

المشتري الرئيس  
PRINCIPAL BUYER



## SUPPLIER GUIDE – Bidders Sign-Up on SPPC ePP

June - 2025

**SPPC eProcurement Portal (ePP)**

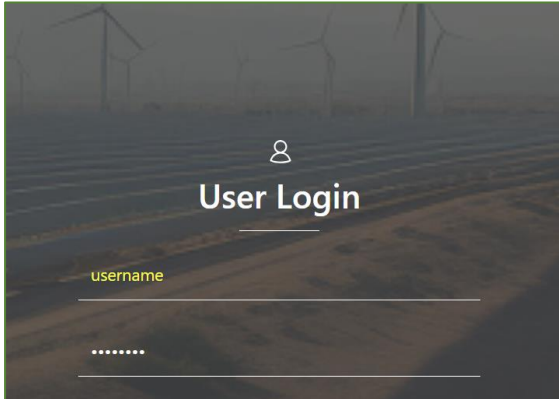


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# 1. Register as a New Supplier

Access SPPC eProcurement Portal using the link: <https://powersaudi Arabia.com.sa> and click the “Bidders Sign-up” to start the registration process.




Any potential Supplier can register on the platform in this way. If a Supplier sees an Opportunity Listing or Public Tenders, they must register before accessing the relevant Tender Opportunity.

# 1. Register as a New Supplier

Please complete the security check by entering the text or audio validation code displayed in the box, then click 'Confirm'.

Registration Security Check Close

**i** To continue, confirm you are not a robot.



Regenerate Enable Audio

\* Validation Value

Confirm

You can also 'Regenerate' code in case the characters are not clear

# 1. Register as a New Supplier

Please take a moment to carefully read the user agreement. You can then either 'Agree' to Continue with the registration process or click 'I Don't Agree' to return to the homepage.

User Agreement Adobe PDF File Close

**USER AGREEMENT**

**1. Introduction**

1.1 This User Agreement between Saudi Power Procurement Company - SPPC (the Procurer) and the Bidder governs the access and use of the eProcurement Portal (the System) by the Bidder to respond to an invitation from the Procurer to participate in a procurement exercise.

1.2 A procurement exercise may include a Request for Qualification (RFQ) and/or a Request for Proposal (RFP). This above list of individual procurement exercise processes is indicative and a non-exhaustive representation of commonly used terminology. Procurer organisations may have their own, unique terminology to be applied on a case by case basis.

1.3 The System is provided by Jaggaer and operated by the Procurer. This User Agreement applies to the Bidder's and its Bidder Users' access to and use of the System. The Bidder acknowledges that by a Bidder User accessing the System using the user ID and password provided by, or on behalf of the Procurer, the Bidder agrees to be bound by this User Agreement.

1.4 The Bidder shall only use the System to respond to an invitation to participate in a procurement exercise in accordance with this User Agreement and any further rules expressed and presented in the System. In the event that there is any conflict between this User Agreement and any such further rules, then the provisions of such further rules shall take precedence over this User Agreement.

