



اعتقاد
Etimad



Usage Instructions for Etimad Auction

April - 2023



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Introduction

This document aims to guide users with the mechanism of the Etimad Auction service by explaining the detailed sequential steps of the system in order to facilitate the user experience.

Auction A credit service is an electronic service within the services provided in an accreditation platform for the business sector and individuals (soon), as it enables them to bid on the return products offered by government agencies electronically through:

- 1- Register on the Etimad platform and enter the Etimad auction service
- 2- Pre-subscription in upcoming auctions
- 3- Submit offers on current auctions (direct or closed)
- 4- Awarding the auction and paying the bill

Etimad auction mechanism

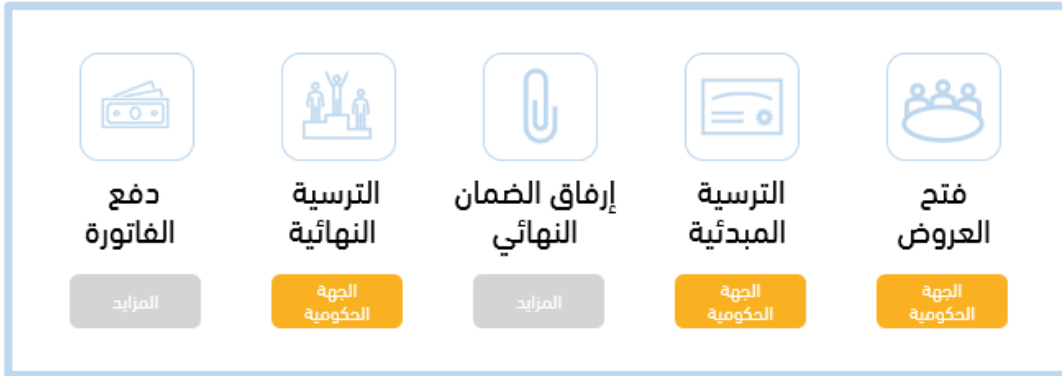
المزايدة

01



الترسية

02





Participate in the auction

Service description

This service enables bidders to register their participation in upcoming auctions.

Service workflow

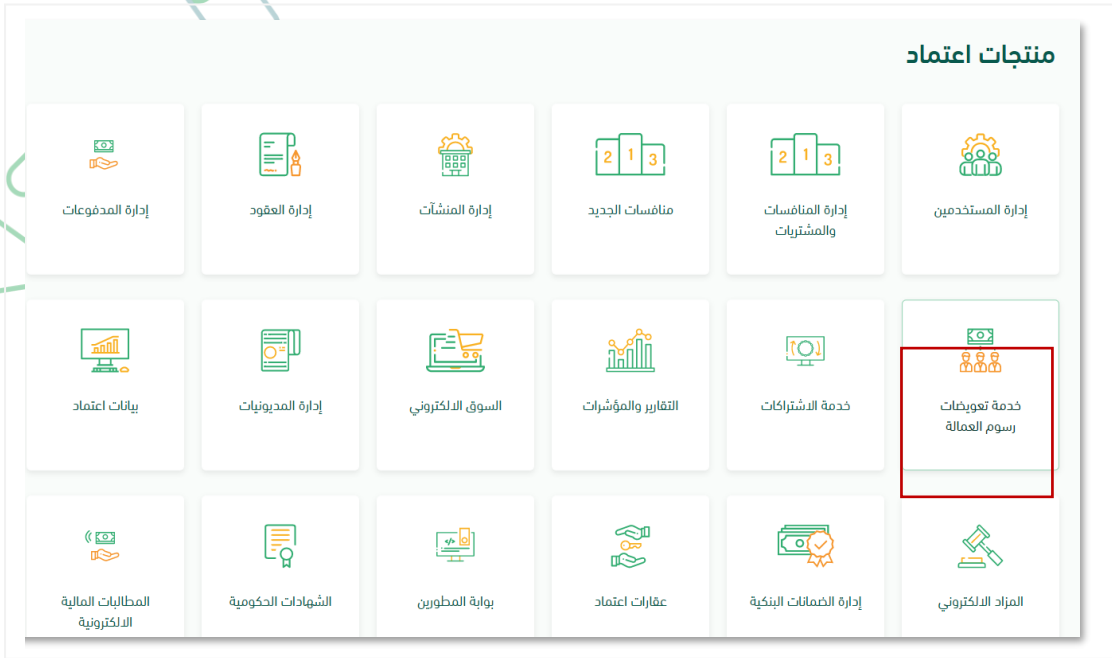


Usage instructions

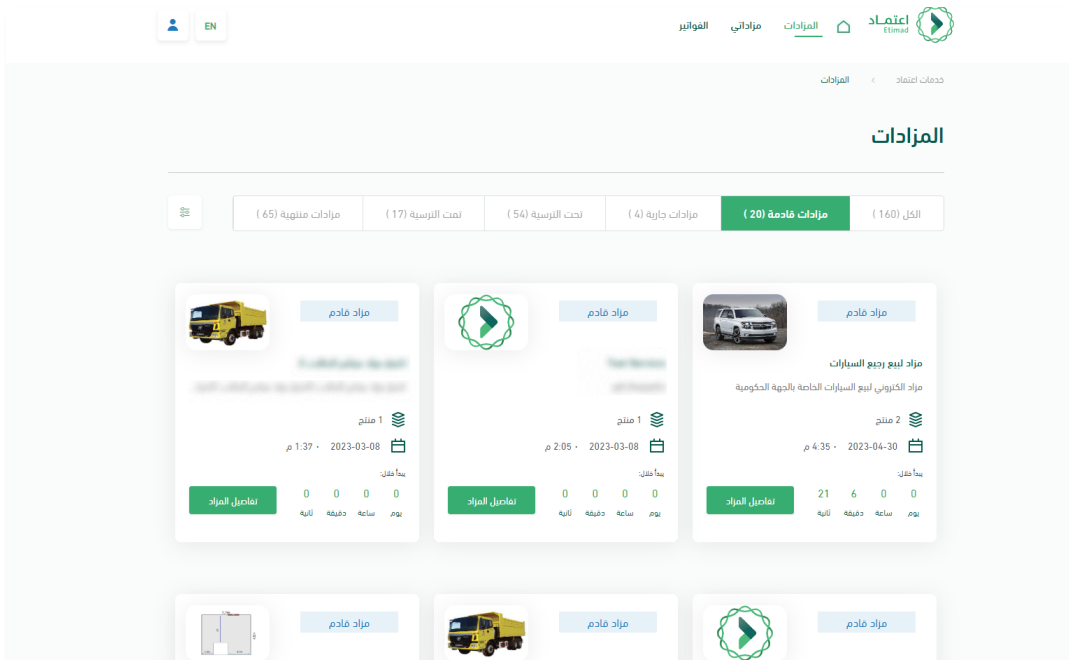
1. Go to the following link to go to the platform <https://etimad.sa/> Then click on the “Login” icon at the top, after that you will see the login page, through which you can choose the type of user “private sector”, enter the identity number, password and verification code, and click on the “Login” icon

The screenshot shows the Etimad platform's login interface. At the top right, the Etimad logo is visible. Below it, a navigation menu includes 'عن اعتماد' (Home), 'اعتماد حكومي' (Government), 'اعتماد اعمال' (Business), 'اعتماد افراد' (Individual), 'توثيق المستندات' (Document Verification), and 'نماذج' (Forms). The main content area is split into two panels. The left panel, titled 'تسجيل الدخول لمنصة اعتماد أعمال' (Login for Business Platform), contains a form with two input fields: 'رقم الهوية' (Identity Number) with the value '1024901843' and 'كلمة المرور' (Password) with masked characters. Below these fields are links for 'نسيت كلمة المرور' (Forgot Password) and a 'تسجيل الدخول' (Login) button. The right panel, titled 'الدخول لمنصة اعتماد للأعمال' (Business Platform Login), features a progress indicator with two steps: '1 الهوية الوطنية وكلمة المرور' (National ID and Password) and '2 التحقق' (Verification). Below the progress indicator is a box with a building icon and the text 'تسجيل الدخول عبر نفاذ' (Login via Nafath).

