Supplier Registration User Guide on the Ataa Platform

Registration Process and Completion of Supplier Data

Health Holding Company

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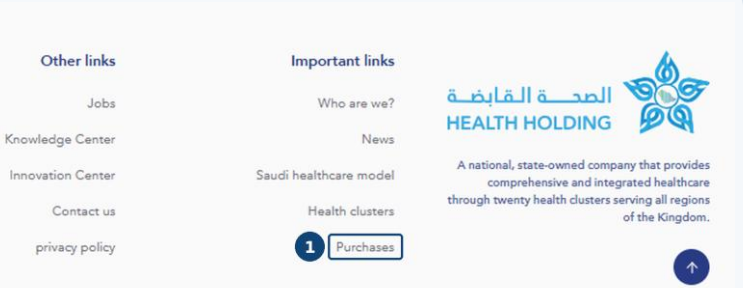
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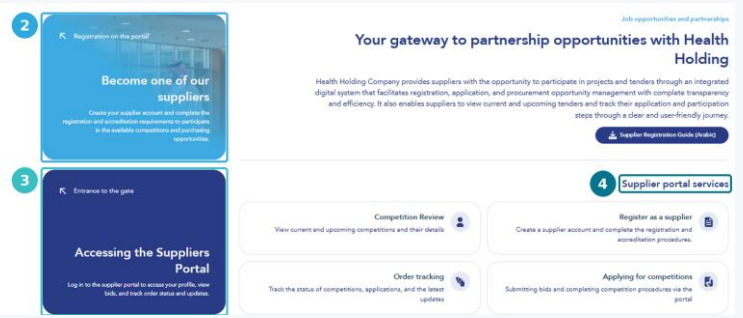
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Note: This guide explains the steps for accessing the Supplier Portal, registering, completing supplier data, and verifying the account.

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Start from the official Health Holding Company website to access the Supplier Portal and the Procurement Platform.





Procurement Link

At the bottom of the website home page, click “Purchases” under “Important links”.

1

Become one of our suppliers

For new suppliers: click on “Registration on the portal” to create an account for the supplier.

2

Accessing the Suppliers Portal

Registered suppliers: click “Entrance to the gate” to access the supplier profile.

3

Portal Services

Registering as a supplier, browsing and applying for tenders, and tracking requests.

4

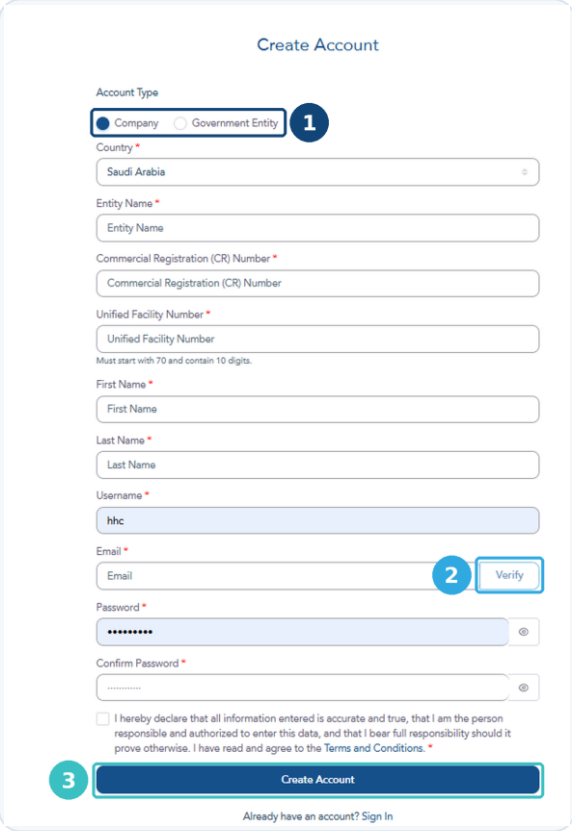
Note: If this is your supplier’s first registration, select “Become one of our suppliers”.

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Step 1

Accessing the Supplier Portal

Enter the supplier and account administrator full details accurately, then verify the email and mobile number.



Account Type and Details

Select “Company” and the country, then enter the Entity Name, CR Number, name, and username.

1

Email Verification

Click “Verify” and enter the code sent to your email.

2

Completing Registration

Enter and confirm the password, accept the Terms and Conditions, then click “Create Account”.

3

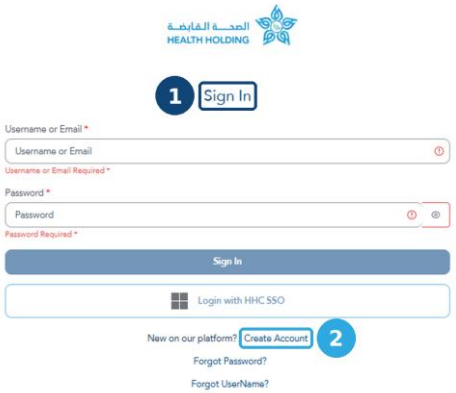
Note: Make sure the Commercial Registration (CR) number is correct, as account verification later depends on it.

