

Partner hub

stc

New Partner Registration

User Guide Manual



Registration process

Contact Information

Company Profile

- Adding Address
- Adding Partner Contact
- Adding Bank Account
- Save you Data as a Draft
- Adding Partner Activity "Product & Service"

- Adding Owners Data
- Adding Partner's Conflict of Interest
- Adding Financial Information
- Adding Required Documents "Attachments"
- Summary Page
- Save the Application for Later
- Registration Survey

Registration follow up

Index

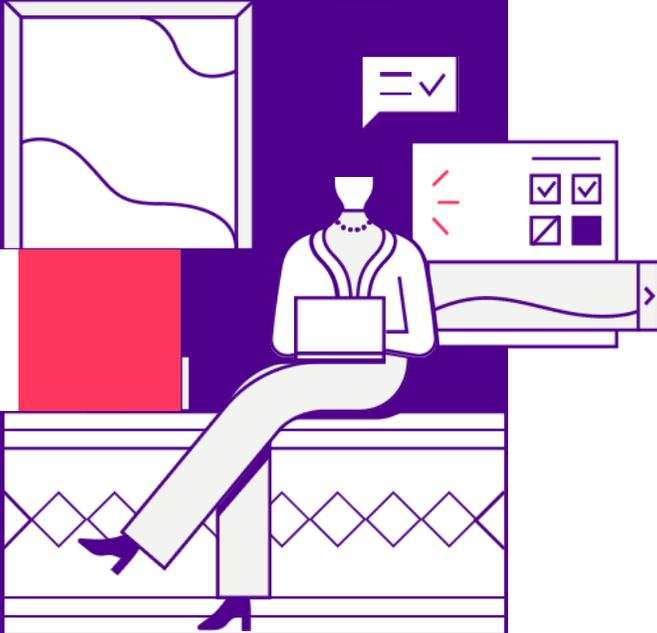
stc

Track my application

To provide required details from stc

Request more information

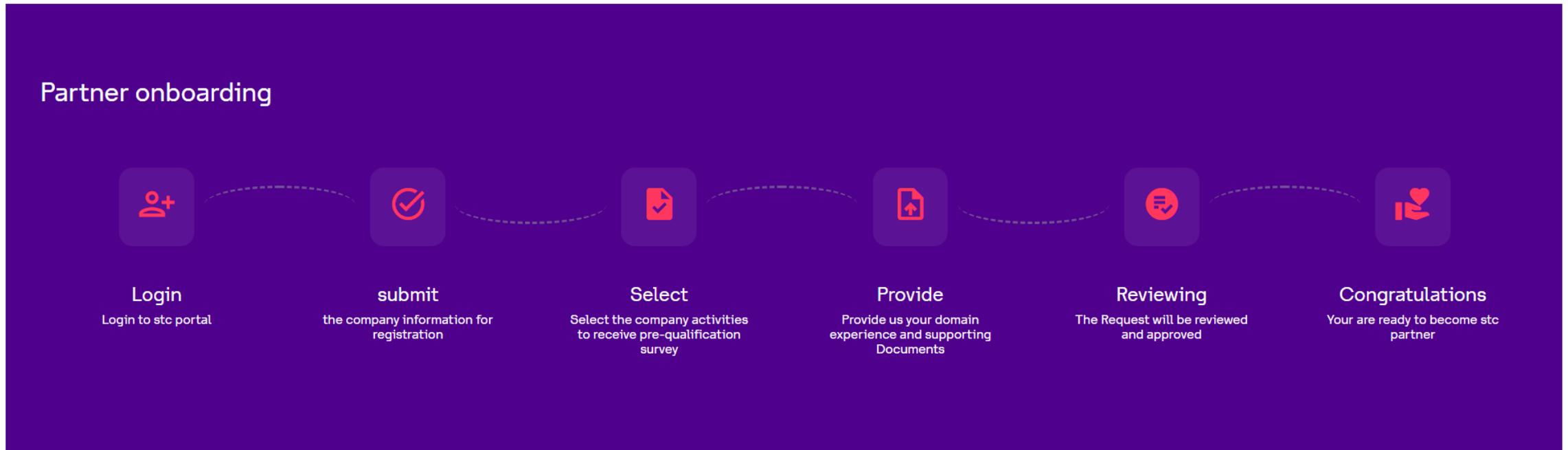
Now, let's start the Process



Partners HUB - Registration Process

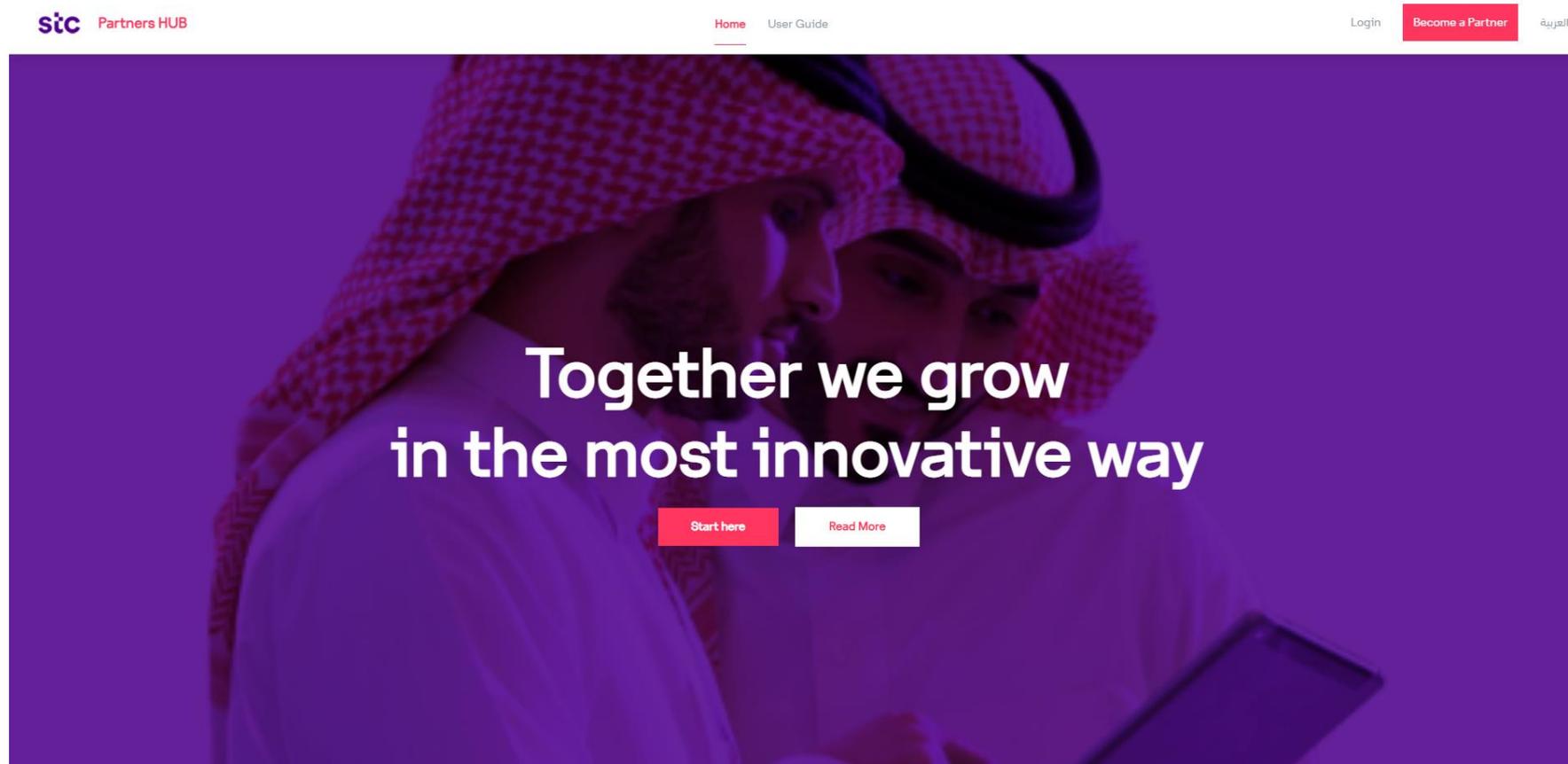
The goal of this document is to declare the new process for Registrations any Partner in stc. If the Partner is Local or Foreign.

The new process will help stc Partner Management Team to gather information from the Partner which will help them to take a decision about Approving or Rejecting this partner as an stc Partner. The below screenshot declare the Process Steps that the Partner will follow until the registration request is Approved.



Partners HUB - Registration Process

After the Partner Access stc Website, They can access the Marketing Page and from Upper Right click on "Become a Partner"



Partners HUB - Registration Process

The main purpose for Soft Registration is to have a full trace for your registration request and complete it in anytime within 15 days from starting the soft registration.

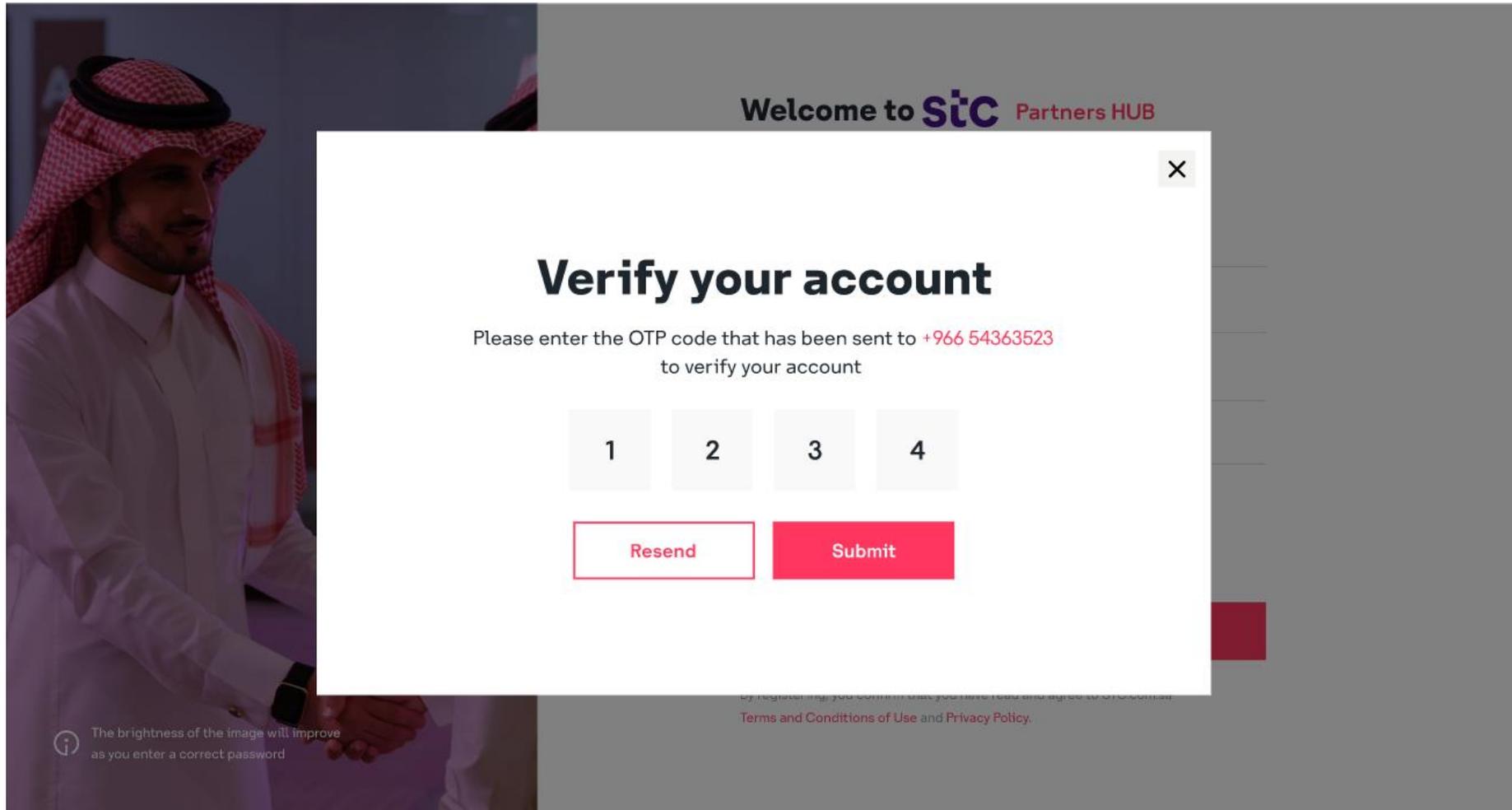
Partner will start the cycle by Soft Registration Process by entering the following:

- CR Number
- ID Number
- First Name
- last Name
- Email
- Mobile No
- Password

Then press "Create Account"

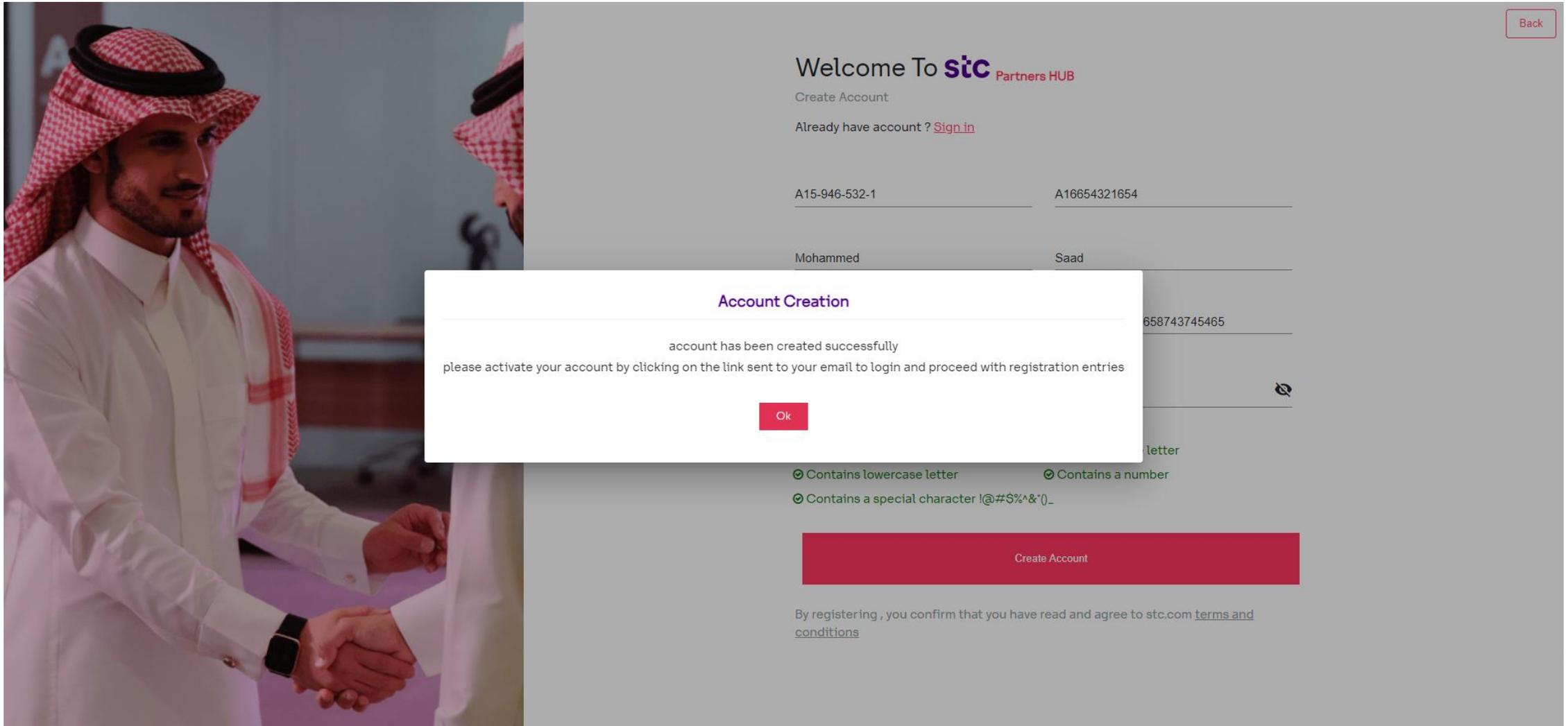
A screenshot of the stc Partners HUB registration form. The form is titled "Welcome To stc Partners HUB" and includes a "Back" button in the top right corner. Below the title, there are links for "Create Account" and "Already have account? Sign in". The form fields are: CR Number, ID Number, First Name, Last Name, Email, and Mobile Number (with a dropdown menu for the country code, currently set to +9XX). Below the Mobile Number field, there is a red error message: "This field is required". The Password field is labeled "Enter password" and has a strength indicator icon. Below the password field, there are four requirements: "Contains at least 8 letters", "Contains lowercase letter", "Contains a special character !@#\$%^&*()_.", "Contains large letter", and "Contains a number". At the bottom of the form, there is a red "Create Account" button. Below the button, there is a disclaimer: "By registering, you confirm that you have read and agree to stc.com terms and conditions and Privacy policy".