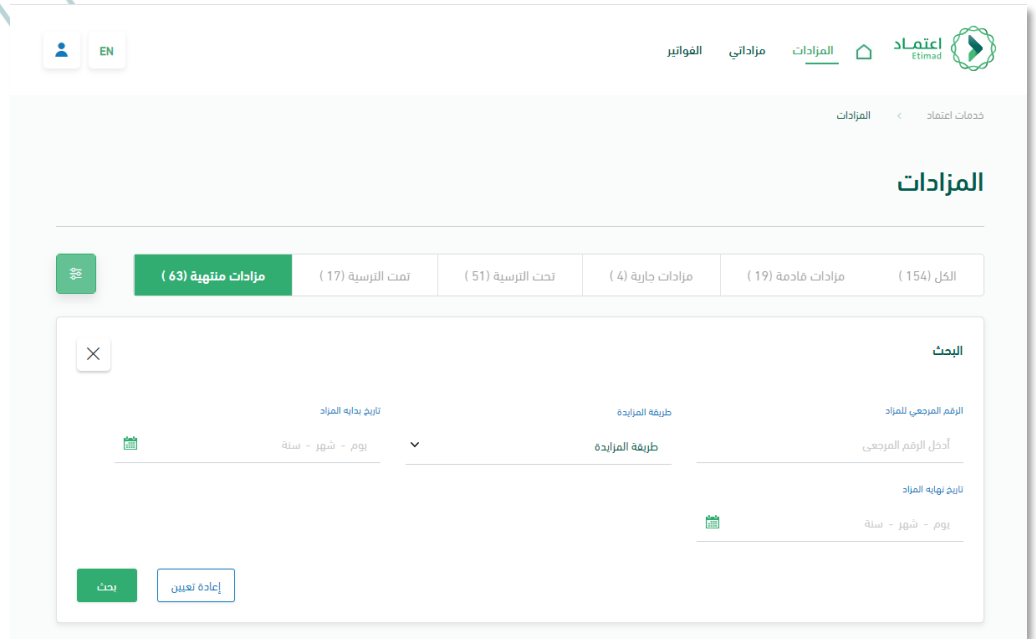
.2. After logging in as a user in the business sector, the online auction service is selected



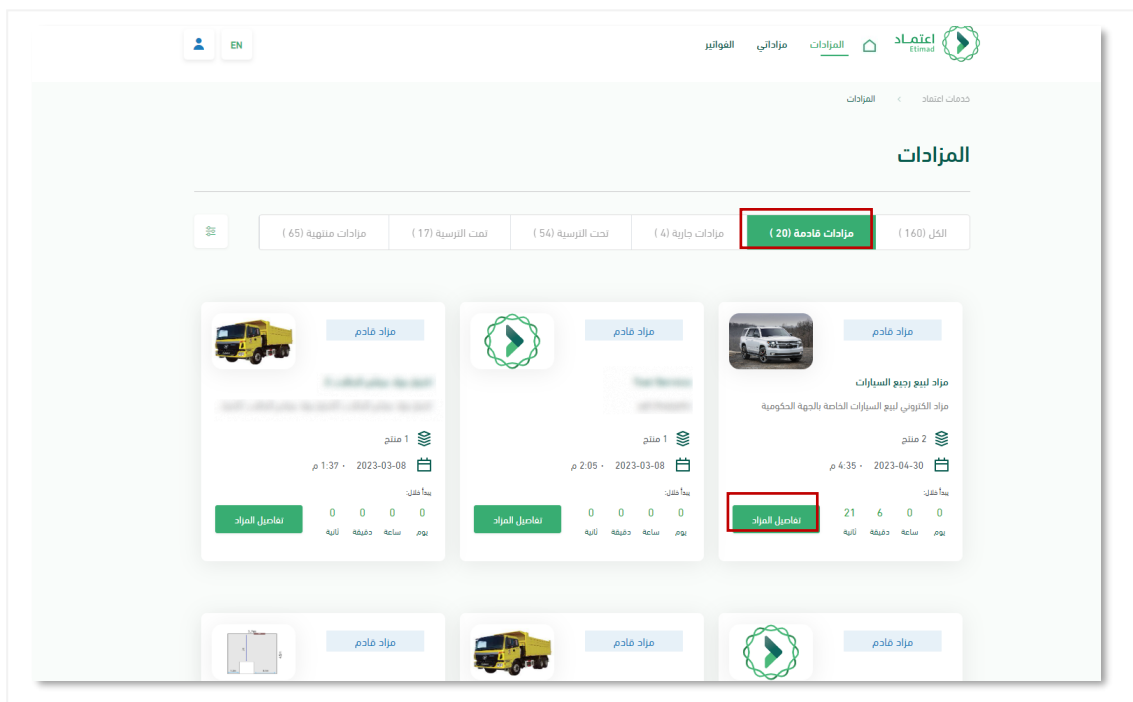
3.The user logs in to "Auctions" A list of all auctions that have been announced will appear with the special status of each auction and the user can filter to access a specific auction based on its status by clicking on the required status (all, upcoming auctions, ongoing auctions, under award, done award, closed auctions)



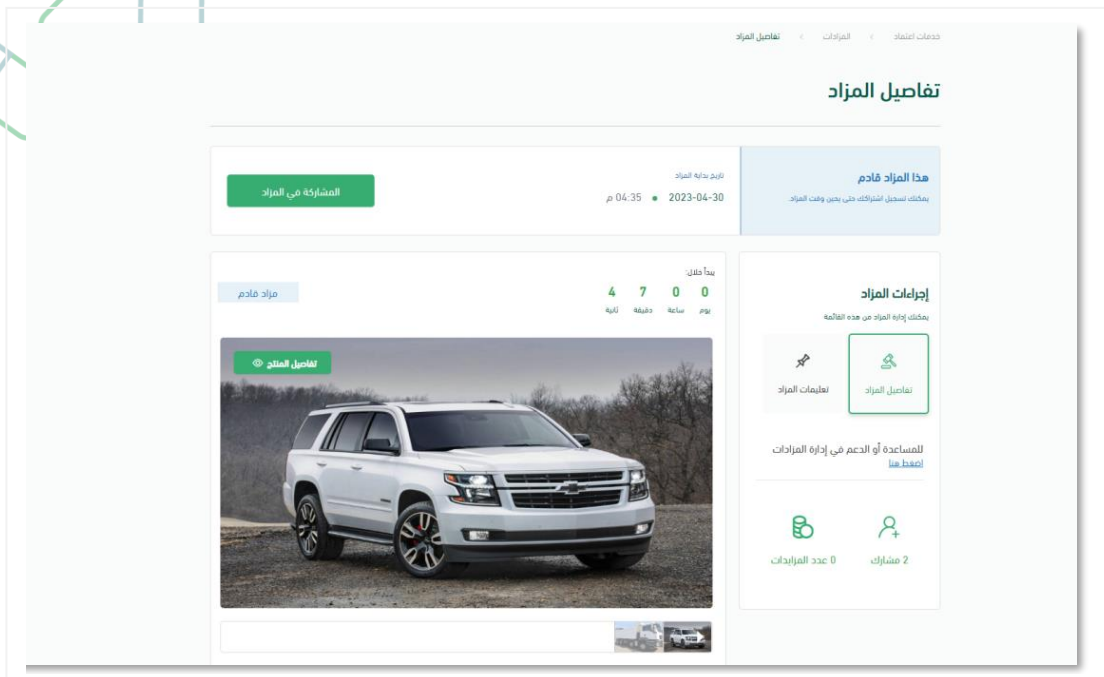
4.The user can search in "auctions" by pressing the filter button at the top of the screen according to cases, auction reference number, auction method, auction start date, auction end date, and auction stage, then press the search button to filter the results.



