Supplier Registration Mannual

Supplier Registration

As National Energy Services Company (Tarshid) we aim to be the leading Energy Services Company in the Kingdom, and we are intending to have a strong relationship with highly qualified suppliers to provide best-in-class products and services, we would like to invite you to register with us as trusted supplier.
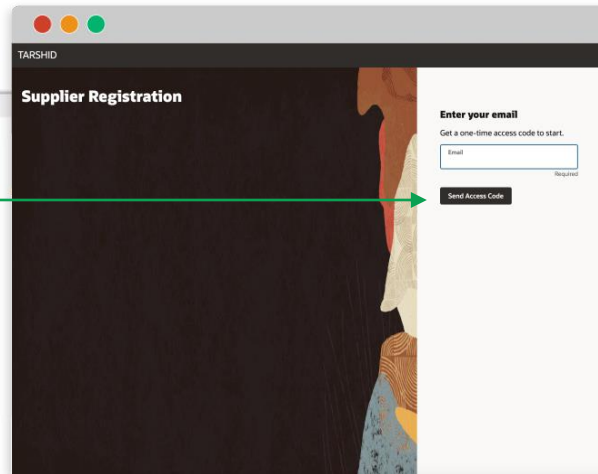
Registration

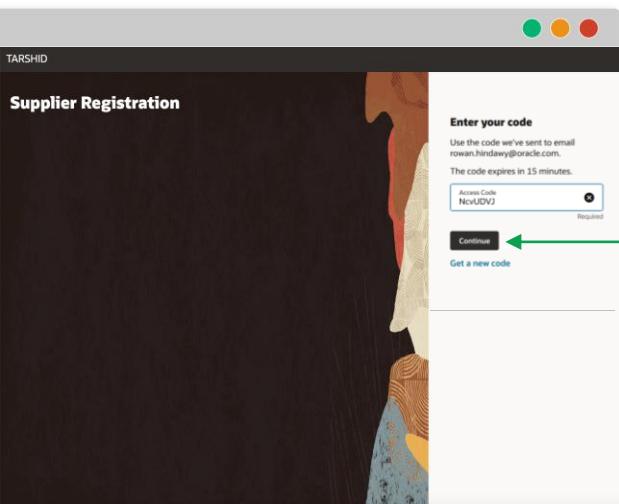Visit Tarshid website - https://www.tarshid.com.sa/

1. Enter your organization's official email address to receive an access code for the supplier registration form.
2. Enter the access code sent to the email address provided in Step 1.

01

02

Complying with the following requirements will help expedite your registration process to be **approved**, and missing any of the following requirements will leads to the return or rejection of your request

* Fill in all sections with the requirements documents and information **in English only**.

To Register please follow the steps below:

1. **Company Details:** Enter your Company details in English

* Fill in all your company details as per your legal documents and your company core business.

2. **Contact:** Add only Authorized contact with official email address.

*Add only contact that you will include in the Letter of authorization.

- (Name, Mobile number, Official email address) "Only official email "with your company domain" will be approved".

3. **Address:** Enter your company address details and link it to the added Contact.

To associate the contact to the address, click on the below
icon > highlight the contact > save > Continue

4. **Business Classifications:** Select your company classification and attach
updated documents.

*Note: Missing one or more of the required documents will lead to the return / reject of your request.

The Documents required to be added in Business Classification based on your company as below:

<table>
<tr><td align="center">**ESCO Company**</td><td align="center">**Non-ESCO Saudi**</td></tr>
<tr>
<td>

☑

- Article of Association.
- ESCO License, (SEEC).
- Commercial Registration, (English Version).
- Chamber of Commerce.
- Zakat Certificate.
- GOSI Certificate.
- VAT Certificate.
- Saudization, (Qiwa).
- Official IBAN letter.
- Letter of Authorization attested by
- Chamber of Commerce. Local Content, (if applicable) SME Cert, (if applicable).
- Company Profile.

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* The Commercial Registration can be downloaded **in English** from the Ministry of Commerce portal, (https://mc.gov.sa/)".
* Providing the local content certificate might increase the opportunity to own the deal in the future.

Download the below Letter of Authorization templates.
* Fill in the templates with the required information > attest it by chamber of commerce > then upload it.

Portal Authorization letter, for the contact you will add to gain the portal access.

Authorized Signatory, for authorized person to sign contract and related documents, (Upload it in pdf. form).

Non-ESCO International

☑

- Certificate of Incorporation/

  Trade license.
- VAT Certificate.
- Official Bank letter.
- Letter of Authorization officially
- attested.
- Company profile.

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*Fill in the templates with the required information > attest it by chamber of commerce > then upload it.
Portal Authorization letter, for the contact you will add to gain the portal access.

Authorized Signatory, for authorized person to sign contract and related documents, (Upload it in pdf. form).

5. **Bank Accounts:** Enter the bank details as per your company official Bank letter.

* The required details (Account name, Account number, IBAN number, Currency, Bank name).
> Then click save and continue.

6. **Products & Services:** Select sub-category as per your company core business.

*Select one or more of the related Category > Save> Continue.

*(Selected category must match your company activities and core business "Goods\Services you provide").

7. **Questionnaire:** Suppliers are required to provide answers to page 7 sections.

> All suppliers type (ESCO and non-ESCO) should provide the answers to the questions appear in the questionnaire page sections.

8. **Review and Register:** Review your Registration then Submit it.

*Once you Complete all sections with the requirements Docs/Info, click on Next to review then click on Submit, after that, the Registration Request will trigger the approval process.
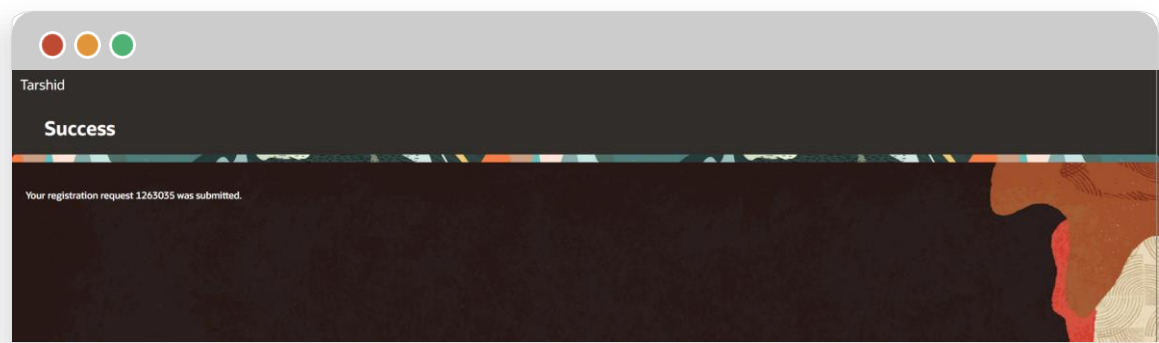
Suppliers are an important pillar to achieve TARSHID Goals and Strategy, and to assure a smooth and correct availability of the Suppliers for any potential project, we urge you to take your time reviewing the provided manual and to comply with all the mandatory mentioned requirements, which is a major step to join Tarshid suppliers list.

Please make sure to enter valid, accurate documents / information complying with the requirements to expedite your registration process, and to avoid returning / rejecting your request for resubmission.

Thank you for your interest in joining Tarshid Supplier list.

TARSHID Supplier Registration page

For more information
Please contact us via:

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920012370
Tarshid.com.sa