Once the Partner click create the system will send an OTP to validate the identity of the partner.



Partners HUB - Registration Process

The following Pop Up will appear also which will inform the Partner that Account Created Successfully but must Activate it from the mail sent automatically to the email entered during the registration process.



Back

Welcome To **stc** Partners HUB

Create Account

Already have account ? [Sign in](#)

A15-946-532-1 A16654321654

Mohammed Saad

658743745465

letter

- ✔ Contains lowercase letter
- ✔ Contains a number
- ✔ Contains a special character !@#%*^&*()_

Create Account

By registering , you confirm that you have read and agree to stc.com [terms and conditions](#)

Account Creation

account has been created successfully

please activate your account by clicking on the link sent to your email to login and proceed with registration entries

Ok

Partners HUB - Registration Process

The partner will receive the below mail and have a link. This link will be used to activate the account to be able to complete the registration

Welcome to stc Partners Hub



stcpartnershub@stc.com.sa

 If there are problems with how this message is displayed, click here to view it in a web browser.

 Reply  Reply All  Forward 

Thu 18/11/2021 12:55 PM



Dear Loay,

Please check the below link to activate your account.

[URL Link](#)

Best regards,

--

stc Partners Hub Support Team
ask-stc@stc.com.sa

The information in this email may contain confidential material and it is intended solely for the addresses. Access to this email by anyone else is unauthorized. If you are not the intended recipient, please delete the email and destroy any copies of it, any disclosure, copying, distribution is prohibited and may be considered unlawful. Contents of this email and any attachments may be altered, Statement and opinions expressed in this email are those of the sender, and do not necessarily reflect those of Saudi Telecommunications Company (STC).

Partners HUB - Registration Process

Once the partner activated the account from his mail link he will be able to login as follow.



Welcome to **stc** Partners HUB
Login

Email

Naif@gmail.com

Password

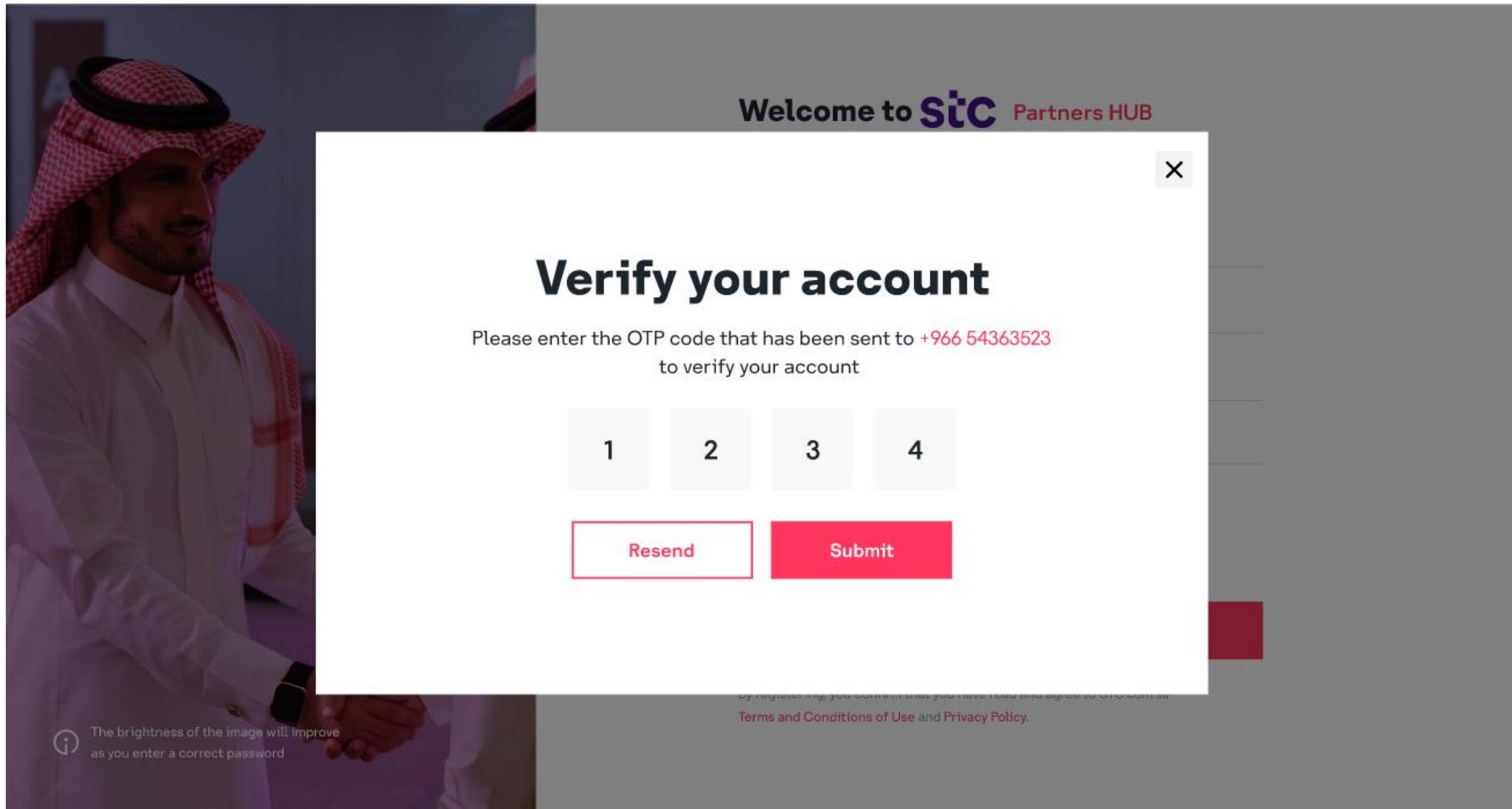
Remember Me

[Forgot Your Password?](#)

Login

Don't have an account? [Create an account](#)

Once the partner entered the Username & Password the system will validate the contact mobile number. Then contact will be able to login



Partners HUB - Registration Process

Once the partner is logged in and become a soft registered partner. Will be able to login and complete the profile. Once click on Let us begin, the regular registration process will start.

The screenshot displays the STC Partners HUB interface. At the top, the logo 'stc Partners HUB' is visible on the left, and navigation links 'Home' and 'User Guide' are on the right. A notification bar at the top right contains a bell icon, a user profile icon, and the text 'العربية'. Below this, a banner reads 'Complete Your Profile' with a sub-message: 'Please make sure to complete your profile before 14 : 23 : 30 To avoid deleting your account'. A 'Start here' button is located on the right side of the banner. The main content area features a large modal window titled 'Complete Your Profile' with a close button (X) in the top right corner. The modal contains the same sub-message: 'Please make sure to complete your profile before 15 Days To avoid deleting your account'. Below the message is a timer display showing '14 : 23 : 30' with labels 'DAYS', 'HOURS', and 'MINUTES' above the respective digits. A red 'Start here ! →' button is positioned below the timer. At the bottom of the modal, there are two buttons: 'Start here' and 'Our Activities'. The background of the page is a dark purple image of a person wearing a traditional Saudi headdress.

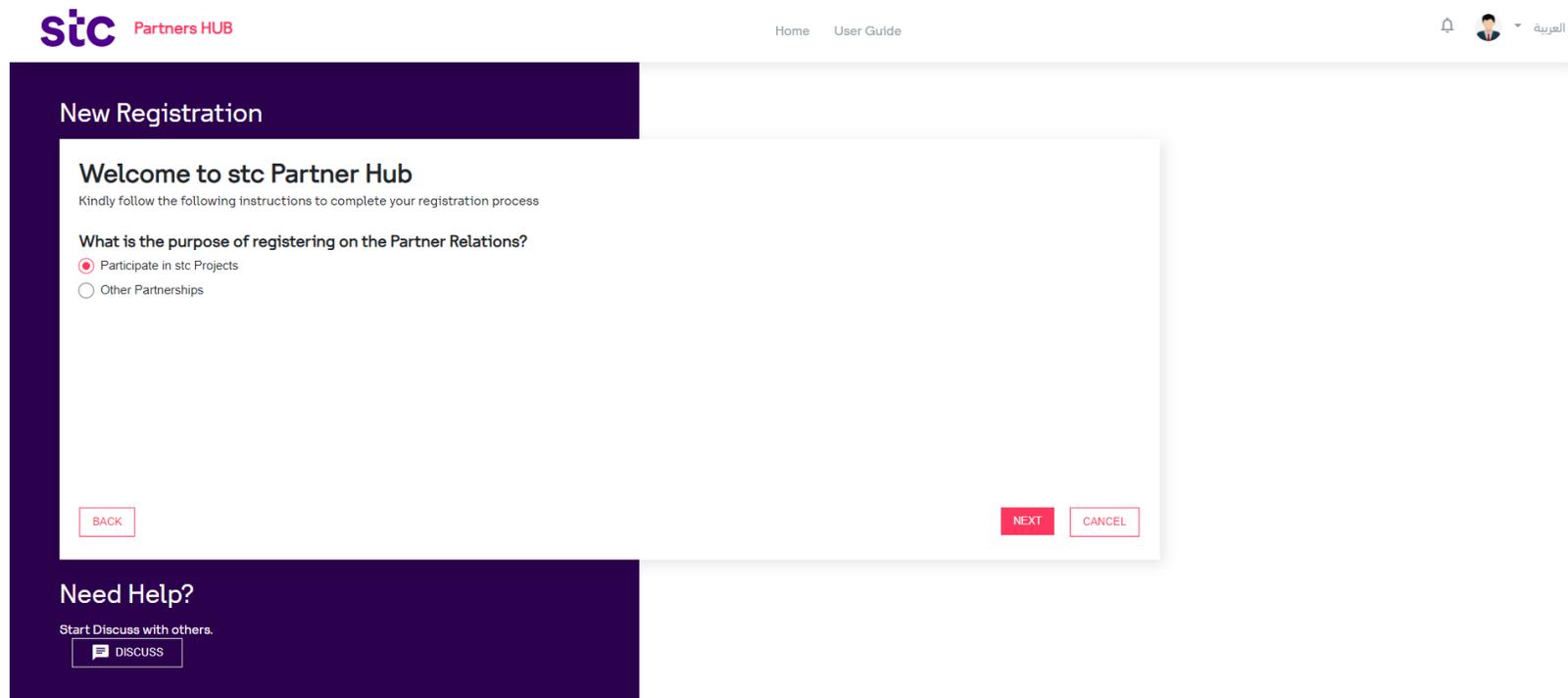
Partners HUB - Registration Process

The purpose of soft registration is to follow your request and track it from time to time. Once you log in to the application while you are registered as Soft Partner, you can track the news and feed from STC side and can know how many days are pending for your request to be able to complete it or it will be deleted.

The screenshot displays the STC Partners HUB interface. At the top, the logo 'stc Partners HUB' is visible on the left, and navigation links 'Home' and 'User Guide' are on the right. A notification banner at the top reads 'Complete Your Profile' with a timer showing '14 : 23 : 30' and a 'Start here' button. A central modal window titled 'Complete Your Profile' contains the same timer and a 'Start here ! →' button. The background features a person wearing a traditional Saudi headdress (ghutra and agal) and a blue thobe, with the text 'in the way' partially visible.

Partners HUB - Registration Process

Once the Partner click on "Start Here", the system will show the questionnaire which will control the data need to be filled from Partner Side during the Registration Process and the documents that need to be uploaded from Partner Side during the Registration Process. The first question is very important and critical, if you select "Participate in stc Projects" this mean you will participate in multi activities like RFQ – RFI –Auctions and main projects and if you select "Other Partnerships" this mean you will participate in any other activity not related to projects. Please select the answer which talk about your company registration purpose then click "Next".



The screenshot displays the 'stc Partners HUB' registration interface. At the top, the logo 'stc Partners HUB' is on the left, and navigation links 'Home' and 'User Guide' are in the center. On the right, there is a notification bell icon, a user profile icon, and the text 'العربية'. The main content area is titled 'New Registration' and contains a white modal box with the following text:

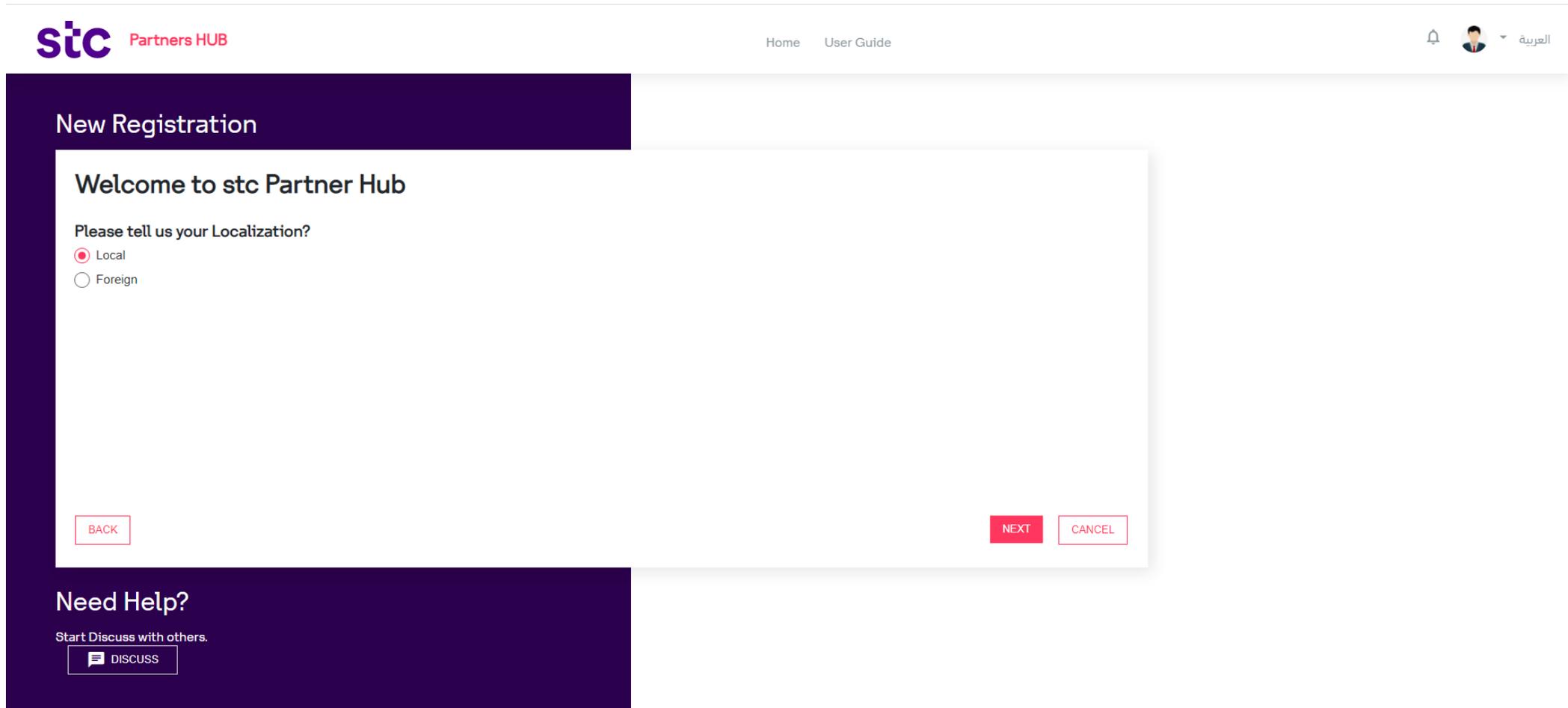
Welcome to stc Partner Hub
Kindly follow the following instructions to complete your registration process

What is the purpose of registering on the Partner Relations?