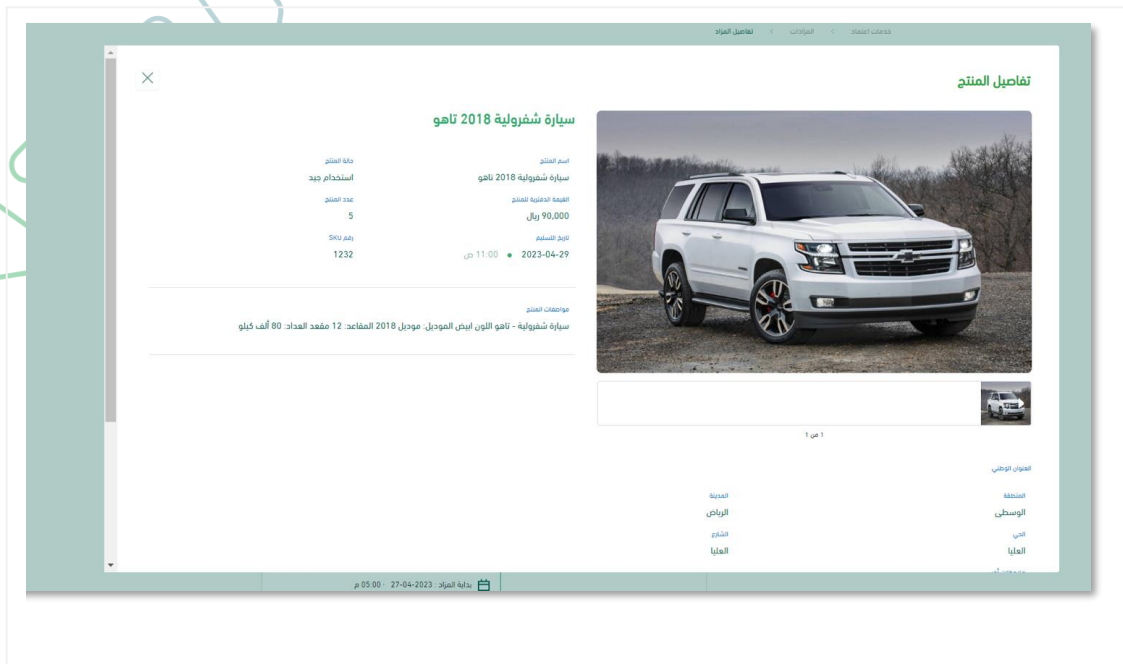
5.The user enters the auction, which is a 'auction coming' by clicking on **تفاصيل المزاد** the button



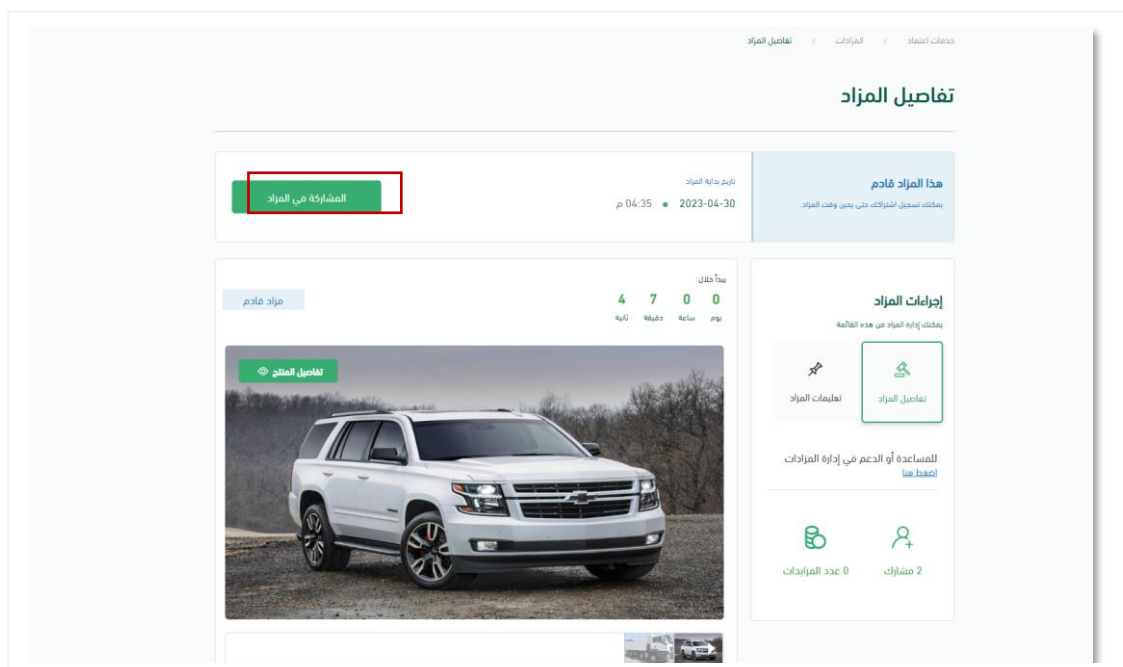
6. After entering the auction details, the user can view the full details of the upcoming auction (auction dates, auction information, auction financial terms, auction instructions)



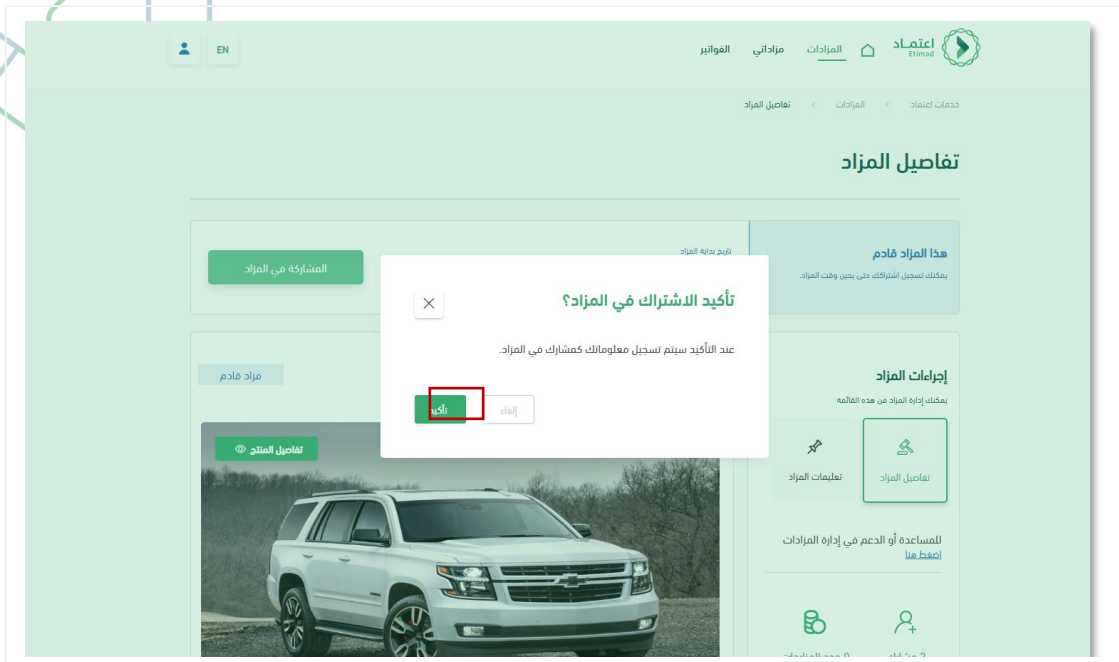
7. When going to the bottom of the "Auction Details" page, the user will be able to view (the name of the auction, the number of products in the auction, the method of bidding, the auction dates, the auction information, the financial items of the auction, and the attachments)



