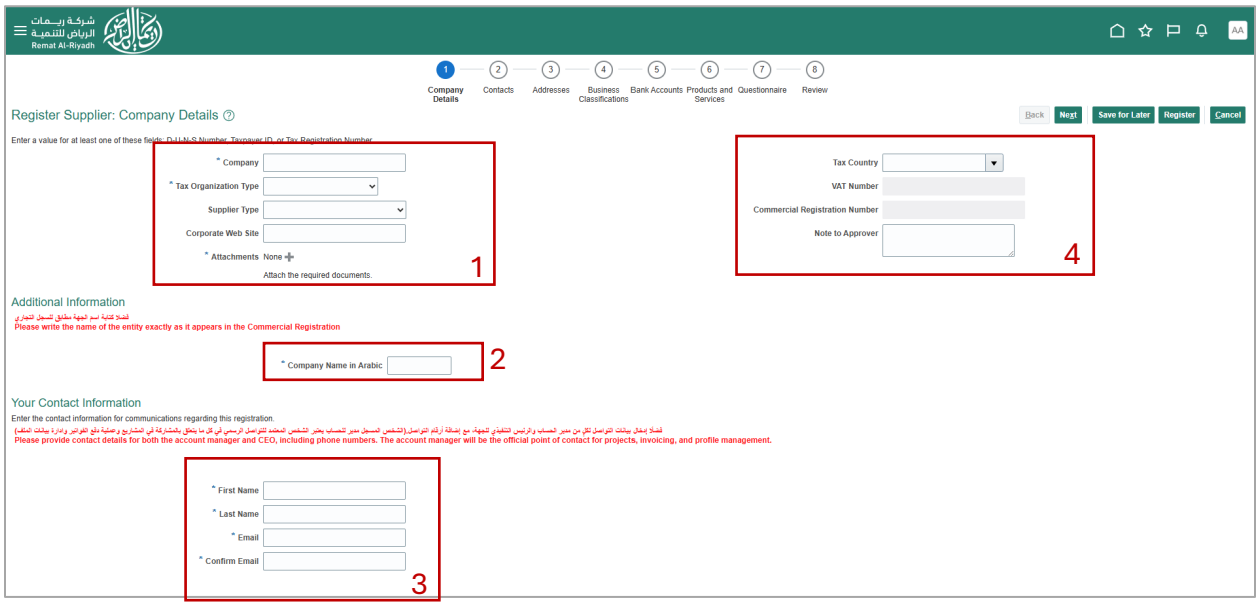
شركة ريمات
الرياض للتنمية
Remat Al-Riyadh