**2. Access**

I have read and agree to the eSourcing Portal System User Agreement

I AGREE

I DO NOT AGREE

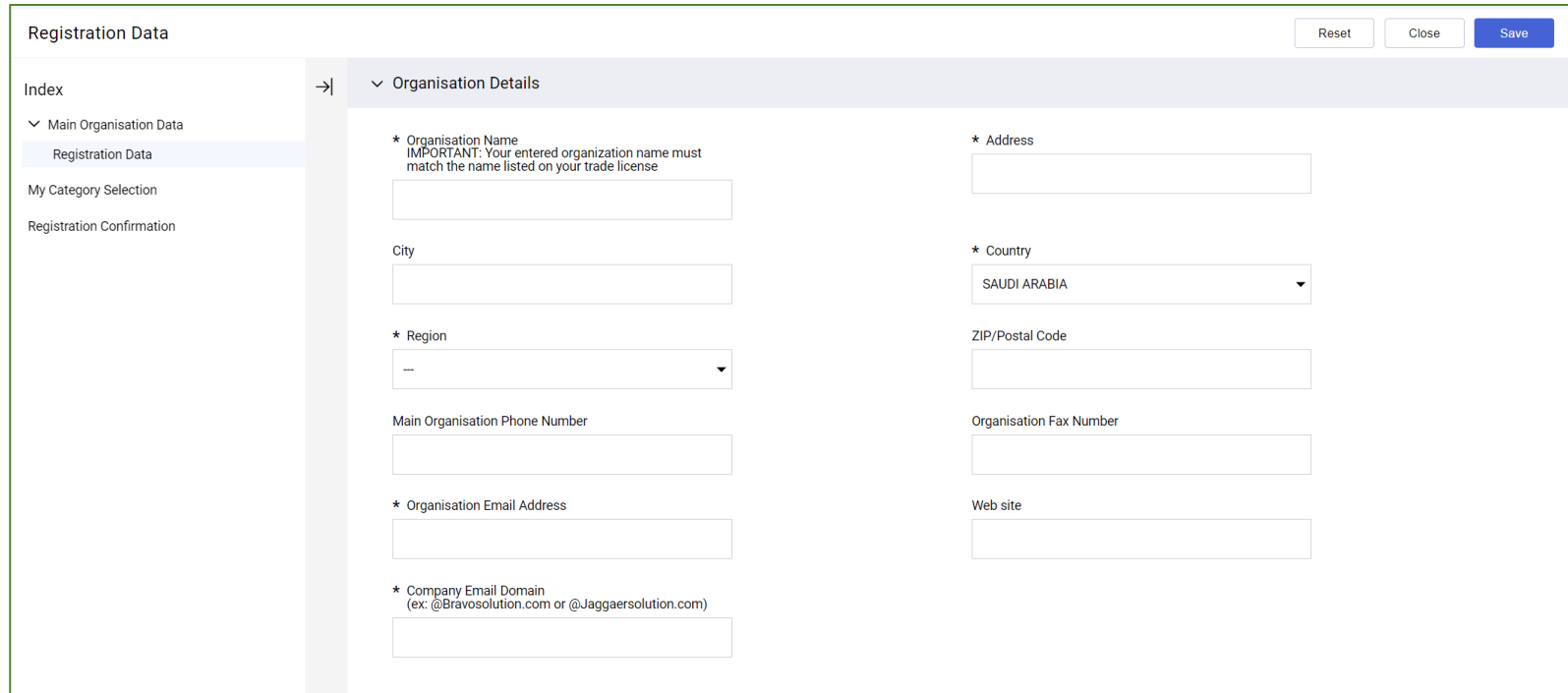
[Continue](#)

You can download the User Agreement as PDF.  
If you select 'I Do not Agree' then you will not be able to proceed with your registration.

# 1. Register as a New Supplier

The first section of the form collects information about the supplier organization.  
The following information is mandatory:

- Organization Name
- Address
- Country
- Region
- Email Address
- Company Email Domain



The screenshot shows a web form titled "Registration Data" with a sidebar on the left and a main content area. The sidebar contains a navigation menu with the following items: "Index", "Main Organisation Data", "Registration Data" (highlighted), "My Category Selection", and "Registration Confirmation". The main content area is titled "Organisation Details" and contains the following fields:

- \* Organisation Name: A text input field with a note: "IMPORTANT: Your entered organization name must match the name listed on your trade license".
- \* Address: A text input field.
- City: A text input field.
- \* Country: A dropdown menu with "SAUDI ARABIA" selected.
- \* Region: A dropdown menu with "--" selected.
- ZIP/Postal Code: A text input field.
- Main Organisation Phone Number: A text input field.
- Organisation Fax Number: A text input field.
- \* Organisation Email Address: A text input field.
- Web site: A text input field.
- \* Company Email Domain: A text input field with a note: "(ex: @Bravosolution.com or @Jaggaersolution.com)".