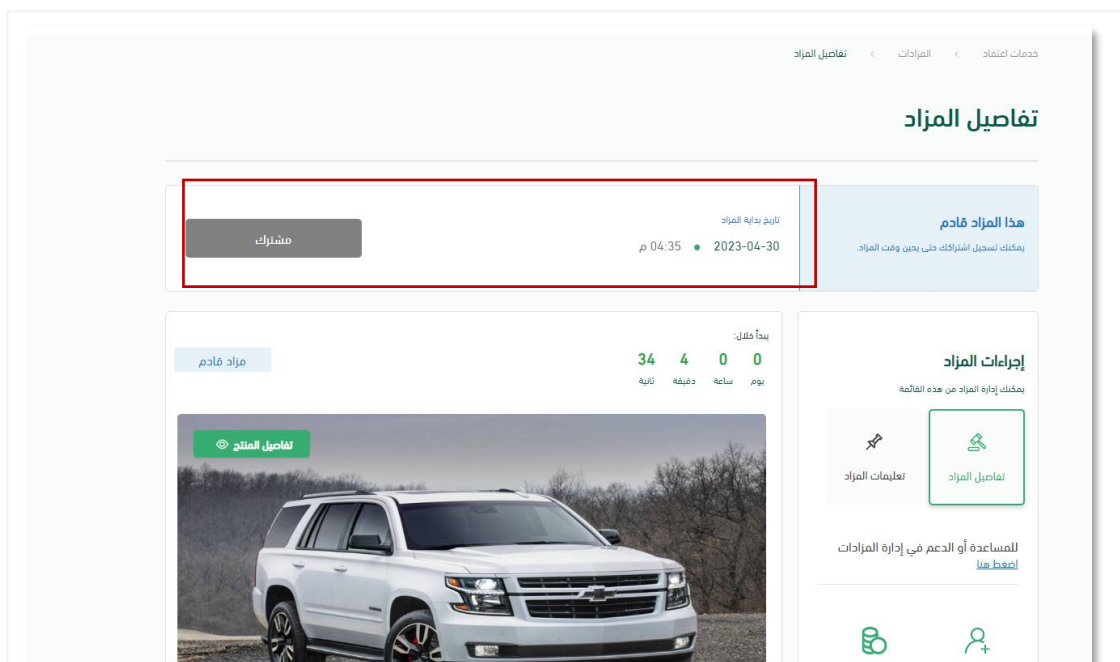
10. After viewing the details of the products, the user will be able to participate in the auction when he clicks on the "Participate in Auction" button.



11.The system will show a confirmation message to participate in the auction, the user will confirm the participation when clicking on the "Confirm" button



12.The bidder's auction status will change to "Joined" and he will be able to submit his bid according to the start date and time of the specified auction





Sending offers (bidding)

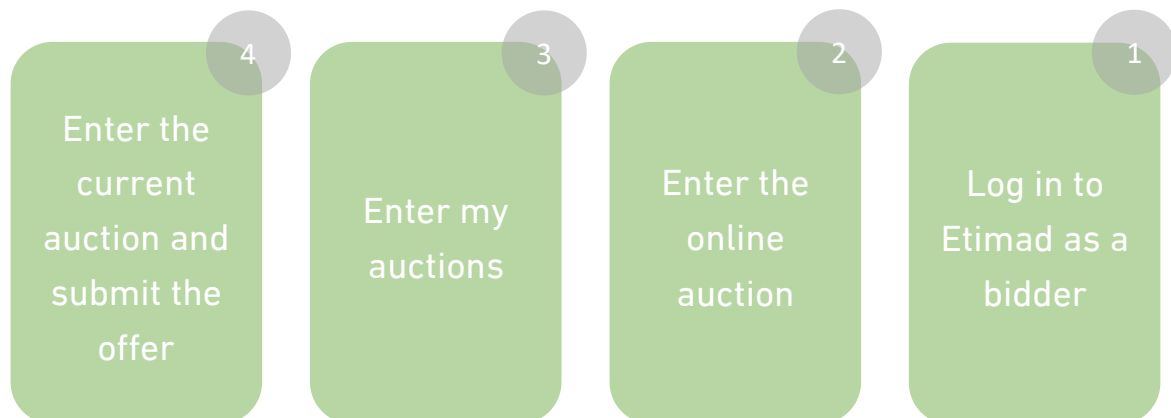
Service description

This service enables the bidder to submit bids in the ongoing auctions from government agencies in two ways, either (closed or direct)

✓ Terms of Service

The existence of a subscription to the requested auction and its status is “subscribed.”