- Participate in stc Projects
- Other Partnerships

At the bottom of the modal, there are three buttons: 'BACK' (left), 'NEXT' (center, highlighted in red), and 'CANCEL' (right). Below the modal, there is a 'Need Help?' section with the text 'Start Discuss with others.' and a 'DISCUSS' button.

Now, Select your localization which represent the Location of your company if it is Local or Foreign then click "Next".



The screenshot displays the 'New Registration' page of the stc Partners HUB. The page features a dark purple header with the 'stc Partners HUB' logo on the left and navigation links for 'Home' and 'User Guide' on the right. A user profile icon and the text 'العربية' are also visible in the top right corner. The main content area is titled 'New Registration' and contains a white modal window with the heading 'Welcome to stc Partner Hub'. Below the heading, the text 'Please tell us your Localization?' is followed by two radio button options: 'Local' (which is selected) and 'Foreign'. At the bottom of the modal, there are three buttons: 'BACK' on the left, 'NEXT' in the center, and 'CANCEL' on the right. Below the modal, a dark purple sidebar contains the text 'Need Help?' and 'Start Discuss with others.', with a 'DISCUSS' button below it.

stc Partners HUB

Home User Guide

العربية

New Registration

Welcome to stc Partner Hub

Please tell us your Localization?

Local

Foreign

BACK

NEXT CANCEL

Need Help?

Start Discuss with others.

DISCUSS

Now, Select your Type and click then click "Next".

The screenshot displays the 'stc Partners HUB' registration interface. At the top left, the 'stc Partners HUB' logo is visible. The top navigation bar includes 'Home' and 'User Guide' links, along with a notification bell, a user profile icon, and the text 'العربية'. The main content area is titled 'New Registration' and features a white card with the heading 'Welcome to stc Partner Hub'. Below the heading, the text 'Please select your company type ?' is followed by two radio button options: 'Company' (which is selected) and 'Individual'. At the bottom of the card, there are three buttons: 'BACK', 'NEXT' (highlighted in red), and 'Skip'. Below the card, a dark purple sidebar contains the text 'Need Help?' and 'Start Discuss with others.', with a 'DISCUSS' button featuring a chat icon.

Now, Select your Sub-Type and click then click "Next".

The screenshot displays the stc Partners HUB registration interface. At the top left is the stc logo and 'Partners HUB' text. The top navigation bar includes 'Home' and 'User Guide' links, a notification bell icon, a user profile icon, and the text 'العربية'. The main content area is titled 'New Registration' and contains a white modal box with the heading 'Welcome to stc Partner Hub'. Below the heading is the prompt 'Please select your company sub-type ? ⓘ' and two radio button options: 'Training Authority' (selected) and 'Health Services'. At the bottom of the modal are three buttons: 'BACK', 'NEXT' (highlighted in red), and 'CANCEL'. Below the modal, there is a 'Need Help?' section with the text 'Start Discuss with others.' and a 'DISCUSS' button with a chat icon.

Partners HUB - Registration Process

- As a Partner, you have to take care for the following during the Registration Process after selecting the Purpose:
- If the selected purpose is " Other Partnerships", the following data is required to be filled:
 - Contact Information
 - Company Profile (Addresses – Representatives – Bank Information)
 - Data Owners (Not required in case of Type is "International Settlements")
 - Conflict of Interest
 - Required Documents
- If the selected purpose is "Participate in stc Projects, the following data is required to be filled:
 - Contact Information
 - Company Profile (Addresses – Representatives – Bank Information)
 - Product & Services
 - Data Owners
 - Financial Information
 - Conflict of Interest
 - Required Documents

Partners HUB - Registration Process

Once the Partner click on "Start Here", the system will show "Terms and Conditions" that should be "Accepted" to complete the Registration Process. Click on "Accept"

The screenshot displays the STC Partners HUB registration interface. A modal window is open, showing a progress bar with three steps: 1. Terms & conditions (active), 2. Partner Code of Conduct, and 3. Conflict Of Interest. The modal contains the following text:

Follow Instructions

Whereas STC for promoting its relation with contractors and suppliers, and for the purpose of facilitating the contractual procedures has established automated system to act as communication channel with contractors, suppliers and service providers and where as the Supplier has acquainted, convinced with system specification and agreed to join the registered suppliers list of STC, and to be abide by the provisions of this Agreement and its other complementary Agreement's. Therefore the parties hereby agree as follow.

Article (1): Definitions

The following words and expressions shall have the meanings assigned to them unless otherwise specified.

Company (STC):
shall mean Saudi Telecommunication Company (STC), the first party of the Agreement and the owner of the System . It is a Saudi company, established under the laws and regulations applied in Kingdom of Saudi Arabia and registered under the commercial registration No (1010150269)

Supplier:
shall mean any natural, or legal person/s qualified to deal with STC in the areas of contracting, supplying materials or providing services and he will be considered hereinafter as the second party. This capacity applies the supplier representatives , successors assignee/s whom granted Company's consent. System (Isupplier): shall mean the automated system for which is owned and managed by STC. Its function in general, is for automating the registration, purchases , contracting and invoicing procedures. It uses the internet and other means for communicating with suppliers. It includes several functions, such as registration, invitation for competition and relationship organization etc.

User: shall mean the person selected by the supplier to represent him in using this system.

Usage:
shall mean the registration for accessing the system and dealing with it in any format such as registering the firm, distributing the authorizations, sending and receiving documents and offering quotations.

Document:
shall mean written or electronic document prepared by any party of this Agreement and it should be part of the content of the Agreement, such as (registration data, invitations, specifications conditions and technical and financial offers)

pre-qualification :
It is the act of incorporating Supplier's name and information within the supplier & contractor or service provider who are

At the bottom of the modal, there are two buttons: "Accept" and "Decline".

Partners HUB - Registration Process

Once the Partner click on "Continue", the system will copy Partner Main Contact Details including the ID, Name, E-Mail, Mobile Number, Land Line Number and auto assign User Roles because this is the Primary Contact and Should be the Admin of the System from the Partner's side. Once information entered, Partner can click on "Save & Continue Later" or "Continue". Let us click on "Continue". As per below screenshot, There is validation for the required fields as per highlighted fields and this will be exist in all the pages.

- Mobile Country should be selected from the List, Mobile # should be matched with the below Pattern

"54-123-4567"

The screenshot displays the 'Basic Information' registration form in the Partners HUB interface. The form includes the following fields and validation highlights:

- Company Origin:** Radio buttons for 'Saudi Arabia' (selected) and 'Not in Saudi Arabia'.
- ID/iana Number:** Text input field containing 'A16654321654'.
- First Name:** Text input field containing 'Mohammed'.
- Middle Name:** Text input field containing 'emad'.
- Last Name:** Text input field containing 'Saad'.
- Email:** Text input field containing 'MOHAMMED.SAAD@GMAIL.COM'.
- Mobile Number:** Text input field containing '+966 5658743745465'. The country code '+966' is highlighted in red.
- Landline Number:** Text input field containing '4XXXX-XXXX'. The pattern '4XXXX-XXXX' is highlighted in red. An 'Optional' label is present next to the field.
- User Role:** Dropdown menu with 'Supplier Portal Full Access' selected.

The form also features a 'Home' button at the bottom left, a 'Save & Continue Later' button (with a subtext 'Last Saved: 11 Minutes Ago') and a 'Continue' button at the bottom right. The interface includes a sidebar with navigation options like 'Contact Information', 'Company Profile', and 'Products & Services'.

And as you are a Company Representative, you must accept the authorization letter to complete the registration and uploaded formal letter for that in the Signed Document Area

The screenshot displays the registration process on the STC Partners HUB. The page is titled "Basic Information" and includes a progress indicator showing 14% completion. The form fields are as follows:

- Company Origin:** Saudi Arabia (selected), Not In Saudi Arabia
- ID/Iqama Number:** A16654321654
- First Name:** Mohammed
- Middle Name:** emad
- Last Name:** Saad
- Email:** MOHAMMED.SAAD@GMAIL.COM
- Mobile Number:** +966 56587XXXX
- Landline Number:** (+4X) 4000XXXX (Optional)
- User Role:** iSupplier Portal Full Access

An "Authorization letter" modal is displayed in the center, containing the following text:

Authorization letter

As you are a company representative, You must download the formal template for company representative from the required documents area and fill it then upload it again to proceed.

[Accept](#)

At the bottom of the page, there is a "Home" button, a "Save & Continue Later" button (Last Saved: 0 Minutes ago), and a "Continue" button. The footer includes the STC Partners HUB logo, social media icons, and the copyright notice "© 2022 stc".

Once the Partner click on "Continue", the system will ask the Partner to enter the Company Profile Details:

- Company Title in English
- Company Title in Arabic
- Brand Name
- Second Party Type
- Tax Registration Number (It is optional in case of the Partner is Foreign)
- CR Number (Will be copied Automatically from Validation Process)
- Number of Saudi Employees (Will be optional in case of the purpose is "Other Partnerships" or the "Localization" is "Foreign")
- Total Number of Employees
- Is SME Company?
- Is it Manufacturing Company?
- Address Book
- Partner Representatives
- Bank Accounts

You are applying as: PARTNER

14% progress

Contact Information

Company Profile

Products & Services

Data Owners

Conflict of Interest Form

Financial Information

Required Documents

Summary

Company Profile

Company Nationality

SAUDICOMPANY



Company Title in English

Arabic Company

Company Title in Arabic

الشركة العربية

Brand Name

Arabic Company Brand Name

Second Party Type

Individuals

Tax Registration Number

561-321-654-321

CR Number

A15-946-532-1

Number of Saudi Employees

150

Total Number of Employees

750

Is it SME Company?

Yes No

Is it Manufactory Company?

Yes No

Address Book



Partner Representatives



Bank Accounts



Partners HUB - Company Profile – Adding Address

After Partner complete the Main Information, will start filling the "Address Book" by clicking on "+" sign beside the "Address Book" in the Company Profile Page.

The screenshot displays the STC Partners HUB interface. The top navigation bar includes the STC logo, 'Partners HUB', and links for 'Home' and 'User Guide'. A user profile icon and the text 'العربية' are visible in the top right. A progress indicator shows '14% progress' for 'Contact Information'. The main content area is titled 'Company Profile' and contains several input fields for company details. At the bottom, the 'Address Book' section is highlighted with a red '+' button, indicating where to click to add a new address.

stc Partners HUB Home User Guide العربية

You are applying as: PARTNER

14% progress

Contact Information

Company Profile

Products & Services

Data Owners

Conflict of Interest Form

Financial Information

Required Documents

Summary

Company Profile

Company Nationality

Company Title in English Company Title in Arabic

Brand Name

Second Party Type Tax Registration Number

CR Number Number of Saudi Employees

Total Number of Employees

Is it SME Company? Yes No

Is it Manufactory Company? Yes No

Address Book

Partner Representatives

Bank Accounts

Company Profile – Adding Address

Once click on “+” sign this will expand the region for Addresses then click on “Add New Address”

stc Partners HUB Home User Guide العربية

You are applying as: PARTNER

14% progress

Contact Information

Company Profile

Products & Services

Data Owners

Conflict of Interest Form

Financial Information

Required Documents

Summary

Company Profile

Company Nationality SAUDICOMPANY

Company Title in English Arabic Company

Company Title in Arabic الشركة العربية

Brand Name Arabic Company Brand Name

Second Party Type Individuals

Tax Registration Number 561-321-654-321

CR Number A15-946-532-1

Number of Saudi Employees 150

Total Number of Employees 750

Is it SME Company? Yes No

Is it Manufactory Company? Yes No

Address Book

You need to add at least one address to submit your application

Add New Address

Partner Representatives

Company Profile – Adding Address

- Once click on “Add New Address”, the system will Pop-Up a windows contain the address details. Please Enter it and click “Save and Close”.

Adding a New Address

Fill in the basic information for supplier account

Address Purpose ⓘ

Purchasing Address

Payment Address

RFQ Address Only

Country ⓘ

Saudi Arabia

Address Title ⓘ

Riyadh Branch

Address Details ⓘ

Riyadh

State/Region

Optional

Olya

Province

Optional

Enter your province

Postal Code ⓘ

Optional

31982

URL

Optional

Enter your url

City/Town/Locality ⓘ

Riyadh

Email Address

Riy.Branch@company2.com

Contact Information

Street No. ⓘ

Optional

Enter your street no.

Building No. ⓘ

Enter your building no.

Country Code ⓘ

+966

Landline Number ⓘ

Optional

112402450

Fax Area

Optional

(+9XX)

Fax Number

Optional

XX-XXXX-XXXX

Set as Primary Address

Save and Close

Company Profile – Adding Partner Contact

- Now, Expand the Partner Representatives region you will find the details for the Main Contact already copied from the Contain Details Page. Click on “Add New Member”.

The screenshot displays the 'Company Profile' form in the STC Partners HUB. The form is organized into several sections:

- Company Profile:** Includes input fields for 'Enter company title in english' and 'Enter Company Title in Arabic'.
- Brand Name:** Includes an input field for 'Enter an Alternative Name'.
- Second Party Type:** A dropdown menu labeled 'Select Second Party Type'.
- Tax Registration Number:** An input field for 'Enter Tax Registration Number'.
- CR Number:** An input field containing the value 'A15-946-532-1'.
- Number of Saudi Employees:** An input field for 'Number of Saudi Emp.'.
- Total Number of Employees:** An input field for 'Total Number of Employees'.
- Is it SME Company?:** Radio buttons for 'Yes' (checked) and 'No'.
- Is it Manufactory Company?:** Radio buttons for 'Yes' and 'No' (checked).
- Address Book:** A section with a red '+' icon.
- Partner Representatives:** A section with a red '-' icon, containing a contact card for 'Mohammed emad Saad' with email 'MOHAMMED.SAAD@GMAIL.COM'. Below this card is a red-bordered button labeled 'Add New Member'.
- Bank Accounts:** A section with a red '+' icon.

Company Profile – Adding Partner Contact

Now, Expand the Team Members region you will find the details for the Main Contact already copied from the Contain Details Page. Click on “Add New Member”.

Enter the Team Member needed details and take care that E-Mail Address & Mobile Number Duplication are not allowed. Also, you can set this member as Administrative Member or Not which mean that this Member will have a User Account to Access the Application then click “Save & Close”.