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Step 2

Completing the Registration Form

The portal takes you to the Procurement Platform login page, where you start creating a new account for the supplier.



Login Page

Appears after selecting “Become one of our suppliers” or “Entrance to the gate” on the Supplier Portal.

1

Create a New Account

Click “Create Account” below the form to go to the registration form.

2

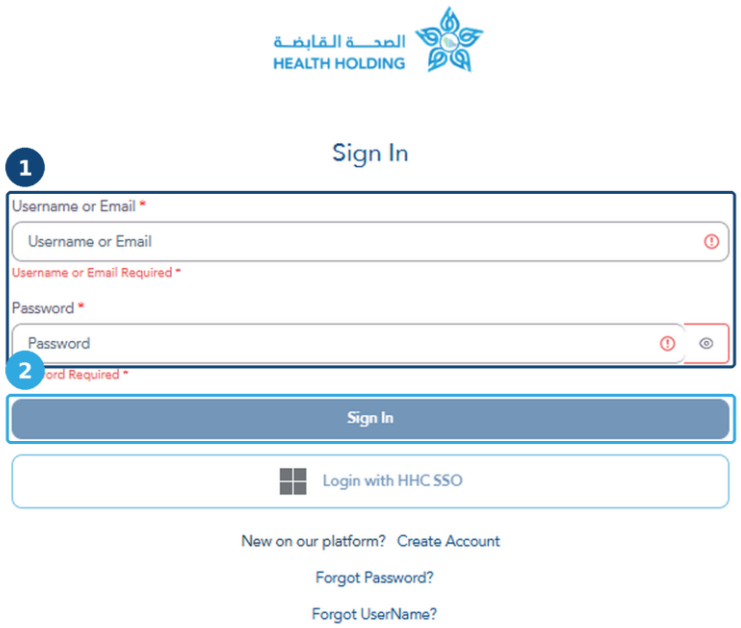
Note: You can switch the platform language to English using the “English” button at the top of the page.

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Step 3

Login Page and Account Creation

After creating the account, log in to the platform using your login credentials.



Login Credentials

Enter your username and password.

1

Sign In

Click the “Sign In” button to go to the home page.

2

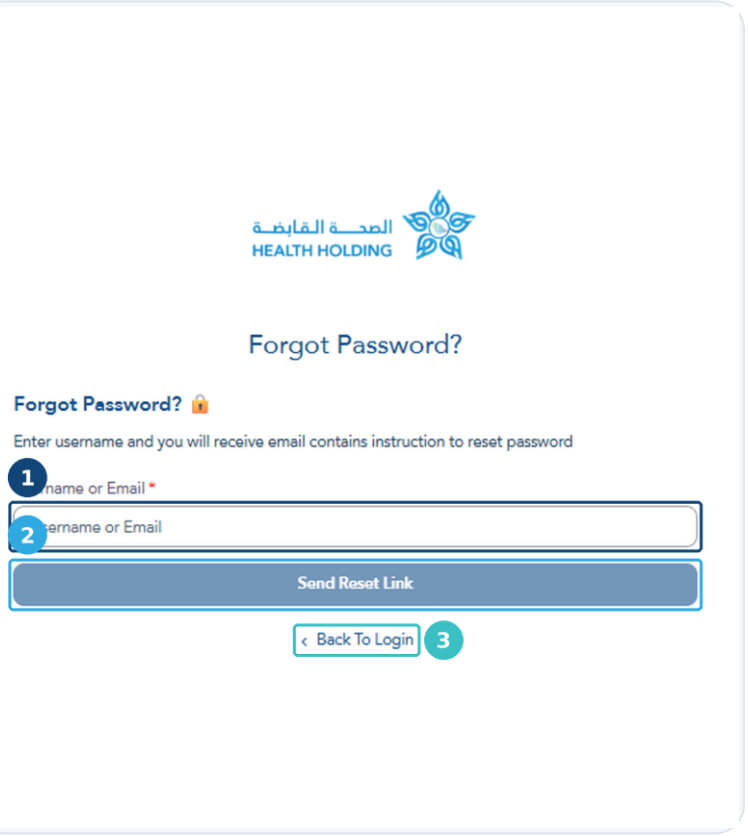
Note: If you forget your password, click “Forgot Password?” below the form.

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Step 4

Signing In

You can recover your password via a link sent to your registered email address.



Recovery Request

Enter your username, then click “Send Reset Link”.

1

Set a New Password

Open the link sent to your email and create a new password.

2

Return

If you remember your password, click “Back To Login”.