Service workflow

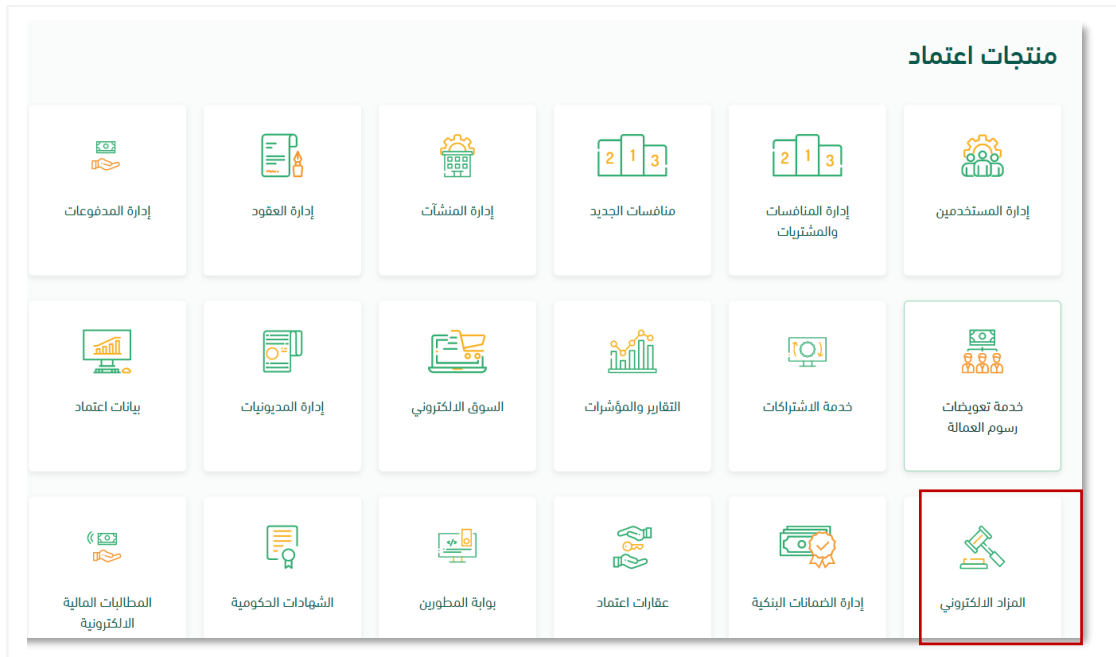


Usage instructions

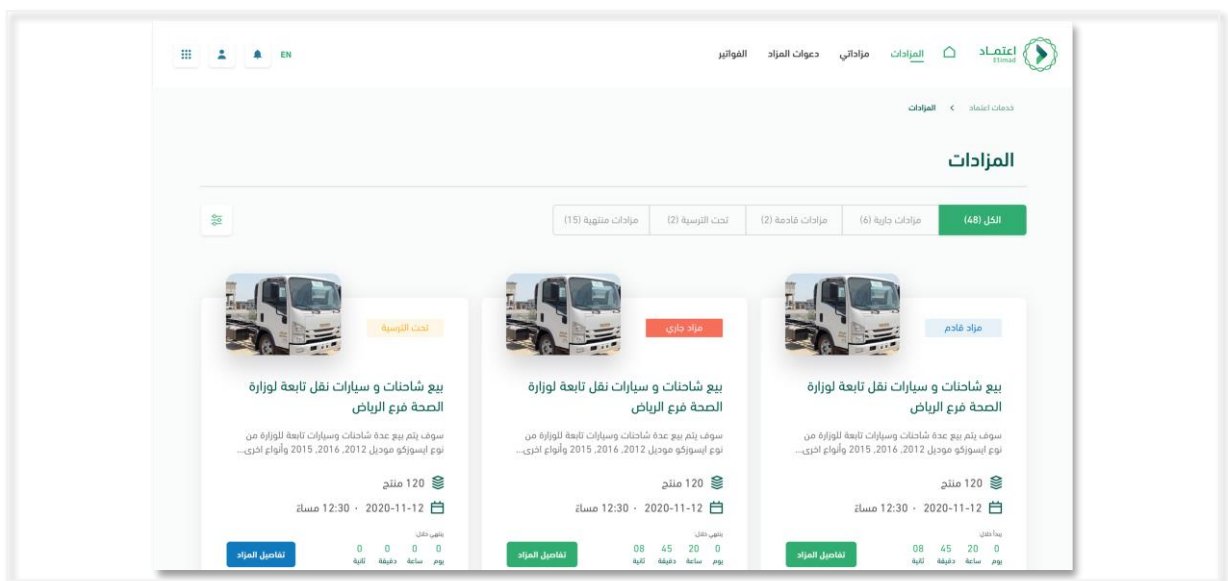
1. Go to the following link to go to the platform: <https://etimad.sa/> Then click on the “Login” icon at the top, after that you will see the login page, through which you can choose the type of user “private sector”, enter the identity number, password and verification code, and click on the “Login” icon

The screenshot shows the Etimad platform's login interface. At the top right, there is the Etimad logo and a navigation menu with options: 'عن اعتماد', 'اعتماد حكومي', 'اعتماد اعمال', 'اعتماد افراد', 'توثيق المستندات', and 'نماذج'. The main content area is divided into two panels. The left panel, titled 'تسجيل الدخول لمنصة اعتماد أعمال', contains two input fields: 'رقم الهوية' (National ID Number) with the value '1024901843' and 'كلمة المرور' (Password) with masked characters. Below these fields are two buttons: 'تسببت كلمة المرور' (Forgot Password) and 'تسجيل الدخول' (Login). The right panel, titled 'الدخول لمنصة اعتماد للأعمال', features a progress indicator with two steps: '1 الهوية الوطنية وكلمة المرور' (National ID and Password) and '2 التحقق' (Verification). A button labeled 'تسجيل الدخول عبر نفاذ' (Login via Nafath) is located at the bottom of this panel.

2. After logging in as a user in the business sector, the online auction service is selected



3.The user will be able to access My Auctions and view the pre-subscribed auctions with the status of "Auction in progress" and then click on the "Auction Details" button



1. .submitting the bid to the closed auction Mechanism

1. .The user will be able to view all the details of the current auction, and upon submission, the following must be submitted in the closed auction :

- 1 Attach a primary guarantee
- 2 The value of the offer is inclusive of tax

تفاصيل المزاد

مزايا حالي

بالتوقيت: 39 8 0 0
يوم ساعة دقيقة ثانية

تقديم عرض

1 ارفاق الضمان الابتدائي

بإمكانك اعداد الضمان عن طريق البنك الخاص بك وارفاق نسخة من الملف

رفع ملف PNG, JPG, DOCX, DOC, PDF

2 اصف عرضك

150000.00 ريال سعودي

نسبة المئسي %2.5
قيمة التجربة المتناهية 22.500 ريال سعودي
الجمالي سعر العرض 150.500 ريال سعودي

إرسال العرض

إجراءات المزاد

بمكتب إدارة المزاد من هذه القائمة

تعليمات المزاد

تفاصيل المزاد

للمساعدة أو الدعم في إدارة المزايدات [انقر هنا](#)

عدد المزايدات 0

مشارك 1

مزايا بيع ربيع السيارات

سيارة شيفرولية 2018 سيارة شيفرولية 2018 سيارة شيفرولية
2018 سيارة شيفرولية 2018 سيارة شيفرولية 2018 سيارة ...

1 منتج

تاريخ المزاد: 13-04-2023 - 04:00 ص



2.The user presses a button  and attaches the bid bond file and adds the bid price required by the bidder, then presses the "Submit Bid" button

تفاصيل المزاد

بقيت كلون: 39 يوم 8 ساعة 0 دقيقة 0 ثانية


إجراءات المزاد
يمكنك إدارة المزاد من هذه الشاشة

تفاصيل المزاد

تقديم عرض

1 إرفاق الضمان الابتدائي

بإمكانك إصدار الضمان عن طريق البنك الخاص بك وإرفاق نسخة من الملف

 رفع ملف (PNG, JPG, DOCX, DOC, PDF)

