



مجموعة روشن
ROSHN GROUP

ROSHN's Vendor User Manual

Vendor Relationship Management
20-012025



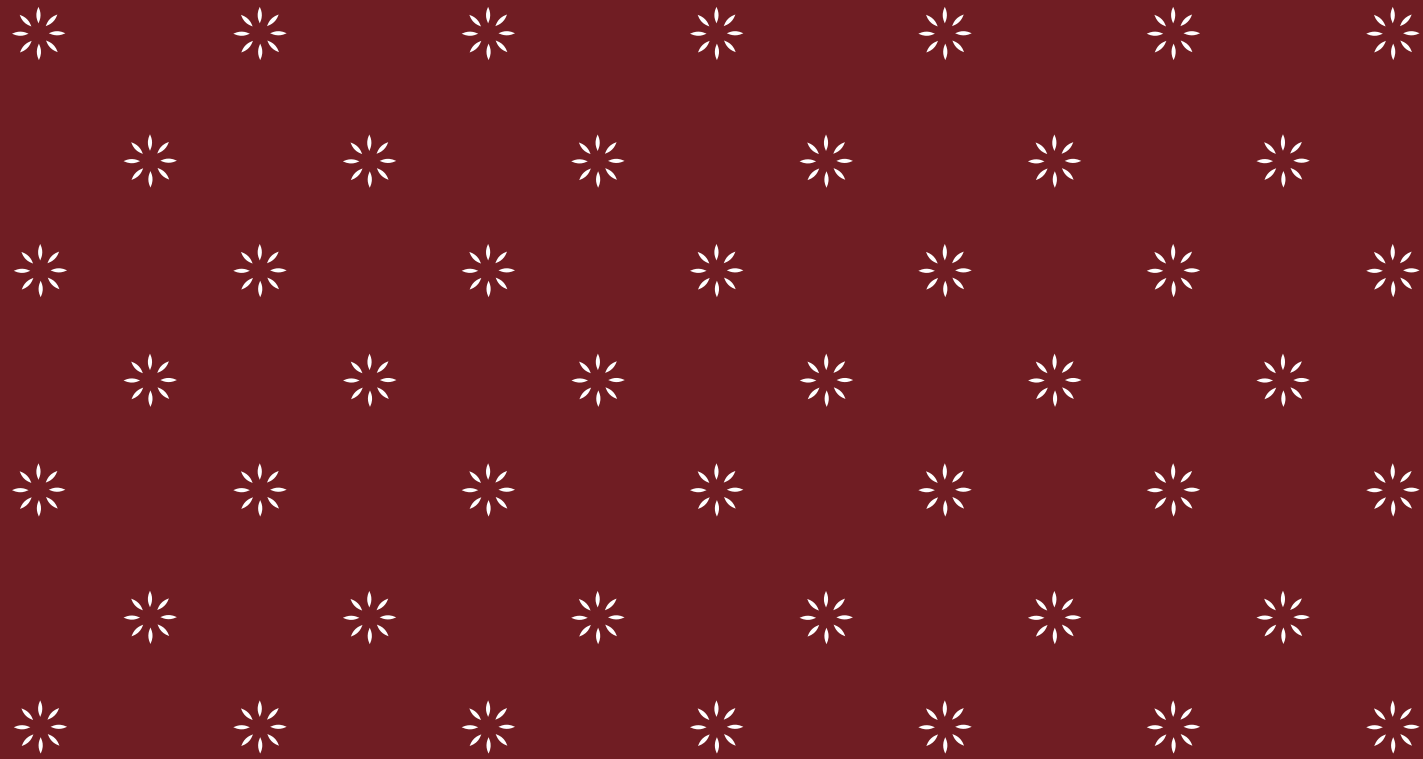
A PIF COMPANY

Restricted "R"



 [Vendor Registration](#)





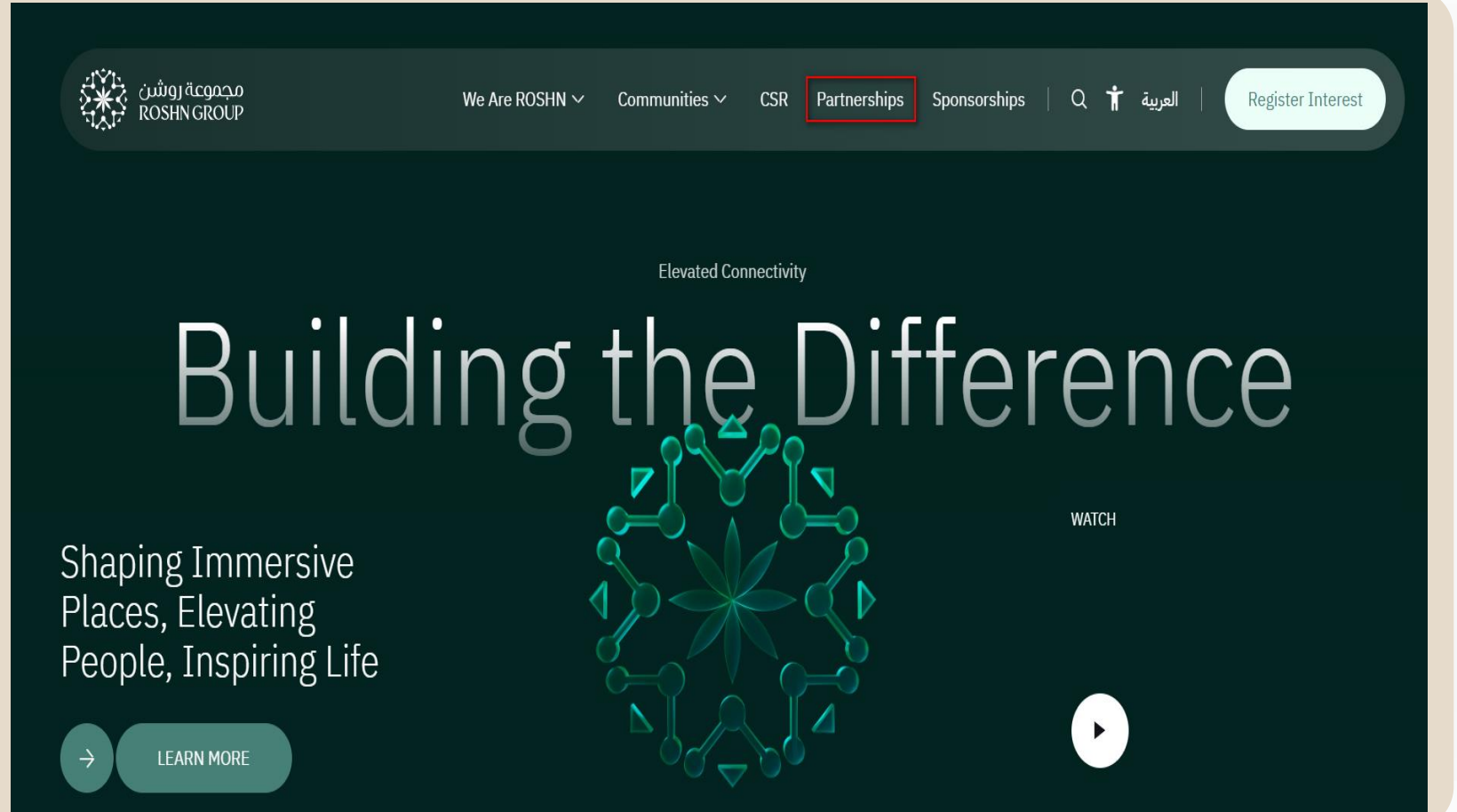
Vendor's Registration User Guide

Step 1

1- Go to ROSHN's website
using this link:
WWW.ROSHN.SA

2- Click on **Partnerships**
on top of the page.

Next



Step 2

3- Please review the **Terms& Conditions** carefully.

4- Click on the **check box**.

5- Click on **Partner With Us**.