3

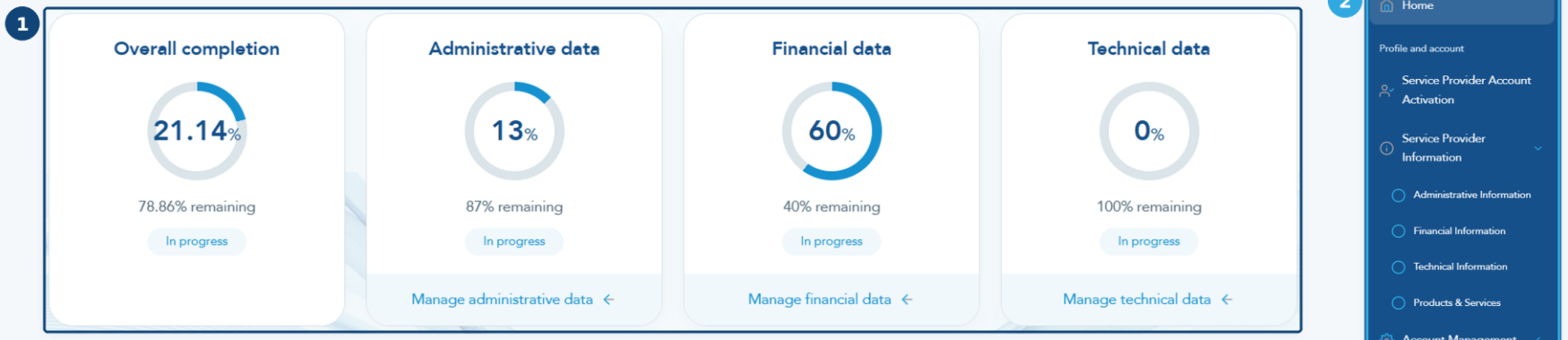
Note: The reset link is sent to the email address linked to the username.

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Step 5

Password Recovery

The homepage provides an overview of supplier data completion percentages, along with a side navigation menu for accessing the platform's various sections.



Completion Indicators

Completion percentages of overall, administrative, financial, and technical data.

1

Side Menu

Service Provider Information, Account Management, Invite Service Provider, Support and Help.

2

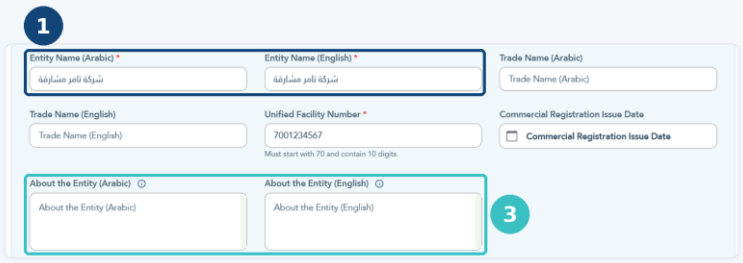
Note: Make sure all indicators reach 100% to increase your supplier's visibility and qualification opportunities.

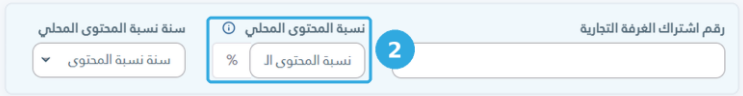
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Step 6

Platform Home Page

From Service Provider Information → Administrative Information, complete all required fields with the supplier's basic information.





Supplier Data

Trade name, email, phone and website, and details of the General Manager and Sales Officer.

1

Local Content Percentage

Based on the Local Content Certificate or the supplier's estimate of its local component percentage.

2

Address and Profile

Address and a brief profile of the supplier and its services, in both languages if possible, then "Save".

3

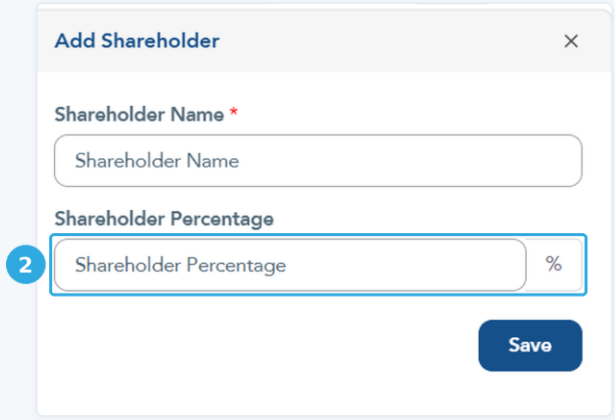
Note: Filling in all fields reflects the supplier's readiness and increases its opportunities to participate in projects.