2 أضيف عرضك

150000.00 ريال سعودي

نسبة السهمي %2.5
قيمة القيمة المتأجلة: 22.500 ريال سعودي

التمالي سعر العرض: 150.500 ريال سعودي

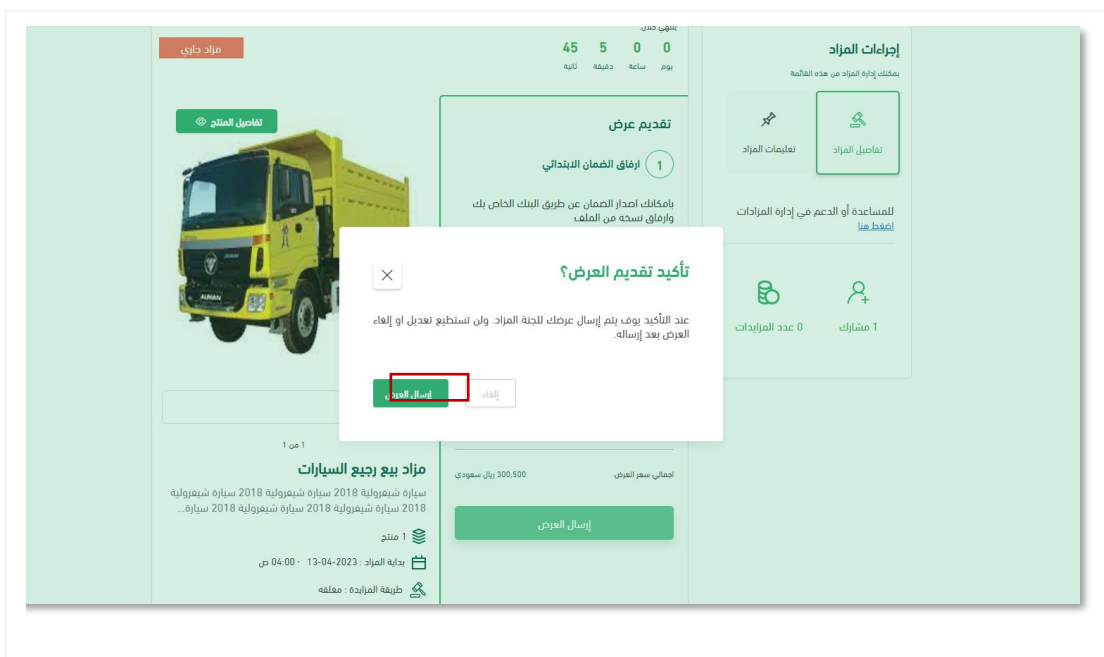
إرسال العرض

مزاد بيع ربيع السيارات

سيارة شيفرولية 2018 سيارة شيفرولية 2018 سيارة شيفرولية 2018
2018 سيارة شيفرولية 2018 سيارة شيفرولية 2018 سيارة...
1 منتج

بتاريخ المزاد: 13-04-2023 04:00 ص

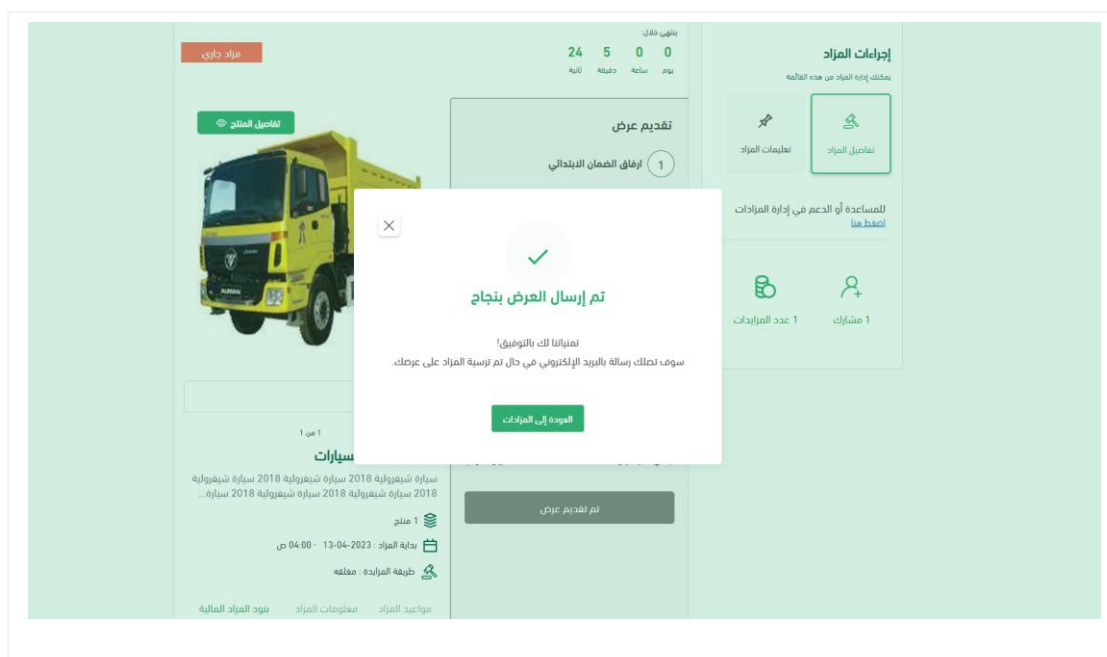
3.The system displays a message confirming the submission of the offer, the user will press the "Submit Offer" button



Please make sure that the sent offer is correct and complete, as it is available to apply for auctioned auction.



4. After confirmation, a confirmation message appears that the government entity has "received the bidder's offer, indicated by the message "The offer was sent successfully



5. After submitting, the bidder will be able to view his bid and cannot apply again to the auction

تفاصيل المزاد

مزايا

33 يوم 1 ساعة 0 دقيقة 0 ثانية

تقديم عرض

1 إرفاق الضمان الابتدائي

بإمكانك إصدار الضمان عن طريق البنك الخاص بك وإرفاق نسخة من الملف

الضمان الابتدائي kb 401

2 أصف عرضك

300000.00 ريال سعودي

نسبة السهمي %2.5
قيمة الضريبة المتأجلة: 45,000 ريال سعودي
إجمالي سعر العرض: 300,500 ريال سعودي

لم لتقديم عرض

إجراءات المزاد

يمكنك إدارة المزاد من هذه الصفحة

تفاصيل المزاد

تعليمات المزاد

للمساعدة أو الدعم في إدارة المزادات [انقر هنا](#)

1 عدد المراجعات

1 مشترك

مزايا بيع ربيع السيارات

سيارة شيفروليه 2018 سيارة شيفروليه 2018 سيارة شيفروليه 2018
سيارة شيفروليه 2018 سيارة شيفروليه 2018 سيارة شيفروليه 2018

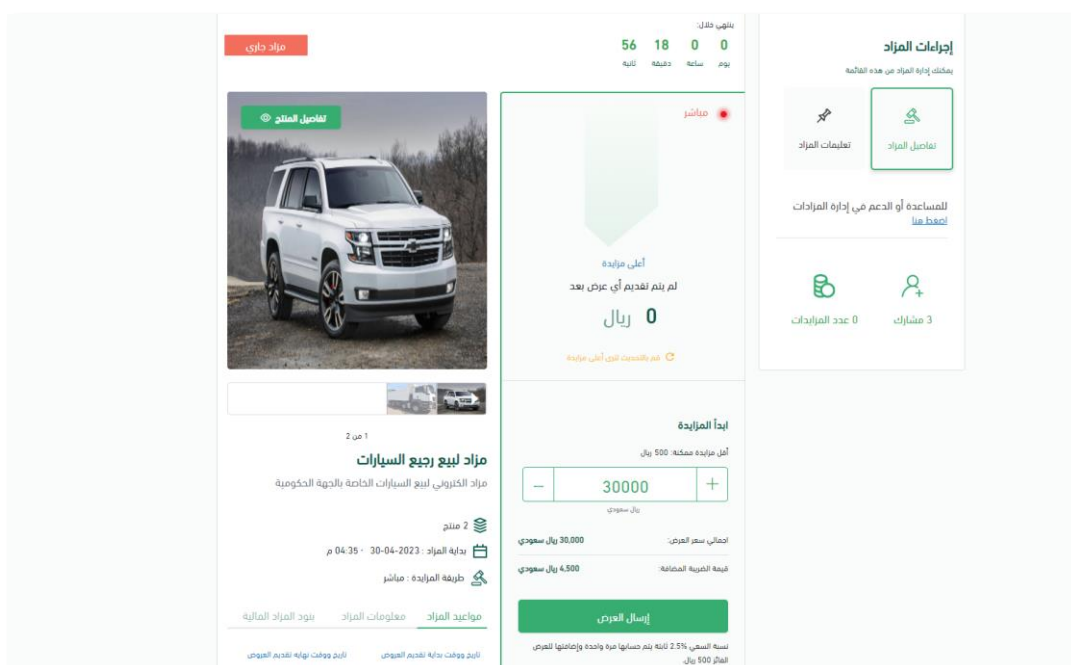
1 من 1

1 منتج

1.Mechanism for submitting the bid to the closed auction.

