

دليل بوابة الموردين

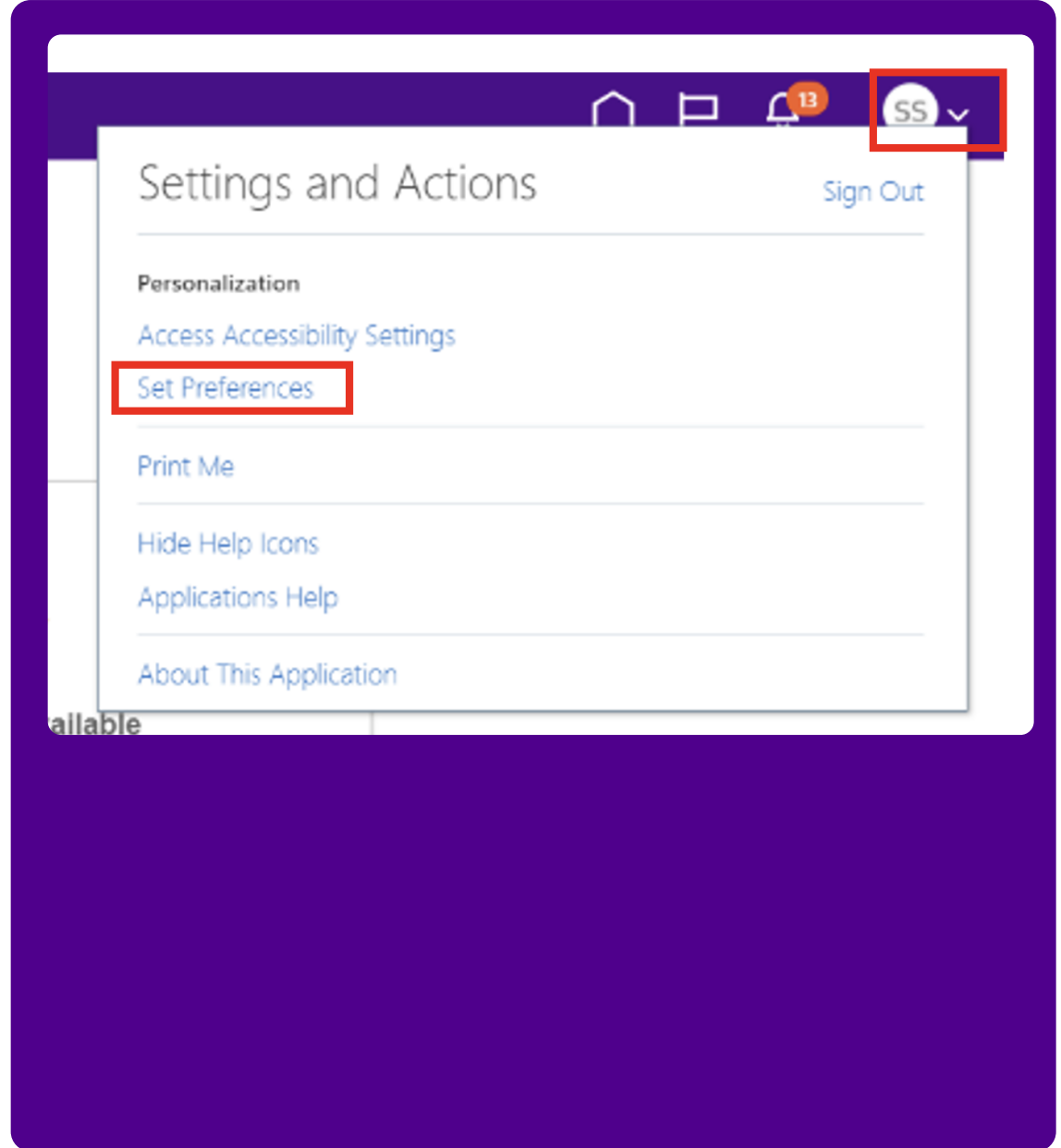
Supplier Portal Guide

Language

To edit your language preferences, click on the arrow under your name, then click on "Set Preferences".

اللغة

لتعديل تفضيلات اللغة، اضغط السهم الموجود أسفل اسمك ثم اضغط "وضع التفضيلات".



Supplier News

Keep an eye on the supplier news tab for important updates that requires your action.

أخبار المورد

راقب أخبار المورد للحصول على التحديثات المهمة التي تتطلب اتخاذ إجراء.