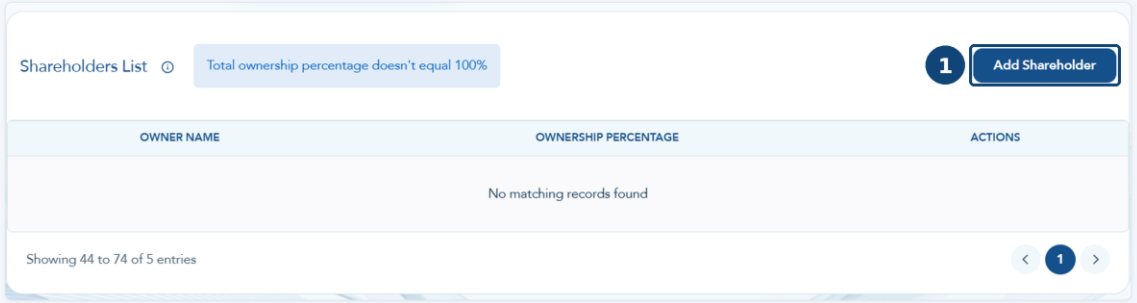
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Step 7

Basic Data

Add the supplier’s owners and each owner’s ownership percentage from the “Owners' Details” tab.





Add Shareholder

Click “Add Shareholder” and enter the shareholder’s name.

1

Ownership Percentage

Enter the ownership percentage, click “Save”, and repeat for the remaining owners.

2

Note: The total ownership percentages of all owners must not exceed 100%.

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Step 8

Owners' Details

Add the activities that match those stated in the supplier’s Commercial Registration.



Main Activity

Select the main sector of the supplier’s activity.

1

First Sub-Activity

Specify the sub-classification under the main activity.

2

Second Sub-Activity

Specify the detailed activities that match the Commercial Registration.

3

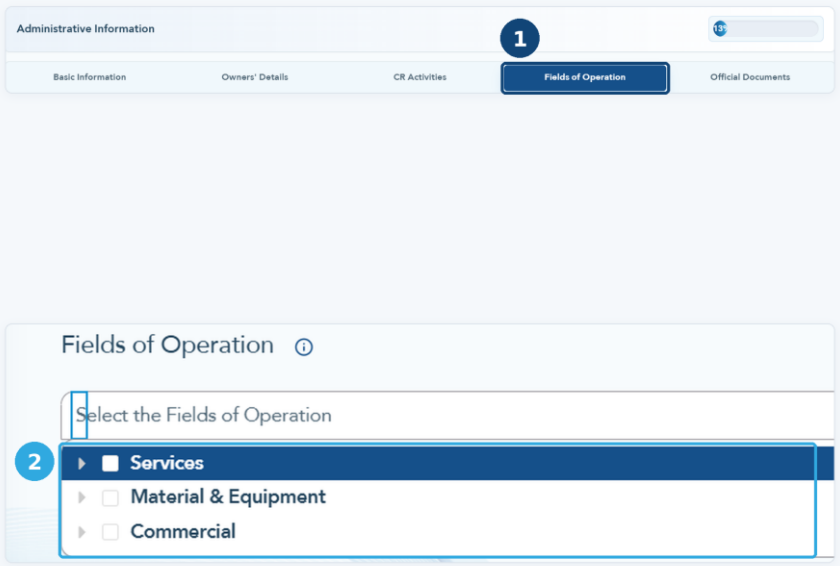
Note: Registering all of the supplier’s activities ensures it receives opportunities relevant to its field of work.

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Step 9

CR Activities

Fields of operation are activities the supplier performs that are not stated in the Commercial Registration.



Difference from Activities

Activities per CR match the Commercial Registration, while fields of operation cover what the supplier actually provides.

1

Selection Method

Select the main activity, then the first sub-activity, then the second sub-activity, and save.

2

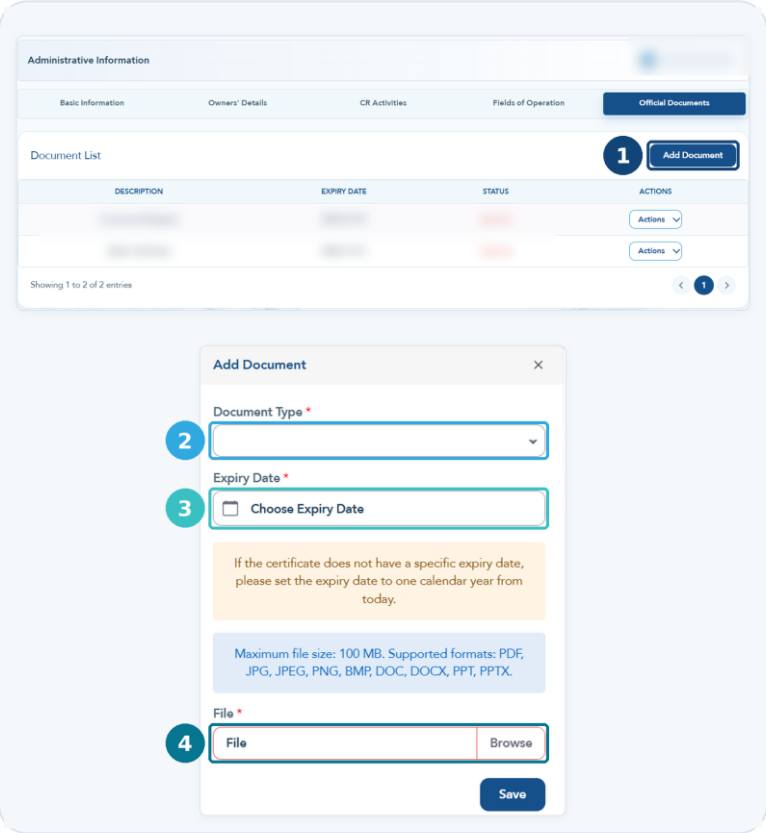
Note: Register all fields of operation the supplier provides to increase its chances of winning projects.

