



# 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.

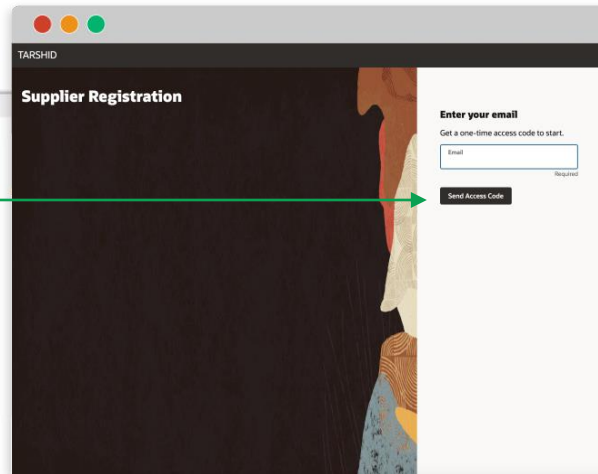


# Registration

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

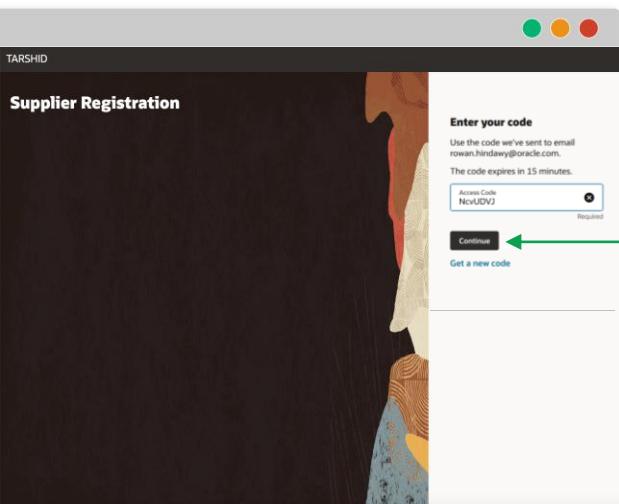
1. Enter your organization's official email address to receive an access code for the supplier registration form.
2. Enter the access code sent to the email address provided in Step 1.

01



The screenshot shows the 'Supplier Registration' page on the Tarshid website. The page has a dark header with the 'TARSHID' logo. The main content area is dark with a large, stylized illustration of a person's head and shoulders. On the right side, there is a white box titled 'Enter your email' with the instruction 'Get a one-time access code to start.' Below this is an 'Email' input field with a 'Required' label and a 'Send Access Code' button.

02



The screenshot shows the 'Supplier Registration' page on the Tarshid website. The page has a dark header with the 'TARSHID' logo. The main content area is dark with a large, stylized illustration of a person's head and shoulders. On the right side, there is a white box titled 'Enter your code' with the instruction 'Use the code we've sent to email rowan.hindawy@oracle.com. The code expires in 15 minutes.' Below this is an 'Access Code' input field with the value 'NouUDVJ' and a 'Required' label. There is a 'Continue' button and a 'Get a new code' link.



TARSHID

Supplier Registration

Company Details

Company

Website

Country

Tax Registration Number

Organization Type

Supplier Type

Justification

Commercial Registration Number

Drag and Drop

URL

No items to display.

Required

Required

Required

Required

Required

Required

Required

Cancel

Save

Continue

1 | 7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

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

TARSHID

Supplier Registration

Company Details

Some issues need your attention

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

Company

RH- test

Website

Country

Saudi Arabia

Tax Registration Number

52374891234662

Organization Type

Individual

Supplier Type

Manufacturers (OEM)

Justification

Additional Information

Commercial Registration Number

11223544

Cancel

Save

Continue

1 | 7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

\* 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.

Tarshid

Supplier Registration

Contacts

Contact 1

Enter contact details. Registration communications will be sent to this contact.