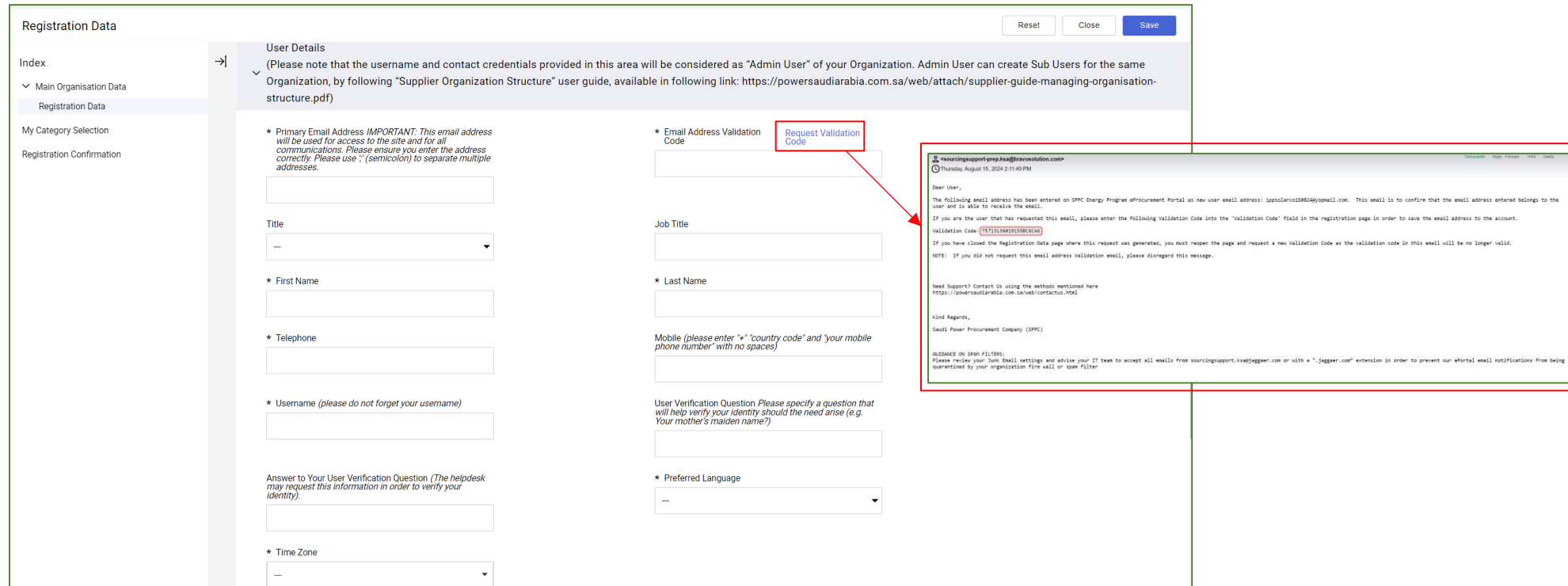
At the top right of the form, there are three buttons: "Reset", "Close", and "Save".

Fill carefully your Organization Details section to make sure the Company Name and Organisation Email Address is entered correctly.

# 1. Register as a New Supplier

The second section of the form collects information about the superuser of your organization. The following information is mandatory:

- Primary Email Address (of superuser)
- Email Address Validation Code (click ‘Request Validation Code’ to get an email alert and enter the validation code here)
- First Name
- Last Name
- Telephone
- Username
- Preferred Language
- Time Zone



The screenshot shows the 'Registration Data' form with a 'User Details' section. The form includes fields for Primary Email Address, Email Address Validation Code, Title, First Name, Last Name, Telephone, Username, and Preferred Language. A 'Request Validation Code' button is highlighted in red. An email notification is shown on the right, containing the validation code: 757111480215862648.