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Step 10

Fields of Operation

Upload government documents, specialization certificates, and licenses from the “Official Documents” tab.



Add Document

Click the “Add Document” button.

1

Document Type

Such as Commercial Registration, Zakat, Tax, GOSI, Saudization, and National Address.

2

Expiry Date

Enter the document’s expiry date as stated on it.

3

Attach and Save

Attach the document file, then click “Save”.

4

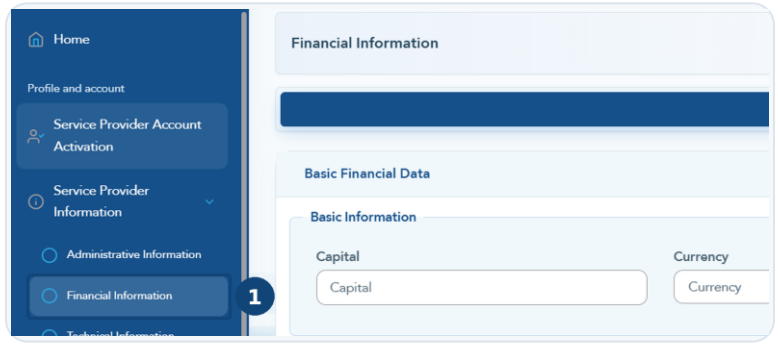
Note: Maximum file size is 20 MB. Allowed formats: PDF, JPG, JPEG, PNG, BMP.

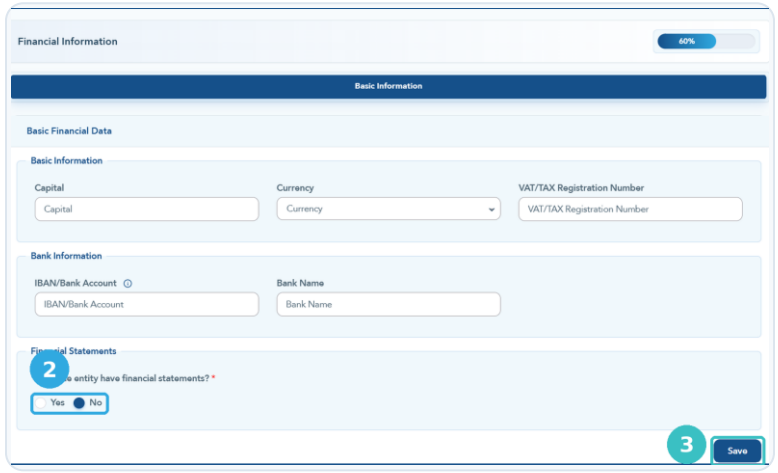
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Step 11

Official Documents

From Financial Information → Financial Years, add the financial statement data for each year.





Add Financial Year

Click “Add Financial Year” and select the year.

1

Statement Data

Revenue, net profit, assets and liabilities, cash, and inventory.

2

Save and Repeat

Click “Save”, then repeat the steps for the remaining years.

3

Statement File

Attach the financial statement file from the years table.

4

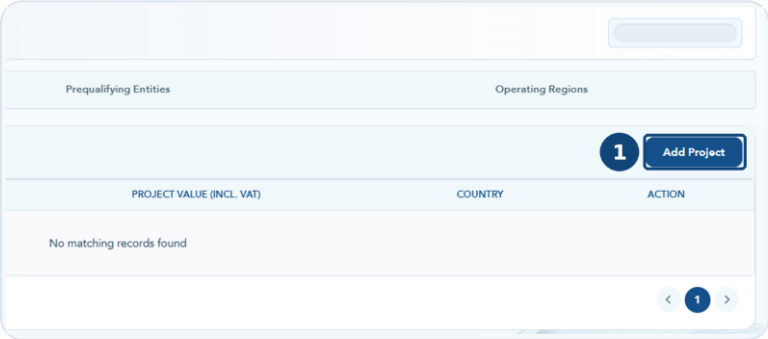
Note: It is recommended to enter the last 3 financial years; they can be hidden via “Privacy Management”.