Remat Supplier Registration

New Vendors registration Portal Click here

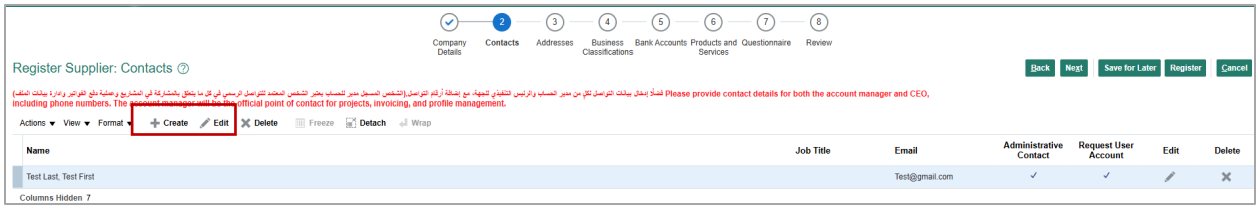
New registration

Section 1: Company Details



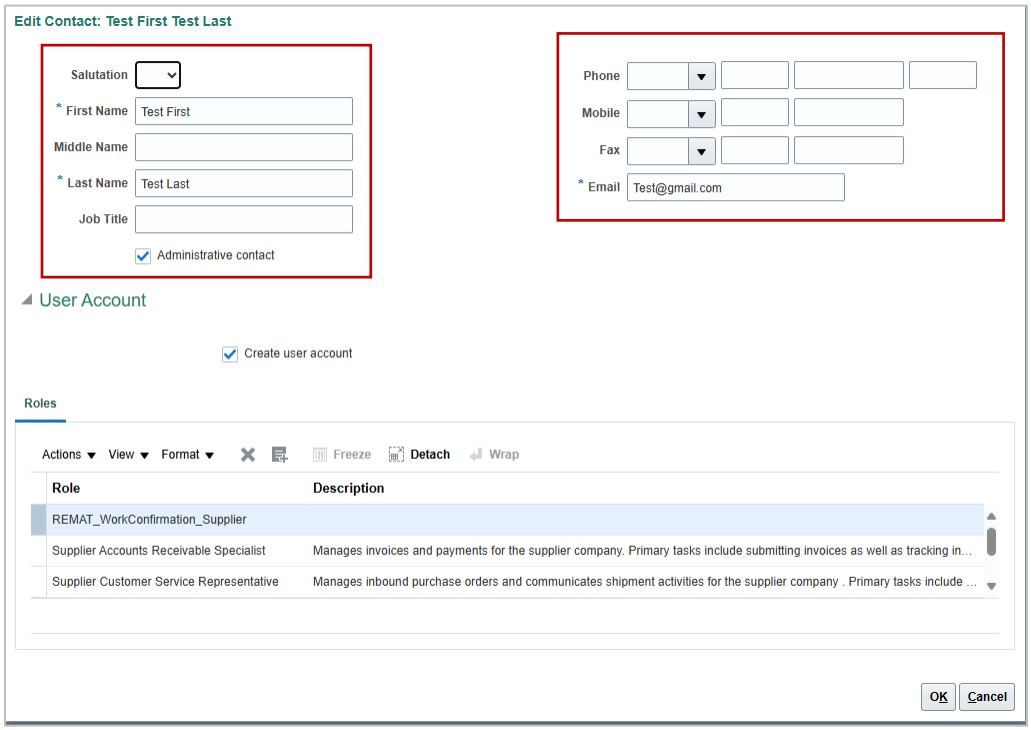
1. Enter the Company Name, Tax Organization Type, Supplier Type, Corporate Web Site and Attachments
2. Enter the Company Name in Arabic
3. Enter all the contact details. **(Mandatory requirement)**
4. Select the Country, VAT no, CR no and Note to Approver
5. Select “Next” to proceed further.

Section 2: Contacts



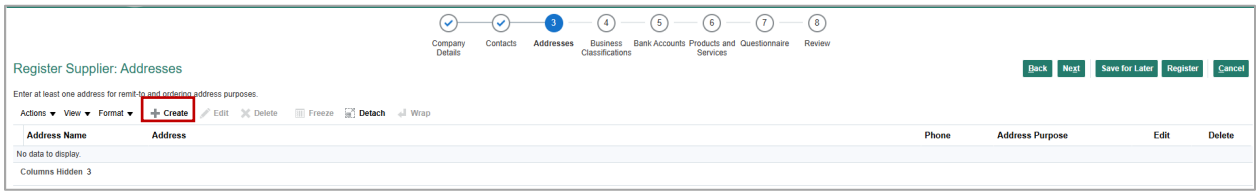
- Click on “Edit” button
  Validate Contact details and enter contact phone and mobile numbers

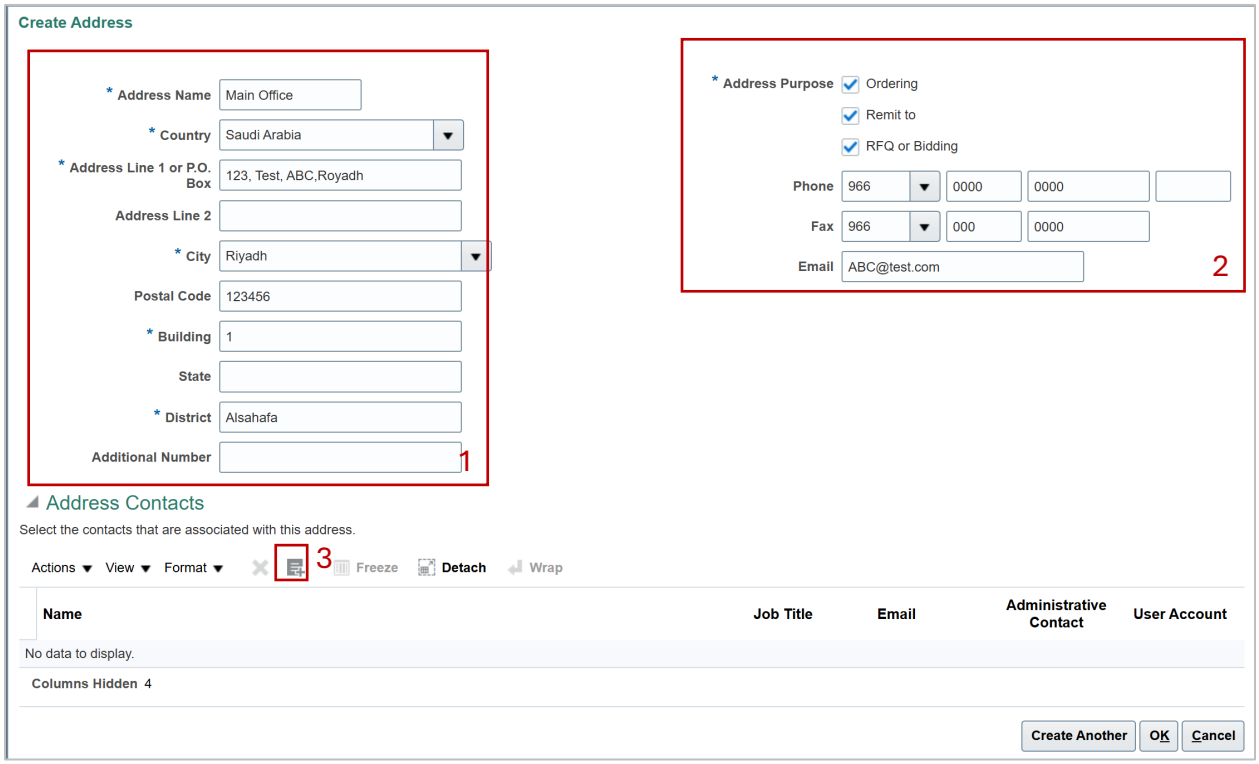
- Ensure you add mobile phone number as it's Mandatory
- Add at least Two users (Account Manager + CEO)