Registration Data

Index

Main Organisation Data

Registration Data

My Category Selection

Registration Confirmation

User Details

(Please note that the username and contact credentials provided in this area will be considered as "Admin User" of your Organization. Admin User can create Sub Users for the same Organization, by following "Supplier Organization Structure" user guide, available in following link: <https://powersaudi Arabia.com.sa/web/attach/supplier-guide-managing-organisation-structure.pdf>)

\* Primary Email Address *IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ; (semicolon) to separate multiple addresses.*

\* Email Address Validation Code

Request Validation Code

Title

Job Title

\* First Name

\* Last Name

\* Telephone

Mobile (please enter "+" "country code" and "your mobile phone number" with no spaces)

\* Username (please do not forget your username)

User Verification Question Please specify a question that will help verify your identity should the need arise (e.g. Your mother's maiden name?)

Answer to Your User Verification Question (The helpdesk may request this information in order to verify your identity).

\* Preferred Language

\* Time Zone

Dear User,

The following email address has been entered on SPC Energy Program eProcurement Portal as new user email address: [spso2ar02198249@gmail.com](mailto:spso2ar02198249@gmail.com). This email is to confirm that the email address entered belongs to the user and is able to receive the email.

If you are the user that has requested this email, please enter the following Validation Code into the 'Validation Code' field in the registration page in order to save the email address to the account.

Validation Code: **757111480215862648**

If you have closed the Registration Data page where this request was generated, you must reopen the page and request a new Validation Code as the validation code in this email will be no longer valid.

NOTE: If you did not request this email address validation email, please disregard this message.

Need Support? Contact us using the methods mentioned here <https://powersaudi Arabia.com.sa/web/contactus.html>

Kind Regards,  
Saudi Power Procurement Company (SPC)

GUIDANCE ON SPAM FILTERS:  
Please review your Junk Email settings and advise your IT team to accept all emails from [sourcingsupport.ksa@jaggaer.com](mailto:sourcingsupport.ksa@jaggaer.com) or with a ".jaggaer.com" extension in order to prevent our ePortal email notifications from being quarantined by your organization fire wall or spam filter

Fill in all mandatory fields, then ‘Save’.

You’ll receive temporary password from [sourcingsupport.ksa@jaggaer.com](mailto:sourcingsupport.ksa@jaggaer.com)

# 1. Register as a New Supplier

On this page, you must select the categories/business activities that your company is authorized to perform. Select the relevant categories and then “Confirm”.

### Begin Vendor Registration

Confirm

Index

Enter filter (type to start search)

Search or Navigate the Tree

Collapse All Expand All

Selected Items: 2

102 - Developer X 105 - Manufacturer X

Categories

- 100 - Solar PV
  - 101 - Consultant
  - 102 - Developer
  - 103 - Engineering, Procurement and Construction (EPC) Contractor
  - 104 - Financial Institution
  - 105 - Manufacturer
  - 106 - Original Equipment Manufacturer (OEM)
- > 200 - Wind
- > 300 - Consultant

### Registration Confirmation

Close

The Registration phase of your Account has been Completed. The Activation of your account will be evaluated and communicated to you via email. You will be able to log in with your selected username and the Password you received on registration once your account has been activated.


Registration Summary	COMPLETION STATUS (MANDATORY QUESTIONS FOR REGISTRATION)
Registration Data	<input type="radio"/> Missing Responses: Optional 9
Select Categories	<input checked="" type="radio"/> Categories selected 2


**Your Registration is complete. Please wait for your account to be activated and you shall receive a confirmation via email.**

# 1. Register as a New Supplier

Once your Account is Activated you will receive an email alert

**Information Regarding Account Access on SPPC Energy Programme Procurement Portal**

 <sourcingsupport-prep.ksa@bravosolution.com>

 Thursday, August 15, 2024 2:24:19 PM

Dear User,

Your account has been enabled by SPPC on SPPC Energy Program eProcurement Portal







To access your account click the following link: <https://ipp-ksa.ksa-prep.app.jaggaer.com/esop/guest/login.do?quu=91368985019155C65D86>

The link can be used only once and is valid for a limited time (it will expire in a few hours).

