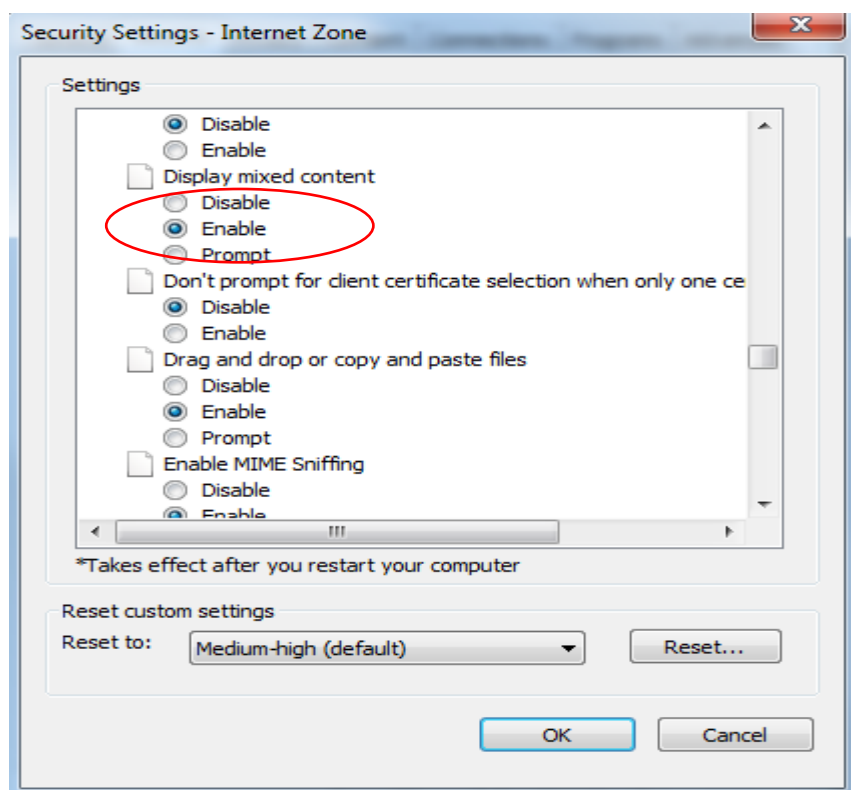
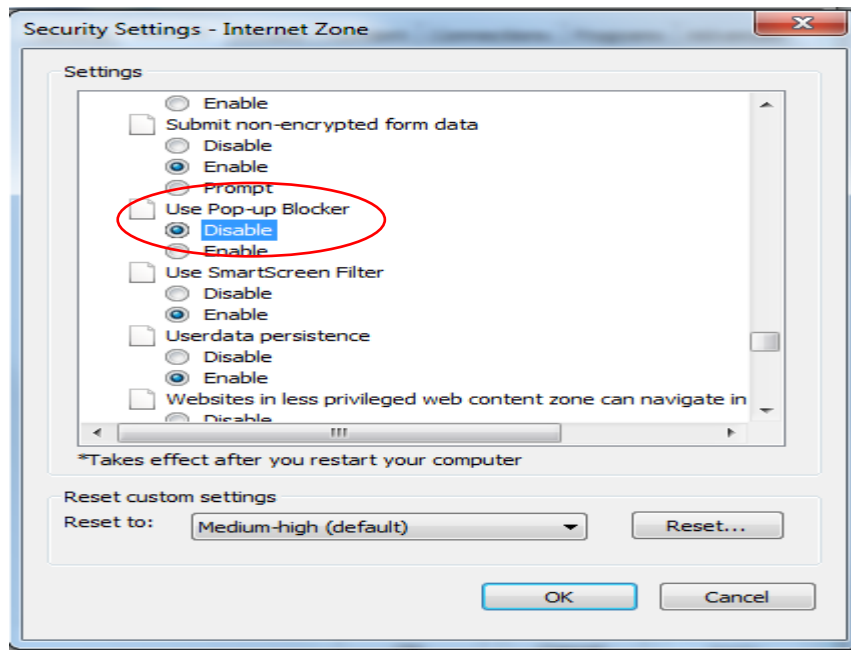
I. Go to **Tools** → **Internet Options**



II. Select **Security** Tab. Select **Internet** and go to **Custom level**.



- III. Set Use Pop-up Blocker to Disable and Display mixed content to Enable.



