

# Marketplace processes for supplier



#### **Registration:**



• Users must create an account to access and use the marketplace platform



• Select the Supplier



Sign Up		<u></u>
Step 2 Enter your details		Reputie
Account Owner Information		
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Company Details		
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• Fill in the required fields

Company Address.		
Post Box *	Postai Code 🎽	
Commercial Registration Number		
additional address		
Warehouse Address		
Watchering Arithmat •		
Court		

• Add location



## Login & Reset Password:

• To avail NUPCO marketplace services Vendor user must login by entering User ID and password

1	Login	
	Email Address atheqafi.n@kamc.med.sa	
	Panareced	Ø
	Keep me signed in	Forget Parawe

• User can retrieve forgotten password using "Forget Password" option

Login	
Email Address altheqafi.n@ksmc.med.sa	
Pessward	ø
Keep me signed in	Forgot Pas

User should specify the E-Mail ID to reset password



• An E-Mail with instructions will be sent to the Mailbox.



## Browsing Marketplace and accepting order:

• Upon successful login the user is presented with the orders assigned to the supplier

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1 - 20 of 2642 Iter	ans (Seach	c	Ð			< 1 2 3	4 5	123 >
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CESEK FORMOR	Hafar Al Batin Hask's Alfairs	Dec 10, 2024 12:50 FM	5	LEUSTATIN-10mg/10ml/spaction	10,628,954.00 SAR	Webing for MJPCD Confirmation		Trapco Order

- From here the supplier user can Accept/reject orders in status "Order waiting for supplier review"
- On click on order number the supplier user will be navigated to the detail of the order



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ng > 3000131328					_		
er Number: 3000131328				ction needed in Programs Completion	Status: Or	der Waiting for Supp	iller Revi
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• Supplier user can reject the order giving appropriate reason. If reason is "OTHER" it is mandatory to enter a comment.



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• To accept an order first the user should confirm quantity and delivery date by clicking



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Home > 3000131328					A
Order Number: 3000131328			Action needed in Progress	Completed	Status: Order Walting for Supplier Review
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Order Date: : Jan 7,2025 Order Pleasel By : guild Jud Hessital Name : KING ADDU Shisping Address : Al Machelr,	242 MM	Seudi Arabia, 21955		HURCO Contact Number 1 NURCO Bocicinoci Transportad Dy 2 DGALAH PHARIAA Suppler Contact Number 2 GGALAH PHARIAA Buyer Phone Number 2 GGALAH PHARIAA Buyer Email 1 attropat/orgitamic/	Mareket Place Operator WAREHOUSE WAREHOUSE med.sa		
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Product Ordered details New /AURO New Celv Constitution of the Celv Constitution of the Celv Constitution of the Celv Constitution of the Celv	Generic Neme Canal F (50 U) 20,75 mi schutten Ter Fijiaction	Truste Name / Catalog Humiter Genesif - 1300 JJ (217) mil solution for Kristian 144	Part Size	Manufunturar/Gauntay at Origon Planck Service SJVA Italiy	Confi Hequinter Guardig/ UON 100 Plus(eg)/ Pan	mi GTV and Expiry D Suppler Grantly/ UCH	nte: Bepiny Data
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 Confirm Quantity and expiry date, Number of confirmed delivery days. User can also add a comment in the comment box. Here it is possible to confirm a lesser quantity and a higher number of delivery days.

	Confirmed QTV and Expiry Date Order Number 1 3000131328 Cutower 1 RMG ABDULLAH MEDICAL CITY - MARKAM			C
Product Ordered details	H		Dealline DTV and Date 10	ac
Mark / MURCO Invel Code	Barn         2         Consult 4/50 IU /0.75 ml solutions for injection           Unit         2         Park         Park           Park Size         1         1	Comment from Customer	unity/. SupportSummy/ Report Date	
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	Expiny Date * 1 01/31/2027	7668 MICE 1 39,400.00 SAR	- · · · · · · · · · · · · · · · · · · ·	
Product Ordered details	item : OLJEH 140 mg Patch Sinit : Patch Pack Sine : 5	Comment from Customer	Conference and Service Easter	
Bass/HLIPCD Ince Cally			andig 1 Suppler Granding 1 Suphy Links	
Ganal (\$10%) ////	Customer Requested GTY : 6 Pack50	Price : 3.40 SAR	1937	
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54 54	Expiry Date * : 01/31/2028	Total Price i 102.00 SAR	-	
<sup>02</sup> 01/TN 141 ms.Par.0 5790/00000/5990/0000/5990				
	Customer Requested No. Of Days a 7 S	upplier Confirmed No. Of Days 1 7		
	Supplier Comments		O SAR	
	Delivery will be done in 7 Days		1 15200 SAR	
			# 23.80 SAR	