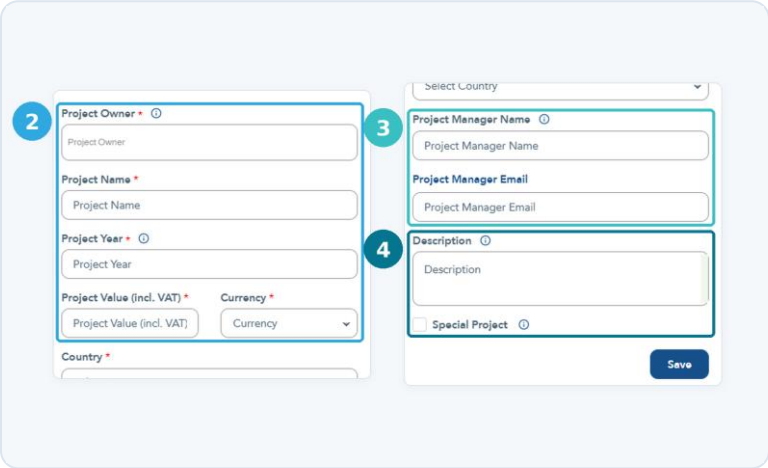
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Step 12

Financial Years

From Technical Information → Projects, add the projects previously executed by the supplier.





Add Project

Click “Add Project” to open the data form.

1

Project Data

Owner name (client entity), project name, year, and value including VAT.

2

Project Manager

Name and email of the project manager at the client entity.

3

Description

A brief description of the tasks performed; it can be marked as a “Special Project”.

4

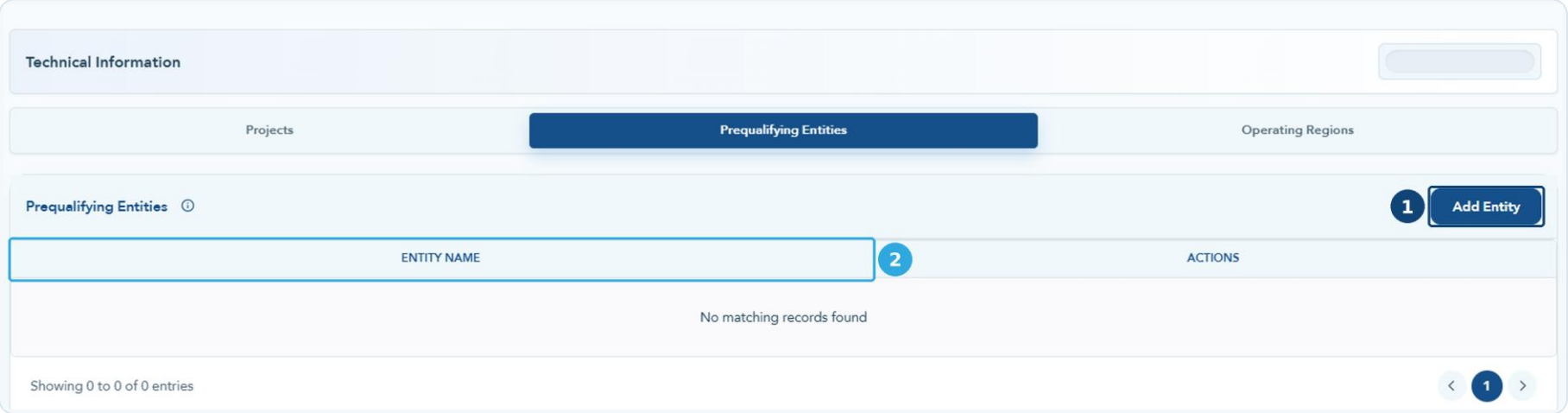
Note: Documenting previous projects strengthens the supplier’s track record and increases its qualification opportunities.

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Step 13

Projects

Add the entities with which the supplier is already registered and is qualified.



Add Entity

Click the “Add Entity” button.

1

Entity Name

Enter the entity name, click “Save”, and repeat for the remaining entities.

2

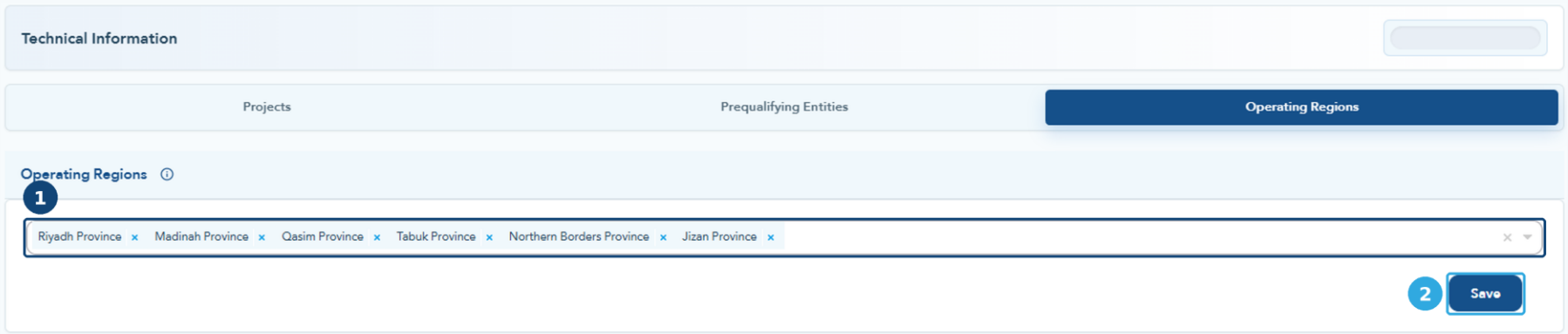
Note: Any entity can be deleted from the Actions column in the table.

