



# Vendors User Guide For usnig Vendors Portal on Capital Market Authority's (CMA) Internet Website

## Introduction:

This User Guide contains instructions to use the Vendors Portal on the CMA website in an effective manner, where the directory includes the following instructions:

- Submit a request to register with the Capital Market Authority as a new vendor (New Vendor Registration).
- Vendor's response to the Capital Market Authority Vendor's list registration request.

## Vendor shall adhere to the following:

- Read and comply Vendors Portal terms and conditions available at Vendors Portal Home page.
- The vendor Portal user must be Legally authorized to represent the vendor to submit the registration request, update the vendor profile, receive the invitations and respond to it and/ or preform any other transaction available in Vendors Portal.
- Vendor and/or its representative shall maintain the confidentiality of the given username and password.
- The vendor must inform CMA in case of lost username and password or in case of termination of vendor-representative relationship.

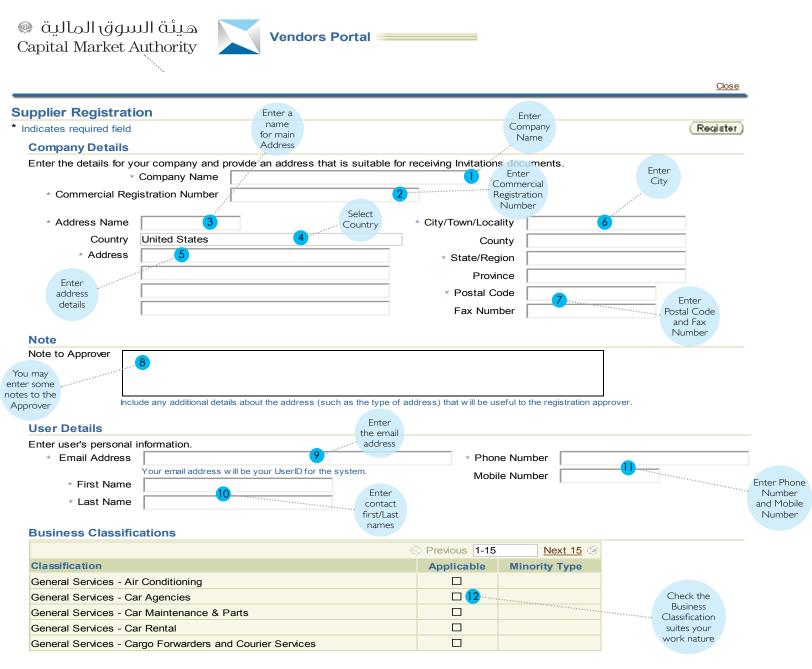
السوق المالية (© Capital Market Authority



## First: registration as CMA vendor:

- I- Login to the CMA official website: www.cma.org.sa.
- 2- Click Vendor Portal link on the website's home page.
- 3- Click "New Vendor Register" link, after reading Vendors Portal terms and conditions.
- 4- Enter the company details as follows:







- I- After you click "Submit" button, the system will notify the concerned staff at CMA about your request, who will review the registration request. You will receive a detailed Email whether the request was accepted by the CMA or not. if your request is accepted Please follow the instructions provided in the email by downloading the Questionnaire, answering it and uploading it to the portal with the required documents by logging on to the system using username and password provided in the Email.
- 2- click the Vendors Portal icon provided in the E-mail and login using provided username and password.



Login	Enter user	
	Username	
	Password 2	
	عربية ( <u>Cancel</u> ) Series (Cancel) Series (Cancel) Se	



3- For more security you will be asked to change your password:





4- Upload the Questionnaire and Required Documents:

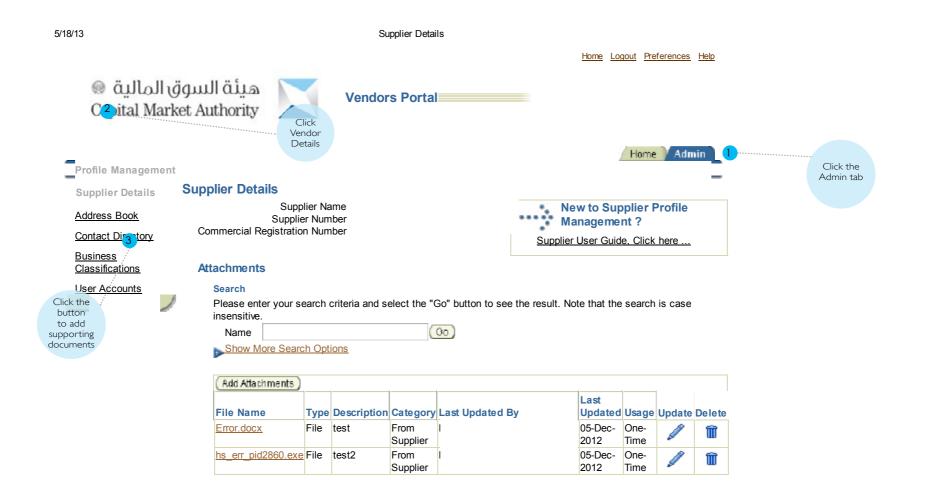
A. Click (cma\_isupplier Portal) responsibility

