

Procedure For Updating an Existent Vendor

Project Name

T4EDU Vendor Portal



Tatweer Company for education services Ltd.

Table of Contents

1. Introduction	3
1.1 Logging in to the portal with system granted credentials (username and password)	4
1.2 Updating any Vendor registration data (using the provided username and password)	5

Update of an Existent Vendor in the Portal

1. Introduction-

This document consists about highlighting the steps required to maintain an existent vendor account in the T4EDU vendor portal

Therefore the process would consists of :

- Logging in to the portal with system granted credentials (username and password)
- Updating any Vendor registration data (using the provided username and password)

Vendor Portal T4EDU

1.1 Logging in to the portal with system granted credentials (username and password)

After accessing the web portal page “ <https://procurement.t4edu.com/en/portal> ” , execute the following steps :

- 1- Logging in to the portal with system granted credentials (username and password)

- 2- Once logged in, the system displays the name of the "vendor organization" , as a login confirmation:

Vendor Portal T4EDU

1.2 Updating any Vendor registration data (using the provided username and password)

Once logged in , the user can change any registration data by executing the steps as follow :

- 1- Click on Edit Profile button to edit vendor registration data:

The screenshot shows the Vendor Portal T4EDU dashboard. At the top, there are navigation tabs: HOME, Edit Profile, and Contact us. The 'Edit Profile' tab is highlighted with a red arrow pointing to it. A callout box with a red border and a red arrow pointing to the 'Edit Profile' button contains the text: "Click on Edit Profile button in order to edit any vendor registration data". The dashboard includes sections for Projects, Welcome (Tatweer), Tenders list, Rules and Regulations, and Forms. The Tenders list section shows a table with columns for tender ID, type, and status.

Tender ID	Type	Status
TND- 00001	Testing	Finished
TND- 00002	RFI	View
TND- 00003	Tender_1	Finished

- 2- Upon clicking the edit profile Button the system displays all the Tabs with the previously entered and saved data

The screenshot shows the 'Edit Profile' page in the Vendor Portal T4EDU. The page has a navigation bar with tabs: HOME, Edit Profile, and Contact us. Below the navigation bar, there are several tabs for different sections: Organization's General Information, Services Ownership and Geographical Operations, Attached Files, Historical Experience For Projects, Human Capital, Operational Capability, and Financial Capability. The 'Organization's General Information' tab is selected. A red arrow points to the 'Organization's Name, Address and Contacts' section, which contains several input fields. A callout box with a red border and a red arrow pointing to the input fields contains the text: "The already entered data will be displayed and user can modify it accordingly".

*Please fill out all required fields
Next and previous buttons will not update your profile unless you click on update button

Organization's Name, Address and Contacts

Organization name (Arabic)	شركة تطوير للخدمات التعليمية
Organization name (English)	Tatweer
Country of Registration	Saudi Arabia
State/province	Ryadh
City	Ryadh
Street	Makka road
Zip Code	02112

Vendor Portal T4EDU

- 3- Upon updating the required data user needs to save the updated information:

Organization's Alternate Contact

Name

Position/Title

Email

Fax

Telephone

Mobile

Upon completion of the updates ,User needs to click the update button in order to save the updated data

Vendor Portal T4EDU

- 4- Upon pressing the update button a popup window is displayed in order to confirm the updates to be made and user can browse other Tabs for other updates if required

The screenshot shows a form for updating contact information. At the top, there are fields for Fax (+966 11222333), Telephone (+966 112897790), and Mobile (+966 550238588). Below these is a section titled "Organization's Alternate Contact" with fields for Name, Position/Title, Email, Fax, Telephone (+966 112897788), and Mobile (+966 502386833). At the bottom are "Update" and "Next" buttons. A pink "Message from webpage" popup is centered over the form, asking for confirmation to proceed with updates. A red callout box labeled "1" points to the "OK" button in the popup, with text: "Click OK to confirm the updates , note that all updates need to be reviewed and approved by the department before that". Another red callout box labeled "2" points to the "Next" button, with text: "User can move to next Tab, by clicking on the Next Button to update other tabs".

Vendor Portal T4EDU

- 5- System dictates the user to navigate across all tabs in order to finalize the updates , therefore user can use the Next button to go over the next Tabs
- 6- Once the last Tab "Financial Capability" is reached , user can press its respective update button in order to finalize and post all the updates to T4EDU:

What was the Net Profit Margin for the last 3 years?	50000000	700000000	100000000	
What was the Operating Capital for the last 3 years?	100000000	111000000	122000000	
What is the current liquidity ratio? (Current Assets / Current liabilities)?	1.4	%	What is the total current liabilities of the Organization?	50000000

Banking Information

Which Bank/Financial institution do you deal with?

Name*	bank samba	IBAN Number*	sam120024455
SWIFT Code and Account Number*	XOXQW	Address*	

Do you have any financial issues with any financial institutions or business partner? No Yes

Please confirm that your company is prepared to provide bid and performance bonds for submitted tenders. No Yes

Previous Update

Once the last Tab "Financial Capability" is reached , user can press the update button in order to finalize and post all the updates to T4EDU

Vendor Portal T4EDU

- 7- Upon pressing the update button , system generates an acknowledgment for the updates that were made:

The screenshot shows the top navigation bar of the Vendor Portal T4EDU. The header includes the text "Welcome Tatweer" and "بوابة المشتريات والعقود Contracts and Purchasing Department". Below the header, there are navigation buttons for "HOME", "Edit Profile", and "Contact us". A central message box displays "Update finished Successfully!". A red callout bubble points to this message with the text: "Upon pressing the update button , the system generates an acknowledgment for the updates that have been made".

- 8- Upon completion of the updates , user needs to press the logout button for logging out from the system:

The screenshot shows the main dashboard of the Vendor Portal T4EDU. The navigation bar includes "HOME", "Edit Profile", and "Contact us". The dashboard features several sections: "Projects" (Current projects, Awarded projects), "Welcome" (Tatweer (شركة تطوير للخدمات التعليمية) with a "logout" button), "User Manual", "Tenders list" (with a "logout" button highlighted by a red callout bubble), "Rules and Regulations", and "Forms". The "Tenders list" section contains a table with the following data:

TND-	RFI	1437-	View
00002		02-22	
Tender_1		01-24	Finished