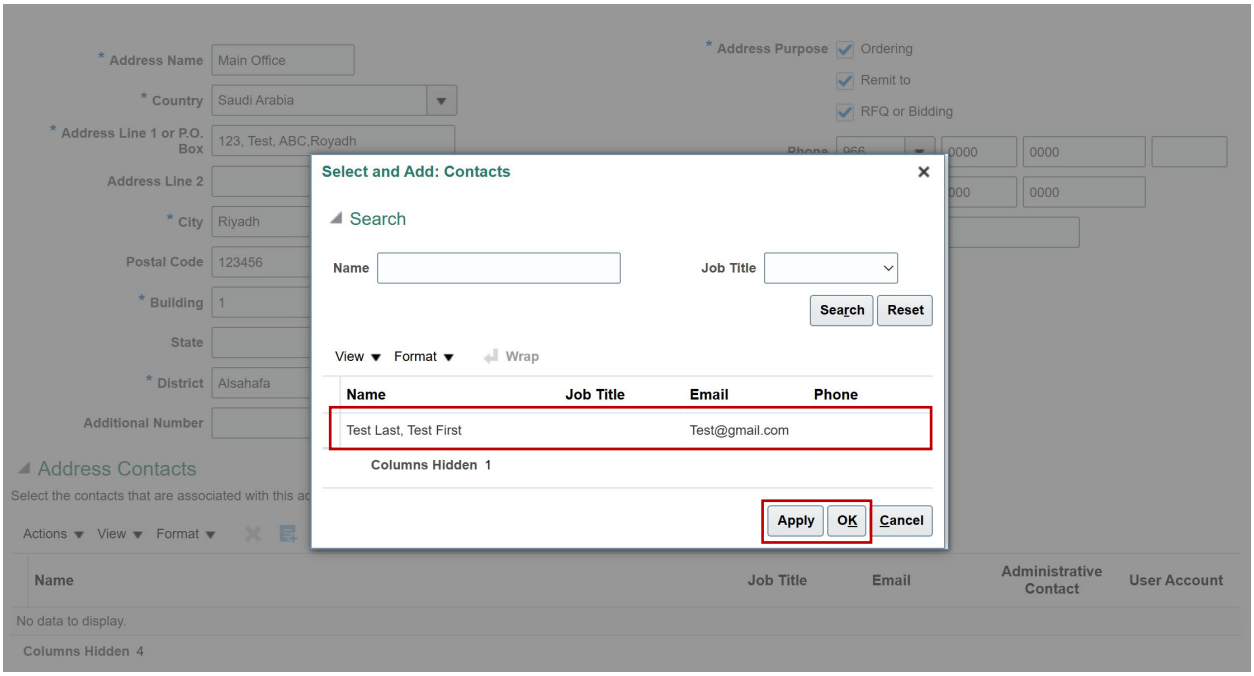
- To add a second Contact information click on " Create"
- Select "Next" to proceed further

- Section 3: Address
- Click on “Create” button.





