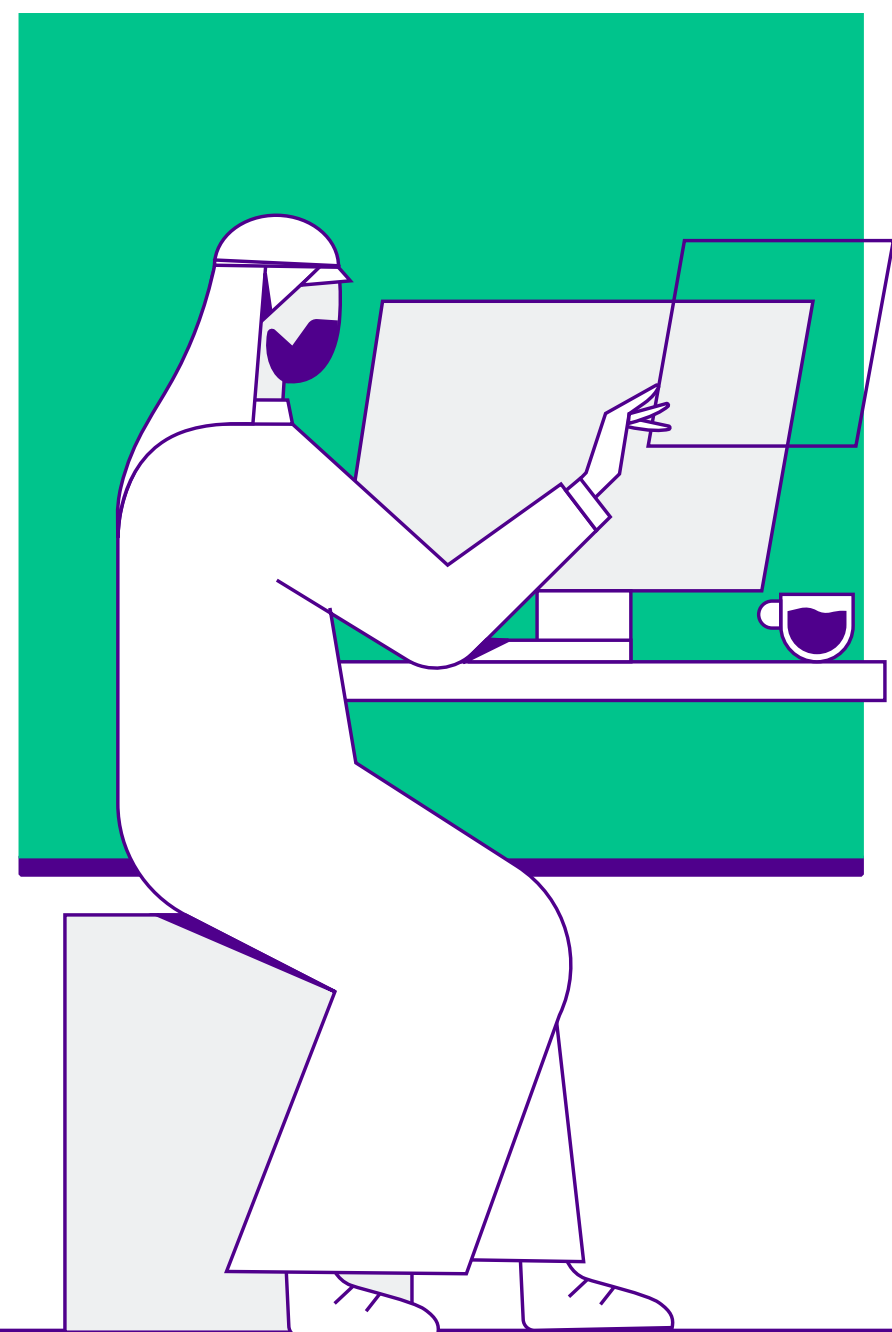
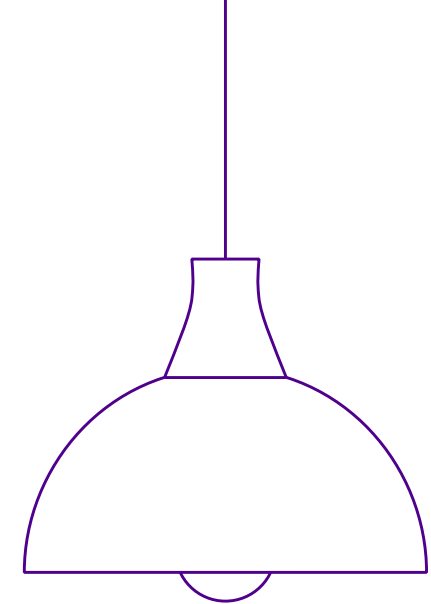