• Once the confirm quantity and delivery days form is saved a success message is displayed and Confirm order button is enabled. Click the Confirm order button



• User have to accept terms and conditions and click confirm button to confirm the order

0	Order Confirm	nation					× Ingest Denset (Crists	Art Balansia Malagore (1992)
	Click "Ves. Confi	irm Order" Button to p	cept this order					
Order Number: 3000131338	Order Number		: 3	000131328			tatus: Order We	iting for Supplier Review
	Organization		2 K	ING ABDULLAH MEDICAL CITY - MAK	KAH			
	Customer Requ	ested No. Of Days	: 7					
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	Unit	: Pen		Supplier Confirmed QTY		100 Peck(s)		
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Bick bi Home							et Outer	Company Company
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	Product	: OLFEN 140	ng Patch	Customer Requested QTY		: 6 Pack(u)		
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Crew Link - Lant	Pack Size	1.5		Expiru Data		t Jan 30, 2028		
Order Placed By I grout								

- Once the order is confirmed, it will be assigned to Health entity for a PO Release and it will further be assigned to NUPCO Operator for further action
- It can also be sent back by health entity requesting update of expiry date and number of delivery days

#### Full Dispatch and Delivery of an Order:

- Dispatch Button is enabled when the order is in Purchase Order is created by NUPCO
- To do a Full dispatch the user should click on "Order Dispatch" Button
- User can also download the PO and Invoice from the Order Page

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Home > 3000131319								
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Order Number: 3000131319					ле	e e e e e e e e e e e e e e e e e e e	Completed	Status: PO issued
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Onder Date Jan 6, 20	25 T156 AM			NUPCO	Concact Number	NUPCO POA Operator		
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and a second sec	Concert address real and a conce	nan, reason ( , second reason, arr		Buger	Imail :	atheqali.n@kamc.med.sa		
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1.73		1400.		Germany				
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5116162601200_5116162601201_400041						Total item VAT	3	0 SAR
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5116462601200_51876462601201_40C041						Total Delivery Charges Total Delivery VAT Order Total Value	a : :	152.00 SAR 22.60 SAR 190.174.8 SAR

- A pop-up will on click on "Order Dispatch" button which will show all the items in the order along with item quantity
- For a full delivery order it is not possible to change the delivery quantity
- User should enter Batch Number.
- User can specify a delivery quantity Expiry Date to dispatch an order

0	Order Dispatched Confirmation		en traver costruct ( increase weather cost)
	Click "Yes" Button to Coeffirm Order has been Dispetched to the	Customer.	
	Order Number	1 3000131228	
Order Nomber: 3000131228	Organization	: KING ABOULLAH MEDICAL CITY - MAKKAH	Status: in Program
	Customer Requested No. Of Dags	1 25	
	Supplier Confirmed No. Of Days	1 25	1.000
< <b>6</b> -	View Order Datalis		
Second Second	Product : Upravid00mcgTah	Customer Requested QTY : 600 (10 Pacity) 60 Tablec.)	
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itschi To Home Refre	Batch Number 1 773728		ABURK CONTRACTOR
	Delivered GTY : 11		
	Click on + to add more Batch Number & Delivered GTV Expiry date		
Circler Data			
Order Placed By		Concel	
CONTRACTOR STATE		- CANCER - C	

- Once dispatch is done successfully, a success message will be displayed
- The Order Status will be updated to Order Dispatched
- Order Delivered Button will be enabled

