



# 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 perform 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.



### First: registration as CMA vendor:

- 1- Login to the CMA official website: [www.cma.org.sa](http://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:



Close

### Supplier Registration

\* Indicates required field

#### Company Details

Enter the details for your company and provide an address that is suitable for receiving Invitations documents.

**\* Company Name**  1 Enter a name for main Address

**\* Commercial Registration Number**  2 Enter Commercial Registration Number

**\* Address Name**  3 Enter address details

**Country**  4 Select Country

**\* Address**  5

**\* City/Town/Locality**  6 Enter City

**County**

**\* State/Region**

**Province**

**\* Postal Code**  7 Enter Postal Code and Fax Number

**Fax Number**

**Register**

#### Note

Note to Approver

You may enter some notes to the Approver

8

Include any additional details about the address (such as the type of address) that will be useful to the registration approver.

#### User Details

Enter user's personal information.

**\* Email Address**  9 Enter the email address  
Your email address will be your UserID for the system.

**\* Phone Number**  11 Enter Phone Number and Mobile Number

**\* First Name**  10

**\* Last Name**  10 Enter contact first/Last names

**Mobile Number**

#### Business Classifications

Previous 1-15 Next 15

Classification	Applicable	Minority Type
General Services - Air Conditioning	<input type="checkbox"/>	
General Services - Car Agencies	<input type="checkbox"/> <span>12</span>	
General Services - Car Maintenance & Parts	<input type="checkbox"/>	
General Services - Car Rental	<input type="checkbox"/>	
General Services - Cargo Forwarders and Courier Services	<input type="checkbox"/>	

Check the Business Classification suites your work nature



1- 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

Username

1

Enter user name

Password

2

Enter Password

3 Login Cancel

press login

TIP [Forgot your password?](#)

العربية \* English



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

**ORACLE**  
E-Business Suite

### Change Password

Change Password

•Indicates Required Field

•Current Password  1

•New Password  2

•Re enter New Password  3

TIP Password must be at least 0 characters long.

Cancel Apply 4

Enter the current password

Enter New Password

Repeat the new password

Press Apply



#### 4- Upload the Questionnaire and Required Documents:

##### A. Click (cma\_isupplier Portal) responsibility



#### Worklist

From	Subject	Sent
There are no notifications in this view.		

Full List

#### Favorites

Edit Favorites

You have not selected any favorites.  
Please use the "Edit Favorites" button to set up your favorites.

#### Navigator

Edit Navigator

<a href="#">CMA iSupplier Portal</a>	Please select a responsibility.
<a href="#">Sourcing Supplier</a> <span>1</span>	

Click on the  
Responsibility



B. Click Admin Tab

5/18/13 Supplier Details

Home Logout Preferences Help

هيئة السوق المالية  
Capital Market Authority

Vendors Portal

Click Vendor Details

Home Admin 1

Click the Admin tab

Profile Management

- Supplier Details
- Address Book
- Contact Directory 3
- Business Classifications
- User Accounts

Click the button to add supporting documents

Supplier Name  
Supplier Number  
Commercial Registration Number

New to Supplier Profile Management ?  
Supplier User Guide. Click here ...

Attachments

Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Name  Go

Show More Search Options

Add Attachments

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
<a href="#">Error.docx</a>	File	test	From Supplier		05-Dec-2012	One-Time		
<a href="#">hs_err_pid2860.exe</a>	File	test2	From Supplier		05-Dec-2012	One-Time		





## Second: Vendor's response to the Capital Market Authority Vendor's list registration request:

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

### I. Click on the Link Highlighted in the Email:

Click the link to complete your information details

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.

If you have any further questions or require additional information, please contact ([VendorsManagement@cma.org.sa](mailto:VendorsManagement@cma.org.sa))

Thank you.



2. Complete all required fields then press submit



[Close](#)

## Respond to Invitation

You have been invited to register. Please complete the registration form and then click the submit button

\* indicates required field

### My Company Details

Company Name

### My Profile

Enter your information. Your email address will be your Username for the system.

\* Email Address

Email address will be used as the Username.

Contact Title

\* First Name

Middle Name

\* Last Name

Job Title

\* Phone

Mobile Number

Fax

[Close](#)



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 **محمد بن علي** to you

1 Attachment | 368B | Save to

HTML 368B  
Notification  
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](mailto:VendorsManagement@cma.org.sa) for additional information.

Thank you.

هذه الرسالة و مرفقاتها (إن وجدت) تحمل وثيقة سرية قد تحتوي على معلومات تتمتع بحماية وحصانة قانونية. إذا لم تكن الشخص المعني بهذه الرسالة يجب عليك تقييد المرسل بخطأ وصولها إليك، و حذف الرسالة و مرفقاتها (إن وجدت) من الحاسب الآلي الخاص بك. ولا يجوز لك نسخ هذه الرسالة أو مرفقاتها (إن وجدت) أو أي جزء منها، أو النسخ بمحتوياتها لأي شخص أو استعمالها لأي غرض. طمأ بأن الإفادات و الآراء التي تحويها هذه الرسالة تعبر فقط عن رأي المرسل و ليس بالضرورة رأي هيئة السوق المالية، ولا تحمل هيئة السوق المالية أي مسؤولية عن الأضرار الناتجة عن أي فيروسات قد يحملها هذا البريد.

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 liability for damage caused by any virus transmitted by this email.

**conclusion:**

Dear Vendor, we thank you for 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: +966 1 4906800

Fax: +966 1 4906844

Email: [VendorsManagement@cma.org.sa](mailto:VendorsManagement@cma.org.sa)