STC Bank

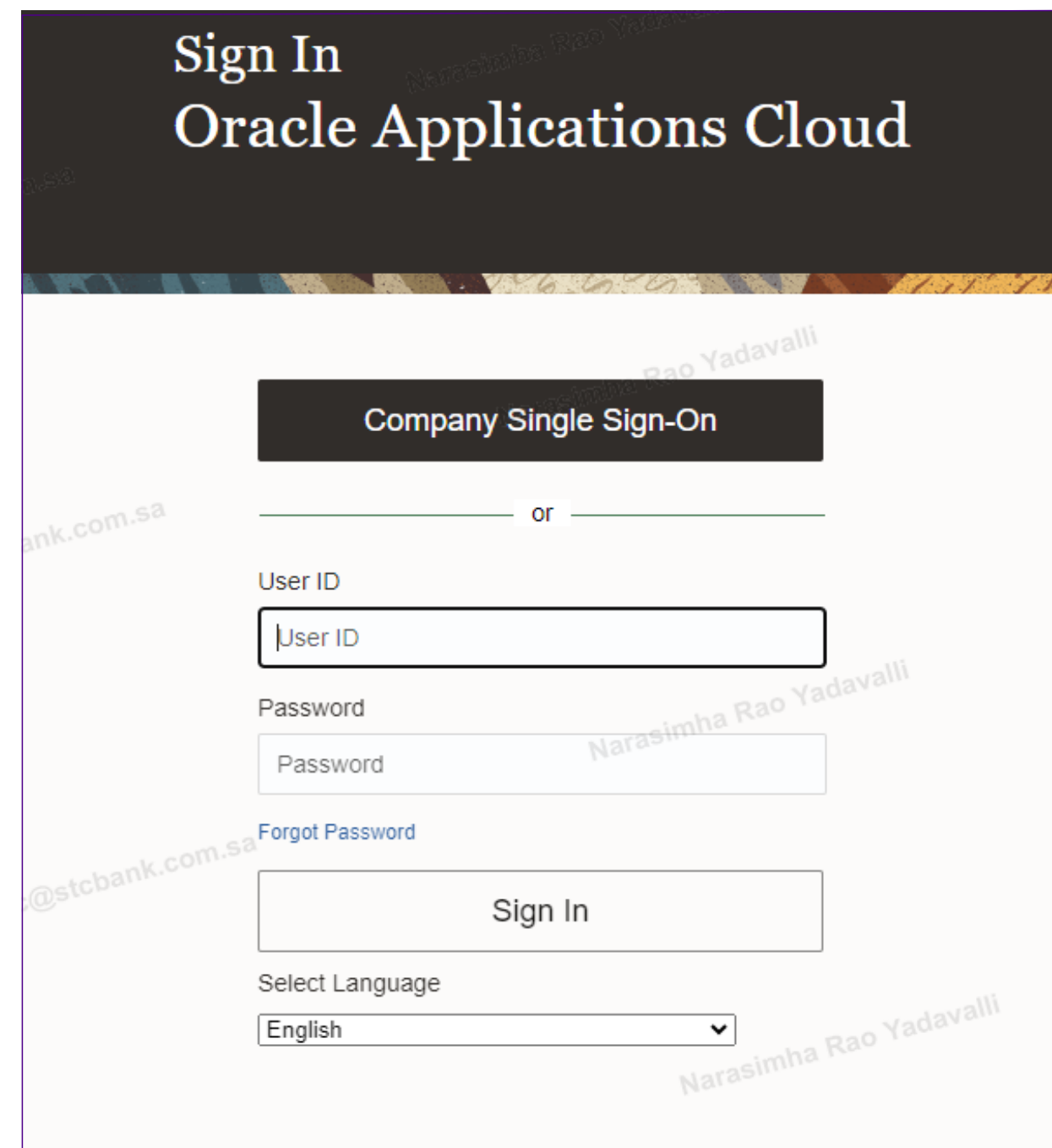


STC Bank

**Supplier Profile
Update Guide**

Login to STC Bank supplier portal

Input your user ID and password then click **sign in**.
Once logged in click on **Supplier Portal**