1. Enter the address details.
2. Address Purpose, make check mark
3. Add Address Contacts (**Mandatory**)



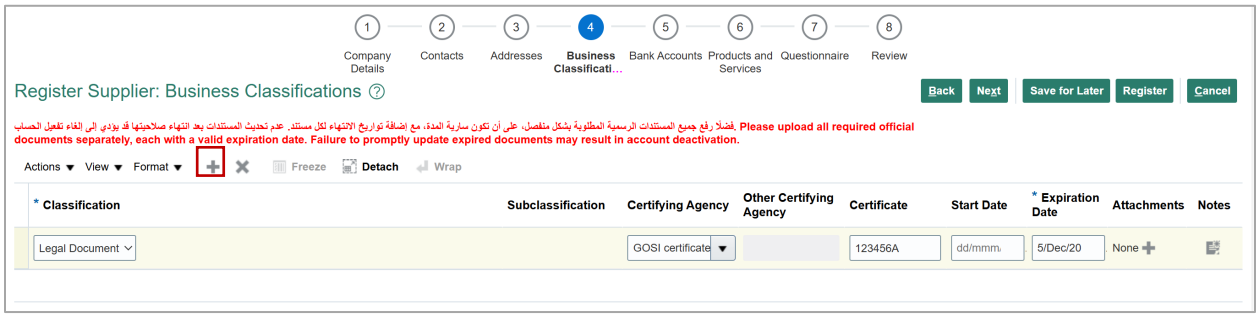
- Select the Contacts
- Click and select “Apply” and “OK”
- Select “Next” to proceed further
- Click and select “Create another” to create second address

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Section 4: Business Classifications

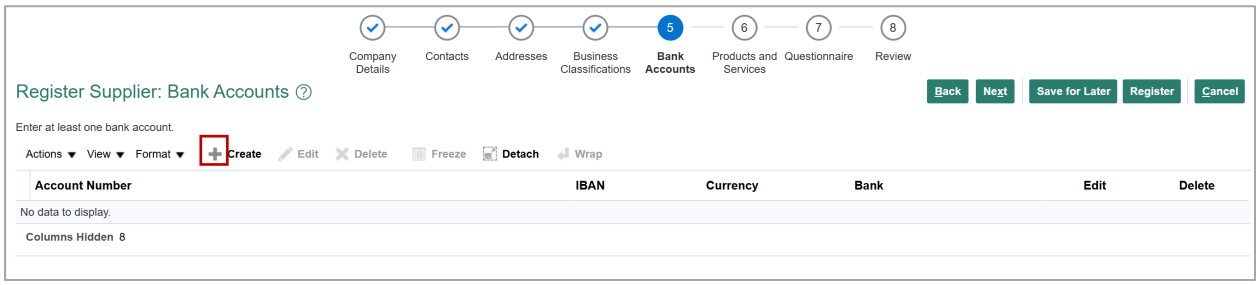
Ensure you add all the required documents:

Local Companies	Foreign Companies
1. Commercial Registration (CR) 2. GOSI Certificate (if a local firm) 3. VAT Certificate (if applicable) 4. Zakat Certificate (if a local firm) 5. Saudization Certificate (if a local firm) 6. Chamber of Commerce (COC) Certificate 7. Non-Disclosure Undertaken (NDU) – attached and must be signed and submitted 8. Bank Information 9. Company Profile 10. Any License required for the (CR) اي تراخيص لازمة لنشاط السجل التجاري	1.Commercial Registration Certificate. 2.Financial statements for the last two years. 3.Compliance with Saudi Arabia's foreign investment licensing requirements.