The screenshot displays the Supplier Portal interface. The 'Requiring Attention' section features a donut chart with a central '1' and a legend for 'Negotiations Closing Soon'. The 'Recent Activity' section shows a table of activity for the last 30 days.

Recent Activity	
Last 30 Days	
Negotiation invitations	1
Negotiation responses awarded or rejected	1

Supplier News
Welcome to **stcpay** supplier portal.

Guidelines:

- 1- Do not share your username/password with anyone.
- 2- Make sure you are always following on stcpay latest updates on this tab.
- 3- Keep your supplier profile up to date and do not upload false/expired documents.
- 4- For any inquiries, contact procurement@stcpay.com.sa

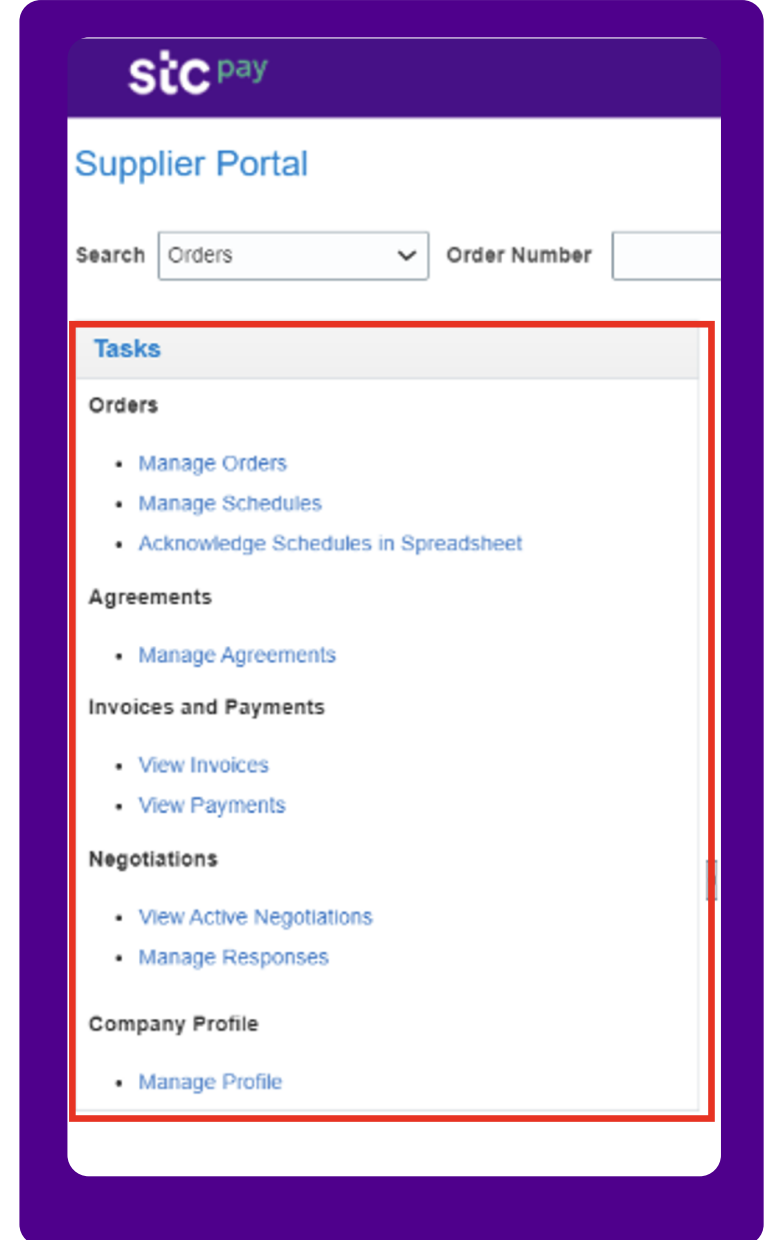
Important Updates:

Task list

From the task list on the left, you can view Purchase orders, negotiations, invoices, agreements, and much more.

قائمة المهام

من قائمة المهام على اليسار، يمكنك عرض أوامر الشراء والمفاوضات والفواتير والاتفاقيات وأكثر.



Search

To search for a purchase order, payment, negotiation, or invoice, use the search field above and enter the number of the document.

البحث

للبحث عن أمر شراء أو دفع أو تفاوض أو فاتورة، استخدم مستطيل البحث في الأعلى وأدخل رقم المستند.