Sign In
Oracle Applications Cloud

Company Single Sign-On

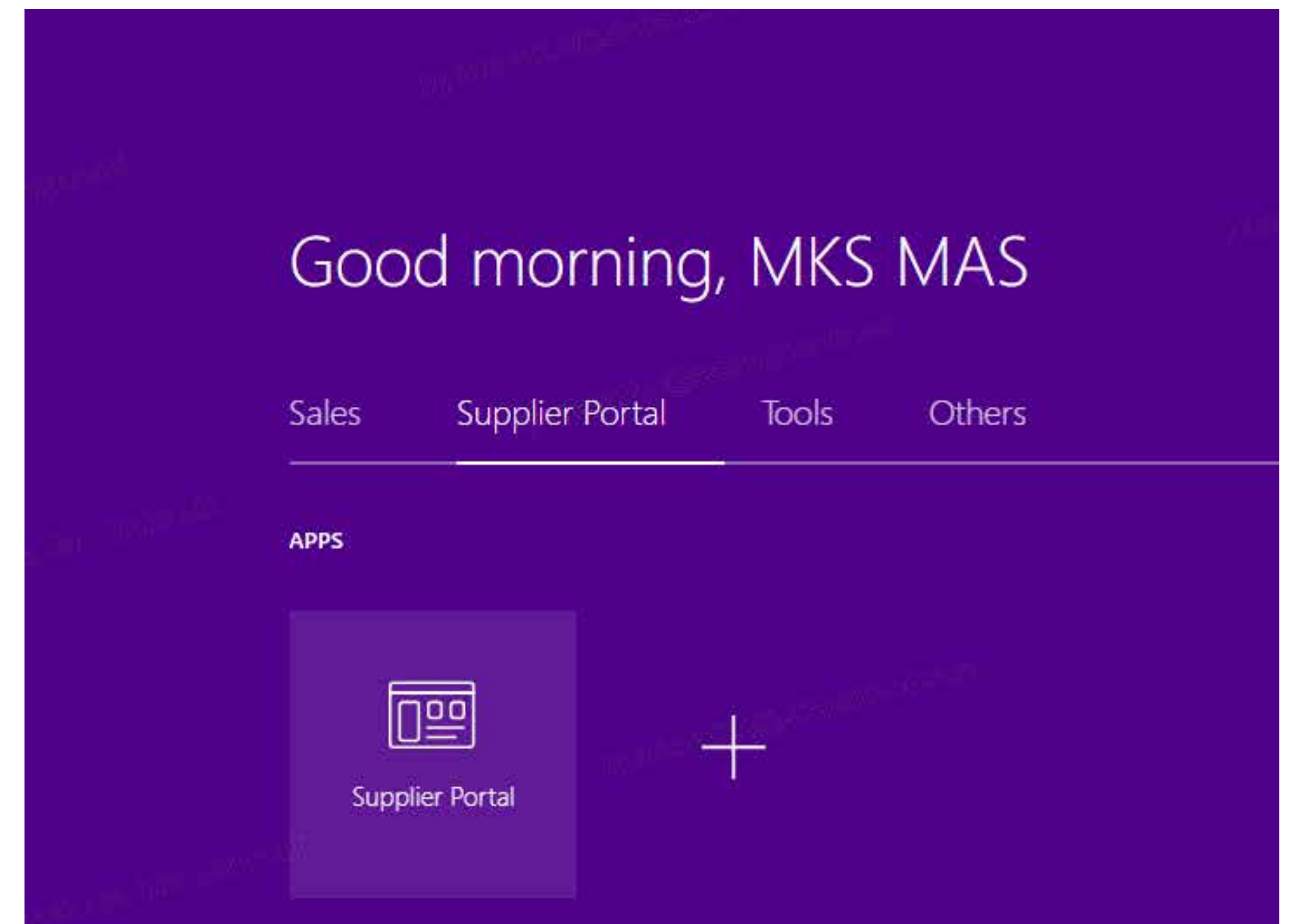
or

User ID

Password

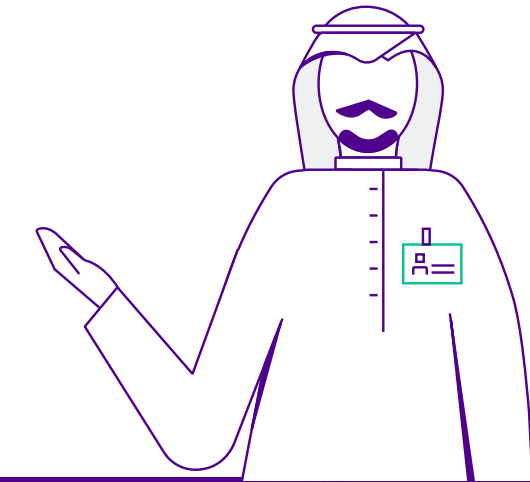
[Forgot Password](#)

Select Language
English



How to Update Supplier Profile Certificate Date Update.

Click on **Manage Profile** under **Company Profile** section.



STC Bank

Supplier Portal

Search Order Number

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
- Agreements
 - Manage Agreements
- Invoices and Payments
 - Create Invoice
 - View Invoices
 - View Payments
- Negotiations
 - View Active Negotiations
 - Manage Responses
- Qualifications
 - View Qualifications
- Company Profile
 - Manage Profile

Requiring Attention

Category	Count
Schedules Overdue or Due Today	12
Invoices Overdue	38
Total	50

Recent Activity

Last 30 Days

Orders opened	1
---------------	---

Transaction Reports

Last 30 Days

PO Purchase Amount	58K SAR
Invoice Amount	236K SAR
Invoice Price Variance Amount	0 SAR

Supplier News

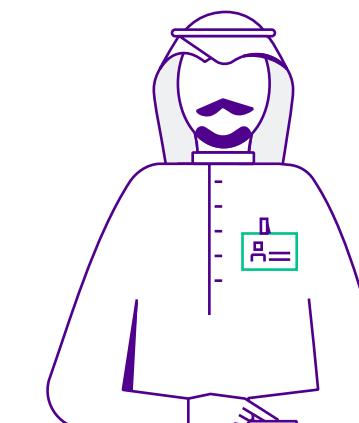