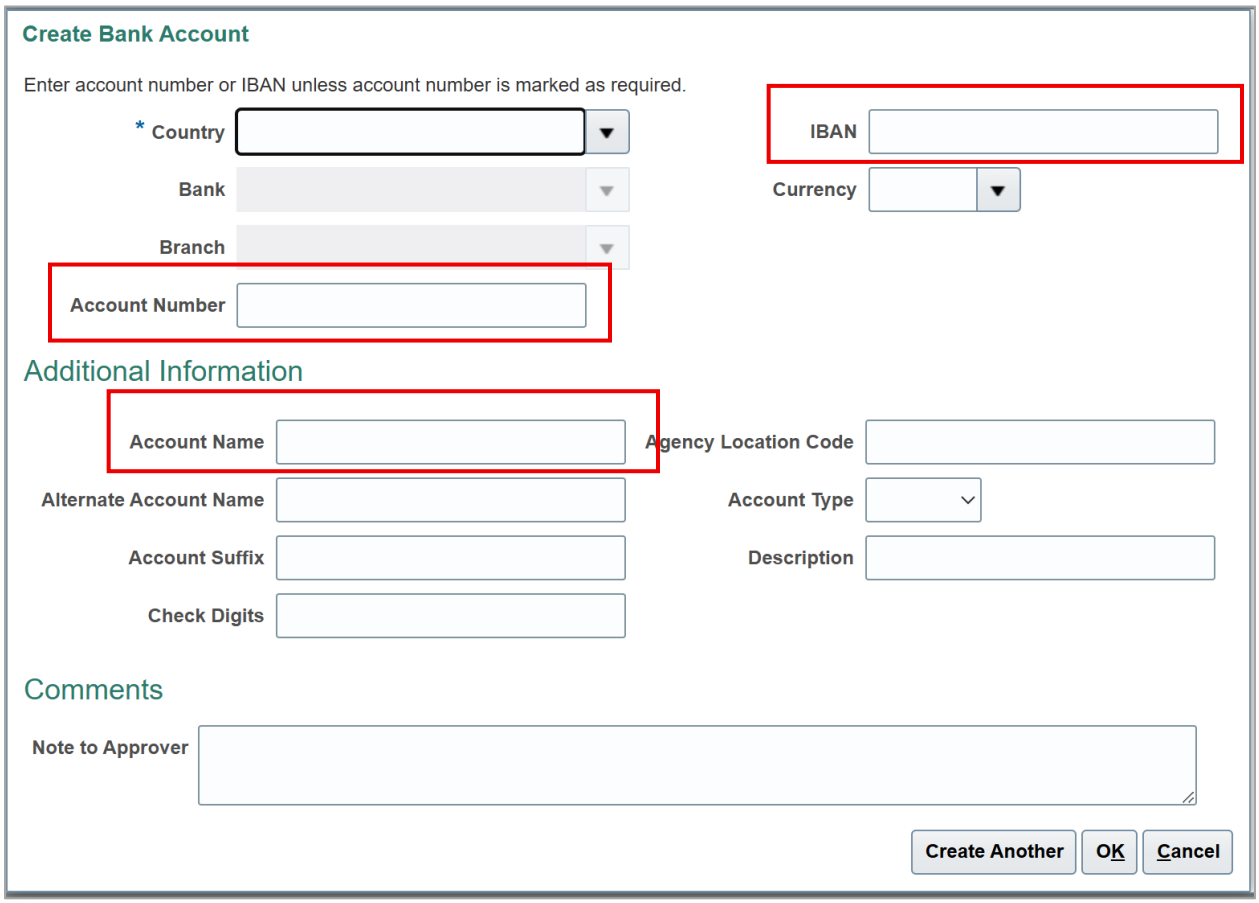


- Click (+) to add Business Classification
- Select the Certifying Agency
- Add Certificate number.
- Start date of Certificate
- End date of Certificate
- Add the Attachment of Document
- Add the Expiration Date (If the document has no expiry date, for instance NDU,VAT, Profile..., please enter 1/1/2090)
- Repeat for all document types
- Select "Next" to proceed further

Section 5: Bank Accounts

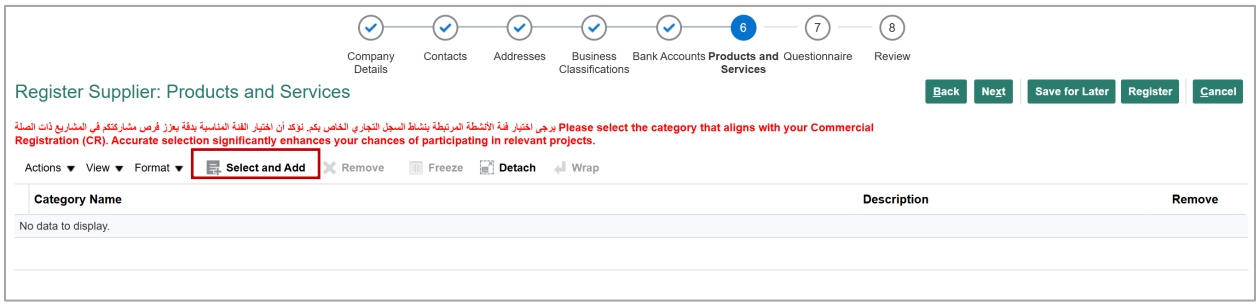


- Click (+) to create the Bank Account
  - Enter the Accounts details (Account name -Account number- IBAN) Mandatory
  - Account Name Must Match the Name on the Bank Certificate
  - Make Sure you Don't Include Any Space Between Numbers in the IBAN