Repeat the same process for adding any member you need to be in the team members region but at least you must have Three Members added in the list.

Company Profile ✕

Adding a Team Member

Fill in the basic information for supplier account

Title <small>Optional</small>	First Name <small>Ⓞ</small>	
Mr. ▼	ALAA	
Middle Name <small>Optional</small>	Last Name <small>Ⓞ</small>	
AHMED	IBRAHIM	
Job title <small>Optional</small>	Email <small>Ⓞ</small>	
Consultant	alaa.ibrahim@company2.com	
Country Code <small>Ⓞ</small>	Mobile <small>Ⓞ</small>	
+966 ▼	565985743	
Number <small>Optional</small>	Landline No. <small>Optional</small>	Extension no. <small>Optional</small>
(+4X) ▼	4XXX-XXXX	XXXX

Is this member Administrative Member? Ⓞ

Yes No

13 Save and Close

Company Profile – Adding Bank Account

Now, Expand the Bank Accounts Region by clicking on “+” then click on “Add New Account” and enter the needed details for the Bank Account.

The screenshot shows the 'Company Profile' form in the STC Partners HUB. The left sidebar contains navigation items: Company Profile, Products & Services, Data Owners, Conflict of Interest Form, Financial Information, Required Documents, and Summary. The main form area includes the following fields and sections:

- Company title in english (text input)
- Enter Company Title in Arabic (text input)
- Brand Name (text input)
- Enter an Alternative Name (text input)
- Second Party Type (dropdown menu)
- Tax Registration Number (text input)
- Enter Tax Registration Number (text input)
- CR Number (text input, value: A15-946-532-1)
- Number of Saudi Employees (text input)
- Number of Saudi Emp. (text input)
- Total Number of Employees (text input)
- Total Number of Employees (text input)
- Is it SME Company? (radio buttons: Yes, No)
- Is it Manufactory Company? (radio buttons: Yes, No)
- Address Book (expandable section with + icon)
- Partner Representatives (expandable section with + icon)
- Bank Accounts (expandable section with - icon)

Below the Bank Accounts section, there is a note: "For faster payments in the future, you can add your bank details now" and a red-bordered button labeled "Add New Account".

Company Profile – Adding Bank Account

- Now, Expand the Bank Accounts Region by clicking on “+” then click on “Add New Account” and enter the needed details for the Bank Account.
- Select the Bank Country, once you select it the list of banks will be populated depend on that. Select the Bank and Bank Branch then enter the rest of the details related to the Bank Account. If you can not find your bank in the list you can choose “I can’t find my bank” to enter the details for your bank then click “ Request adding New Account”.
- Kindly note that you will be required to upload a formal bank letter during the upload of the Required Documents.

Company Profile ✕

Adding a Bank Account

Country ⊙

Saudi Arabia

Bank Name ⊙ Bank Branch Name ⊙

BANQUE SAUDI FRANSI MAIN BRANCH,RIYADH- KSA

Bank Account Beneficiary Name ⊙ Bank Account Number ⊙

COMPANY2 ACCOUNT NAME 98653321478

Swift Code ⊙ Account Currency Type ⊙

SA987654321478963214563 Saudi Riyal

Check Digits ⊙ Note To buyer ⊙

Check Digits Note To buyer

I can't find my bank

 It is required to attach the Bank Letter in the Supplier Document Phase

Set as primary bank account

15 Request Adding New Account

Company Profile – Save you Data as a Draft

- Once you continue the previous details for the company profile and as we mentioned before, you can save the request for later and the system will show a Pop-Up contain a link you can use it later to retrieve the details of the request and continue the same registration request to complete the missing details. Click on “Cancel” to complete the request the click on “Continue”.

The screenshot shows a registration form for a company profile. The form includes fields for 'Local Company' (IT Services), 'Second Party Type' (Individuals), 'Activity Description' (IT Services including multi activities like (Software - Hardware)), 'Tax Registration Number' (300-684-840-000-352), 'CR Number' (1010336609), 'Number of Saudi Employees' (70), and 'Total Number of Employees' (350). There are also checkboxes for 'Is it SME Company?' and 'Is it Manufactory Company?'. Below these are sections for 'Address Book', 'Team Members' (listing Ayman Ahmed Elayed, ALAA AHMED IBRAHIM, and Eyad Ahmed Mohammed), 'Bank Accounts' (listing 98653321478 SAR), and 'ADD NEW MEMBER' and 'ADD NEW ACCOUNT' buttons. A pop-up window in the center reads: 'You Registration Request Is Saved In Draft Mode and You Can Continue Your Registration Request Later By Copy The Below Link'. The URL is 'http://10.2113.206-8082/register/resume?token=ekxFOqXer:17'. The pop-up has 'DONE' and 'Cancel' buttons. At the bottom right, there is a 'Save & Continue Later' button (Last Saved: ago) and a 'Continue' button. A yellow callout bubble with the number '16' points to the 'Save & Continue Later' button, and another yellow callout bubble with the number '17' points to the URL in the pop-up.

Company Profile – Adding Partner “Product & Service”

The system will show the “Product & Services” page which will enable the Partner to select the main activity for the company by selecting the Activity Type, Suggested Services Based on Specialty and Services. Also, the Partner will have the ability to choose if he have experience or not with the “Product & Service” selected” so will be able to list all the previous Projects experience with the ability to add the attachments related to this project.

stc Partners HUB Home User Guide العربية

You are applying as: PARTNER

29% progress

Contact Information ✓

Company Profile ✓

Products & Services

Data Owners

Conflict of Interest Form

Financial Information

Required Documents

Summary

Products & Services

Activity type ⓘ

Suggested Service Based on Specialty ⓘ

Services ⓘ

Search services

Experience ⓘ

Yes No

Prequalification Attachments

Do you have any attachment related to Qualification [Upload](#)

Back

Save & Continue Later
Last Saved: 13 Minutes ago

Continue

Company Profile – Adding Partner “Product & Service”

Once the Partner selected the main activity, answered the question “Have Experience” by “Yes” then “Save”. The system will enforce the partner to enter the Projects and in same time will show the Pre-Qualification questionnaire that is related to the “Product & Service” selected as a Primary Product & Service.

Note: Partner can not select more that one Product & Service during the Registration Process

The screenshot displays the STC Partners HUB registration interface. At the top left, the STC logo and 'Partners HUB' are visible. The user is logged in as a 'PARTNER' and is currently at the 'Products & Services' step, with a progress indicator showing 29% completion. The sidebar on the left lists various registration steps: Contact Information, Company Profile, Products & Services (current), Data Owners, Conflict of Interest Form, Financial Information, Required Documents, and Summary. The main content area is divided into three sections: 1. 'List of Products and Services' showing a table with columns for 'Commercial Procurement', 'Materials', and 'Electronics'. 2. 'Projects' section with a red-bordered box containing the message 'You have to provide at least one to submit' and an 'ADD NEW REFERENCE' button. 3. 'Pre-qualification questionnaire' section with the title 'تأهيل موردي الأمن والسلامة' (Security and Safety Supplier Qualification) and two dropdown menus for 'الإدارة' (Administration) and 'من يشرف على عملية الحصول والتصريف للبرامج الأمنية؟' (Who oversees the security software acquisition and distribution process?).

Company Profile – Adding Partner “Product & Service”

Now, let's add the Projects by click on “Add New Reference” the following pop up will appear and show the needed details. Partner have to upload attachment for each project will be added which will represent the projects documents. Also, partner can add more than one project during the registration process.

The screenshot displays the STC Partners HUB interface. The top navigation bar includes the STC logo, 'Partners HUB', and links for 'Home' and 'User Guide'. A user profile icon and the text 'العربية' are visible in the top right. A progress indicator shows '43% progress'. The left sidebar contains navigation items: 'Contact Information', 'Company Profile', 'Products & Services', 'Data Owners', 'Conflict of Interest Form', 'Financial Information', 'Required Documents', and 'Summary'. The main content area is titled 'Projects' and features a table with columns for 'Customer Name', 'Project Description', 'Project Start Date', 'Project End Date', 'Project Amount', 'Attachments', and 'Attachment Name'. A modal window titled 'Projects' is open, containing the following fields:

- Customer Name: X_CUSTOMER
- Project Description: X_PROJECT
- Project Start Date: 01/01/2020
- Project End Date: 31/12/2022
- Project Amount: 231564312654
- Attachments: Choose File (No file chosen)
- Attachment Name: PROD_SERVICE_DOC_ADMIN.pdf

At the bottom of the modal are 'update' and 'Cancel' buttons. Below the modal, there is a section titled 'ال قالب العام لتأهيل الأنشطة (احتساب الدرجة القياسية)' and a form for 'Gauilty' (Quality Management) with a dropdown menu set to 'نعم / Yes'.

Company Profile – Adding Partner “Product & Service”

After adding the Projects which is related to Product & Service selected, the partner must answer the questions related to Pre-Qualification process and upload the attachments related to the questions documents needed.

The screenshot displays the stc Partners HUB interface. The top navigation bar includes 'Home', 'User Guide', and a user profile icon with the text 'العربية'. A sidebar on the left shows the user's role as 'PARTNER' and a progress indicator for '43% completed'. The main content area is divided into several sections:

- List of Products and Services:** A table with columns for 'Commercial Procurement Materials' and 'Electronics'. A red box highlights a specific entry.
- Projects:** A table with columns: 'Customer Name', 'Project Description', 'Project Start Date', 'Project End Date', 'Project Amount', 'Attachment Name', and 'Action'. A red box highlights a specific project entry.
- Prequalification Attachments:** A section with a red border containing a 'DEMO' button and a question: 'Do you have any attachment related to Qualification'. Below it is an 'Upload' button.

At the bottom of the interface, there are two buttons: 'Back' and 'Continue'. The 'Continue' button is highlighted in red and includes the text 'Save & Continue Later' and 'Last Saved: 0 Minutes ago'.

Company Profile – Adding Owners Data

- Once the Partner click “Continue”, will go to “Data Owners” page which will gather the information for company owners. Partner should fill these details to complete the registration request.
- **Note: Please make sure that “Share” maximum value is “100%”.**

The screenshot shows the 'Data Owners' section of the STC Partners HUB. A modal window titled 'Owners Details' is open, allowing the user to add a new owner. The modal contains the following fields:

- Name** (Optional): Text input field with the value 'Owner'.
- Share%** (Optional): Text input field with the value '100'.
- Type** (Optional): Dropdown menu with the selected value 'Individual'.
- ID Number / CR** (Optional): Text input field with the value '1321321654321'.
- Company Type** (Optional): Dropdown menu with the selected value 'Non Contributed Company'.

At the bottom of the modal, there are two buttons: 'Add' and 'Cancel'. The background page shows a progress indicator of 50% and a list of sections including Contact Information, Company Profile, Products & Services, Data Owners, Conflict of Interest Form, Financial Information, Required Documents, and Summary. The 'ADD NEW REFERENCE' button is highlighted in red in the 'Data Owners' section.

Company Profile – Adding Owners Data

- Once the Partner click "Continue", will go to "Data Owners" page which will gather the information for company owners. Partner should fill these details to complete the registration request

The screenshot shows the STC Partners HUB interface. The top navigation bar includes the STC logo, 'Partners HUB', and links for 'Home' and 'User Guide'. A user profile icon and the text 'العربية' are visible in the top right. A progress indicator shows '50% progress'. The left sidebar contains a menu with items: 'Contact Information', 'Company Profile', 'Products & Services', 'Data Owners', 'Conflict of Interest Form', 'Financial Information', 'Required Documents', and 'Summary'. The main content area is titled 'Owners Details' and features a table with columns: Name, Share%, Type, ID Number/GR, Company Type, and Action. A modal form is open, titled 'CEOS', with a red 'x' in the top left corner. The form contains the following fields: 'Name' (with value 'CEO'), 'Position' (with value 'CEO POSOTION'), 'ID Number' (with value '3213215434'), 'Email' (with value 'mail@mail'), and 'Phone Number' (with value '009665658765465'). Each field is marked as 'Optional'. At the bottom of the modal are 'Add' and 'Cancel' buttons. Below the table, there is a section for 'Companies Owners Details' with an 'ADD NEW REFERENCE' link.

Company Profile – Adding Owners Data

Once the Partner click "Continue", will go to "Data Owners" page which will gather the information for company owners. Partner should fill these details to complete the registration request. Once you complete the Data Owners, Please click on "Continue".

The screenshot displays the 'stc Partners HUB' interface. The top navigation bar includes 'Home' and 'User Guide' links, along with a user profile icon and the text 'العربية'. A status message reads 'You are applying as::PARTNER'. The left sidebar contains a progress indicator for '50% progress' and a list of menu items: 'Contact Information', 'Company Profile', 'Products & Services', 'Data Owners', 'Conflict of Interest Form', 'Financial Information', 'Required Documents', and 'Summary'. The main content area is titled 'Owners Details' and features a table with columns 'Name' and 'Share%'. The table contains one entry: 'Owner' with a share of '100'. Below the table is an 'ADD NEW REFERENCE' button. The 'CEOS' section also has a table with columns 'Name' and 'Position', containing one entry: 'CEO' with 'CEO POSITION'. It also includes an 'ADD NEW REFERENCE' button. A modal window titled 'Companies Owners Details' is open, containing the following form fields: 'Company Name' (Optional), 'Owner Name' (Optional), 'Share %' (Optional), 'Type' (Optional), 'Company Type' (Optional), 'ID_Number' (Optional), 'name of the manager' (Optional), 'Position Name' (Optional), and 'ID_Number 1' (Optional). At the bottom of the modal are 'Add' and 'Cancel' buttons. The background shows a table with 'Action' columns containing delete and edit icons.

Company Profile – Adding Partner’s Conflict of Interest

Once the Partner click “Continue”, will go to “Conflict of Interest” page which will gather the information for Relatives, or any Party related to the company may work in stc . Partner should fill these details to complete the registration request. Once you complete the Conflict of Interest please click on “Continue”.

The screenshot displays the 'stc Partners HUB' interface. The top navigation bar includes 'Home' and 'User Guide' links, along with a user profile icon and the text 'العربية'. A progress indicator shows '63% progress'. The main content area is titled 'Business Interest and/or Association Details' and contains a question: 'Does the vendor or/and subcontractor have direct or indirect business with stc?'. Below this question, there are three sections for adding references, each with an 'ADD NEW REFERENCE' button. A modal dialog is open, titled 'In case of Yes, Please list the detailed information below:'. The dialog contains the following fields:

- Employee Name (Optional)
- ID Number (Optional)
- Relationship Type (Optional)
- Company Name (Optional)
- Commercial Registration No (Optional)

At the bottom of the modal, there are 'Add' and 'Cancel' buttons.

Company Profile – Adding Partner’s Conflict of Interest

- Once the Partner click “Continue”, will go to “Conflict of Interest” page which will gather the information for Relatives, or any Party related to the company may work in stc . Partner should fill these details to complete the registration request. Once you complete the Conflict of Interest please click on “Continue”.

stc Partners HUB Home User Guide العربية

Conflict of Interest Form

In case of Yes, Please list the detailed information below:

Employee Name	ID Number	Relationship Type	Company Name	Commercial Registration No	Action
Employee	10391321864	Emp	Company	32132132132	

[ADD NEW REFERENCE](#)

Family Relationship (1st and 2nd Degree) Details

Does the vendor or/and subcontractor have direct or indirect business with stc?

In case of Yes, Please list the detailed information below:

[ADD NEW REFERENCE](#)

Acknowledgment

I am acknowledging the requirement for obeying STC policy on Conflict of Interest

[Back](#) [Save & Continue Later](#) [Continue](#)

Last Saved: 0 Minutes ago

Company Profile – Adding Financial Information

Once the Partner click “Continue”, will go to “Financial Information” page which will gather financial information for the company on different years. Partner should fill these details to complete the registration request. Partner can add more than one year with no issue. Once you complete the Financial Information please click on “Continue”.