1.2 Disallowed special characters in File name (\ / : * ? " < > | # { } % ~ &)

Manufacturers should not upload any file containing special characters otherwise file would not be uploaded in the system. These special characters are:-

(\ / : * ? " < > | # { } % ~ &)

2. Manufacturer Registration

2.1 Registration

Manufacturer can register by navigating to the URL - <https://www.se.com.sa/Rehabilitation-Manufacturers/login.aspx> and click on “**SignUp for New Manufacturers?**”

Menu

Online Manufacturer Prequalification →

Transmission Standards →

You are in : Saudi Electricity Company > Rehabilitation Manufacturers

New Approved Standards : [System](#) [Digital Distribution Frame \(DDF\)](#) [Digital Private Automat](#)

1 MANUFACTURER Sign in / Sign up 2 ACCOUNT Create / Edit 3 EQUIPMENTS Register for new 4 MANUFACTURER'S Confirmation

SIGN INTO AN EXISTING ACCOUNT

User ID Password

LOGIN

[SignUp for New Manufacturers?](#) [Consultants / Contractors / Supplier Registration!](#)

[Forgot your user name or password?](#) [FAQ](#)

For Manufacturer's Equipment Pre-Qualification, You need to apply through Online Manufacturer Prequalification Portal:- [Click here](#)

Registration requires some necessary details of Manufacturer. After registration, Manufacturer has to pay the amount of \$ 1000 or SR 3750 to access the SEC/NG Transmission Standards.

Bank account details will be provided to the Manufacturer by SEC/NG through email. These details comprise of SADAD number or SEC/ NG International Bank account depends on how Manufacture is paying this amount.

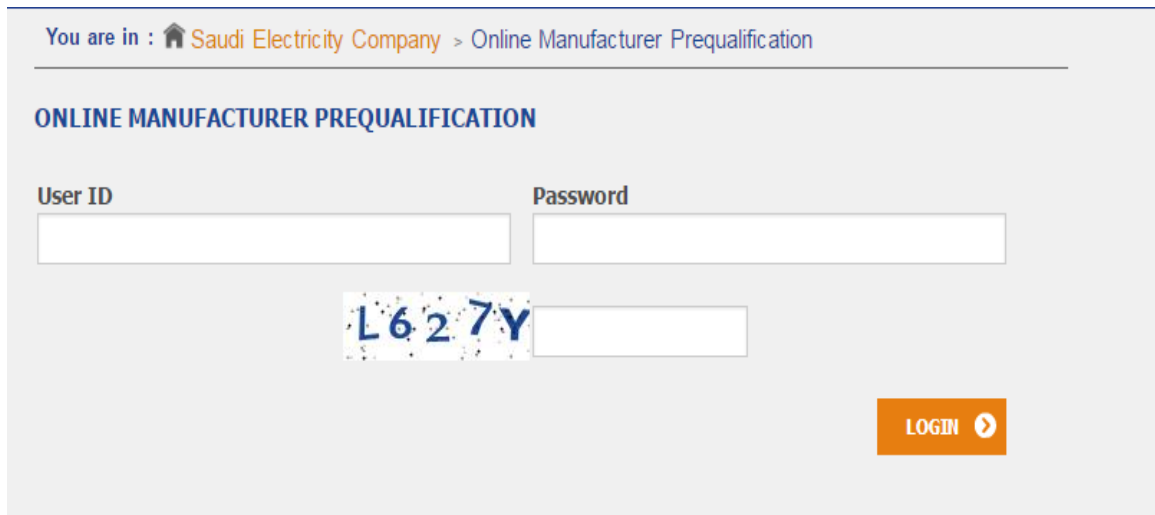
After payment confirmation, SEC/NG will provide User ID and Password to the Manufacture to login and access SEC/NG Transmission Statndards.