Need Support? Contact Us using the methods mentioned here  
<https://powersaudi Arabia.com.sa/web/contactus.html>

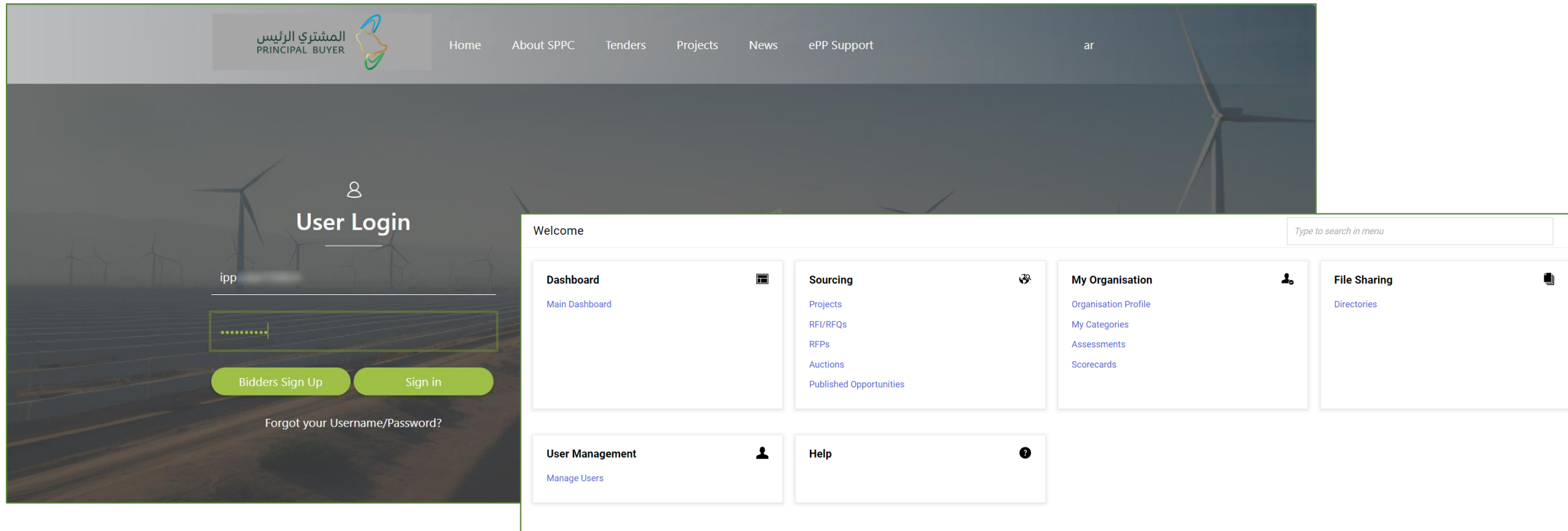
Kind Regards,  
Saudi Power Procurement Company (SPPC)

GUIDANCE ON SPAM FILTERS:  
Please review your Junk Email settings and advise your IT team to accept all emails from [sourcingsupport.ksa@jaggaer.com](mailto:sourcingsupport.ksa@jaggaer.com) or with a ".jaggaer.com" extension in order to prevent our ePortal email notifications from being quarantined by your organization fire wall or spam filter

 Deliverability  Reply  Forward  Print  Delete 

## 2. Login as a Supplier

Once your account has been Activated, you can login and navigate to all the available options on ePP



The screenshot displays the ePP website interface. At the top, the navigation bar includes the logo, the text 'المشتري الرئيس PRINCIPAL BUYER', and menu items: Home, About SPPC, Tenders, Projects, News, ePP Support, and a language selector 'ar'. The main content area features a 'User Login' section with a user icon, a text input field containing 'ipp', a password field with masked characters, and two buttons: 'Bidders Sign Up' and 'Sign in'. A link for 'Forgot your Username/Password?' is located below the buttons. An inset window shows a 'Welcome' dashboard with a search bar and several menu categories: Dashboard (Main Dashboard), Sourcing (Projects, RFI/RFQs, RFPs, Auctions, Published Opportunities), My Organisation (Organisation Profile, My Categories, Assessments, Scorecards), File Sharing (Directories), User Management (Manage Users), and Help.