The screenshot shows the 'stc Partners HUB' interface. The main page is titled 'Financial Information' and shows a progress indicator of 75%. A sidebar on the left contains navigation links: Contact Information, Company Profile, Products & Services, Data Owners, Conflict of Interest Form, Financial Information, Required Documents, and Summary. A 'Back' button is visible at the bottom left of the sidebar. The main content area has an 'ADD NEW REFERENCE' button. A modal form titled 'Financial Information' is overlaid on the page, containing the following fields:

Field	Value	Optional
Finance Year	2021	Optional
Currency	SAR	Optional
Current Assets	21564321654	Optional
Current Liabilities	321654321	Optional
Revenue	654321654321	Optional
Profits	65431321654	Optional
Shareholder	321654321654	Optional
Cash + Cash Equivalents	321654654654	Optional
Creation Date	13/03/2022	Optional
Last Update Date	13/03/2022	Optional
Created By	Created By	Optional
Last Update By	Last Update By	Optional

At the bottom of the modal, there are 'Add' and 'Cancel' buttons. In the background, the main page has a 'Continue' button and a 'Save & Continue Later' option (Last Saved, 0 Minutes ago). The footer of the main page includes social media icons for Facebook, Twitter, YouTube, LinkedIn, and Instagram.

Company Profile – Adding Required Documents “Attachments”

- Once Partner click “Continue”, will go to “Required Documents” which is required to be uploaded into the system.
- The required documents is categorized into three sections
 - Signed
 - It is a group of templates need to be downloaded and filled by the Partner then uploaded again to the same region and it is required.
 - There is a control on the upload file size added in the screen and also the allowed extensions that can be uploaded.

The screenshot displays the 'Required Documents and Agreements' section of the STC Partners HUB. The page is titled 'Required Documents and Agreements' and 'Signed Consent and Agreement Forms'. It lists several required documents, each with a 'Download' button and a 'Template' dropdown menu. Red callouts highlight the 'Download the template from here' and 'Upload the template from here' buttons. The 'Uploaded Documents' section shows a list of documents (DOC1, DOC2, DOC3, QUALIFICATION_DOC) with 'Required' status. A 'Back' button is visible at the bottom left, and a 'Continue' button is at the bottom right. The page also includes a progress indicator (88%) and a 'Summary' section.

Company Profile – Adding Required Documents “Attachments”

As we can see the supported file size is 25000 KB and the only supported extension is PDF

The screenshot displays the STC Partners HUB interface. At the top, the logo "stc Partners HUB" is visible on the left, and navigation links "Home" and "User Guide" are in the center. On the right, there are icons for a notification bell, a user profile, and a language selector set to "العربية". Below the header, a status bar indicates "You are applying as::PARTNER".

The main content area is titled "Required Documents and Agreements" and "Signed Consent and Agreement Forms". A modal window titled "Signed Document And Agreements" is open, showing the "Authorization Letter" document. The modal contains a large dashed box for file upload with the text "upload files Drag and drop file here or browse to upload". Below the box, it specifies "PDF (Max size limit: 25000 KB)". A red callout bubble points to the "Upload" button in the top right corner of the modal, containing the text "Upload the template from here".

On the left side of the interface, a sidebar shows a progress indicator at "88% progress" and a list of sections: "Contact Information", "Company Profile", "Products & Services", "Data Owners", "Conflict of Interest Form", and "Financial Information". Below these are "Required Documents" and "Summary".

At the bottom of the modal, there is an "Add Document" button. In the bottom right corner of the page, there are buttons for "Save & Continue Later" (with a subtext "Last Saved, 0 Minutes ago") and "Continue". A link "Document Unavailable? (Seek Help)" is also present.

Company Profile – Adding Required Documents “Attachments”

Then you have to upload the required document to the 2nd Section. These documents differ from one partner Type to another.

The screenshot shows the 'stc Partners HUB' interface. At the top, there's a navigation bar with 'Home' and 'User Guide' links, and a user profile icon with the text 'العربية'. Below the navigation bar, a banner indicates 'You are applying as::PARTNER'. The main content area is divided into two sections: 'Required Documents and Agreements' and 'Uploaded Documents'. The 'Required Documents and Agreements' section lists several documents that are 'Required', including 'Authorization Letter', 'Conflict of Interest', 'Data Owners', 'Code of Conduct', and 'Terms & Conditions'. The 'Uploaded Documents' section shows a list of documents that have been uploaded, including 'DOC1', 'DOC2', 'DOC3', and 'QULIFICATION_DOC'. A red box highlights the 'Uploaded Documents' section. At the bottom of the page, there are buttons for 'Back', 'Continue', and 'Save & Continue Later' (with a subtext 'Last Saved: 0 Minutes ago').

stc Partners HUB Home User Guide العربية

You are applying as::PARTNER

Required Documents and Agreements

Signed Consent and Agreement Forms

	Authorization Letter Required	Template	Upload
	Conflict of Interest Required		
	Data Owners Required		
	Code of Conduct Required		
	Terms & Conditions Required		

Uploaded Documents

	DOC1 Required
	DOC2 Required
	DOC3
	QULIFICATION_DOC

Have any other items to upload? [Upload More Documents](#)

Document Unavailable? (Seek Help)

Back Save & Continue Later (Last Saved: 0 Minutes ago) Continue

Company Profile – Adding Required Documents “Attachments”

The Expiration date and Description are required Fields for each document.

The screenshot displays the STC Partners HUB interface. The top navigation bar includes the STC logo, 'Partners HUB', and links for 'Home' and 'User Guide'. The user is logged in as 'العربية'. The main content area is titled 'Required Documents and Agreements' and shows a progress indicator of 88%. The left sidebar lists various sections: Contact Information, Company Profile, Products & Services, Data Owners, Conflict of Interest Form, and Financial Information. The 'Required Documents' section is active, showing a list of required documents. A modal window is open for adding a document named 'DOC1'. The modal includes fields for 'Expiration Date' (31/12/2024) and a file upload area with a 'browse to upload' link. A red callout box points to the 'Upload' button in the background table.

Required Documents and Agreements

Signed Consent and Agreement Forms

Authorization Letter	Required
Conflict of Interest	Required
Data Owners	Required
Code of Conduct	Required
Terms & Conditions	Required

Uploaded Documents

DOC1	Required
DOC2	Required
DOC3	
QULIFICATION_DOC	

Required Documents and Agreements

DOC1

Signed Documents and Agreements

Expiration Date تاريخ الانتهاء

31/12/2024

Upload files
Drag and drop file here
or browse to upload

PDF (Max size limit: 25000 KB)

Add Document

Upload

Upload from here

Company Profile – Adding Required Documents “Attachments”

- Last Section for the free documents. The last section to upload free documents, to upload any documents that you think that they are important to stc.

Once Partner complete the request upload all the needed documents click on “Continue” will go to the “Summary page”

The screenshot displays the 'stc Partners HUB' interface. At the top, there is a navigation bar with 'Home' and 'User Guide' links, and a user profile icon with the text 'العربية'. Below the navigation bar, a status bar indicates 'You are applying as: PARTNER'. The main content area is divided into two columns. The left column is a dark purple sidebar with a '100% progress' indicator at the top. It contains a list of sections: 'Contact Information', 'Company Profile', 'Products & Services', 'Data Owners', 'Conflict of Interest Form', 'Financial Information', 'Required Documents' (highlighted with a green dot), and 'Summary'. The right column is white and titled 'Required Documents and Agreements'. It lists six documents under the heading 'Signed Consent and Agreement Forms': 'Authorization Letter', 'Conflict of Interest', 'Data Owners', 'Code of Conduct', and 'Terms & Conditions'. Below this, there is a section for 'Uploaded Documents' which lists four documents: 'DOC1', 'DOC2', 'DOC3', and 'QULIFICATION_DOC'. At the bottom of the right column, there is a link 'Upload More Documents' with a downward arrow icon, highlighted with a red box. The footer of the page contains the text 'Document Unavailable? (Seek Help)'.

Partners HUB - Company Profile – Summary Page

- Once Partner reach "Summary Page", the Partner will be able to review all the information added in the Registration Request as follow. Partner can expand each region by click on "Expand".

The screenshot displays the 'Partners HUB' interface. At the top left, the 'stc Partners HUB' logo is visible. The user is logged in as 'PARTNER', indicated by the text 'You are applying as::PARTNER'. The main content area shows a progress indicator of '100% progress' in a circular graphic. Below this, a list of sections is displayed, each with a status indicator (green dot) and an 'EXPAND +' button. The sections are: Basic Information, Company Profile, Products & Services, Data Owners, Conflict of Interest Form, Financial Information, and Required Documents. At the bottom, there is a 'Note To buyer' section with a text input field and a 'SUBMIT' button. The footer contains the 'stc Partners HUB' logo, social media icons, and the copyright notice '© 2022 stc'.



Company Profile – Review Summary Page & Update

AS example, The Partner can expand the information for “Required Documents” as per below example and can expand and review any other data exist in addition to that can “Edit” it.

The screenshot displays the STC Partners HUB interface. At the top, the logo 'stc Partners HUB' is visible, along with navigation links for 'Home' and 'User Guide', and a user profile icon with the text 'العربية'. Below the header, a status bar indicates 'You are applying as: PARTNER' and a progress indicator shows '100% progress'. The main content area is divided into two columns. The left column is a dark purple sidebar with a list of sections: Contact Information, Company Profile, Products & Services, Data Owners, Conflict of Interest Form, Financial Information, and Required Documents, each with a green checkmark. The right column is a light gray area with a list of sections, each with a person icon, a title, a description, and an 'EXPAND +' button. The sections are: Basic Information (Filled in the basic information for supplier account), Company Profile (Filled in the company details including address and team members), Products & Services (Listed all the products and services for supplier account), Data Owners (Filled in the Data Owners details), Conflict of Interest Form (Filled in the Conflict of Interest Form details), Financial Information (Filled in the Financial Information details), and Required Documents (Signed and uploaded the required documents and forms). The Required Documents section is expanded, showing a table of signed documents. The table has two columns: File Name and Attachment. The rows are: File Name: Data Owners.pdf, Attachment: نموذج بيانات الملاك; File Name: Code of Conduct.PDF, Attachment: قواعد سلوكيات المورد; File Name: Conflict of Interest.PDF, Attachment: نموذج تعارض المصالح; File Name: Authorization Letter.PDF, Attachment: خطاب تفويض; File Name: Terms & Conditions.PDF, Attachment: الشروط والأحكام. Below the table, there is a 'Required Documents' section with a red arrow pointing down.

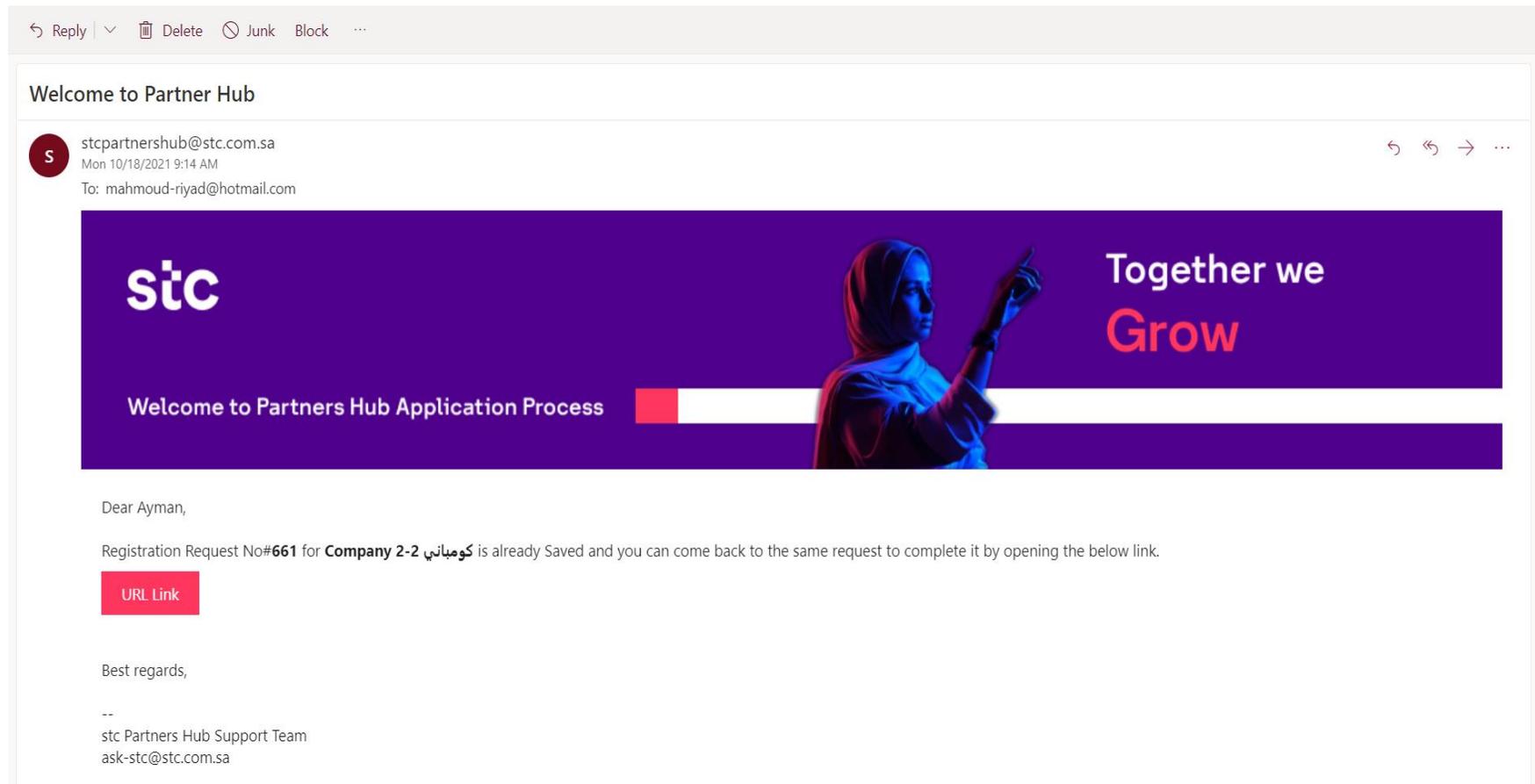
Company Profile – Save the Application for Later

Also, Partner can “Save for Later” for the request to come back to it again in anytime and have the ability to “Copy Link” to copy the registration URL needed.

The screenshot shows the STC Partners HUB registration progress page. The left sidebar displays a progress indicator for '100% progress' and a list of registration steps: Contact Information, Company Profile, Products & Services, Data Owners, Conflict of Interest Form, Financial Information, Required Documents, and Summary. The main content area shows a list of completed steps with 'EXPAND +' buttons. A modal dialog is displayed in the center, stating: 'You Registration Request Is Saved In Draft Mode and You Can Continue Your Registration Request Later By Copy The Below Link'. The modal includes a text input field with the URL: 'http://10.21.13.206:8092/login?action=resume&page=regist' and two buttons: 'DONE' and 'Continue'. At the bottom right of the page, there is a 'Save & Continue Later' button (Last Saved: 12 Minutes ago) and a 'SUBMIT' button. The footer contains the STC Partners HUB logo and social media icons for Facebook, Twitter, YouTube, LinkedIn, and Instagram.

Company Profile – Save the Application for Later e-Mail

- Once the Partner click “Save for Later” an email will be sent to the Primary Contact E-Mail as per below screen shot. You can open the registration request by click on “URL Link” this will open the same Registration Request or by copying and past the Save for later link as we can see in the previous Slide.