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Step 14

Prequalifying Entities

Specify the regions in which the supplier can execute projects.



Select Regions

Select one or more regions from the drop-down list.

1

Save

Click “Save” to confirm the selected operating regions.

2

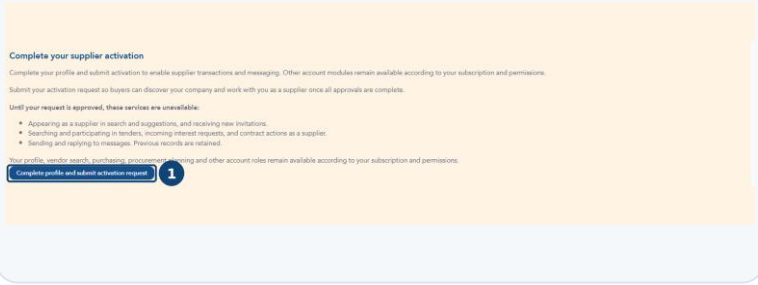
Note: Select the regions where the supplier has actual execution capability.

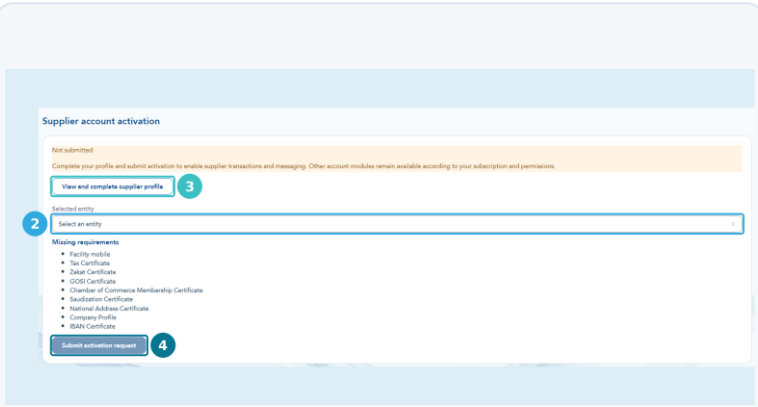
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Step 15

Operating Regions

After completing the supplier data, submit an activation request to enable your dealings with entities as a supplier.





Activation Request

Click “Complete profile and submit activation request” on the home page.

1

Select Entity

From the “Selected entity” list, select the entity with which activation is requested.

2

Complete Missing Items

Review the “Missing requirements” and complete them via “View and complete supplier profile”.

3

Submit Request

Once all missing items are completed, click “Submit activation request”.

4

Note: Until the request is approved, appearing in search, participating in tenders, and sending correspondence are blocked.

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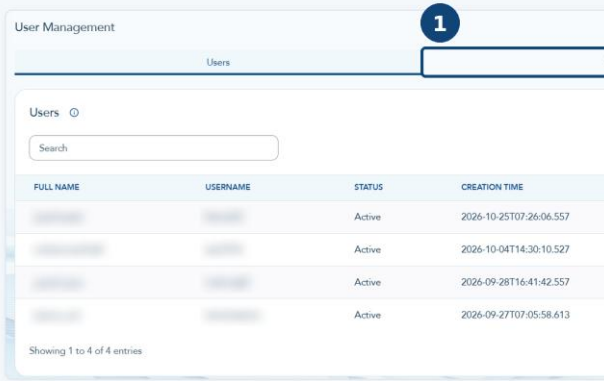
Step 16

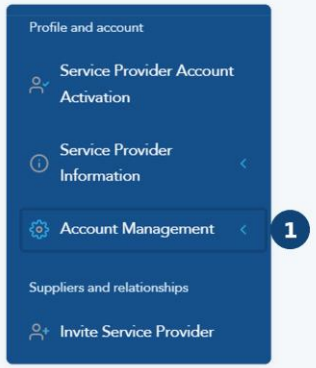
Account Activation and Verification

Step 17

Inviting Users

You can add users from within the supplier organization to manage the account according to each user’s responsibility.





Access

Account Management → Users → “Invitation” tab.