Transmission Statndards would be available for the period of one year to the manufacturers. Manufacturer can renew his account after one year for continuing access of these Transmission Statndards.

3. Manufacturer Login

3.1 Login

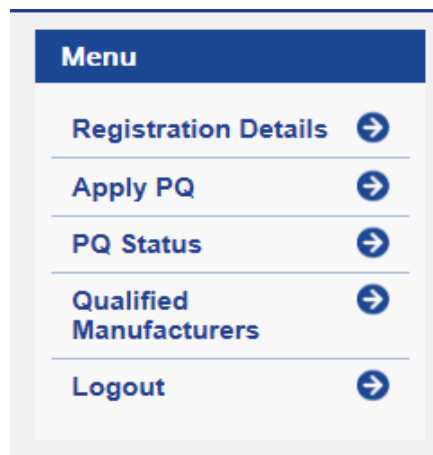
Manufactures have to use the same User ID and Password provided to access Transmission Standards for the Online Prequalification. Navigation link for Online Prequalification is available on Transmission Standards website or it can be navigated through - <https://www.se.com.sa/MPQ/NewHome.aspx>.



The screenshot displays the login interface for the Online Manufacturer Prequalification system. At the top, a breadcrumb trail indicates the user's location: "You are in : Saudi Electricity Company > Online Manufacturer Prequalification". Below this, the title "ONLINE MANUFACTURER PREQUALIFICATION" is prominently displayed. The login form consists of three input fields: "User ID", "Password", and a CAPTCHA field. The CAPTCHA image shows the alphanumeric string "L627Y". To the right of the CAPTCHA field is an empty input box. A blue "LOGIN" button with a right-pointing arrow is positioned at the bottom right of the form area.

4. Applying for the Prequalification

Manufacturers will see the following menu option after login –



4.1 PreQualification Steps

4.1.1 Registration Details

Manufacturers can view and update their company details here –

A screenshot of the 'Manufacturer Details' registration form. On the left is a 'Menu' sidebar with 'Registration Details' circled in red. The main form area has a header 'Manufacturer Details' and a 'Read Instructions' button. The form is divided into three sections: 'General Details' with fields for 'Manufacturer Company Name' (filled with 'aaa'), 'First Name' (filled with 'aaa'), 'Middle Name' (empty), and 'Last Name' (filled with 'bbb'); 'Address' with fields for 'Address Line 1' (filled with 'Address Line 1'), 'Address Line 2' (filled with 'shjs'), 'Street/Lane' (filled with 'Address Line2'), 'Area' (filled with 'Hara'), 'City' (filled with 'faizabad'), 'ZipCode' (filled with '211004'), 'Country' (a dropdown menu showing 'India'), and 'Country Code' (filled with '91'); and 'Contact Details' with fields for 'Office Contact' (filled with '91 3434343434'), 'Mobile' (filled with '91 99999999'), 'Home Contact' (filled with '91 3434343434'), and 'Email Id' (filled with 'abc@sec.com'). Each contact number field has a note: '(Please enter only digits. Minimum length should be 6)'. At the bottom right of the form, an 'Edit' button is circled in red. Below the form is a 'Select/Add/Update Plant' section with a 'Registered Plant Name' dropdown menu (filled with 'new plant,riyadh') and links for 'Add new plant' and 'Update selected plant'. A 'Proceed' button is at the bottom right.

Futhermore they can ADD and UPDATE their Plant details. Plant details are mandatory for the Prequalification without filling it Prequalification process cannot be started.

Select/Add/Update Plant

Registered Plant Name: * new plant,riyadh							
Plant Name	Location	Plant Tel Number	Contact Name	Designation	Telephone No.	E-Mail	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Address Line1	Address Line2	Street/Lane	Area	City	Zip Code	Country	Country Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select Co ▾	<input type="text"/>
<div>Cancel Save</div>							

Proceed

4.1.2 Apply PQ

PQ applying process starts from here, consist of number of steps required before submitting the PQ request is as follows.

