



User Guide

Etimad Platform - Browse Available Competitions

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Index

3	Annual Subscription Service
3	Business rules
3	Steps to Use the Service
Error! Bookmark not defined.	Uer Guidelines
Error! Bookmark not defined.	Viewing current competitions service
8	Business Rules
8	Steps to Use the Service
8	User <u>Guidelines</u>
Error! Bookmark not defined.	Viewing upcoming competitions service
10	Business Rules
	Steps to Use the Service
Error! Bookmark not defined.	Uer Guidelines
Error! Bookmark not define	Steps to Use the Service Uer Guidelines



Introduction

As part of Saudi Arabia's Vision 2030 and its direction to improve operational efficiency and align projects with national economic needs, the Ministry of Finance has launched a comprehensive user guide to activate and facilitate access to its e-services.

The Competitions and Procurement Management Services enable the private sector to view available competitions, receive invitations, purchase tender documents, and submit bids electronically.

Annual Subscription Service

This service enables suppliers to subscribe in government procurement and tendering services

Business rules

To subscribe, the required fees must be paid.

Steps to Use the Service:

- 1. Log in to the system
- 2. Access the subscription service
- 3. Read the introductory overview of the system services
- 4. Agree to the terms and conditions and confirm the subscription
- 5. Pay the subscription fee





User guidelines To access the platform, please use the following link: <u>https//etimad.sa /</u> Click the "Business" icon



Access to the system requires entering the ID number, password, and verification code.



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An introductory screen will appear outlining the services of the Government Tenders and Procurement System. The user must review and accept the terms and conditions, then proceed by clicking the "Subscribe Now" button.



Confirm the subscription by clicking on the " Subscribe " icon



و على المعالم الم المعالم ا

After that, the subscription payment number will appear, and a text message and email will be sent to complete the payment



Then all invoice details will be displayed



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Or via electronic payment by filling in the personal and card information After completing all required fields, click the "Pay" button to finalize the transaction.



Viewing current competitions service

A service that enables suppliers to view the published competitions available on the platform

Business rules

the required fees must be paid

Steps to Use the Service:

- 1. Log in to the system
- 2. Access the "New competitions" service
- 3. Click on the "All Competitions" icon



User guidelines To access the platform, please use the following link: <u>https//etimad.sa /</u> Click the "Business" icon



To access the service, Click on the "New Competitions " icon



Through the "Supplier "account , click on "All competitions" this will display all competitions that have been published and made available to supplier



All current competitions will then be displayed to the user.

The user selects the desired competition to apply for by clicking on "Join Competition"



Viewing current competitions service A service that enables suppliers to view upcoming competitions on the platform.

Business rules the required fees must be paid

Steps to Use the Service:

- 1. Log in to the system
- 2. Access the "New competitions" service
- 3. Click on the "All Ads" icon



User guidelines

To access the platform, please use the following link: <u>https//etimad.sa /</u> Click the "Business" icon





Image: Structure (Structure) (Struc



To access the service, Click on the " New Competitions " icon

From the "Supplier " user, click on the "All Ads" icon

All upcoming and closed competitions are displayed.





Thanks

Supervised by