Next

terms and conditions'. At the bottom right are two buttons: 'SIGN IN' and 'PARTNER WITH US'."/>

مجموعة روشن
ROSHN GROUP

We Are ROSHN ▾ Communities ▾ CSR **Partnerships** Sponsorships | 🔍 🧑 العربية Register Interest

Vendors Sub Developers Consultants

Contractors

Vendors

ROSHN communities are built using modern materials, emerging technologies, and innovative processes. We are looking for national and international suppliers to work with us to ensure that our residents are served by market-leading products that meet their aspirations.

☒ I acknowledge that I have read, understand and I agree to the [terms and conditions](#)

SIGN IN PARTNER WITH US

Step 3

6- Please fill out the required fields.

* Note: the company name must be as per CR / Certificate of Incorporation Name.

7- Click on **Next**.

Next

 **مجموعة روشن**
ROSHN GROUP

1 2 3 4 5 6 7 8
Company Details Contacts Addresses Commercial Documents Bank Accounts Products and Services Guidelines Review

Register Supplier: Company Details ⓘ

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

* Company
* Tax Organization Type
* Supplier Type
Corporate Web Site
Attachments None +

Additional Information

* Commercial Registration number
Mobile Number
Instructions
Registration Source

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name
* Last Name
* Email
* Confirm Email

D-U-N-S Number
* Country
Taxpayer ID
Tax Registration Number
Note to Approver
* Country of Origin
Nitaqat Code
World Check Result

Back Next Save for Later Submit Cancel

Step 4

8- Click on **Edit** to complete user account information and review user account Roles.

9- Fill out the **Phone/ Mobile number**.

10- Review the user account roles, then click **Create User Account** to finalize access.

*Note: To add additional User Contacts, click "+ Create" then input necessary information.

Next

مجموعة روشن
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Company Details **Contacts** Addresses Commercial Documents Bank Accounts Products and Services Guidelines Review

Register Supplier: Contacts ?

Enter at least one contact.

Actions View Format + Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Phone	Mobile	Administrative Contact	Request User Account	Edit	Delete
1, Test		test1@abc.com			✓	✓		

Columns Hidden 5

Back Next Save for Later Submit Cancel

Step 5

11- Click on “+ Create”, to add site address.

12- Fill out the Address Information.

Next

مجموعة روشن
ROSHN GROUP

  Sign In

✓

✓

3

4

5

6

7

8

Company DetailsContacts**Addresses**Commercial DocumentsBank AccountsProducts and ServicesGuidelinesReview

Register Supplier: Addresses

BackNextSave for LaterSubmitCancel

Enter at least one address.

Actions ▼View ▼Format ▼

+ Create

Edit

Delete

Freeze

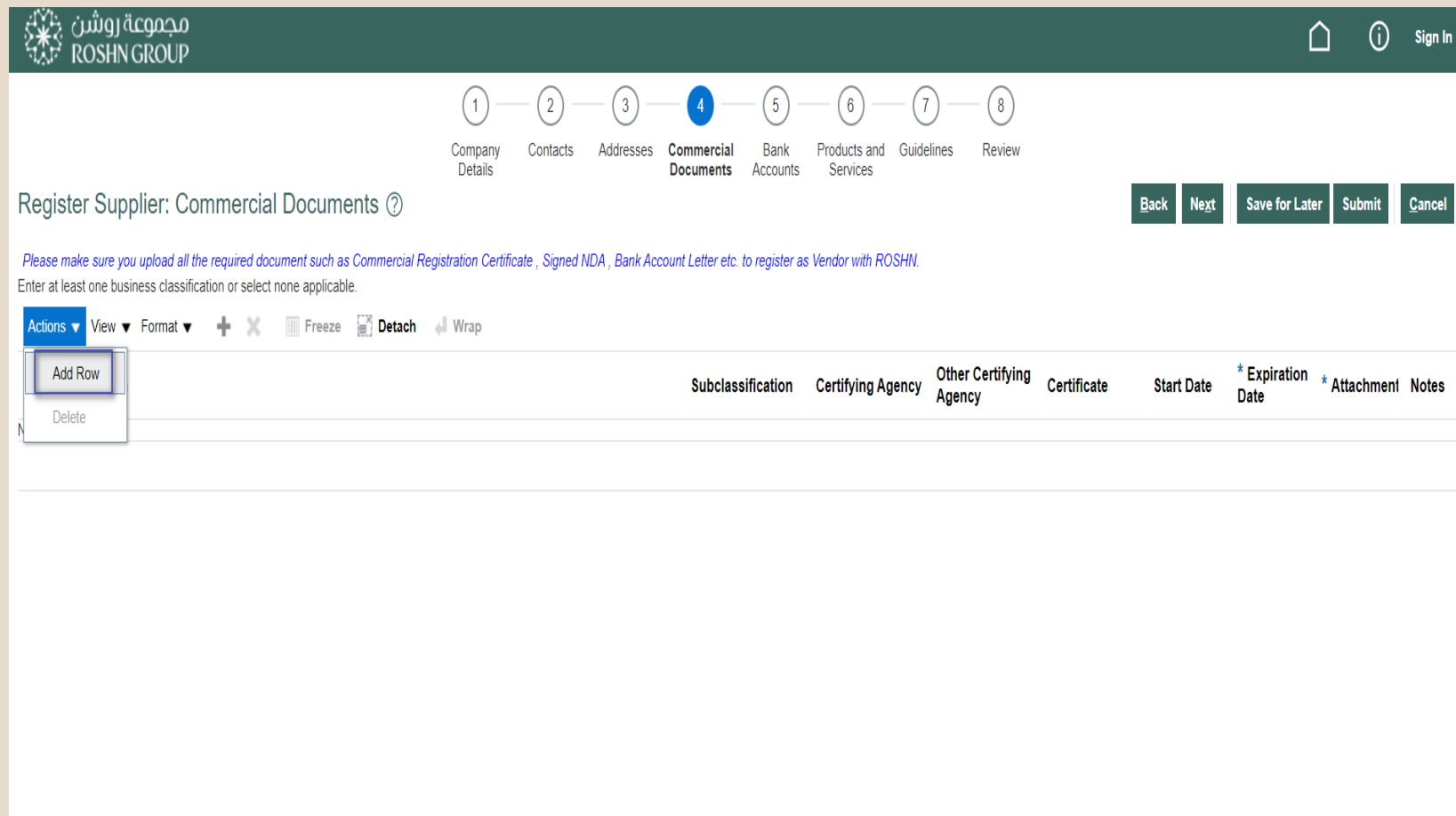
Detach

Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display.					
Columns Hidden 3					

13- Click on **Actions** then **Add Row**.

Next



Restricted "R"

Step 7

14- Select the document that you want to add.

15- Complete the required fields by entering the Expiration Date and attaching the file.

Next

 **مجموعة روشن**
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1 2 3 4 5 6 7 8
Company Details Contacts Addresses **Commercial Documents** Bank Accounts Products and Services Guidelines Review

Register Supplier: Commercial Documents ?

Please make sure you upload all the required document such as Commercial Registration Certificate, Signed NDA, Bank Account Letter etc. to register as Vendor with ROSHN.
Enter at least one business classification or select none applicable.

Back Next Save for Later Submit Cancel

Actions View Format + X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	* Expiration Date	* Attachment	Notes
A- Commercial Registration Certificate B- Trade License/Certificate of incorporation (Foreign supplier only) C- Chamber of Commerce Certificate D- General Organization for Social Insurance (GOSI) E- Zakat Certificate F- Saudization Certificate G- Saudi Contractors Classification (MOMRA) H- Official signed Letter containing the Authorized Persons to sign I- VAT Registration Certificate (if any) J- SAGIA Certificate K- Bank Account Letter					mm/dd/yy	mm/dd/yy	None +	

Step 8

16- Click on “+ Create”, to add bank account.

*Note: please upload a copy of the bank letter.