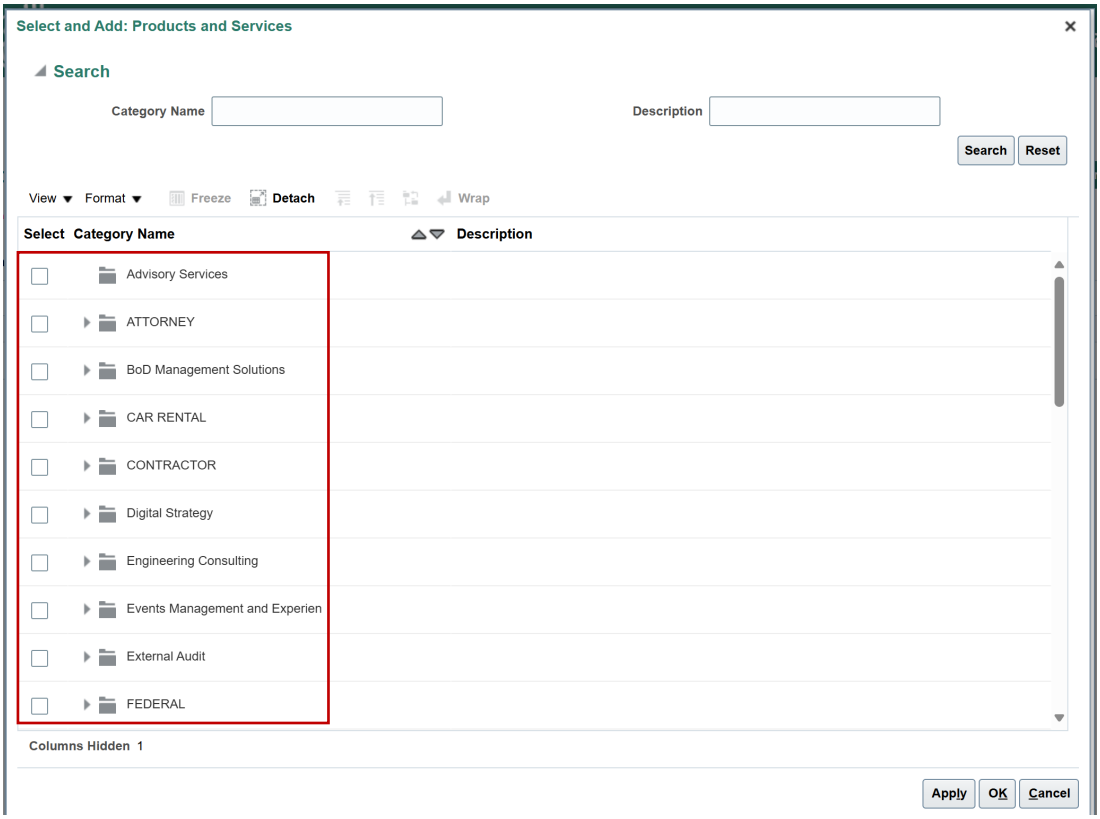


- Select “ok”
- Select “Next” to proceed further
- Click and select “Create another” to create another bank account