Step # 1

Select Category and Equipment.

Menu

- Registration Details →
- Apply PQ →**
- PQ Status →
- Qualified Manufacturers →
- Logout →

You are in : [Saudi Electricity Company](#) > Online Manufacturer Prequalification

Apply for PreQualification

Select the category and equipment here:

Category : *

Equipment : *

OK

Step # 2

Select registered Plant for the equipment prequalification.

You are in : [Saudi Electricity Company](#) > Online Manufacturer Prequalification

Apply for PreQualification

Select the category and equipment here:

Category : * CONDUCTORS, BARE ▼

Equipment : * BARE CONDUCTORS TYPE ACAR/ACSR/ACSR-AW/AAAC ▼

[OK](#)

Your selected plant is :new,plant

[Change selected Plant](#)

[OK](#)

Step # 3

Select equipment prequalification Request Type Class. Questionnaires list will be appearing according to equipment prequalification class selection.

You are in : [Saudi Electricity Company](#) > Online Manufacturer Prequalification

Apply for PreQualification

Select the category and equipment here:

Category : * CONDUCTORS, BARE ▼

Equipment : * BARE CONDUCTORS TYPE ACAR/ACSR/ACSR-AW/AAAC ▼

[OK](#)

Your selected plant is :new,plant

[Change selected Plant](#)

[OK](#)

Select the type of request here:

Request Type : *

- ☐ Class I(a):- New product from already pre-qualified plant
- ☒ Class I(b):- New product from plant which is not pre-qualified
- ☐ Class II:- New Licensed Product
- ☐ Class III:- Improved Product
- ☐ Class IV(a):- Product with major technical faults and/or design changes that need requalification
- ☐ Class IV(b):- Product already used in the network but its prequalification is not documented

[Submit](#)

Step # 4

Manufacturers have to provide the “**Responsible Person Name**” , who is filling all the details required in the process.

You are in : [Saudi Electricity Company](#) > [Online Manufacturer Prequalification](#)

Welcome **Test Company**

Warning!!
This is assumed that you are authorised person to enter the information in upcoming sections.
Any conduct of violation will lead to cancellation of the process.

Enter your Name: *

Step # 5

Manufactures should read the SEC/NG Online Prequalification Terms and Conditions very carefully. They have to agree with SEC/NG Terms & Conditions before applying for prequalification.

You are in : [Saudi Electricity Company](#) > [Online Manufacturer Prequalification](#)

Welcome **Test Company**

Pre-Qualification process of National Grid

Terms and Conditions:

1. The purpose of this questionnaire is to evaluate your capability to supply products that consistently meet National Grid SA's requirements.
2. The questions contained in this questionnaire are of a technical nature. This form is to be completed by technically qualified personnel.
3. National Grid SA reserves the right to request for repetition of complete or partial Type Tests. Cost of type test and associated travel cost of National Grid SA representatives shall be borne by the manufacturer
4. National Grid SA reserves the right to request for a plant visit. Cost of travel cost of National Grid SA representatives shall be borne by the manufacturer
5. All information provided by is accurate and authentic.
6. Confidentiality: All information submitted for prequalification evaluation will be considered official information acquired in confidence, and the National Grid will maintain its confidentiality to the extent permitted by law.
7. Manufacturer should agree to provide SEC/National Grid SA a Guarantee/ Warranty for the proposed material/equipment in respect of the defects due to design, manufacturing, installation and workmanship for a period of ten (10) years from the date of the Provisional Acceptance Certificate (PAC) of the project (in case of contract award) and from the date of delivery for the direct material supply order. The Guarantee/Warranty shall be applicable from first purchase order/ project and shall cover all cost of equipment/materials and labor as per guarantee/warranty of equipment/materials and workmanship and subsequently be reduced yearly in case of future project award.
8. NG has the right to close the PQ file if the manufacturer fails to respond after due date during PQ process .