The screenshot shows the 'stc pay Supplier Portal' interface. At the top, there is a search bar with a dropdown menu currently set to 'Orders'. A red box highlights the dropdown menu, which lists 'Orders', 'Agreements', 'Invoices', 'Payments', 'Negotiations', and 'Negotiation Responses'. To the right of the dropdown is a text input field labeled 'Order Number' with a search icon, also highlighted with a red box. Below the search bar, there is a 'Tasks' section with a list of tasks: 'Manage Orders', 'Manage Schedules', and 'Acknowledge Schedules in Spreadsheet'. Below that is an 'Agreements' section with 'Manage Agreements'. The 'Invoices and Payments' section includes 'View Invoices' and 'View Payments'. The 'Negotiations' section includes 'View Active Negotiations' and 'Manage Responses'. The 'Company Profile' section includes 'Manage Profile'. On the right side, there is a 'Requiring Attention' section with a large blue donut chart showing the number '1' in the center, indicating one negotiation closing soon. Below the chart is a legend for 'Negotiations Closing Soon'. At the bottom right, there is a 'Supplier News' section.

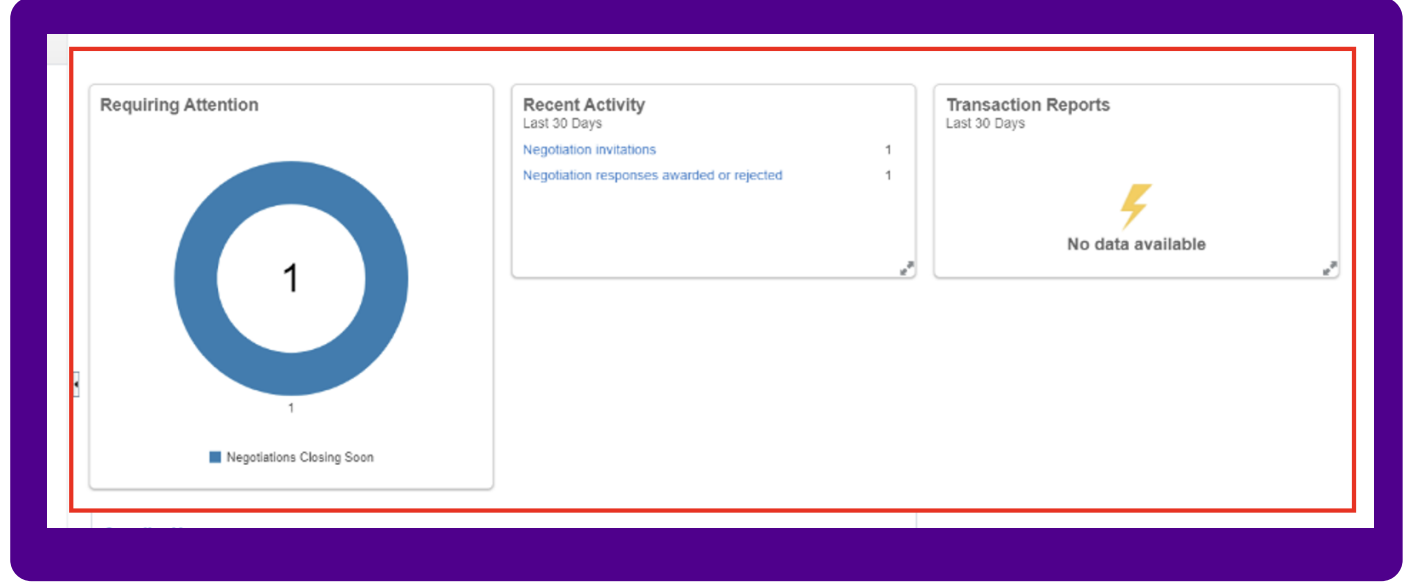
Dashboards

You can quickly navigate around the system using the below dashboards:

Requiring attention dashboard: Will show you activities that have a deadline and need your action.

Recent activity dashboard: Will show you all recent activities that you participated in.

Transaction reports dashboard: Will show you all transactions that you have been involved in during the past 30 Days.



لوحة المعلومات

يمكنك التنقل بسهولة حول النظام باستخدام لوحات المعلومات التالية:

لوحة معلومات تتطلب الانتباه: ستعرض لك الأنشطة مواعيدها النهائية لاتخاذ الإجراء اللازم

لوحة معلومات آخر الأنشطة: ستعرض لك جميع الأنشطة الأخيرة التي شاركت فيها

لوحة معلومات تقارير المعاملات: ستظهر لك جميع المعاملات التي شاركت فيها خلال الثلاثين يومًا الماضية

إذا لديك أي أسئلة أو استفسارات

**if you have further inquiries
please contact:**



procurement@stcpay.com.sa



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