Section 6: Products and services

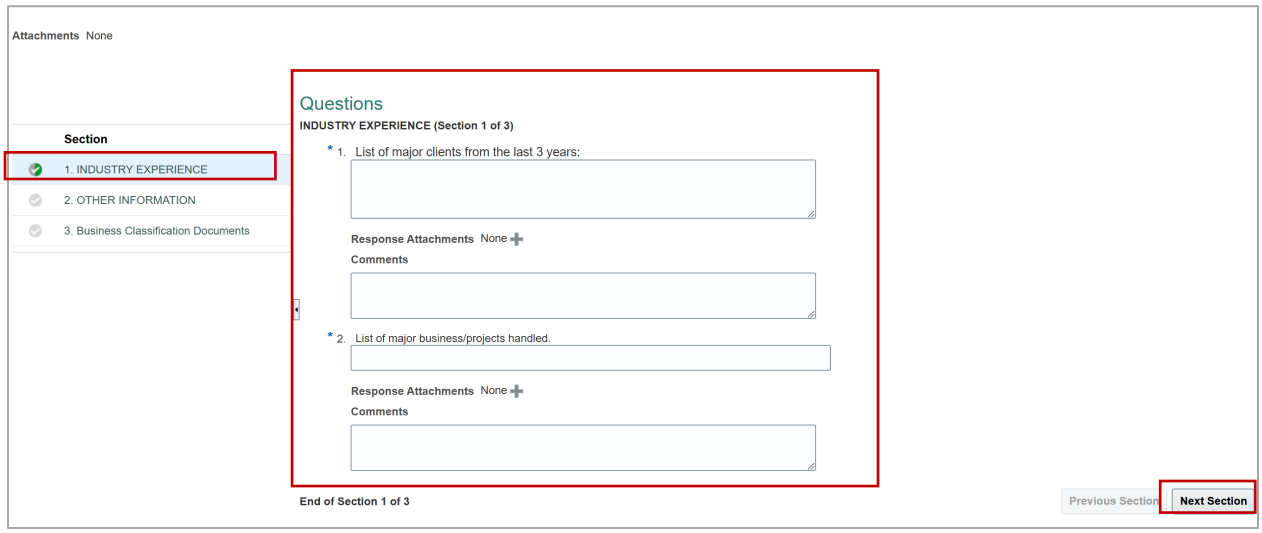


- Click, “Select and Add” to add the Product and Services

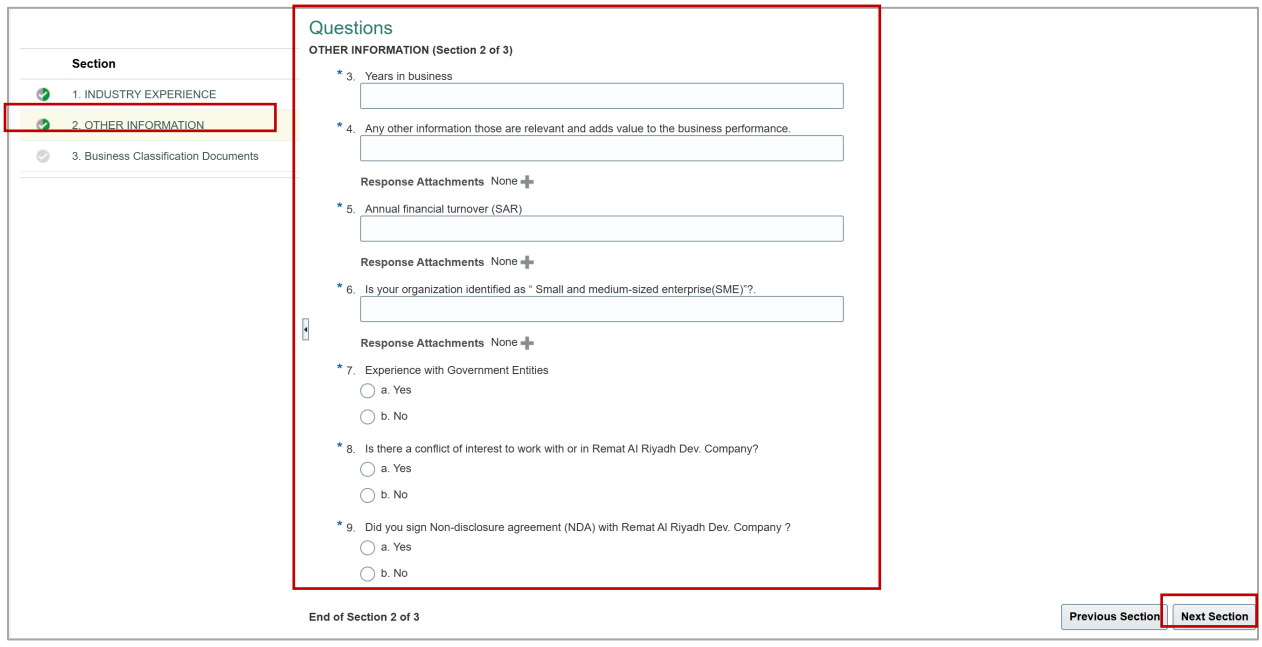


- Select “Apply” and “OK”
- Select “Next” to proceed further

Section 7: Questionnaire

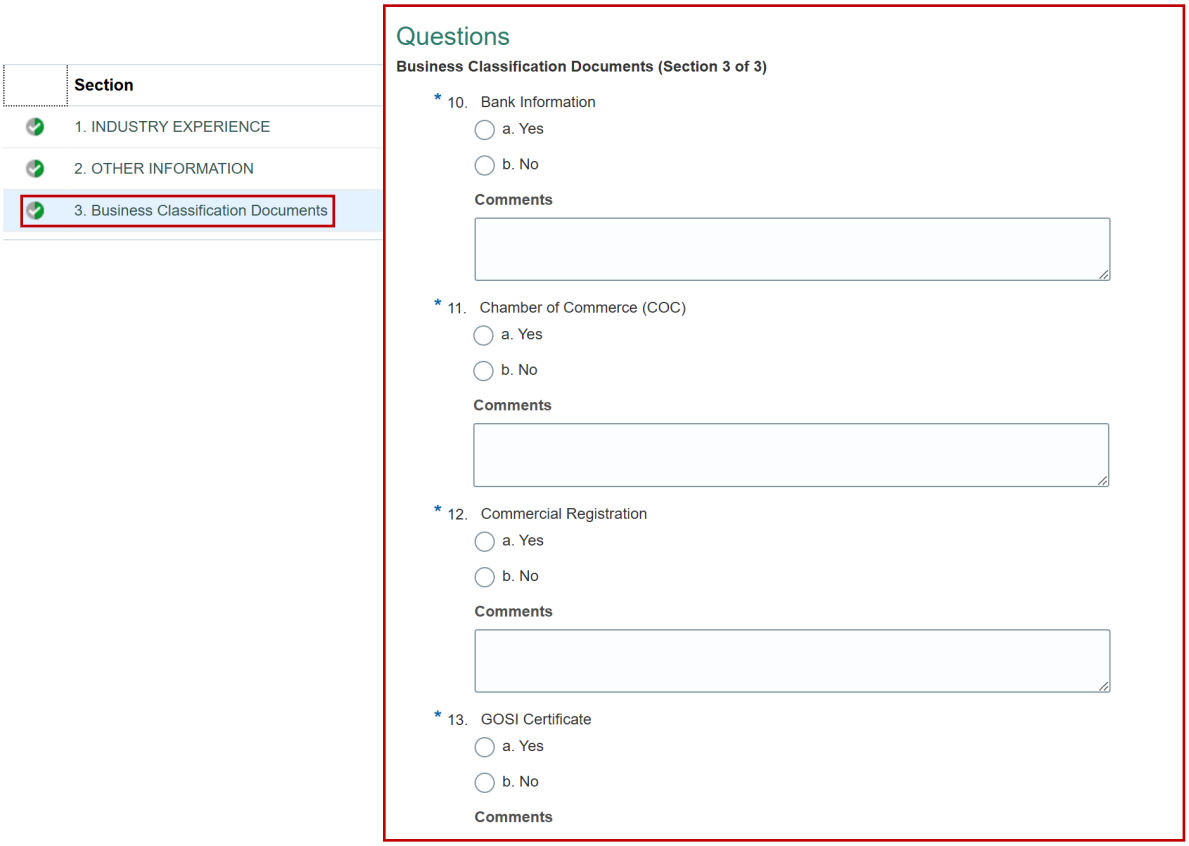


- Answer all the required Questions from Section (1. Industry experience)
- Click “Next Section” to proceed for Section 2



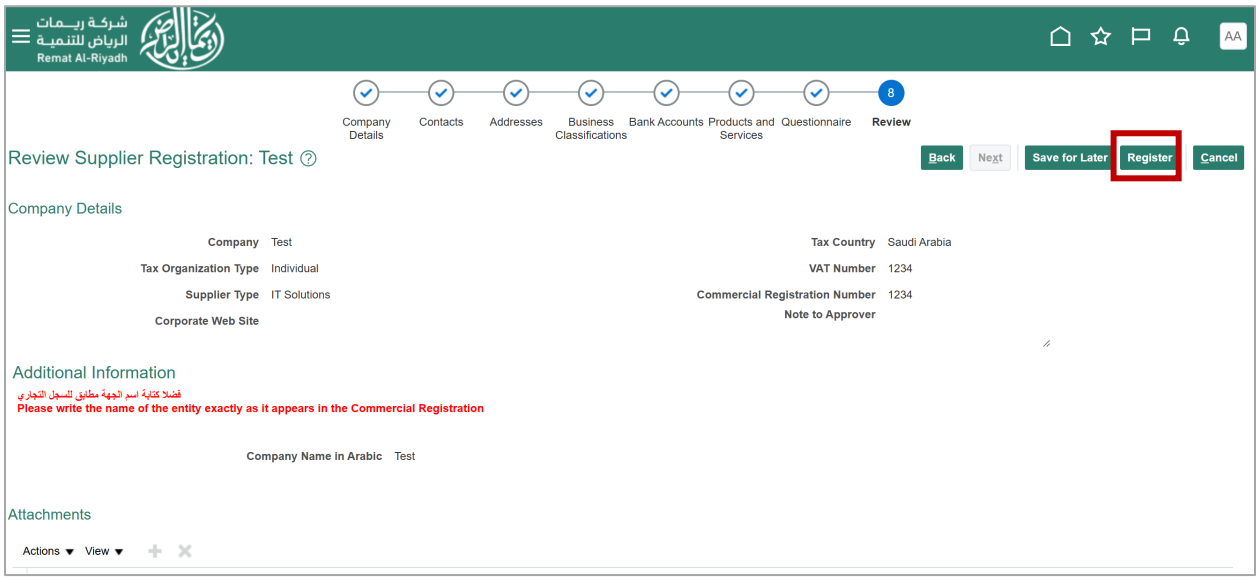
- Answer all the required Questions from Section (2. Other information)

- Click “Next Section” to proceed for Section 3



- Answer all the required Questions from Section (3. Business Classification Documents)
- Click “Next Section” to Review the Registration

Section 8: Review



- Click “Register” to Register as Supplier

Notes:

- After completing all the required fields click **“Register”**, **and not Save for later**
- *Please note that saving the request does not complete the registration process. The request must be submitted once clicking on “**Register**” for it to be reviewed and processed !*