First Name

rowan

Last Name

hindawy

Email

rowan.hindawy@oracle.com

Job Title

engineer

Country

EG

Mobile

+20 122 877 5433

Country

SA

Phone

+966

Ext

Country

SA

Fax

+966

Is this an administrative contact?

Administrative contact will receive general communications from us.

Yes

No

Updated just now

Cancel

Save

Continue

2 | 7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire



Tarshid

Is this an administrative contact?  
Administrative contact will receive general communications from us.

☒ Yes ☐ No

Does this contact need a user account?  
User accounts will provide online access to supplier transactions and self-service tasks.

☒ Yes ☐ No

What user roles does this contact need?  
Assign at least 1 user role to specify the responsibilities of the contact.

Supplier Self Service Administrator

Supplier Inventory Manager

XXX\_GRN\_VIEW\_ROLE

TARSHID\_Supplier Maintenance User

Tarshid\_Supplier Sales Representative Custom

Tarshid\_Supplier Accounts Receivable Specialist Custom

+ Add Another Contact

Last updated 1 minute ago

Cancel

Save

Continue

2 | 7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

\*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”.

6

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

Tarshid

Supplier Registration

Addresses

Enter at least one address.

Address 1

Address Name

Address 1test

Enter 240 or fewer characters.

What's this address used for? Select at least 1 purpose.

☒ Receive Purchase Orders

☒ Receive Payments

☒ Bid on RFQs

Country/Region

Saudi Arabia

Address Line 1 or P.O. Box

Address 1 P.O box

Address Line 2

City

dohha

Postal Code

112254

Email

Country

SA

Phone

+966

Ext

Last updated 2 minutes ago

Cancel

Save

Continue

317

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

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

Country

SA

Fax

+966

Which contacts are associated to this address?

☒

rowan hindawy

rowan.hindawy@oracle.com

engineer

+ Add Another Address

Last updated 3 minutes ago

Cancel

Save

Continue

Business Classifications

Bank Accounts

Products and Services

Questionnaire

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



Tarshid

Supplier Registration

Business Classifications

Enter at least one business classification or select none applicable.

Business classification 1

Classification

RETROFITTING BUSINESS

Subclassification

Certifying Agency

ESCO license from SEEC

Other Certifying Agency

Certificate Number

334556677ABC

Certificate Start Date

01-04-2022

Certificate End Date

01-06-2028

Notes

test

Updated just now

Cancel Save Continue

Attach current certificates and supporting documents

Drag and Drop

Select or drop files here.

URL

Add URL

No items to display.

+ Add Another Business Classification

Last updated 12 seconds ago

Cancel Save Continue

4 | 7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

\*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:**

**ESCO Company**



- 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.

**Non-ESCO Saudi**



- Article of Association.
- Commercial Registration, (English Version).
- 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.

\* 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.

### - 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).



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

The screenshot shows the 'Bank Accounts' section of the Tarshid Supplier Registration form. The form is titled 'Bank Accounts' with the instruction 'Enter at least one bank account.' Below this, there is a section for 'Bank account 1' with a trash icon. The form contains several input fields: 'Country' (a dropdown menu showing 'Saudi Arabia'), 'Bank' (a dropdown menu), 'Bank Branch' (a dropdown menu), 'Account Number' (a text field), 'IBAN' (a text field), 'Currency' (a dropdown menu), 'Account Type' (a dropdown menu), and 'Account Holder' (a text field). Each of these fields is marked as 'Required'. At the bottom left, it says 'Last updated 11 seconds ago'. At the bottom right, there are three buttons: 'Cancel', 'Save', and 'Continue'. On the right side of the form, there is a dark sidebar with a list of navigation items: 'Company Details', 'Contacts', 'Addresses', 'Business Classifications', 'Bank Accounts' (which is highlighted), 'Products and Services', and 'Questionnaire'. The number '5 | 7' is displayed at the top of the sidebar.

\* 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.