☐ I agree with the above terms and conditions

After accepting SEC/NG Terms & Condition, A unique PQ number will be generated that would be used for tracking Prequalification status.

You are in : [Saudi Electricity Company](#) > Online Manufacturer Prequalification

Welcome **Test Company**

[Submit PQ](#)

PRE-REQUISITES QUESTIONS **GENERAL QUESTIONS** **MANUFACTURING QUESTIONS** **PRODUCT QUESTIONS**

Pre-Requisites

PQNumber: MPQ102111-Class I(b)-2016

Please fill the Pre-Requisites section to proceed.
*Marked fields are mandatory

[Read Instructions](#)

Step # 6

Once PQ number is generated then Manufacturers can fill details of all sections starting from Pre-Requste which is a mandatory section and without completing this , manufacturer can't proceed to other sections. All the mandatory fields are marked with (*) sign. Manufacturers can upload documents wherever is required. Each document size should not be exceeded from 5 MB and only PDF format is allowed to upload otherwise file will not be uploaded.

All the above mentioned instructions can be seen at any time by clicking on “Read Instruction”.

You are in : [Saudi Electricity Company](#) > Online Manufacturer Prequalification

Welcome **Test Company**

[Submit PQ](#)

PRE-REQUISITES QUESTIONS **GENERAL QUESTIONS** **MANUFACTURING QUESTIONS** **PRODUCT QUESTIONS**

Pre-Requisites

PQNumber: MPQ102111-Class I(b)-2016

Please fill the Pre-Requisites section to proceed.
*Marked fields are mandatory

[Read Instructions](#)

1. Provide a clause-by-clause compliance statement for General Requirements (01-TMSS-01) and other applicable TMSS. List any deviations, to the applicable specifications. *Please download the latest version of specifications from [here](#)*
i. Duly stamped on each page and signed by the authorized representative of the company
ii. Provide filled up data schedules given at the end of the above specifications *

[Choose File](#) No file chosen [Upload](#) (Attach filled in specification document)

2. Provide a list of 3 utility companies and other major customers with contact name, address and telephone numbers, to whom you supplied the product locally and outside of your country (preferably in the Gulf region where the climatic conditions are identical to that of Saudi Arabia) *
Indicate the rating, voltage, quantities and date supplied.

Utility Company/Customer Name*	<input type="text"/>	Contact Name*	<input type="text"/>
Address*	<input type="text"/>	Contact Number*	<input type="text"/>
Country*	--Select Country--	Rating*	<input type="text"/>
Voltage*	<input type="text"/>	Quantity*	<input type="text"/>
Dispatch Date*	<input type="text"/>	(Attach only product performance certificate, PO and/or dispatch certificates are not acceptable)*	Choose File No file chosen Upload

[Add More](#) [Remove](#)

Manufacturer can save their partially filled information by clicking on “**Save as Draft**” at any time. After filling all the mandatory details, Manufacturer can finally submit this Pre-Requisite section data by clicking on “**Submit Section**”. After submitting, section data will be disabled i.e. further manufacturer can’t change any details in same section.

Repetition of Tests & Results *

5a. Provide details about manufacturing experience

For local manufacturer :

Total manufacturing experience in years (in KSA) *

For international manufacturer :

Total manufacturing experience in years (outside KSA) *

Total manufacturing experience of this product in years *

5b. Does your equipment/material falls under Communication/ SAS/Protection/AMI? *

☐ Yes ☒ No

Save As Draft **Submit Section**

After submitting Pre-Requisite section, other sections will be enabled for filling information. Other sections questionnaires are entirely based on manufacturer’s “**Request Type**” class selection.