Next

The screenshot shows the 'Register Supplier: Bank Accounts' step in the Roshn Group system. The top navigation bar includes the Roshn Group logo and a 'Sign In' link. A progress bar at the top indicates the current step is 5, 'Bank Accounts', with previous steps (Company Details, Contacts, Addresses, Commercial Documents) completed and subsequent steps (Products and Services, Guidelines, Review) pending. The main heading is 'Register Supplier: Bank Accounts'. Below it, a note states: 'Enter at least one bank account, please make sure you upload the bank account document as attachment under Commercial Documents section'. A toolbar contains buttons for 'Actions', 'View', 'Format', '+ Create' (highlighted with a red box), 'Edit', 'Delete', 'Freeze', 'Detach', and 'Wrap'. On the right, there are buttons for 'Back', 'Next' (indicated by a red arrow), 'Save for Later', 'Submit', and 'Cancel'. Below the toolbar is a table with columns: 'Account Number', 'IBAN', 'Currency', 'Bank', 'Edit', and 'Delete'. The table currently displays 'No data to display' and 'Columns Hidden: 8'.

Step 9

17- Click on **Select and Add** to add the products or services that your company provides.

Next

مجموعة روشن
ROSHN GROUP

Company Details Contacts Addresses Commercial Documents Bank Accounts **Products and Services** Guidelines Review

Register Supplier: Products and Services

Enter at least one products and services category:

Actions View Format **Select and Add** Remove Freeze Detach Wrap

Category Name	Description	Remove
No data to display:		

Step 10

18- Select the categories by clicking the expand button "►" to choose the right category .

19- Once the right category is chosen, click "select" "✓".

20. Then click "Apply" then "OK" to add the selected categories.

Next

The screenshot shows the Roshn Group's 'Register Supplier: Products and Services' interface. A modal window titled 'Select and Add: Products and Services' is open, displaying a list of categories. The category '1-03 Health and Safety' is selected, indicated by a blue square around its checkbox. The 'Apply' button at the bottom right of the modal is highlighted with a red arrow.

Select	Category Name	Description
☐	1- Products	
☐	1-01 Furniture	
☐	1-02 IT Hardware	
☒	1-03 Health and Safety	
☐	1-04 Stationery	
☐	1-05 Hospitality	
☐	1-06 Arts	
☐	2- Expenses	
☐	3- Services	
☐	4- Construction Services	

Step 11

21- Fill out the questions.

22-Click Submit.

*Note:

Next

The screenshot shows the 'Register Supplier: Guidelines' page of the Roshn Group. The page header includes the Roshn Group logo and name in Arabic and English. A progress bar at the top indicates the current step is 7, 'Guidelines', with previous steps marked as completed. The page contains a section for 'Questions' under 'Contractors PQQ Criteria (Section 1 of 1)'. It lists four questions related to the Non-Disclosure agreement, MOMRA Categorization Certificate, staff resources, and years of experience. The first question has a text input field for the response. The page also includes a 'Back' button and a 'Next' button. A 'Restricted "R"' watermark is visible in the bottom right corner.

مجموعة روشن
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Company Details Contacts Addresses Commercial Documents Bank Accounts Products and Services Guidelines Review

Register Supplier: Guidelines

Please follow the template attached for fulfilling Projects and experiences

Attachments: Projects Template.docx

Section

1. Contractors PQQ Criteria

Questions

Contractors PQQ Criteria (Section 1 of 1)

* 1. Please download the Non-Disclosure agreement then sign it, stamp it and attach it after scanning Attachments: 07 December 2021 Rev 6 - One W

* Response Attachments: None

* 2. What is the category of your company's MOMRA Categorization Certificate?

☐ a. Grade A

☐ b. Grade B

☐ c. Grade C

☐ d. Grade D or less

* 3. What is the number of Staff resources in-house (Overall manpower)?

☐ a. <250

☐ b. 250-1000

☐ c. >1000

* 4. What is the number of years of experience (company's years of operation)?

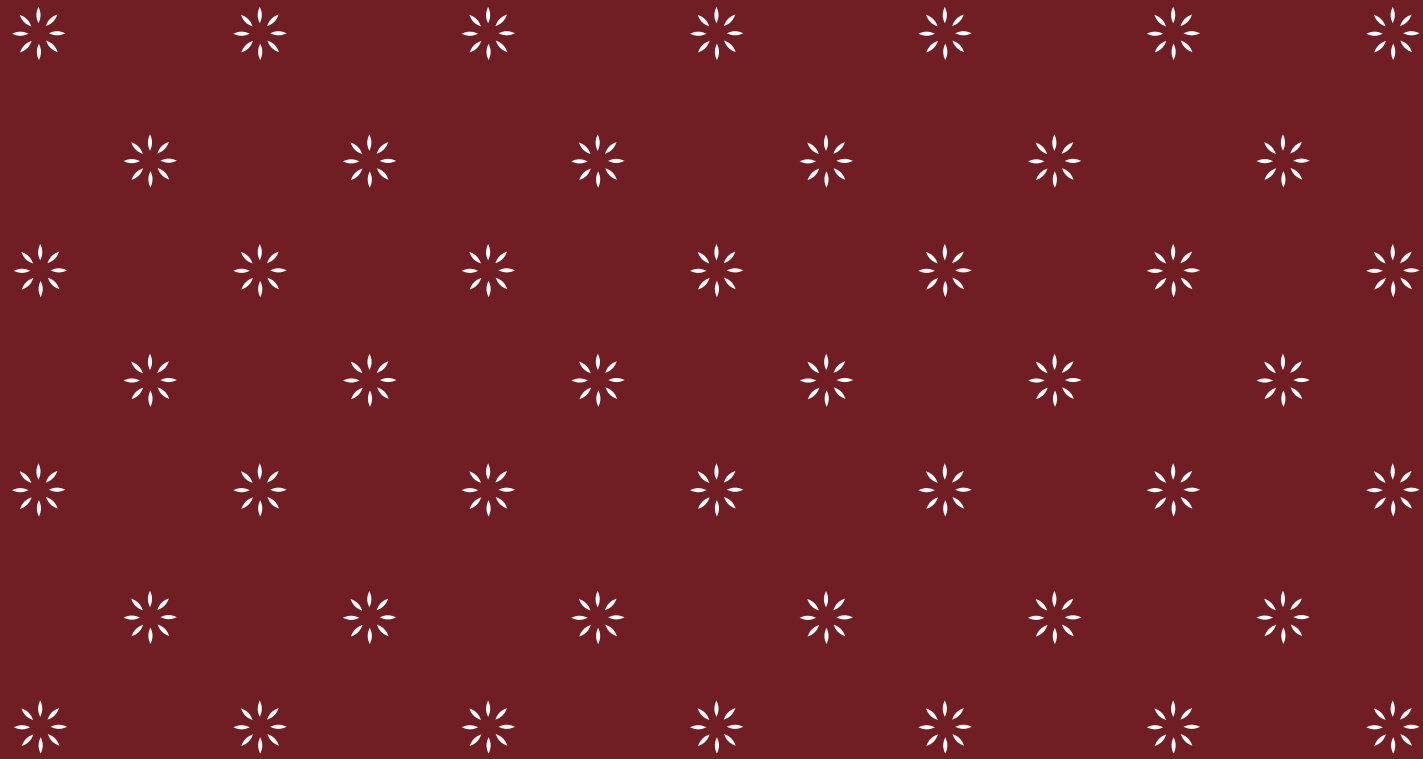
☐ a. <5 years

☐ b. 5-15 years

☐ c. >15 years

Back Next Save for Later Submit Cancel

Restricted "R"