Partners HUB - Registration Process

- Once the Partner open the Request, We can submit the request and the following status will be appeared as per below screenshot.

The screenshot displays the stc Partners HUB interface. At the top, the stc logo and 'Partners HUB' are visible, along with navigation links for 'Home' and 'User Guide', and a user profile icon with the text 'العربية'. Below the header, a progress indicator shows '100% progress' in a circular gauge. The main content area is a list of registration steps, each with a status indicator and an 'EXPAND +' button:

- Basic Information: Filled in the basic information for supplier account
- Company Profile: Filled in the company details
- Products & Services: Listed all the products and services
- Data Owners: Filled in the Data Owners
- Conflict of Interest Form: Filled in the Conflict of Interest Form
- Financial Information: Filled in the Financial Information
- Required Documents: Signed and uploaded the required documents

A modal window is overlaid on the screen with the following content:

Thank You for Registering

Your registration for your company Arabic Company has been submitted for approval.

Please, check you email to keep track of the application review status and get in touch with our Support Team

Wish you the best,

stc Team

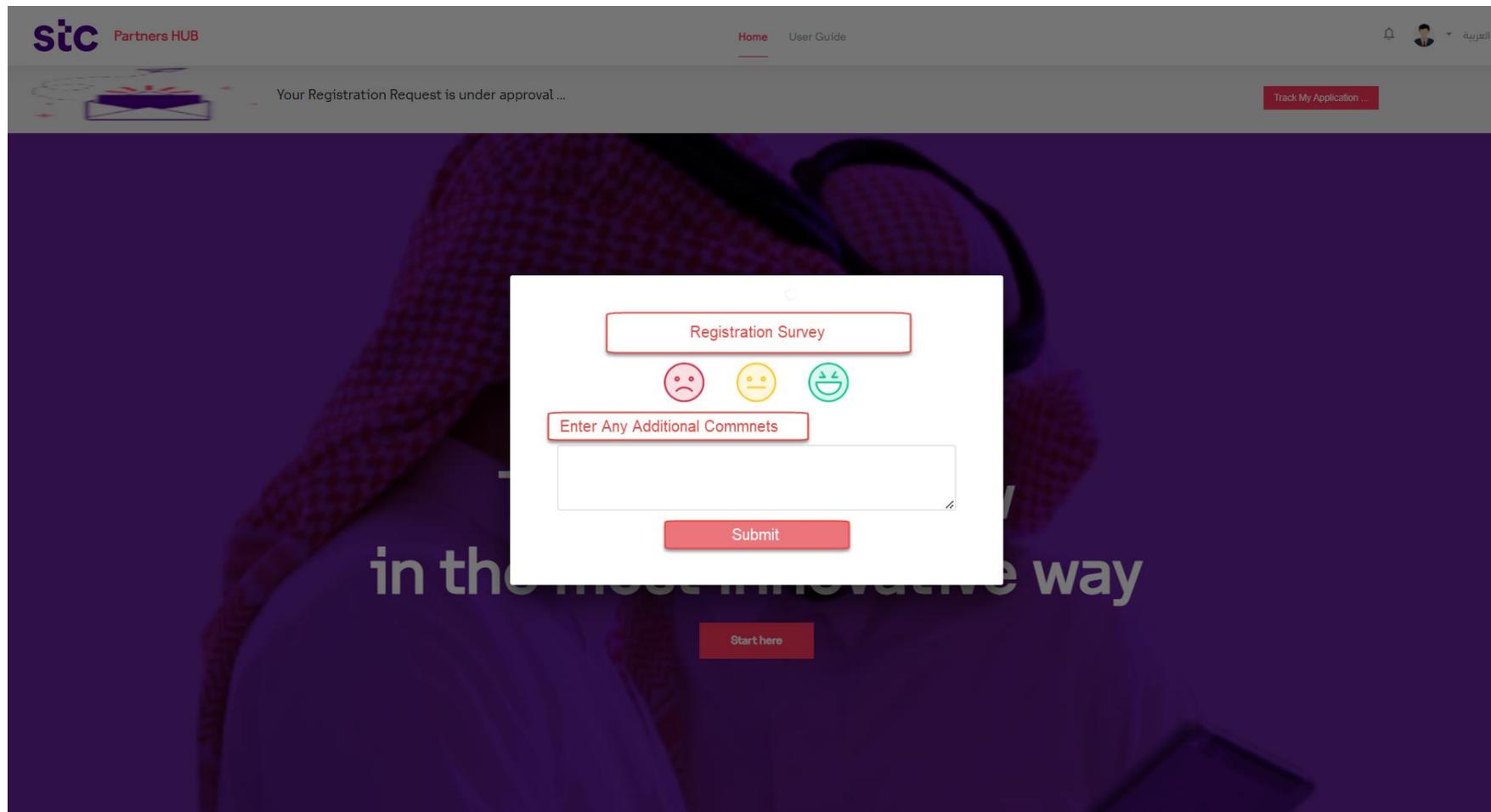
[GO BACK TO LANDING PAGE](#)

[Save & Continue Later](#) (Last Saved: 12 Minutes ago) [SUBMIT](#)

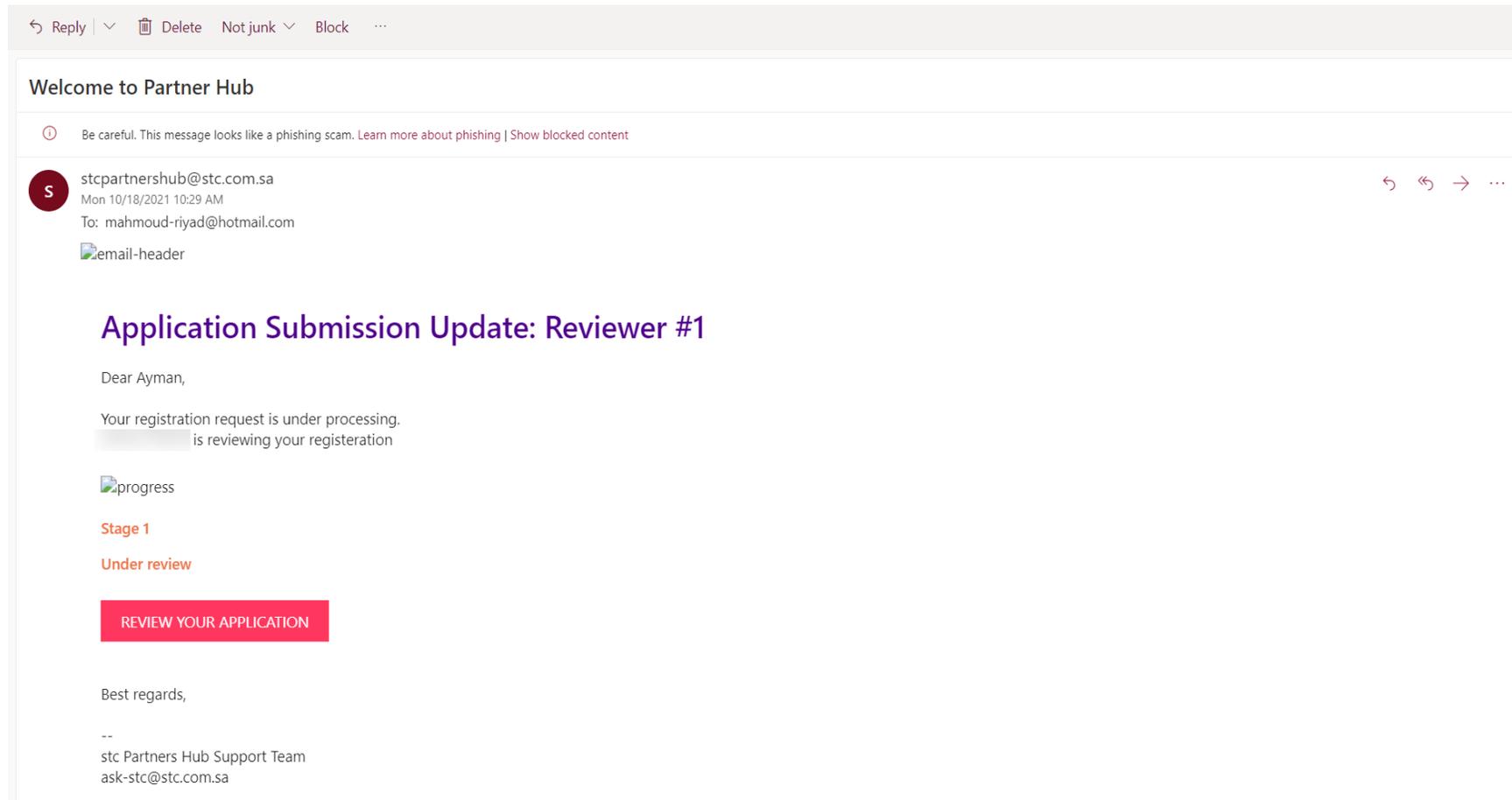
The footer of the page includes the stc logo, social media icons for Facebook, Twitter, YouTube, LinkedIn, and Instagram, and the copyright notice '© 2022 stc'.

Partners HUB - Registration Survey

- Once the partner click on Go to Landing Page, will receive the Registration Process Survey which is very important to us to gather the opinions about the new portal and it is required to be answered.

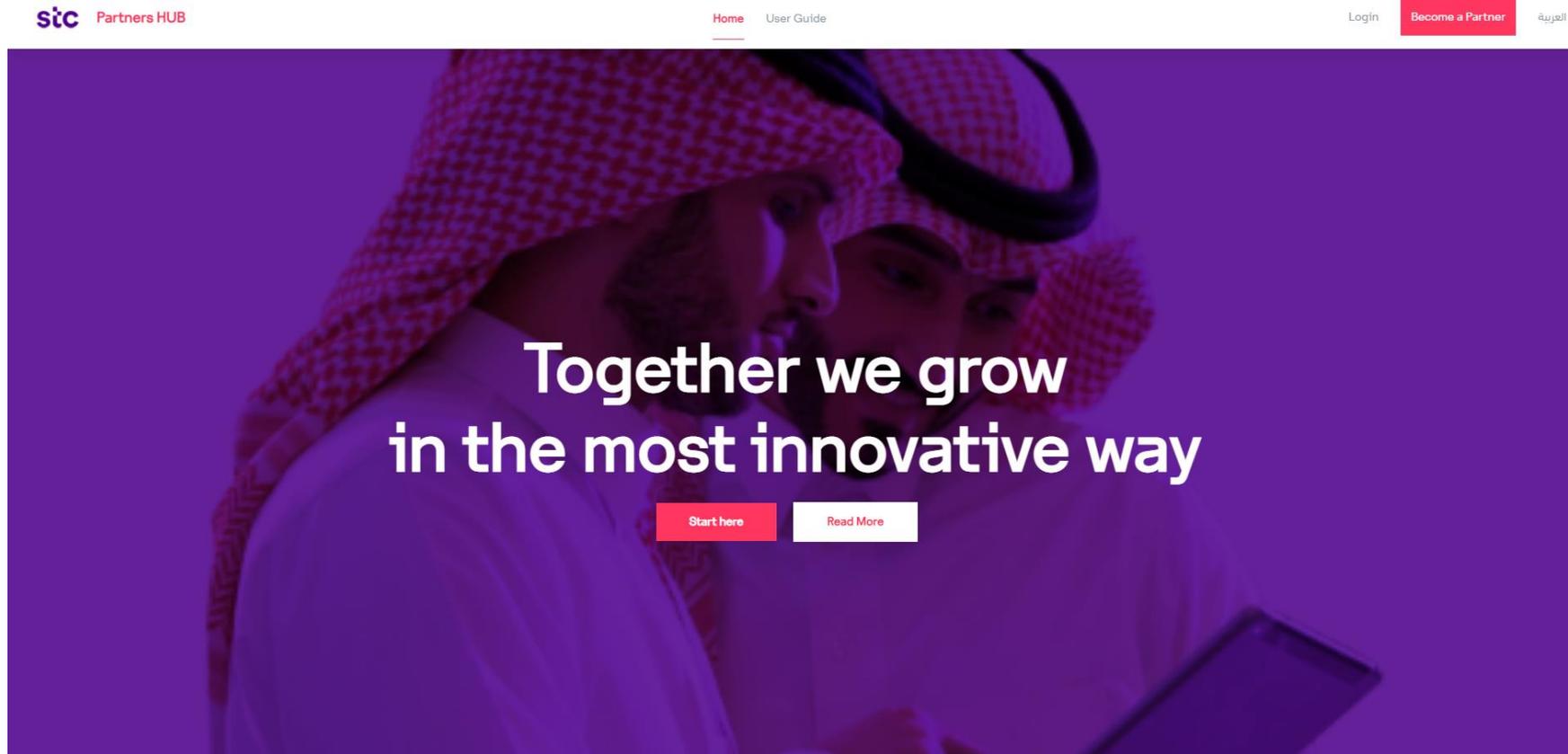


Once the Partner Submit the Registration Request for approval, the system will send to the Primary Contact a tracking email as per below screenshot. After each action from stc Partner Management Team the system will send a notification mail to the Primary Contact to update them about each action taken.



Registration Follow-up “Track my Application”

The Partner can Track his application by logging in as a soft partner from the Marketing Page using the login link upper left of the page then can access the application with details.



Registration Follow-up “Track my Application”

The Partner can Track his application by logging in as a soft partner from the Marketing Page using the login link upper left of the page then can access the application with details.