Welcome to **STC Bank** supplier portal.

Guidelines:

- 1- Do not share your username/password with anyone.
- 2- Make sure you are always following on STC BANK 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@stcbank.com.sa

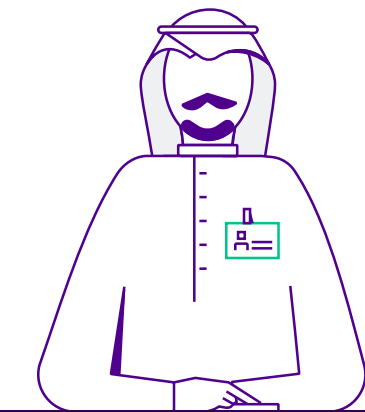
Important Updates:

Click on **Edit** and select **Yes** under **Warning Notification**.



The screenshot shows the STC Bank Company Profile page. At the top right, there are 'Edit' and 'Done' buttons. A hand icon points to the 'Edit' button. Below the main header, there are tabs for 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. The 'General' section is expanded, showing fields like 'Company', 'Supplier Number', and 'Supplier Type'. A 'Warning' dialog box is displayed in the center, with the text: 'Warning POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?'. A hand icon points to the 'Yes' button in the dialog box. The background of the page is dimmed.

Click on the **Plus** icon near to Attachment section.
Click on **Add New Certificates** and then **Ok**.