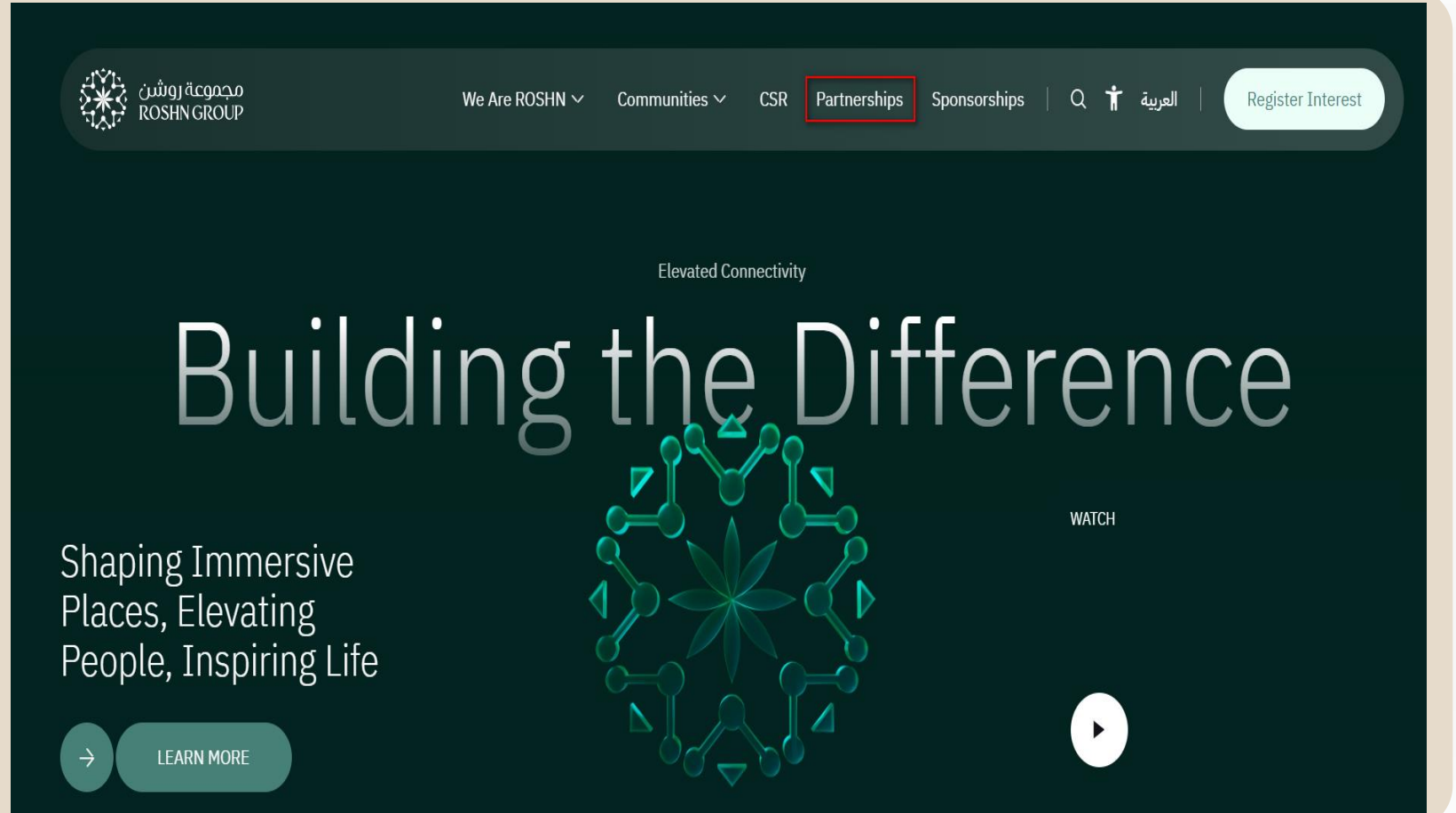
Vendor's Contact & Address Update User Guide

Step 1

1- Go to ROSHN's website
using this link:
WWW.ROSHN.SA

2- Click on **Partnerships** on
top of the page.

Next



Step 2

3- Please review the **Terms& Conditions** carefully.

4- Click on the **check box**.

5- Click on **Partner With Us**.

Next

terms and conditions'. At the bottom right are two buttons: 'SIGN IN' and 'PARTNER WITH US'."/>

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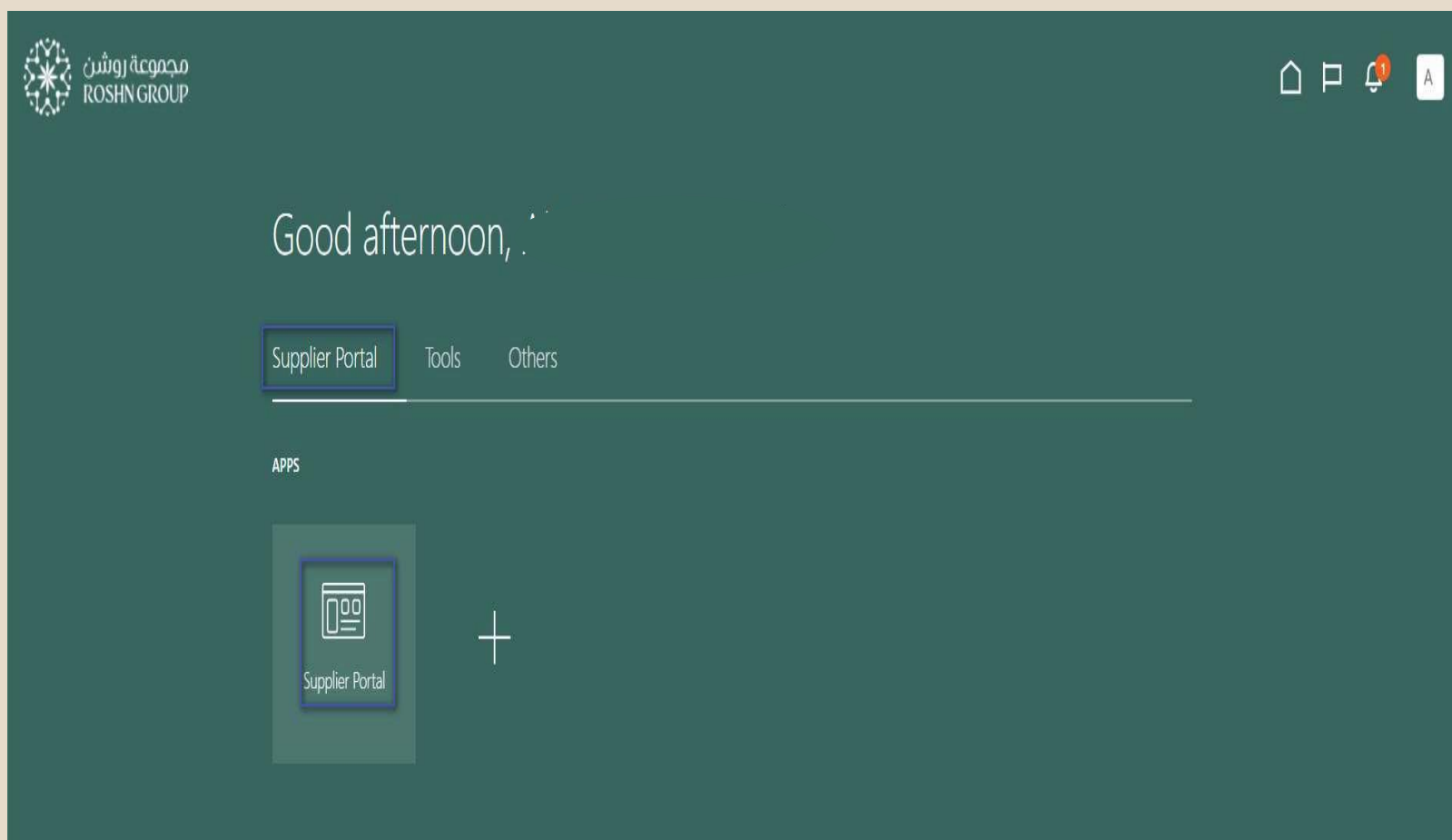
SIGN IN PARTNER WITH US

Step 3

6- Click on **Supplier Portal(1)**.

7- Click on **Supplier Portal(2)**.

Next



Step 4

8- Go to the bottom of the page.

9- Click on **Manage Profile**.