1

Invite User

Click “Invite User”, enter the first name, last name, and email, then click “Save”.

2

Activation

The user receives an invitation by email to create a username and password.

3

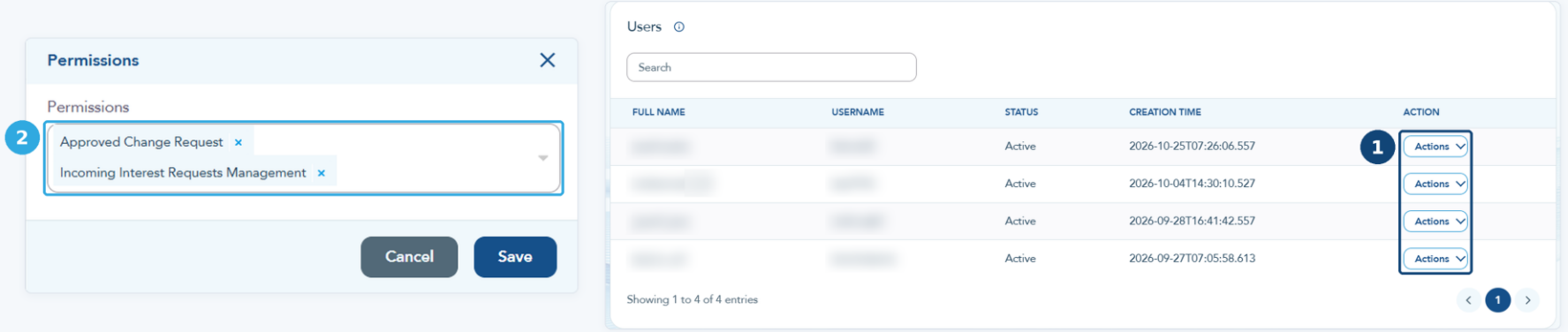
Note: Multiple users can be invited, and the status of each invitation can be tracked from the invitations table.

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Step 18

User Permissions

Once the invitation is accepted, the user appears in the users list, and you can define their permissions.



Users List

Allows deleting, viewing details, and editing for each user.

1

Permissions

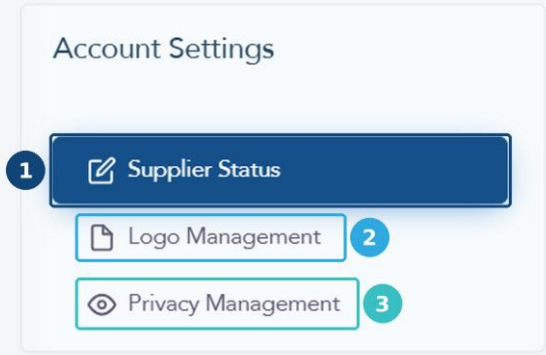
Click “Permissions”, select the allowed tasks, such as managing administrative, financial, and technical data, then click “Save”.

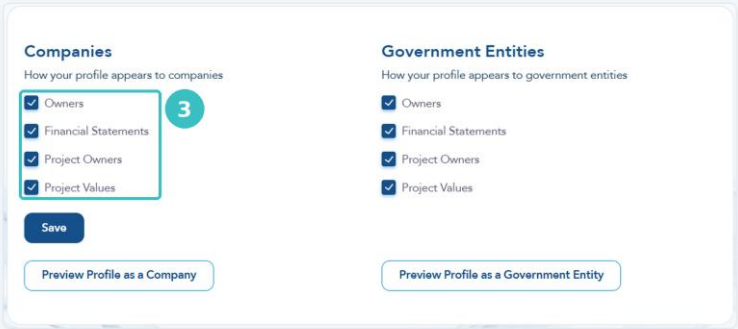
2

Note: Grant each user only the permissions required for their tasks to keep the account secure.

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From Account Management → Account Settings, you can control the supplier's visibility and identity.





Supplier Status

Show the supplier to searchers or temporarily hide it.

1

Logo Management

Upload the supplier's logo to display it on its profile.

2

Privacy Management

Show or hide owners, financial statements, and projects to companies and government entities.

3

Color Management

Customize the platform colors to match the supplier's identity.

4

Note: Use "Preview Profile as a Company" or "Preview Profile as a Government Entity" to preview what each party will see.

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Step 19

Account Settings

Final Checklist

Make sure the following items are met, in order, to complete registration and verify the account:

Registration Data

CR number, email, and mobile number are correct and verified.

Administrative Information

Basic information, owners, CR activities, and fields of operation are complete.

Official Documents

All documents are uploaded and valid, with expiry dates.

Financial and Technical

Financials, projects, prequalifying entities, and operating regions.

Verification

All indicators are at 100% completion, then the verification request is submitted.

Users

After verification: invite specialists and grant them the appropriate permissions.

Note: Monitor the completion indicators on the home page to confirm the account is ready.

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Thank You



vendors@health.sa

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