STC Bank

Edit Profile Change Request: 29007

Change Description:

Organization Details | Tax (optional) | Address | Contact | Payment | Business Qualification | Products and Services

General

Supplier Name: ABC Foundation
Supplier Number: 10282
Supplier Type: Supplier
Tax Organization Type: Individual
Status: Active

Additional Information

Commercial Registration: 1233456789
Chamber of Commerce Certificate: 123456789456
GOSI Certificate: 121854987
GAZI Certificate: 987654321
VAT Certificate: 88553298
Commercial Registration Expiry Date:

Identification

D-U-N-S Number:
Customer Number:

Attachments: Commercial_Registrat... + X

Attachments

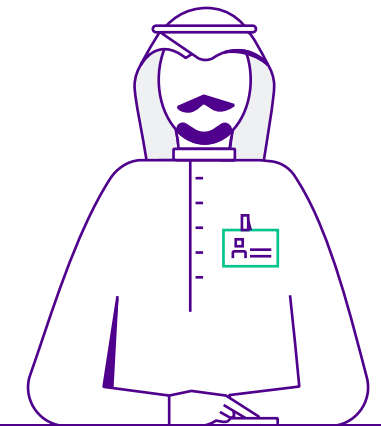
Type	File Name or URL	Title	Description	Attached By	Attached Date
File	Choose File No file chosen			ABC ABCD	21/8/2024 02:...
File	Commercial_Registrat..._File.tif	Commercial_Registrat...		محمد ج....	19/7/2024 11:...

Rows Selected: 1 | Columns Hidden: 1

OK Cancel



Enter **New Expire Dates** and click on **Review Changes**.



STC Bank

Edit Profile Change Request: 22007

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Supplier Name ABC Foundation

Supplier Number 10282

Supplier Type Supplier

Tax Organization Type Individual

Status Active

Attachments GAZT Certificate 30.tif

Additional Information

Commercial Registration 1233456789

Chamber of Commerce Certificate 123456789456

GOSI Certificate 321654987

GAZT Certificate 987654321

VAT Certificate 98653298

Commercial Registration Expiry Date 15/7/2025

Chamber of CC Expiry Date 15/7/2025

GOSI Certificate Expiry Date 15/7/2025

GAZT Certificate Expiry Date 15/7/2025

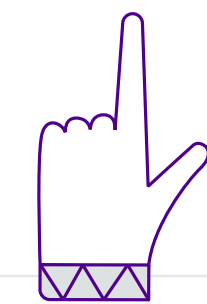
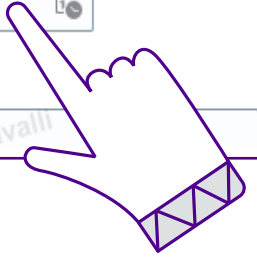
* Supplier Classification LOCAL

On Hold Yes

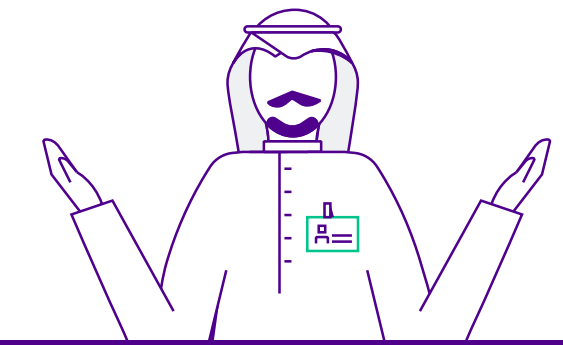
Identification

D-U-N-S Number

National Insurance Number



Once Changes are Reviewed Click on **Submit**



STC Bank

Review Changes

Change Description

Edit Submit Cancel

Organization Details

View Format Freeze Detach Wrap

Attribute	Changed From	Changed To
Commercial Registration Expiry Date	9/8/2024	15/7/2025
GOSI Certificate Expiry Date	10/8/2024	15/7/2025
GAZT Certificate Expiry Date	10/8/2024	15/7/2025
Chamber of CC Expiry Date	10/8/2024	15/7/2025

and **Ok** from **Confirmation Notification**.

STC Bank

Company Profile

Cancel Change Request Edit Done

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request 22007 Requested By ABCD, ABC Change Description

Request Status Pending Approval Request Date 14/7/2024

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company ABC Foundation Tax Organization Type Individual

Supplier Number 10282 Status Active

Supplier Type Supplier Attachments GAZT Certificate 30.rtf (1 more...)

Identification

D-U-N-S Number Insurance Number

Customer Number Corporate Web

SIC

Confirmation

Your profile change request 22007 was submitted for approval.

OK

thank you!

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STC Bank