Next

The screenshot displays a web application interface. On the left is a sidebar menu with the following sections and items:

- Agreements**
 - Manage Agreements
- Shipments**
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Contracts and Deliverables**
 - Manage Contracts
 - Manage Deliverables
- Consigned Inventory**
 - Review Consumption Advices
 - Review Consigned Inventory
 - Review Consigned Inventory Transactions
- Invoices and Payments**
 - Create Invoice
 - Create Invoice Without PO
 - View Invoices
 - View Payments
- Negotiations**
 - View Active Negotiations
 - Manage Responses
- Qualifications**
 - Manage Questionnaires
 - View Qualifications
- Company Profile**
 - Manage Profile** (highlighted with a red box and a red arrow)

The main content area on the right contains three cards, each displaying "No data available" with a lightning bolt icon:

- Recent Activity** (Last 30 Days)
- Transaction Reports** (Last 30 Days)
- Supplier News**

Step 5

10- Click on **Edit** (see the screenshot).

11- Click on **Addresses** or **Contacts**.

*Note: (please be sure that there is a valid contact info /address).

Next

مجموعة روشن
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Company Profile ⓘ

Last Change Request 1753111 Requested By Chaudhary, Ashwani
Request Status Canceled Request Date 14/Aug/2024

Change Description

Organization Details Tax Identifiers **Addresses** Contacts Payments Commercial Documents Products and Services

General

Company VRM
Supplier Number 11170
Supplier Type Other

Tax Organization Type Corporation
Status Active
Attachments Capture.PNG (1 more...)

Identification

D-U-N-S Number
Customer Number
SIC

National Insurance Number
Corporate Web Site

Corporate Profile

Year Established
Mission Statement
Year Incorporated

Chief Executive Title
Chief Executive Name
Principal Title
Principal Name

Financial Profile

Current Fiscal Year's Potential Revenue

Edit Done

Step 6

12- Click on **Create** if you want to add new contact person's info or **Edit** if you want to update the current contact person's info.

Next

مجموعة روشن
ROSHN GROUP

Edit Profile Change Request: 2048110

Delete Change Request Submit Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses **Contacts** Payments Commercial Documents Products and Services

Actions View Format + ✎ ✕ Status Active Freeze Detach Wrap

	Job Title	Email	Phone	Administrative Contact	User Account	Status
aziz	Sales Manager	sales@naisoft.net		✓	✓	Active

Columns Hidden 7

Step 7

13- Fill in the required text field (First name, Last Name, Mobile, Phone and Email).

14- Click **Ok**.

Next

ROSHN GROUP

Edit Profile Change Request: 204811

Organization Details Tax Identifiers Addresses Contact

Actions View Format + - X Status

Name
Alchami, Abdelaziz

Columns Hidden 7

Salutation Mr.

* First Name Abdelaziz

Middle Name

* Last Name Alchami

Job Title Sales Manager

Administrative contact

Phone

* Mobile 966 599991076

Fax

Email sales@nalsoft.net

Status Active

Contact Addresses

Address Name	Address	Phone	Address Purpose	Status
Office	505 and 607, Saba Tower 1, Cluster E, JLT, Dubai, Dubai, Un...	+971 (4)448 x43...	Ordering; Remit to; RFQ or Bidding	Active

Columns Hidden 5

User Account

Account Status Active

User Name sales@nalsoft.net

Roles Data Access

Role	Description
External Users	This role to segregate between external users, service accounts and ROSHN employee when they are created in ERP...
ROSHN Supplier Accounts Receivable Spec...	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking in...
ROSHN Work Confirmation Management as...	ROSHN Work Confirmation Management as Supplier

Submit Save Save and Close Cancel

Administrative contact User Account Status

✓	✓	Active
---	---	--------

Step 8

15- Add **comment** in the text field.

16- Click the **Submit** button twice to ensure the confirmation message appears.

Next

مجموعة روشن
ROSHN GROUP

Edit Profile Change Request: 2048110

Delete Change Request Submit Save Save and Close Cancel

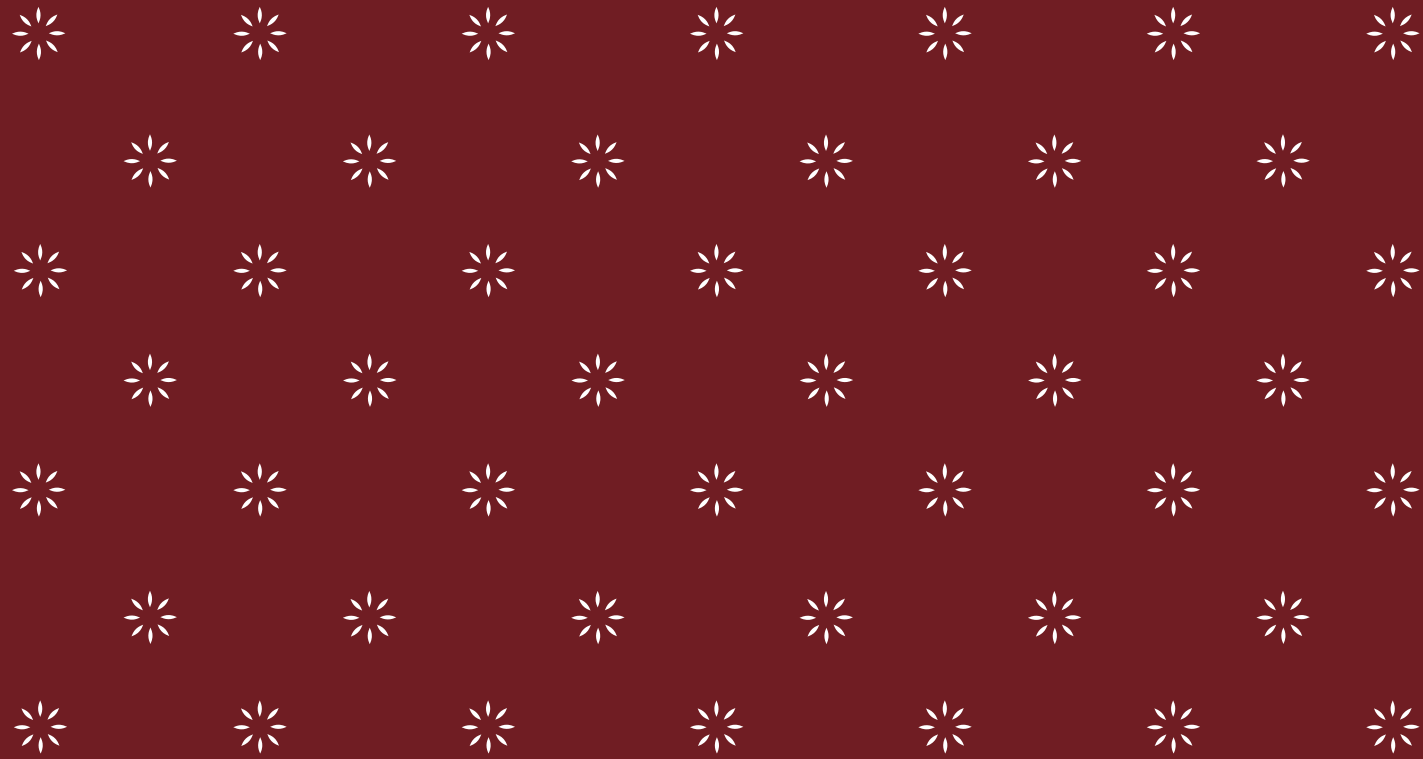
Change Description

Organization Details Tax Identifiers Addresses **Contacts** Payments Commercial Documents Products and Services

Actions View Format + - Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Alchami, Abdelaziz	Sales Manager	sales@nalsoft.net		✓	✓	Active