The screenshot shows the 'Products and Services' section of the Tarshid Supplier Registration form. The form is titled 'Products and Services' with the instruction 'Enter at least one products and services category.' Below this, there is a search bar with the placeholder text 'Search by category or description'. Below the search bar, there is a table with two columns: 'Category' and 'Description'. The table contains five rows of categories, each with a checkbox in the 'Category' column and a description in the 'Description' column. The categories are: '011 - Cultivation of non-permanent crops' (description: زراعة المحاصيل غير الدائمة - 011), '012 - Cultivation of permanent crops' (description: زراعة المحاصيل الدائمة - 012), '013 - Plant propagation' (description: إكثار النباتات - 013), '014 - Animal production' (description: الإنتاج الحيواني - 014), and '015 - Mixed farming (mixed production of crops and animals)'. At the bottom left, it says 'Last updated 4 seconds ago'. At the bottom right, there are three buttons: 'Cancel', 'Save', and 'Continue'. On the right side of the form, there is a dark sidebar with a list of navigation items: 'Company Details', 'Contacts', 'Addresses', 'Business Classifications', 'Bank Accounts', 'Products and Services' (which is highlighted), and 'Questionnaire'. The number '6 | 7' is displayed at the top of the sidebar.

\*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.

Tarshid

Supplier Registration

Questionnaire

Certificate for Saudi Suppliers

Section 1 of 1

1. Provide the local content certificate score

Required

10

Required

Add Attachments (1)

2. Do you have SME certificate

Required

☒ a. Yes

☐ b. No

Required

Add Attachments (1)

End of Section 1 of 1

7/7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Response attachments for question 1

Required

Drag and Drop

Select or drop files here.

URL

Add URL

Supplier\_Registration\_Manual (5).docx

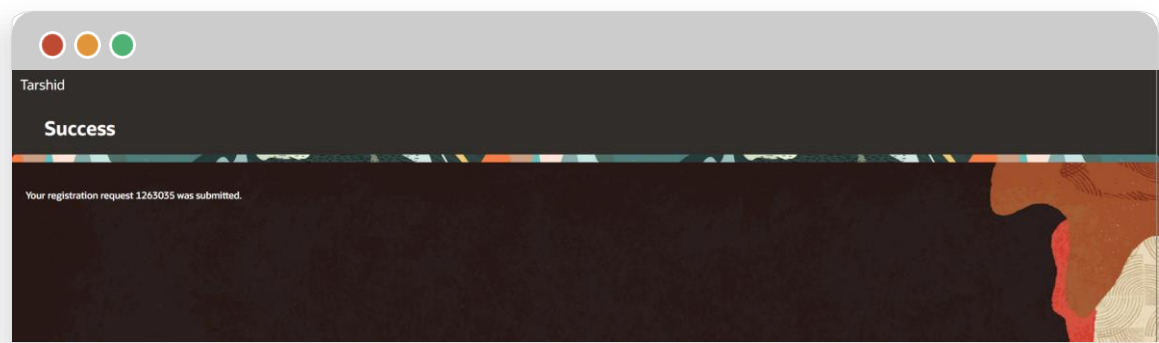
Last updated on 4/17/2025  
1.53 MB



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

The screenshot shows a web browser window with the title 'TARSHID'. The page is titled 'Supplier Registration' and 'Company Details'. It contains several input fields: 'Company' (Required), 'Website', 'Country' (Required), 'Tax Registration Number' (Required), 'Organization Type' (Required), 'Supplier Type' (Required), 'Justification', 'Additional Information' (Commercial Registration Number - Required), and a 'Drag and Drop' area for documents. A sidebar on the right shows a progress indicator '1 | 7' and a list of sections: 'Company Details', 'Contacts', 'Addresses', 'Business Classifications', 'Bank Accounts', 'Products and Services', and 'Questionnaire'. The 'Company Details' section is highlighted with a green box. At the bottom right are 'Cancel', 'Save', and 'Continue' buttons.

\*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:

[Procurement@tarshid.com.sa](mailto:Procurement@tarshid.com.sa)  
920012370  
[Tarshid.com.sa](http://Tarshid.com.sa)