You are in : Saudi Electricity Company > Online Manufacturer Prequalification

Welcome Test Company

Submit PQ

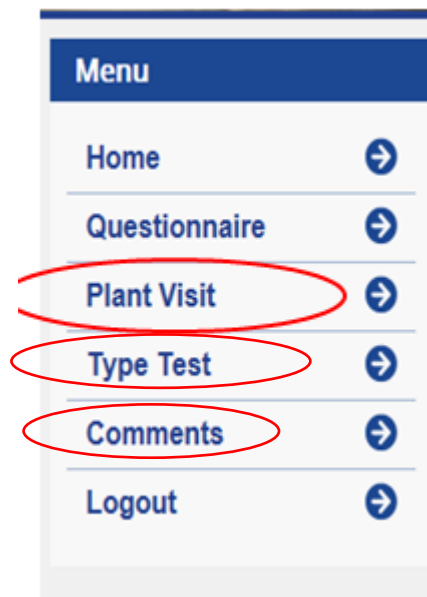
PRE-REQUISITES QUESTIONS GENERAL QUESTIONS MANUFACTURING QUESTIONS PRODUCT QUESTIONS

Pre-Requisites

PQNumber: MPQ102111-Class I(b)-2016

After completing all the sections, “**Submit PQ**” will finally submit manufacturer’s PQ details to SEC/NG for the review and approval.

Some other menus option i.e. **Plant Visit**, **Type Test** and **Comments** will be appearing to manufacturer after his final submission.



Step # 7

SEC/NG can ask to manufacturers for the **Plant Visit** if required. Manufacturers have to propose a suitable date for the visit.

SEC/NG can accept the same proposed date or provide some other date for the visit. Finalized **Plant Visit** date will be notified to the manufacturers through email or website.

Menu

- Home
- Questionnaire
- Plant Visit**
- Type Test
- Comments
- Logout

You are in : Saudi Electricity Company > Online Manufacturer Prequalification

Welcome National Grid

Plant Visit

PQNumber:MPQ100264-Class IV(b)-2015

Proposed Start Date for Plant Visit: 8/25/2015

Proposed End Date for Plant Visit: 9/25/2015

Confirmed Start Date: 9/7/2015

Confirmed End Date: 9/16/2015

Nominee Details For Plant Visit		
Requestid	Member Name	Designation
1002	ABC	Engineer
1002	ABC1	Division Manager

Comments For Plant Visit					
PQNumber	Request Submitted Date	Comments	Comment By	Comment Date	Documents Link
MPQ100264-Class IV(b)-2015	08/23/2015	PV completed	Shadab Beg Gazanfar	08/25/2015	

Step # 8

SEC/NG can ask to manufacturers for the **Type Test** if required. Manufacturers have to propose a suitable date for the visit.

SEC/NG can accept the same proposed date or provide some other date for the visit. Finalized **Type Test** date will be notified to the manufacturers through email or website.

You are in : Saudi Electricity Company > Online Manufacturer Prequalification

Welcome National Grid

Type Test

PQNumber :MPQ100264-Class IV(b)-2015

Lab Name : LAB1

Lab Location : Riyadh

Proposed Start Date for Type Test : 9/15/2015

Proposed End Date for Type Test : 9/30/2015

Attachments : [3206_001.pdf](#)

Confirmed Start Date : 9/23/2015

Confirmed End Date : 9/25/2015

Nominee Details For Type Test

Requestid	Member Name	Designation
1002	XYZ	Engineer
1002	XYZ2	Division Manager

Comments For Type Test

PQNumber	Request Submitted Date	Comments	Comment By	Comment Date	Documents Link
MPQ100264-Class IV(b)-2015	08/23/2015	Pls verify	Shadab Beg Gazanfar	08/25/2015	
MPQ100264-Class IV(b)-2015	08/23/2015	TT completed	Shadab Beg Gazanfar	08/25/2015	Manf.TT_data.pdf

Step # 9

Manufacturers can see the queries or comments provided by SEC/NG related to prequalification process in the Comments details list. They can reply against each query or attach appropriate documents to justify the query raised by SEC/NG

You are in : Saudi Electricity Company > Online Manufacturer Prequalification

Welcome National Grid

Comments

PQNumber	Request Submitted Date	Comments	Comment By	Comment Date	Documents Link
MPQ1003169-Class IV(b)-2015	08/26/2015	PLs clarify	Shadab Beg Gazanfar	08/26/2015	
MPQ1003169-Class IV(b)-2015	08/26/2015	Clarified	SA-912-t	08/26/2015	3206_001.pdf

4.1.3 PQ Status

Manufacturers can see the status of each equipment prequalification request. Status will vary time to time depending on the state of the prequalification process.