هيئة السوق المالية 🔘 **E-Business Suite** Capital Market Authority Logout Preferences Help Logged In Worklist Favorites Full List Edit Favorites From Subject Sent You have not selected any favorites. There are no notifications in this view. Please use the "Edit Favorites" button to set up your favorites. Navigator Edit Navigator CMA iS upplier Portal Please select a responsibility. 🗎 S ourcing S upplier 🚺 Logout | Preferences | Help (c) Capital Market Authority All Rights Reserved 2010. Click on the Responsibility

السوق المالية (Capital Market Authority



#### B. Click Admin Tab





Upon CMA's invetation request the following email will be sent to the Vendor, who will be requested to complete all information to register in CMA's vednor's list and to use the Vendors Portal. The vendor must follow the following steps.

Click the link to

I. Click on the Link Highlighted in the Email:

You have been invited to register with Capital Market Authority (CMA) for access to their Vendor Portal. You can access the registration page by clicking the following link . You will be asked to provide additional contact information before submitting your registration request. If necessary, you can forward this invitation to a colleague so that he/she can complete the registration process. It you have any further questions or require additional information, please contact (<u>VendorsManagement@cma.org.sa</u>) Thank you.

السوق المالية (Capital Market Authority



### 2. Complete all required fields then press submit

ف المالية (O Capital Mark			Vendors Porta		
Respond to Invitate You have been invited to in submit button * Indicates required field My Company Deta Company Name My Profile	register. Please com	plete the registral	tion from and then o	lick the	Close Cancel Submit
Enter your information	. Your email address	will be your Use	mame for the syste	:m.	
<ul> <li>Email Address</li> </ul>			Job Title		
Contact Title <ul> <li>First Name</li> </ul> Middle Name	Email address will be us	ed as the Username	<ul> <li>✓ Phone</li> <li>Mobile Number</li> <li>Fax</li> </ul>		

<u>Close</u>

**Privacy Statement** 



3. Vendors representative will receive the following message which indicates the completion of vendor registration and the ability to use CMA's Vendor Portal Using the Username and Password available in the following message:

FYI: Capital Market Authority Vendors Portal: Notification of Appr... from Jul Plant to your

1 Attachment	368B	Save to
HTML 368B		
Notificatio n Detail.html		
Save		

To Sent 05-MAY-2013 13:02:51 ID 5513976

Your request to register at Capital Market Authority for access to their Vendors Portal has been approved. You can now log on with the username example @ .COM and the password Gw3[D41.

When you first log on, you will be required to change your password for security purpose. Please contact at VendorsManagement@cma.org.sa for additional information. Thank you.

هذه الرسالة و مرفقتها (إن وجنت) تعل وثيقة سرية قد تحتوي على مطومات تتمتع بحملية وحصنقة ققونية. إذا لم تكن الشخص المعني بيذه الرسالة يجب طيقه تغيبه المُرسل بخطا وصولها إليقه، و حذف الرسالة و مرفقتها (إن وجنت) من الحاسب الآلي الخاص بك. ولا يجوز لله تسخ هذه الرسالة أو مرفقتها (إن وجنت) أو أي جزى منها، أو اليوح بمحتويتها لأي شخص أو استعمالها لآي هرس. طماً بأن الإفلات و الأراء التي تحويها هذه الرسالة تعير فقط عن رأي المُرسل و لمن بالضرورة رأي هيئة السوق الملية، ولا يتحمل هيئة السوق الملية في منولية عن الإضرار اللتجة هرس. طماً بأن الإفلات و الأراء التي تحويها هذه الرسالة تعير فقط عن رأي المُرسل و لمن بالضرورة رأي هيئة السوق الملية، ولا يتحربها في منولية عن الإضرار اللتجة

Disclaimer: This message and its attachment, if any, are confidential and may contain legally privileged information. If you are not the intended recipient, please contact the sender immediately and delete this message and its attachment, if any, from your system. You should not copy this message or disclose its contents to any other person or use it for any purpose. Statements and opinions expressed in this e-mail are those of the sender, and do not necessarily reflect those of Capital Market Authority (CMA). CMA accepts no ilability for damage caused by any virus transmitted by this email.

#### conclusion:

Dear Vendor, we thank you fo using The Capital Market Authority's Vendors Portal on the Internet, if you wish to obtain more information please contact us on the following address:

Procurement & Contracts Department Phone: +966114906800 Fax:+966114906844 Email:VendorsMananagement@cma.org.sa