Welcome to **stc** Partners HUB
Login

Email

Naif@gmail.com

Password

Remember Me

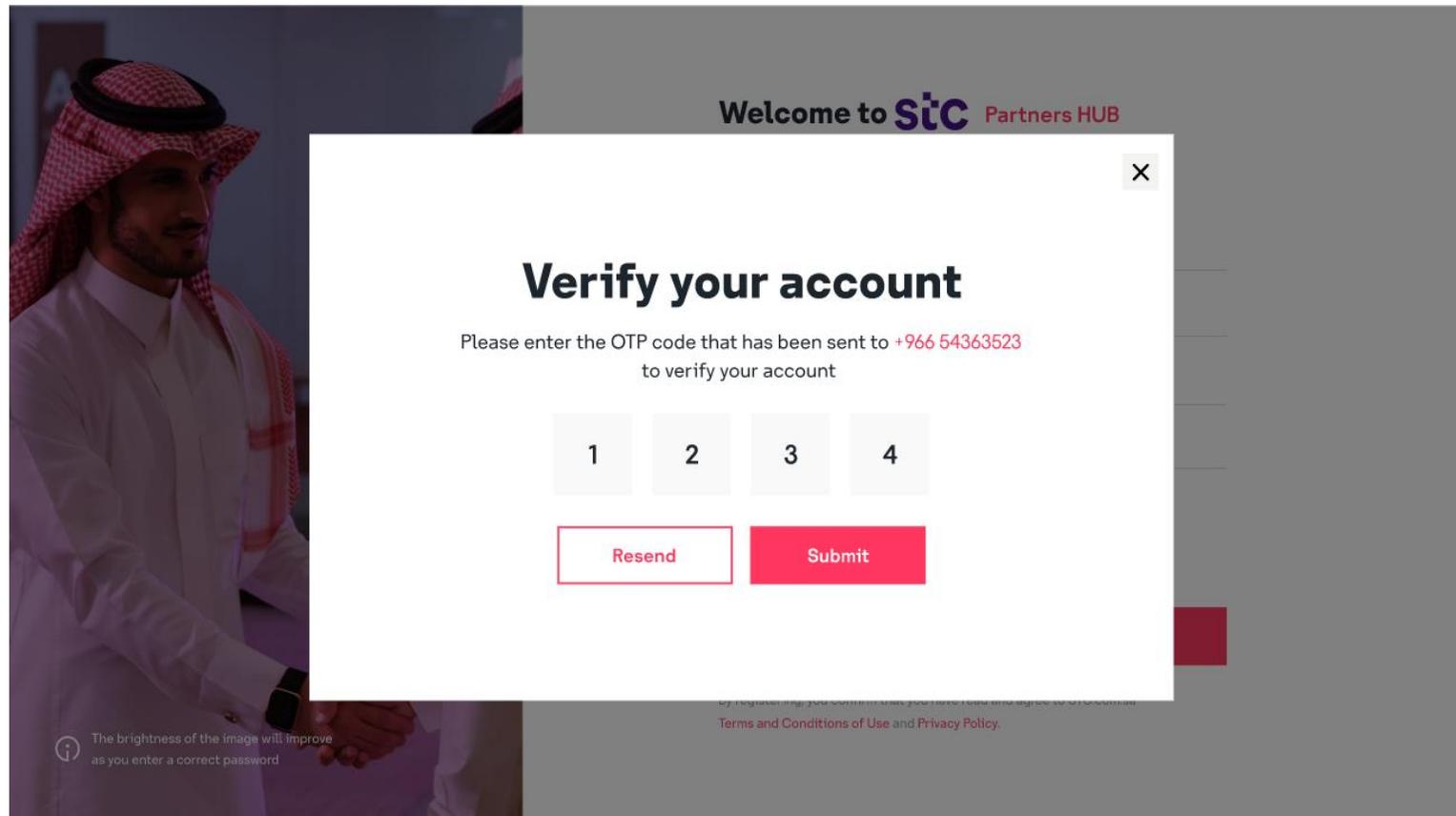
[Forgot Your Password?](#)

Login

Don't have an account? [Create an account](#)

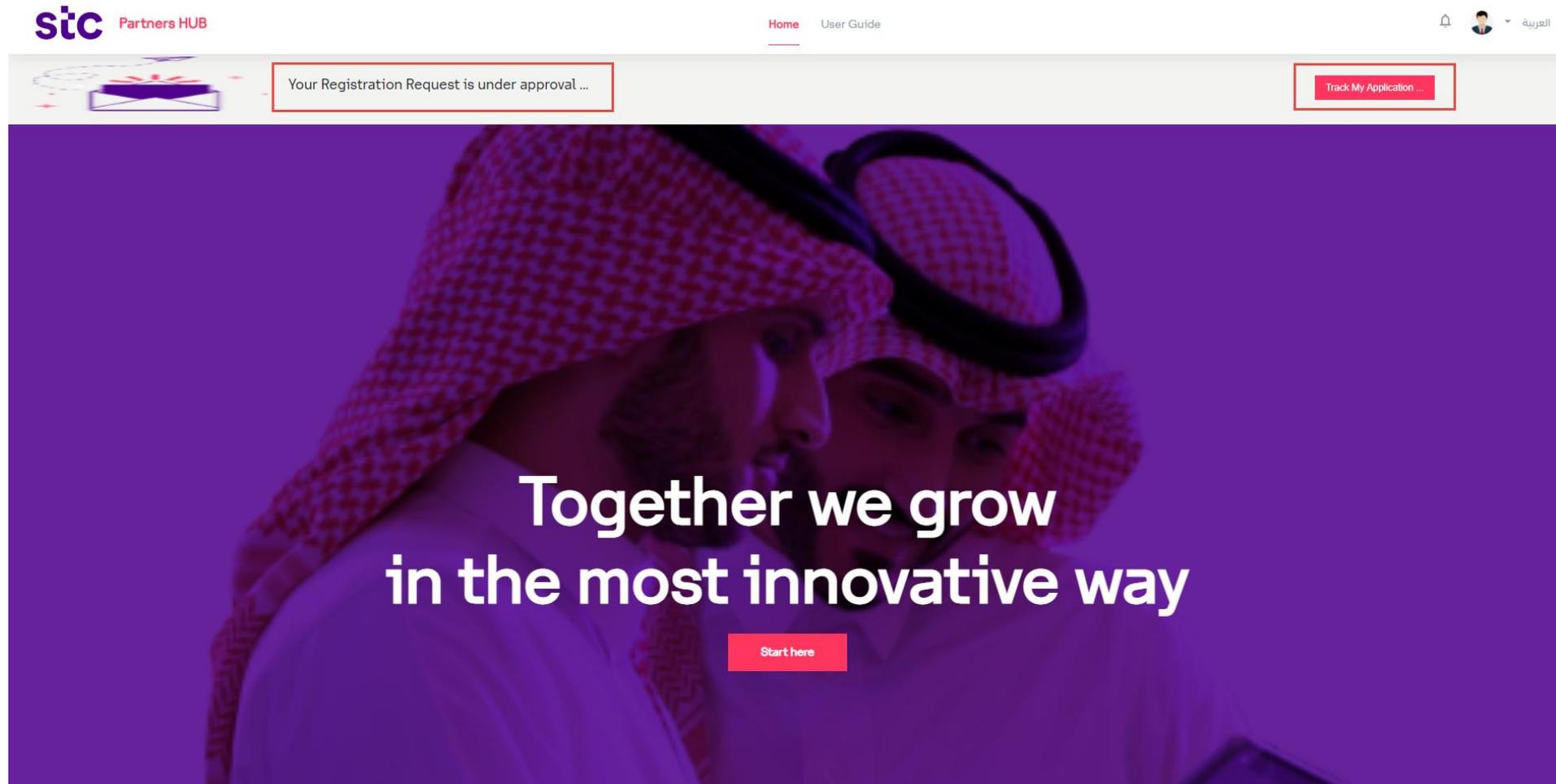
Registration Follow-up “Track my Application”

Once the partner entered the Username & Password the system will validate the contact mobile number. Then contact will be able to login



Registration Follow-up “Track my Application”

Once the partner contact logged in can see the status of the request and can track the application by clicking on “Track my Application”.



The screenshot displays the stc Partners HUB website interface. At the top left, the stc logo and 'Partners HUB' text are visible. The navigation menu includes 'Home' and 'User Guide'. On the right side, there is a notification bell icon, a user profile icon, and the text 'العربية'. A notification banner at the top center states 'Your Registration Request is under approval ...' next to an envelope icon. A red button labeled 'Track My Application ...' is positioned on the right side of the notification banner. The main content area features a large image of two men in traditional Saudi attire (ghutra and agal) looking at a tablet. Overlaid on this image is the text 'Together we grow in the most innovative way' and a red button labeled 'Start here'.

Partners HUB - Registration Follow-up "Track my Application"

- Once the Partner click on Track my Application, The Registration Request Status will be Retrieved and depend on the status will have the ability to take action on the request.

Request No #2818569

Application Tracking

Arabic Company Brand Name - الشركة العربية | Partner Representative: Mohammed Saad

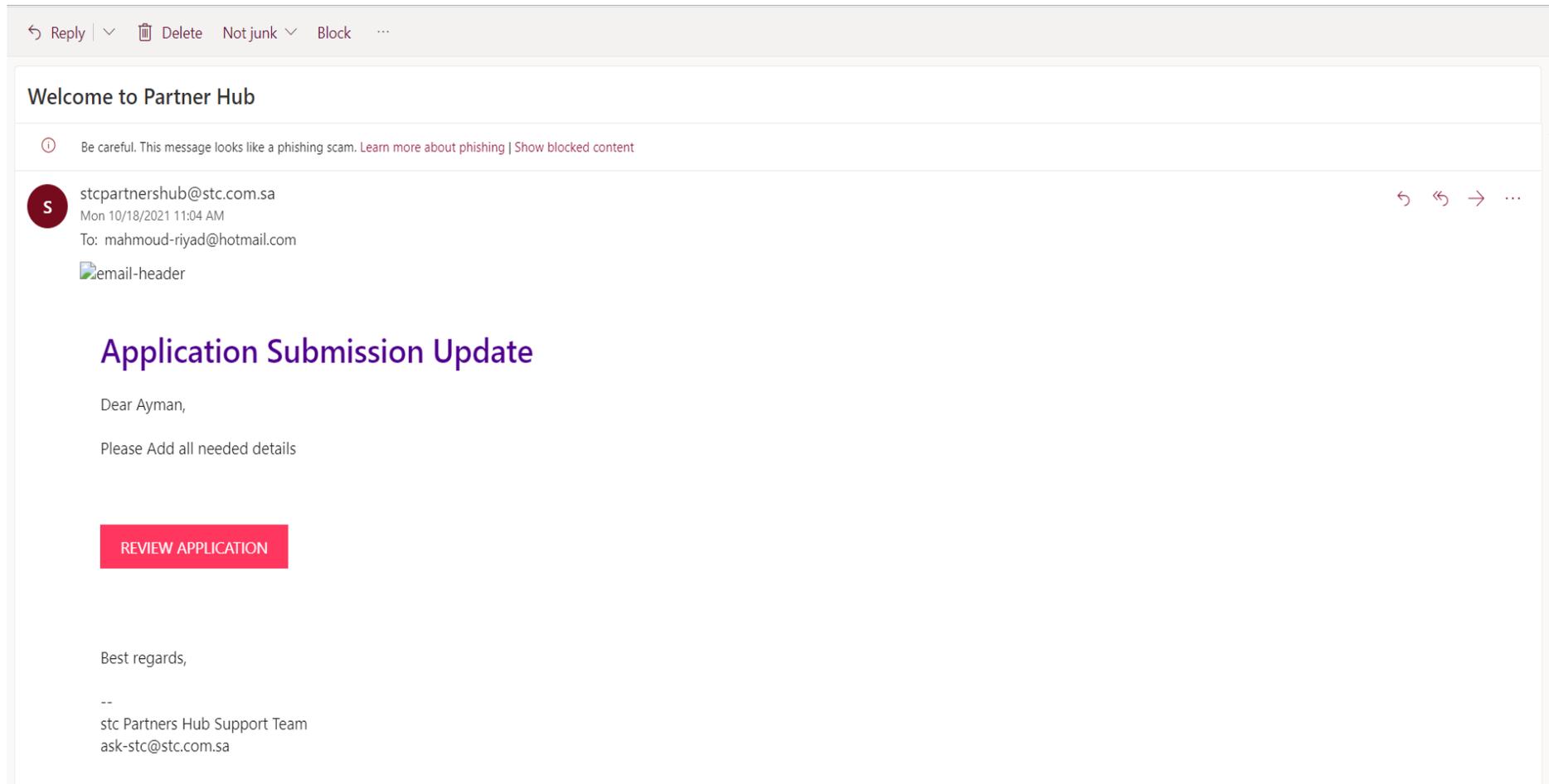
APPLICATION Pending Approval

[Review Application](#)

Num	Action	Action Date	Note
1	Pending Approval	2022-03-13	

Registration Follow-up “Track my Application”

The Partner can Track his application from the Marketing Page by scrolling down enter the Primary Contact Mail to track the application as per below screen shot.



Registration Process

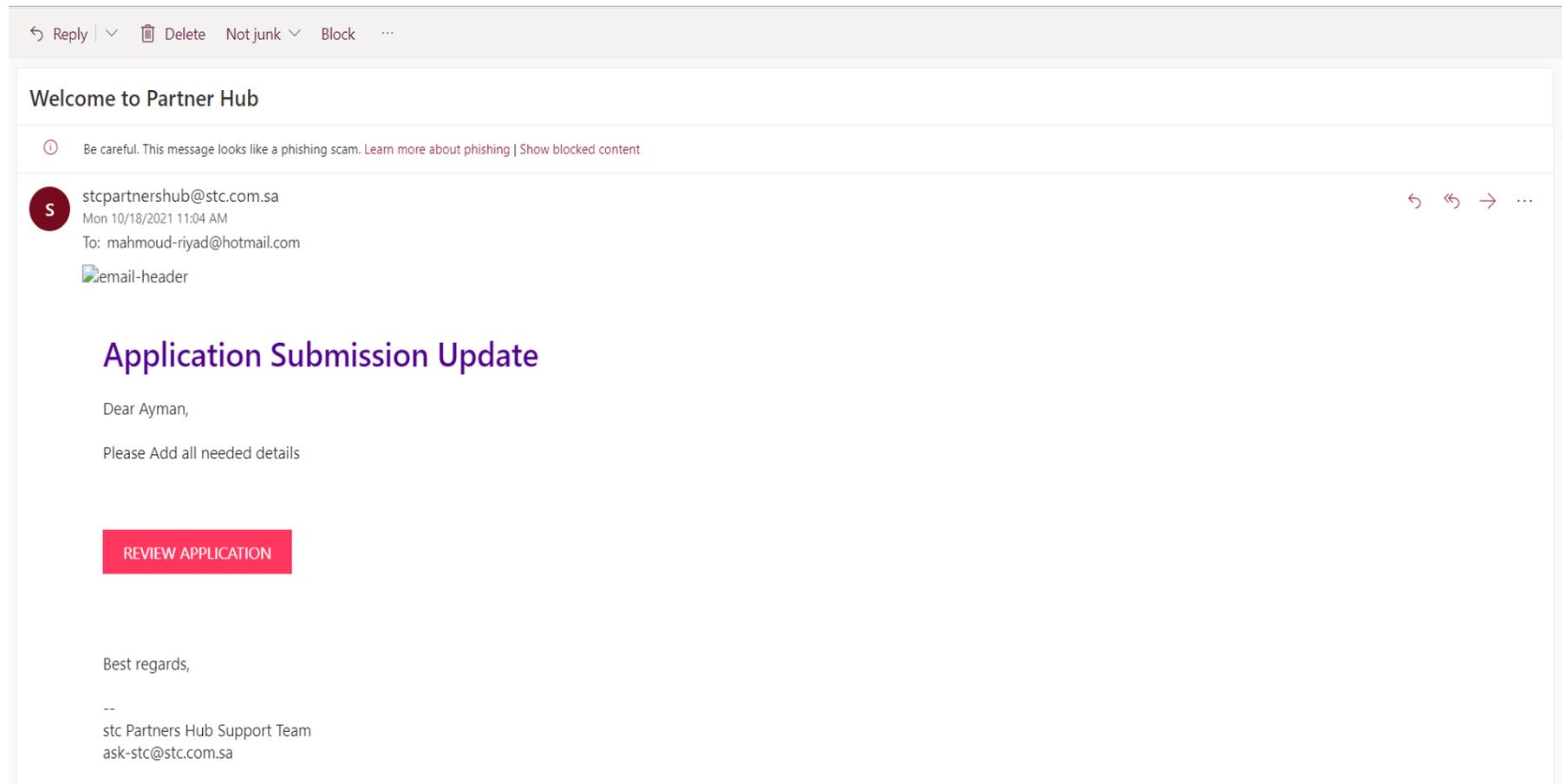
Partner to Provide Details

Once Partner click on "Review Application" this will open the registration request to Provide the Needed Details. The registration Request will be edited and partner will have the option to provide what is needed then submit it for approval.

The screenshot displays the stc Partners Hub interface. At the top, it shows the stc logo and 'Partners Hub' with the text 'You are applying as: PARTNER'. A progress indicator on the left shows '100% progress'. The main content area is a list of registration steps, including 'Basic Information', 'Company Profile', 'Products & Services', 'Data Owners', 'List Of References', 'Conflict of Interest Form', 'Financial Information', and 'Required Documents'. A modal window is centered on the screen with the title 'Thank You for Registering'. The modal contains an illustration of an envelope with a paper airplane flying out, and the following text: 'Your registration for your company Company 2 has been submitted for approval. Please, check you email to keep track of the application review status and get in touch with our Support Team. Wish you the best, stc Team'. A red button labeled 'GO BACK TO LANDING PAGE' is at the bottom of the modal. At the bottom of the page, there are buttons for 'BACK', 'Save & Continue Later' (with a timestamp 'Last Saved, 1 Days, 5 Hours, 49 Minutes ago'), and 'SUBMIT'. On the right side, there is a 'Help Center' section with a search bar and several questions, and a 'Leave a note for the reviewer' section with a text input field and an 'ADD NOTE' button.