Any applied PQ can be deleted before final submission. Manufacturer can't delete or update PQ details after final submission.

Menu

- Registration Details →
- Apply PQ →
- PQ Status →**
- Qualified Manufacturers →
- Logout →

You are in : Saudi Electricity Company > Online Manufacturer Prequalification

Welcome National Grid Company

View PQ

PQ Number	Date	Category	PlantName	Equipment	Status	ClarificationDueDate	Delete PQ
MPQ10165212-Class II(b)-2016	04/13/2016	CIRCUIT BREAKERS	Test Plant	CIRCUIT BREAKER, SF6, LIVE TANK 69 KV	PQ form submission Inprogress	-	Delete
MPQ10158417-Class II(b)-2016	04/13/2016	CAPACITOR	Example	SHUNT CAPACITOR BANK, 13.8KV THROUGH 380KV	PQ form submission Inprogress	-	Delete
MPQ1014254-Class II-2016	04/13/2016	INSULATORS	Example	INSULATORS, STATION POST TYPE, PORCELAIN, INDOOR/OUTDOOR, 69 KV THROUGH 380 KV	PQ form submission Inprogress	-	Delete
MPQ10098315-Class I(a)-2016	04/10/2016	PROTECTIVE RELAYS	Example	13.8 KV CONSUMER FEEDER	PQ form submission Inprogress	-	Delete
MPQ100711-Class I(a)-2016	04/07/2016	CONDUCTORS, BARE	Example	BARE CONDUCTORS TYPE ACAR/ACSR/ACSR-AW/AAAC	PQ form submission Inprogress	-	Delete

Below are the lists of possible status:-

List of Possible Status

i) **PQ form submission Inprogress**

PQ status will remain “PQ form submission Inprogress” until final submission.

ii) **Review In Process**

After final submission status will be changed to “Review In Process” i.e. review process is started by SEC/NG.

iii) **Manufacturer Clarification Required**

If SEC/NG needs any further clarification from manufacturers related to equipment prequalification then status will be changed to “Manufacturer Clarification Required”.

iv) **PQ Rejected by NG**

Status will be changed to “PQ Rejected by NG” when PQ is rejected by SEC/NG.

v) **PQ Approved by NG**

Status will be changed to “PQ Approved by NG” when PQ is approved by SEC/NG.

vi) **Plant Assesment Requested**

Status will be changed to “**Plant Assesment Requested**” when SEC/NG will ask about Plant Visit date from Manufacturers.

vii) **Plant Visit dates selected**

Status will be changed to “**Plant Visit dates selected**” when manufacturers will propose Plant Visit date to SEC/NG.

viii) **Plant Visit dates confirmation**

Status will be changed to “**Plant Visit dates confirmation**” when SEC/NG will accept proposed Plant Visit date or confirm any other date to manufacturer.

ix) **Type Test Requested**

Status will be changed to “**Type Test Requested**” when SEC/NG will ask about Type Test date from Manufacturers.

x) **Type Test dates selected**

Status will be changed to “**Type Test dates selected**” when manufacturers will propose Type Test date to SEC/NG.

xi) **Type Test dates confirmation**

Status will be changed to “**Type Test dates confirmation**” when SEC/NG will accept proposed Type Test date or confirm any other date to manufacturer.

4.1.4 Qualified Manufacturers

After reviewed by SEC/NG, If Manufacturer’s equipment is approved / prequalified then Manufacturer name automatically will be added in SEC/NG “**List of technically accepted Manufacturers**”.