Columns Hidden 7



Vendor's Documents Update User Guide

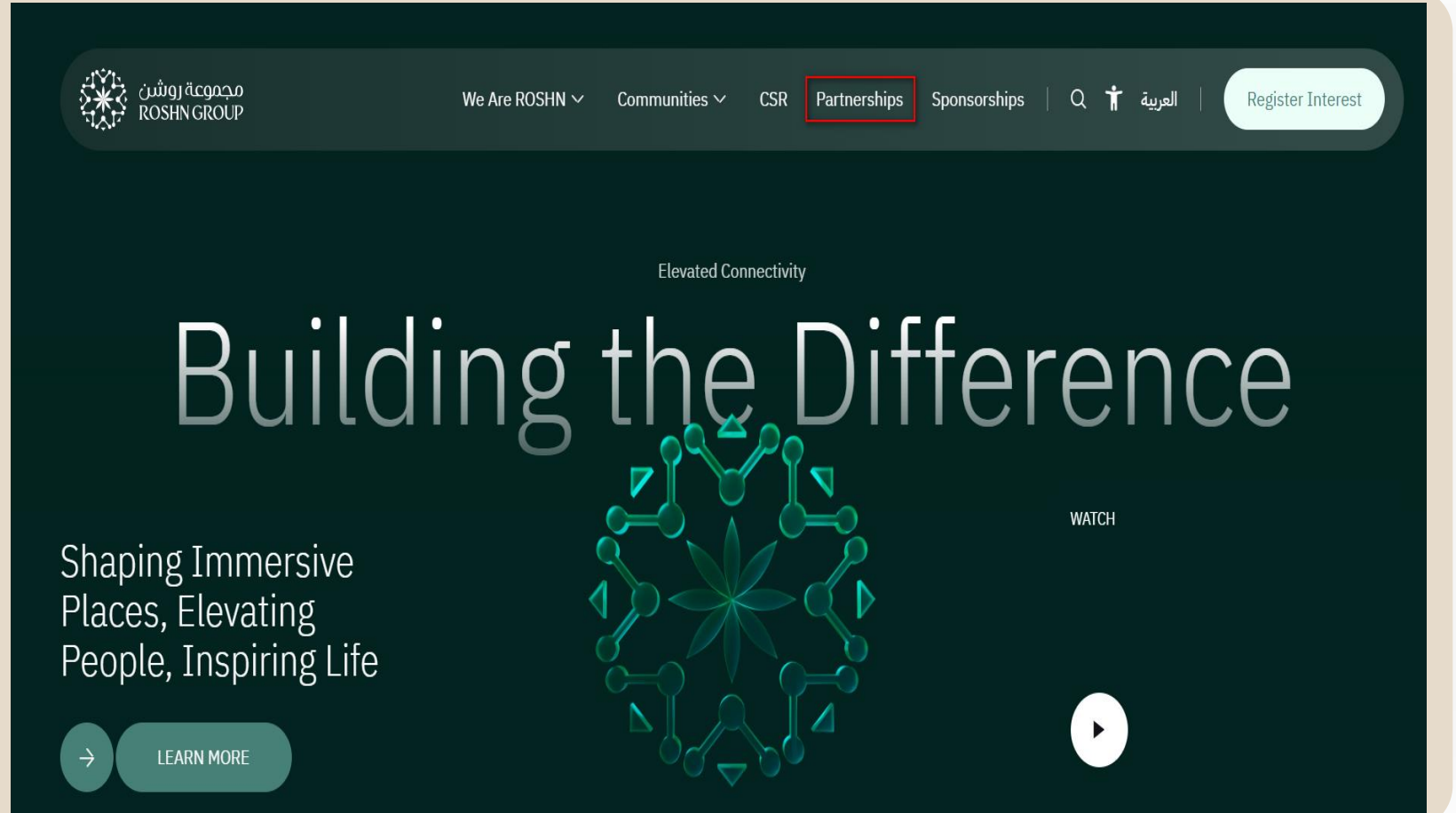
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Next



Step 2

3- Click on the Check box.

4- Click on **Sign in**.

Next

مجموعة روشن
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We Are ROSHN ▾ Communities ▾ CSR **Partnerships** Sponsorships | 🔍 🧑 العربية | Register Interest

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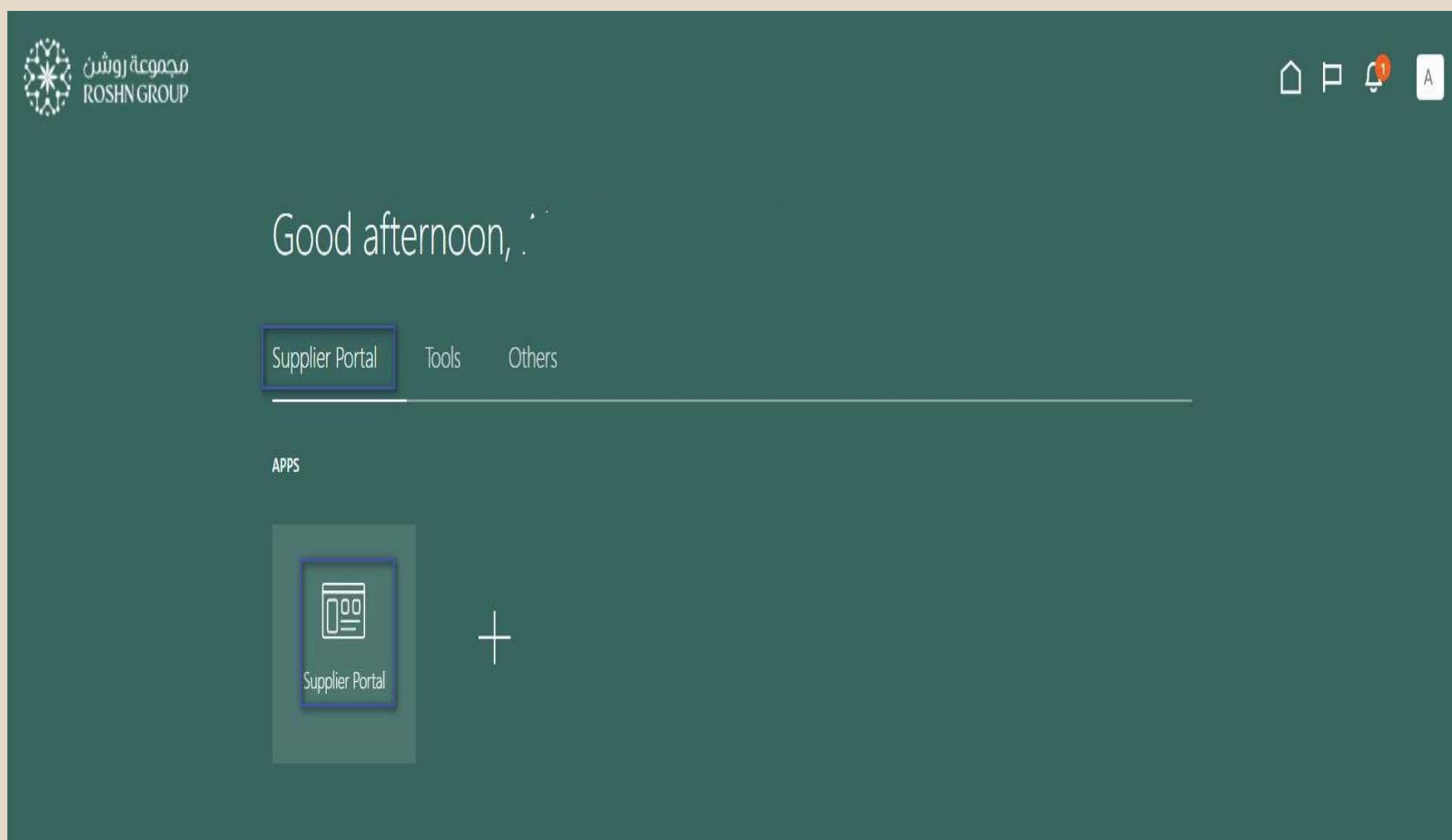
SIGN IN PARTNER WITH US

Step 3

5- Click on **Supplier Portal(1)**.

6- Click on **Supplier Portal(2)**.

Next



Step 4

7- Go to the bottom of the page.

8- Click on **Manage Profile**.