- 1.The user will be able to enter the current auction and see all the details of the auction
- 2.and the highest price the auction reached

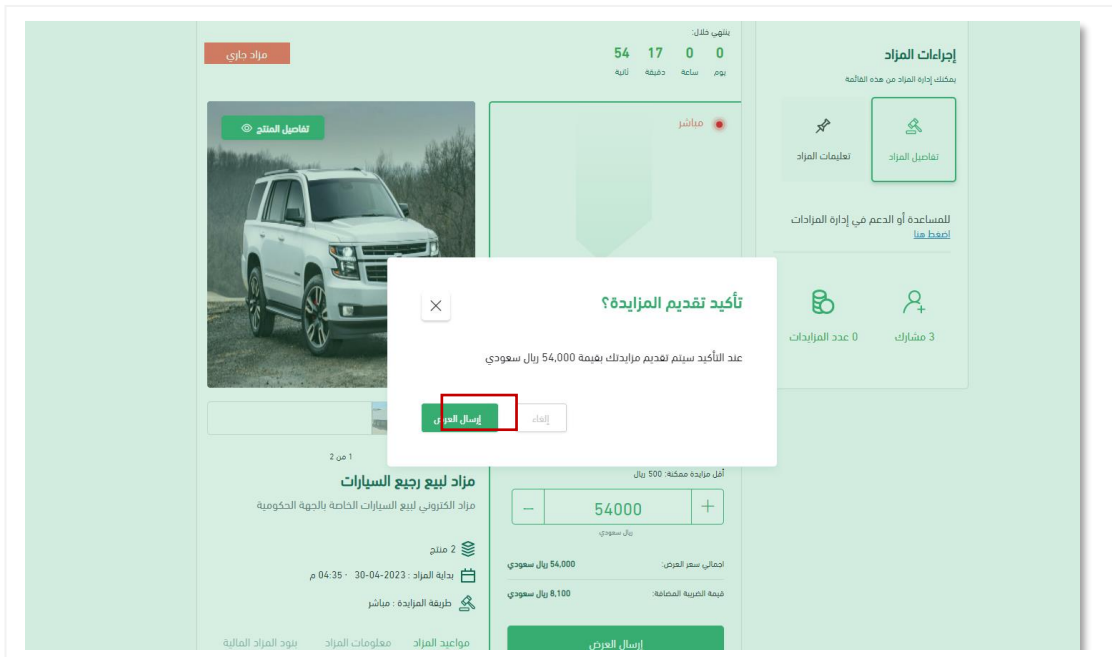
When applying to the direct auction, you must submit the following, the value of the "offer, including tax, and then click on "Submit Bid



When the auction price is raised, the value of the auction must be taken into consideration (the lowest possible bidder), which represents the lowest value that the auction allows to be



2.The system displays a confirmation message with the value entered for the bid, then the user presses the "Submit Bid"; button



3. After confirmation, the value of the bidding that the auction entered and the price reached by the auction will appear to him and will appear to him 'your bidder is the highest and he will not be able to raise the auction until another auction raises the price of the auction

The screenshot displays an online auction page for a white SUV. At the top right, a countdown timer shows 39 minutes, 15 seconds, and 00 milliseconds remaining. Below the timer, the current bid is 169,500 SAR, with a bid increment of 500 SAR. A red arrow points to the bid amount. The interface is in Arabic and includes navigation buttons for 'تفاصيل المزاد' (Auction Details) and 'إجراءات المزاد' (Auction Procedures). The page also shows the auction title 'مزايا لبيع ربيع السيارات' (Car Auction) and the date '30-04-2023 - 04:35 م'.

3.1 In the event that another bidder submits a higher bid than the bid submitted by the bidder, it will appear to him “Your bid is not the highest bid” and he will be allowed to raise the auction price again

The screenshot shows an online auction page for a white Chevrolet SUV. The current bid is 169,500 SAR. A red arrow points to the bid amount, with a message indicating that the bidder's bid is not the highest. The interface also displays the auction title, dates, and a sidebar with navigation options.

After the end of the specified auction time, the status of the auction will be under award, and the bidder will not be able to submit another bid





Pay the auction price

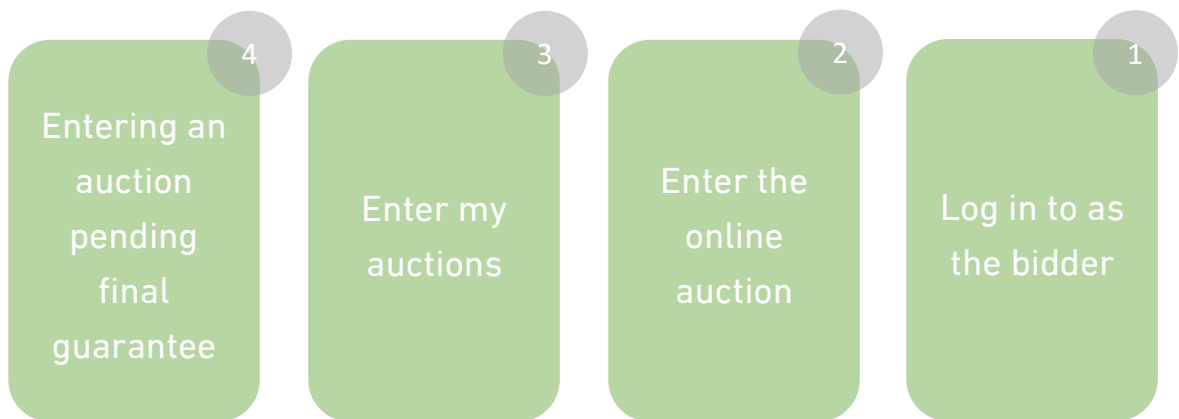
Service description

This service enables the winning bidder to complete the procedures that take place upon awarding by attaching the final letter of guarantee, then completing the awarding stage and paying the auction bill

Terms of Service

The presence of a subscription to the requested auction and its status is “pending.”

Service workflow





1. Go to the following link to go to the platform : <https://etimad.sa/> then click on the “Login” icon above, after that the login page will appear for you, through which you can choose the type of user “private sector”, enter the ID number, password and verification “code, and click on the “Register” icon Access