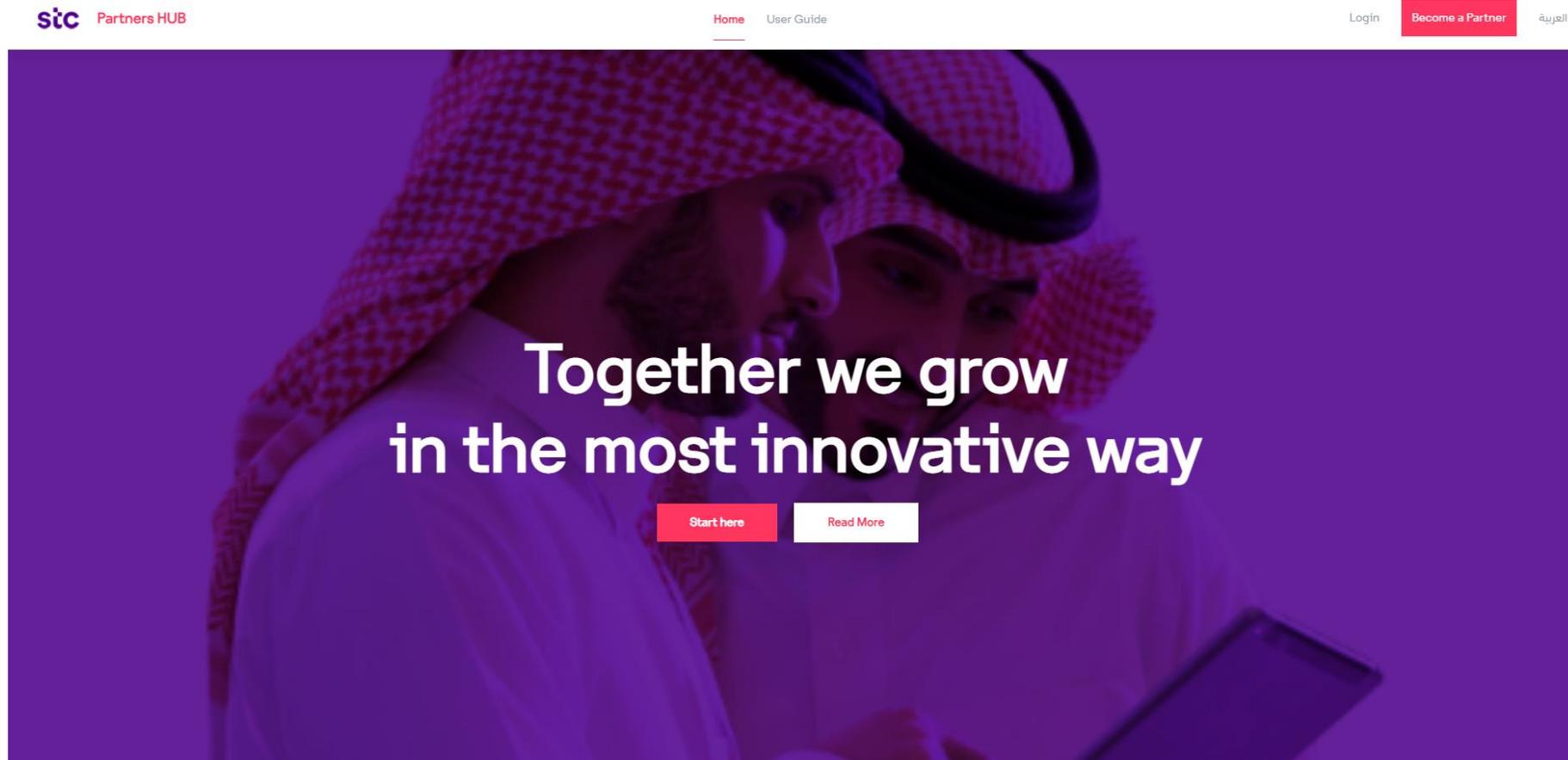
Registration Follow-up “Track my Application” – Request More Information

- As per current situation, Oracle EBS have “Partner to Provide Details”, that will send notification mail to the Partner to complete what is missing/unclear from the registration request as per below screen shot. Once the Partner click on “Review Application” this will open the registration request to Provide the Needed Details.



Registration Follow-up “Track my Application” – Request More Information

- Partner can track the request more information and log in using his credentials and track the application.



The screenshot displays the top section of the stc Partners HUB website. The navigation bar includes the stc logo and 'Partners HUB' on the left, and links for 'Home', 'User Guide', 'Login', 'Become a Partner', and 'العربية' on the right. The main banner features a purple-tinted image of two men in traditional Saudi attire looking at a tablet. The text 'Together we grow in the most innovative way' is centered over the image, with 'Start here' and 'Read More' buttons below it. The stc logo is also present in the bottom right corner of the page.

Registration Follow-up “Track my Application” – Request More Information

- Enter the username and password then login



Welcome to **stc** Partners HUB
Login

Email

Naif@gmail.com

Password

Remember Me

[Forgot Your Password?](#)

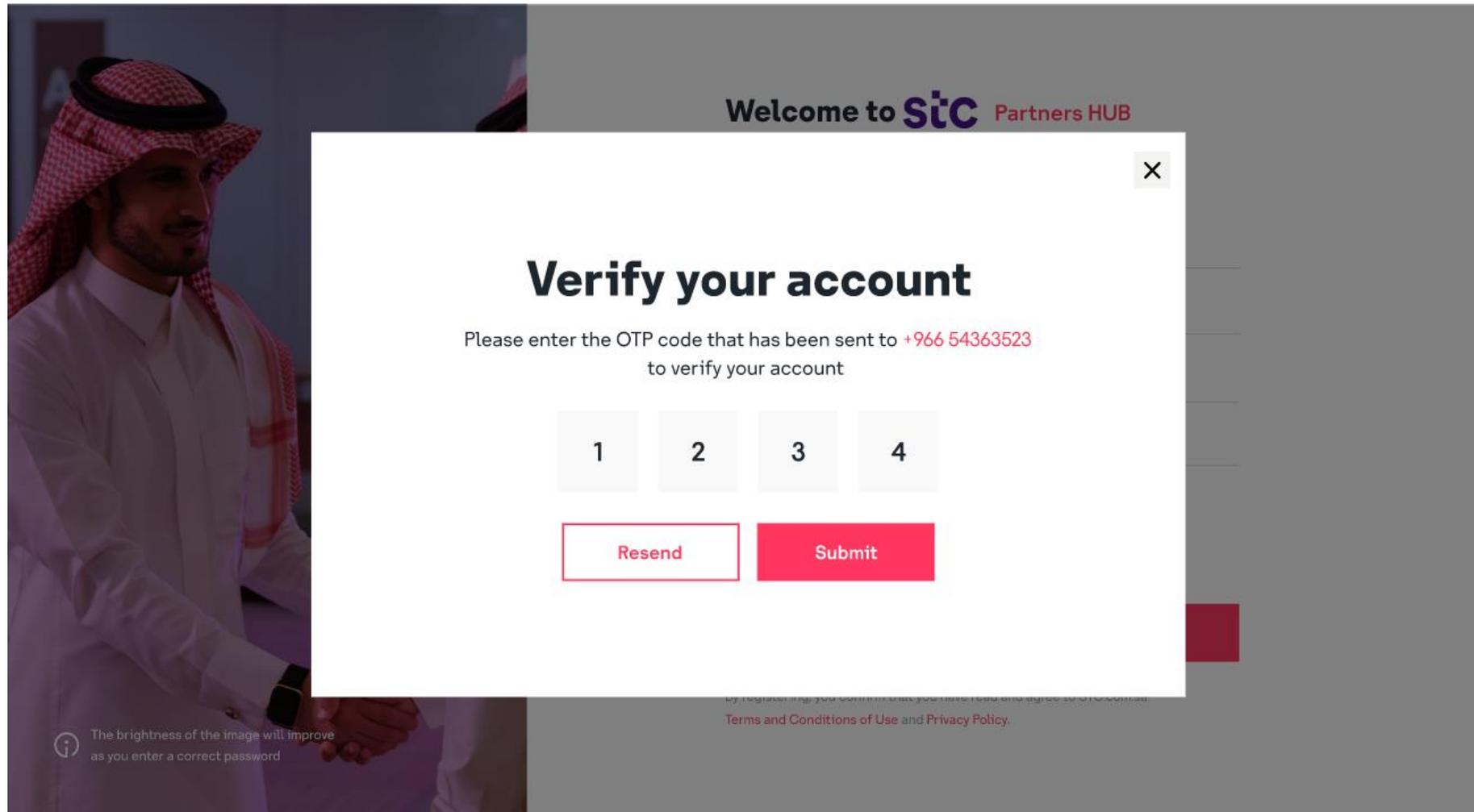
Login

Don't have an account? [Create an account](#)

stc

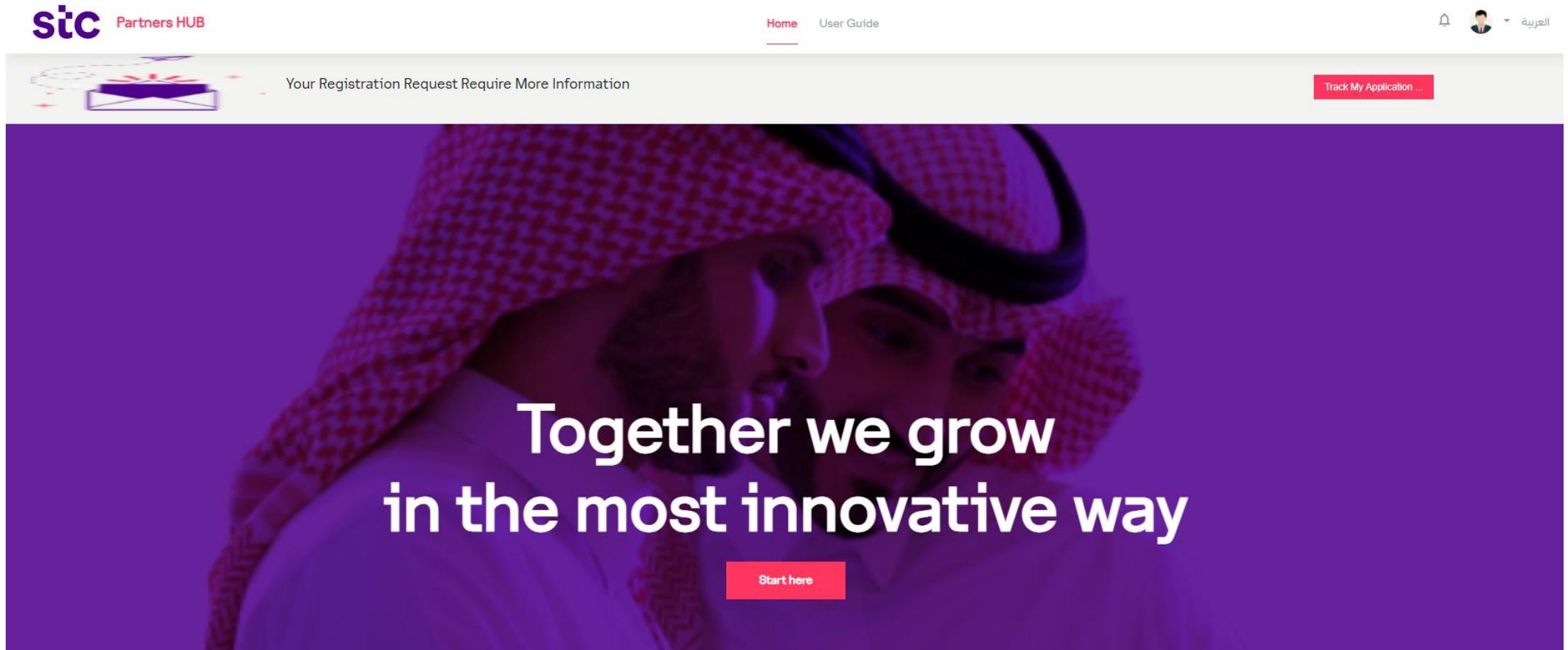
Registration Follow-up “Track my Application” – Request More Information

Once the Partner click create the system will send an OTP to validate the identity of the partner.



Registration Follow-up “Track my Application” – Request More Information

- Click on Track my Application to view the details of the application then complete it.



The screenshot displays the STC Partners HUB website interface. At the top left, the logo "stc Partners HUB" is visible. The navigation menu includes "Home" and "User Guide". On the right side, there are icons for a notification bell, a user profile, and the text "العربية". A notification banner at the top center reads "Your Registration Request Require More Information" next to an envelope icon with a red seal. A red button labeled "Track My Application ..." is positioned on the right side of the notification banner. Below the notification, a large hero banner features a background image of two men in traditional Saudi attire. The text "Together we grow in the most innovative way" is centered on the banner, with a red button labeled "Start here" at the bottom center.

Registration Follow-up “Track my Application” – Request More Information

- Click on Track my Application to view the details of the application then complete it.

The screenshot displays the 'stc Partners HUB' interface. At the top left is the 'stc Partners HUB' logo. In the top center, there are links for 'Home' and 'User Guide'. On the top right, there is a notification bell icon, a user profile icon, and the text 'العربية'. Below the header, the page shows 'Request No #2818569' and the title 'Application Tracking'. The main content area is divided into two sections: 'Arabic Company Brand Name - الشركة العربية' and 'Partner Representative Mohammed Saad'. Below this, there is a red-bordered box containing the text 'APPLICATION Request More Information' and a red button labeled 'Edit Application'. Underneath the button, there is a 'Reviewer Feedback:' section with a red message: 'Please upload all pending documents'.

Registration Follow-up “Track my Application” – Request More Information

- Click on Edit Application, then complete the needed information

The screenshot displays the 'stc Partners HUB' interface. At the top left, the logo 'stc Partners HUB' is visible. Navigation links for 'Home' and 'User Guide' are present. A user profile icon and the text 'العربية' are in the top right. A status bar indicates 'You are applying as: PARTNER'. A progress indicator shows '100% progress' in a circular gauge. A sidebar on the left lists application sections: Contact Information, Company Profile, Products & Services, Data Owners, Conflict of Interest Form, Financial Information, and Required Documents, each with a green checkmark. Below these is a 'Summary' section. The main content area lists seven sections, each with a person icon, a title, a description, and an 'EXPAND +' button: Basic Information (Filled in the basic information for supplier account), Company Profile (Filled in the company details including address and team members), Products & Services (Listed all the products and services for supplier account), Data Owners (Filled in the Data Owners details), Conflict of Interest Form (Filled in the Conflict of Interest Form details), Financial Information (Filled in the Financial Information details), and Required Documents (Signed and uploaded the required documents and forms). Below this list is a 'Note To buyer' section with a text area containing 'All needed files are uploaded'. At the bottom left is a 'Back' button. At the bottom right are 'Save & Continue Later' (Last Saved, 0 Minutes ago) and 'SUBMIT' buttons.

- Once you complete the needed information add the note to buyer and submit it for approval.

Thank You for Registering



Your registration for your company Arabic Company has been submitted for approval.

Please, check you email to keep track of the application review status and get in touch with our Support Team

Wish you the best,

stc Team

[GO BACK TO LANDING PAGE](#)

Thanks

شكراً