Next

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 - Manage Profile** (highlighted with a red box and a red arrow)

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- Supplier News**



مجموعة روشن
ROSHN GROUP

Restricted "R"

Step 5

9- Click on **Edit** (see the screenshot).

Next

مجموعة روشن
ROSHN GROUP

Company Profile ⓘ

Edit **Done**

Last Change Request 1753111 Requested By Chaudhary, Ashwani Change Description
Request Status Canceled Request Date 14/Aug/2024

Organization Details Tax Identifiers Addresses Contacts Payments Commercial Documents Products and Services

General

Company VRM Tax Organization Type Corporation
Supplier Number 11170 Status Active
Supplier Type Other Attachments Capture.PNG (1 more...)

Identification

D-U-N-S Number National Insurance Number
Customer Number Corporate Web Site
SIC

Corporate Profile

Year Established Chief Executive Title
Mission Statement Chief Executive Name
Principal Title
Principal Name
Year Incorporated

Financial Profile

Current Fiscal Year's Potential Revenue
Preferred Functional Currency

Step 6

10- **Select** the certificate that you want to update.

11- **Fill in** the other required fields.

12- **Upload** a copy of the selected certificate.

13- Click the **Submit** button twice to ensure the confirmation message appears.

Next

مجموعة روشن
ROSHN GROUP

Edit Profile Change Request: 2048111

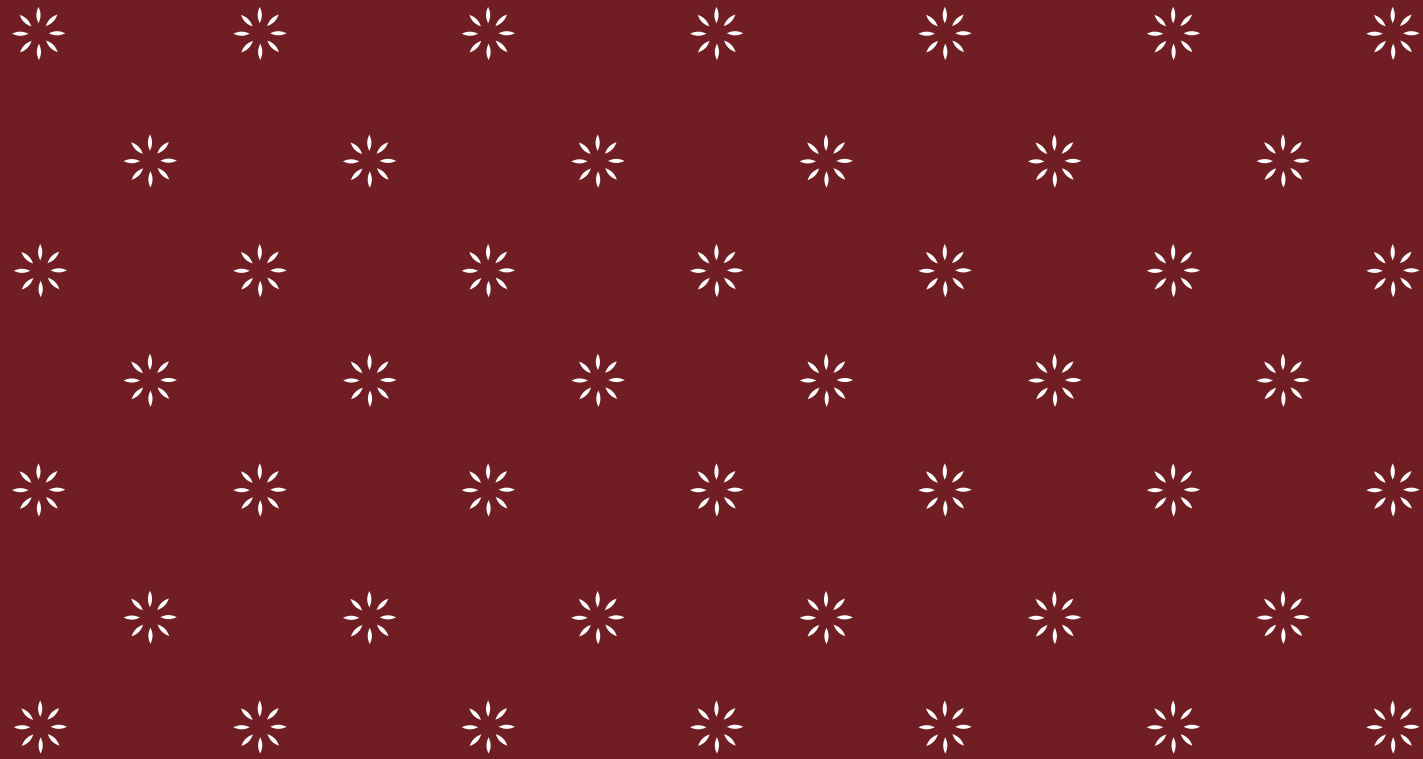
Delete Change Request Submit Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Commercial Documents Products and Services

Actions View View Format + X Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By	Confirmed On
						dd/mm/yyyy	dd/mm/yyyy	None +			
A- Commercial Registration Certificate		Current	Other	1111		29/Mar/2022	13/Mar/2025	None +		VRM VRM	29/Mar/2022
B- Trade License/Certificate of incorporation (Foreign supplier only)		Expired	Other	34345435			11/Dec/2021	1 PNG + X		VRM VRM	3/Nov/2021
C- Chamber of Commerce Certificate											
D- General Organization for Social Insurance (GOSI)											
E- Zakat Certificate											
F- Saudization Certificate											
G- Saudi Contractors Classification (MOMRA)											
H- Official signed Letter containing the Authorized Persons to sign											
I- VAT Registration Certificate (if any)											
J- SAGIA Certificate											
K- Bank Account Letter											
L- Any Valid licenses as may be applicable to provided Goods and Service											