اعتماد
Etimad

عن اعتماد | اعتماد حكومي | اعتماد اعمال | اعتماد افراد | توثيق المستندات | نماذج

الرجوع إلى خيارات تسجيل الدخول

الدخول لمنصة اعتماد للأعمال

الهوية الوطنية وكلمة المرور 1

التحقق 2

تسجيل الدخول عبر نفاذ

تسجيل الدخول لمنصة اعتماد أعمال

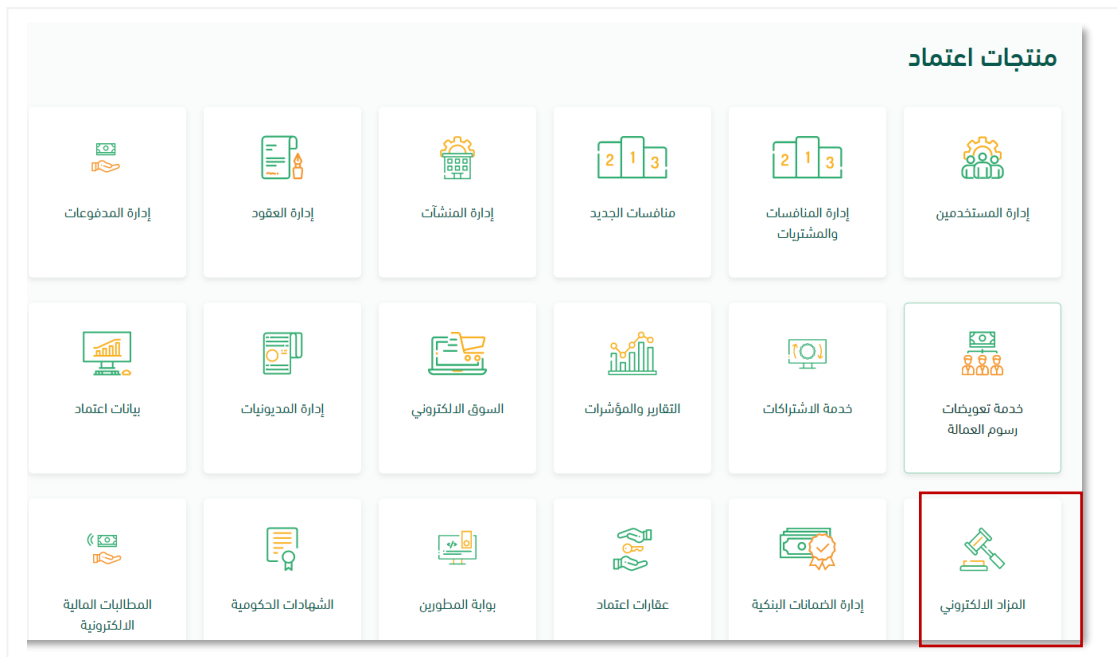
رقم الهوية 1024901843

كلمة المرور

تسجيل الدخول

نسيت كلمة المرور

2. After logging in as a user in the business sector, the online auction service is selected.

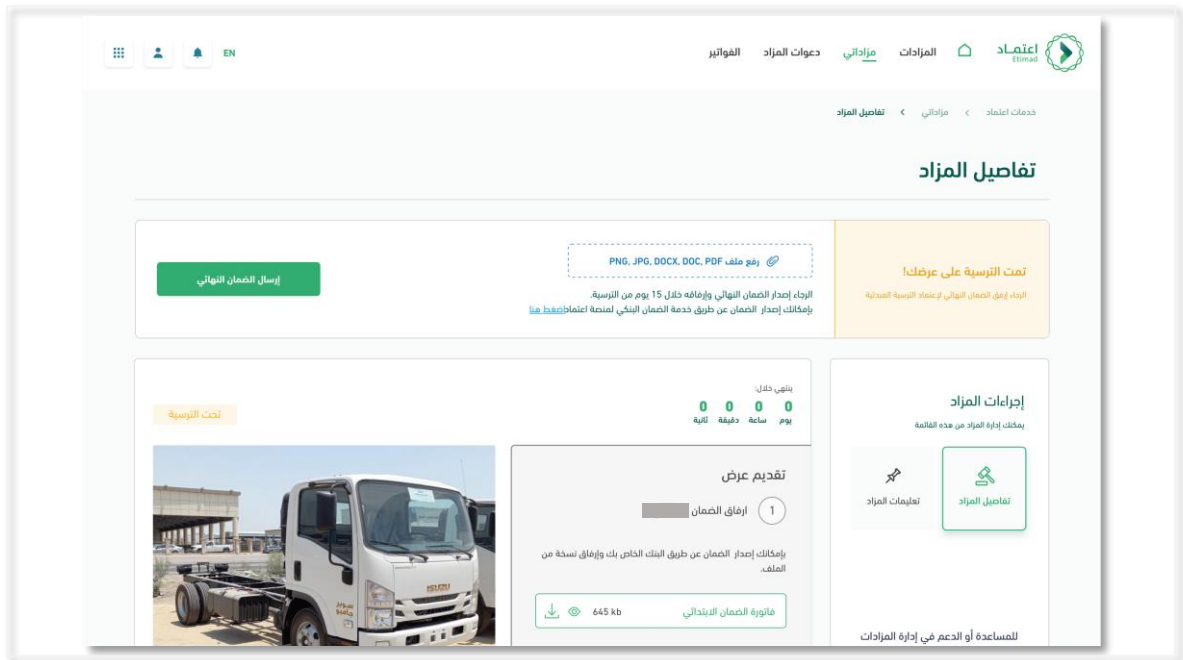


3.The user will be able to access My Auctions and see the pre-subscribed auctions with the status of "Auction in progress" and the status of the submitted bid as "Awarded"

The screenshot displays the 'My Auctions' (مزاداتي) page on the Etenad platform. The page features a navigation bar at the top with the Etenad logo and menu items like 'مزاداتي', 'مزادات', 'عوات المزاد', and 'الفواتير'. Below the navigation, there are filter tabs for auction status: 'الكل (15)', 'تم تقديم العرض (6)', 'لم يتم تقديم عرض (2)', 'لم تتم الترسيمة (2)', and 'تمت الترسيمة (5)'. The main content is a table listing auctions with the following columns: 'الرقم العنقدي للمزاد', 'اسم المزاد', 'نوع المزاد', 'حالة المزاد', 'التاريخ لهيئة المزاد', and 'حالة العرض'. The table contains five rows of auction data, all with a status of 'تمت الترسيمة' (Awarded). Below the table is a pagination control showing '1' of 5 pages. The footer includes logos for VISION 2030, the Ministry of Finance, and NCGR, along with social media icons and contact information.

الرقم العنقدي للمزاد	اسم المزاد	نوع المزاد	حالة المزاد	التاريخ لهيئة المزاد	حالة العرض
0021	أرض المنتجات	مزاد مغلق	تمت الترسيمة	2022-01-01 م 02:31	لم يتم تقديم عرض
0022	خبرات المحنية	مزاد مغلق	تمت الترسيمة	2022-01-01 م 02:31	تمت الترسيمة
0023	أدوات ميكانيكية	مزاد مباشر	تمت الترسيمة	2022-01-01 م 02:31	لم تتم الترسيمة
0024	سيارات شحن ونقل	مزاد مباشر	تمت الترسيمة	2022-01-01 م 02:31	لم يتم تقديم عرض
0025	سيارات	مزاد مغلق	قادم	2022-01-08 م 02:31	

4. The user will be able to enter the auction, then attach the final guarantee and send it to the government agency by pressing the "Send Final Guarantee" button



5. After the entity reviews and accepts the final guarantee, an invoice will be sent to pay the auction value. The bidder clicks on the "Pay the invoice" icon.

The screenshot displays the 'تفاصيل المزاد' (Auction Details) page on the Etimad platform. The page features a navigation bar at the top with the Etimad logo and various menu items. The main content area is divided into several sections:

- Payment Status:** A green button labeled 'دفع الفاتورة' (Pay Invoice) is highlighted with a red box. To its right, text indicates that the bid is pending payment and that the bid will be canceled if payment is not received within 30 days.
- Countdown:** A section titled 'تحت الترسية' (Under Bid) shows a countdown timer with four zeros (00:00:00) and the text 'ينتهي خلال:' (Ends in:).
- Submission:** A section titled 'تقديم عرض' (Submit Bid) includes a button for 'ارفاق الضمان الابتدائي' (Attach Initial Guarantee) with a '1' icon.
- Actions:** A section titled 'إجراءات المزاد' (Auction Procedures) contains a button for 'تفاصيل المزاد' (Auction Details) and a button for 'تعليقات المزاد' (Auction Comments).

6. The system displays the invoice details, the invoice amount and its status, and then clicks on one of the payment options