Vendor's Supplier's Bank Account Update User Guide

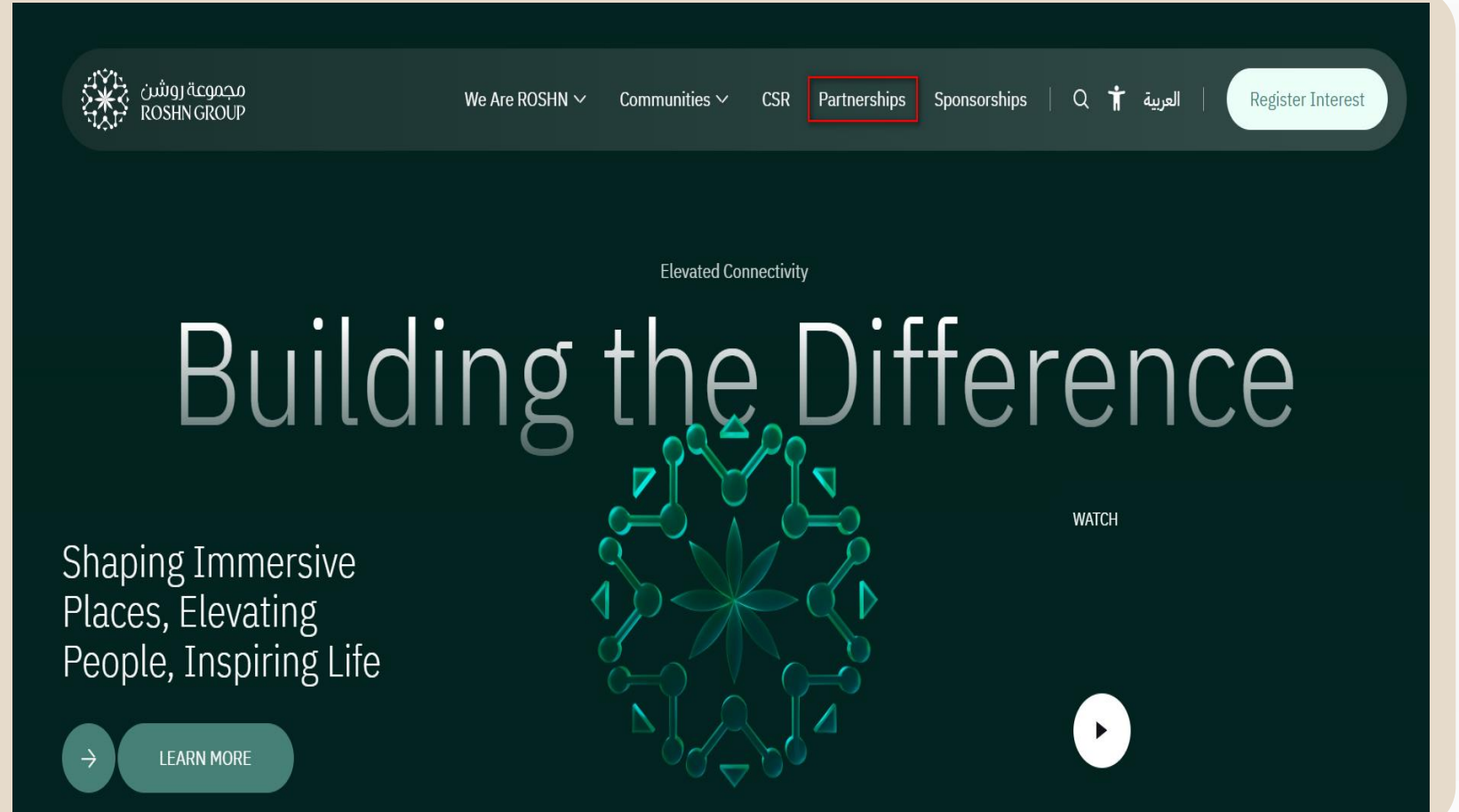
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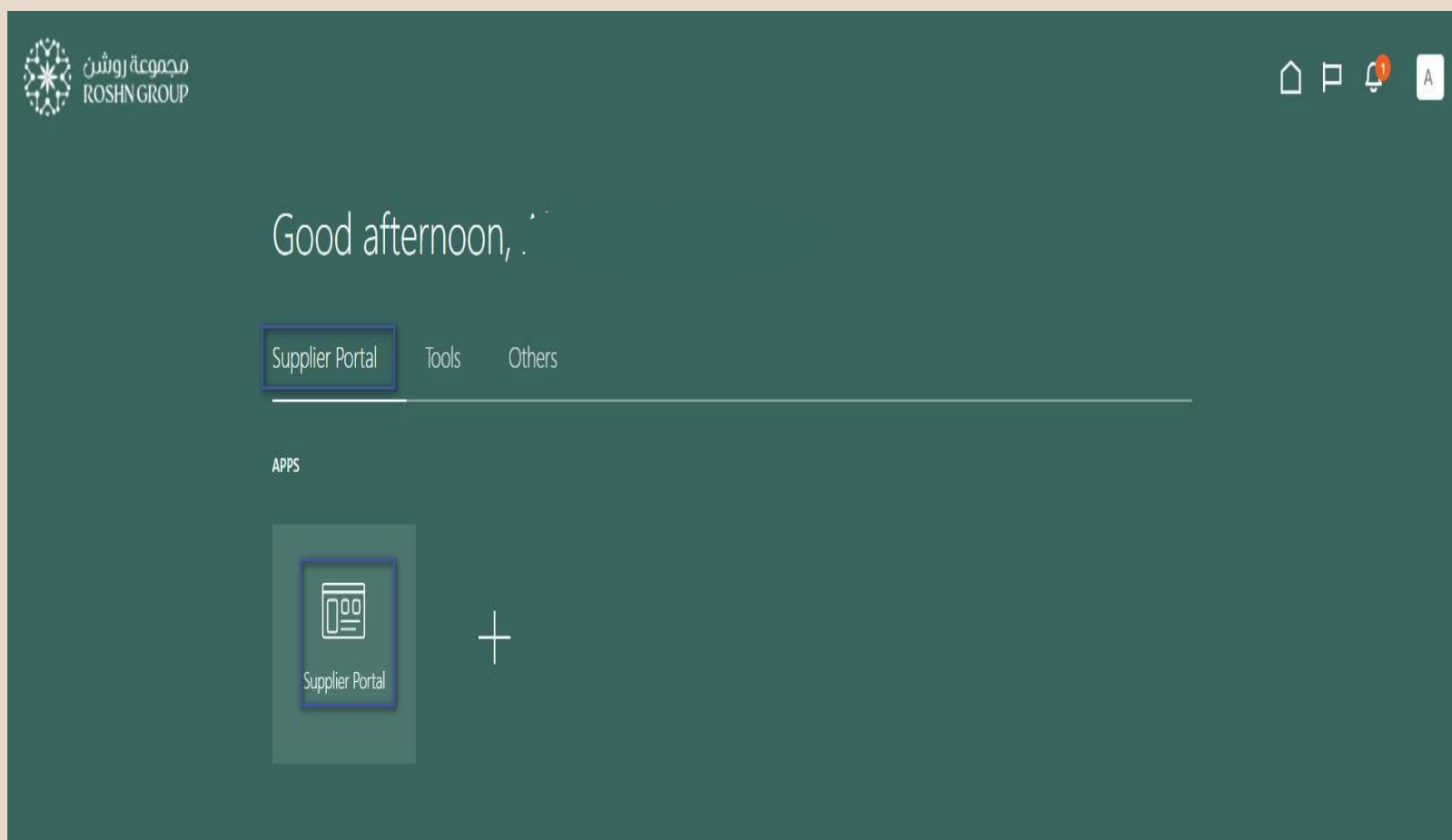
SIGN IN PARTNER WITH US

Step 3

5- Click on **Supplier Portal(1)**.

6- Click on **Supplier Portal(2)**.

Next



Step 4

7- Go to the bottom of the page.

8- Click on **Manage Profile**.

Next

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 - Review Consumption Advices
 - Review Consigned Inventory
 - Review Consigned Inventory Transactions
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 - Create Invoice
 - Create Invoice Without PO
 - View Invoices
 - View Payments
- Negotiations**
 - View Active Negotiations
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 - Manage Profile** (highlighted with a red box and a red arrow)

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- Recent Activity** (Last 30 Days)
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- Supplier News**



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Restricted "R"

Step 5

9- Click on **Edit** (see the screenshot).

Next

مجموعة روشن
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Company Profile ⓘ

Edit **Done**

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Company VRM Tax Organization Type Corporation
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Corporate Profile

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Mission Statement Chief Executive Name
Principal Title
Principal Name
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Financial Profile

Current Fiscal Year's Potential Revenue
Preferred Functional Currency

Step 6

10- Click on (+) (see the screenshot).

Next



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AC

Edit Profile Change Request: 2048111

Delete Change Request

Submit

Save

Save and Close

Cancel

Change Description

Organization Details

Tax Identifiers

Addresses

Contacts

Payments

Commercial Documents

Products and Services

Payment Methods

Bank Accounts

Actions

View

Format

+

>>

Freeze

Wrap

Primary	Account Number	IBAN	Currency	Bank Name
No data to display.				
Columns Hidden 8				

Step 7

10- Click the **Submit** button twice to ensure the confirmation message appears.

Completed!

مجموعة روشن
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Edit Profile Change Request: 2048111

Delete Change Request Submit Save Save and Close Cancel

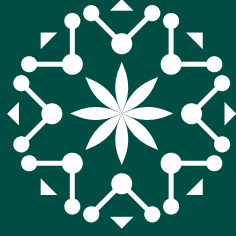
Change Description

Organization Details Tax Identifiers Addresses Contacts **Payments** Commercial Documents Products and Services

Payment Methods **Bank Accounts**

Actions View Format + Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name
No data to display.				
Columns Hidden: 8				



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ROSHN GROUP

**Thank You for
Being a Valued
ROSHN
Supplier!**

Don't hesitate to contact us if
you have any questions or
inquires:

Vrm@roshn.sa
92000 22288



A PIF COMPANY