Jpco Narketplace						Weicon	e Hechel Repell Dec	WECTERTAL IN MORE HARD ADDRESS
Home > 3000131228								
<u>a</u>			_					
Your order has been Displ	ccheo successifuily.					٥		^
Droer Number: 3000131228					Action reed	ed in Progress Com	eleast	Status: Under Dispetched
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Back To Home Refre	sh							Order Delivered
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Order Placed By Hospital Name	ناصر الثقفي : KING ABDULL :	AH MEDICAL CITY - MAKKAH		Transpo	rted By :	CIGALAH PHARMA WAREHOL CIGALAH PHARMA WAREHOL	ISE ISE	
Shipping Address	: Al Mashair, M Arabia, 21955	iecca 24246 null null , Makkah, Ma	ikkah , Saud	i Buyer Pl Buyer Er	none Number : ·	966559119943 althegafi.n@kamc.med.sa		
Supplier Confirmed Date Emergency Order	: 01/16/2025 : No			Custome	r PO Number :	878721782187		
Supplier Emergency Order Con	irmed Date :							
Customer Requested No. C	XfDays : 25			Supplier C	onfirmed No. Of Days	: 25		
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Product Ordered details								View Details
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0	1					Total Bare VAT		0.548
5116162601200_5116162601200_40004						Total Delivery Channel		152.00 SAR
5116163801201_0004						Inter network cristines		
STINIAMOLIOO_STINIAMOLIOO						Total Delivery VAT	-	22.80 \$48

- On click on Order Delivered Button the order delivery form will pop up and user should Update following details in the form
  - Invoice Number
  - Delivery Note(Optional information)
  - Actual Order Delivery date
  - Upload NUPCO Invoice / Supplier Invoices / Delivery Note from Hospital
  - Other Documents(Optional Document)
- Once Updated the form click upload and create receipt to complete the delivery

and the second se			
	Invoice Number;* 78673277382		
	Delivery Note:		place
(Itack in ) were Ruf	0999/380320	1	Other Define of
	Status: Order Dispatched		
	Actual Order Delivery Date: * 01/13/2025	Supplier Confirmed Date: 0116/2025	
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marcalplace	Manufacture / CIGALAH PHARMA WAREHOUSE	Customer 1 600	
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Marrie > 2000/21218	Date	Supplier : 600 Confirmed QTY	
1000 × 3000/13/220	Batch Number * 1 (BRO38209032	Actual Delivery : A00	
	Delivered QTV : D	CTTY*	
	Repiry data	Expiry Dete : 12/20/2025	and the second
Order Number: 3000131228			Stature: Onder Dispatched
	Upload documents:*		
	Uploed any of these documents		
	(HUPCO Invoice / Supplier Invoices / Delivery Note from Hospital) *		
Childre Makking Ray Sourceller Standard	Succeim PO Document - 3000101323.pdf	(Browse)	Waltering Continued
	File type supports in 201 File mas sou SHD		
	Other Document:		
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- On click on Upload and Create Receipt Button a confirmation message will be displayed
- Order status will be updated to Order Delivered
- Receipt will be created with status "nupco Review Document"

PCO Kotplace						Webber	Mether Regari Denvil I	OGNUH PURME WIREHOUSE)
ame > 3000131228							_	
								9
NUPCO Receipt has been I	Updated Successfully.							
der Number 1000131128							•	Statue: Online Delivery
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Hospital Name	KING ADDULLA	H MEDICAL CITY ~ MARKAH		Supplier C	Contact Number : CIGA	LAH PHARMA WAREHOUS	e	
Shipping Address	Al Mastair, Ma Arabia, 21055	za 34346 nuli nuli , Makkati, M	akkah, Saudi	Buyer Pho	one Number 👘 9665	50110-043		
Supplier Confirmed Date	: 01/16/2025			Boyer Em	uli : altho	qah.n@kamc.med.sa		
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Download Invoice Download PD



### Partial Dispatch and Delivery of an Order:

- Dispatch Button is enabled when the order is in Purchase Order is created by NUPCO
- To do a Partial dispatch the user should click on "Partial Dispatch" Button
- User can also download the PO and Invoice from the Order Page

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Order Number: 3000131255				Action needest is	Progress Completed	Stat	us: In Progra
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Back To Home Befrech	)				Protiel Disset	ted Ords	Dispatched
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Order Date	: Dec 18, 2024 2:07 PM	N	UPCO Contact	Number : NUPCO Backoffic	e Mariket Place Operator		
Order Placed By	ناصر الثقفي 🗉	T	ransported By	OGALAH PHARM	A WAREHOUSE		
Hospital Name	: KING ABDULLAH MEDICAL CITY - MARK	AH S	upplier Contact	Number : CIGALAH PHARM	A WAREHOUSE		
Shipping Address	<ul> <li>Ai Mesheir, Mecce 24246 null null , Mekke Arabia, 21955</li> </ul>	eh, Mekkeh, Saudi Bi	uyer Phone Nu uyer Erneil	nter 1 956559119943	meta		
Supplier Confirmed Dete	10/01/2024	0	ustomer PO No	mber 776767676			
Emergency Order	: No						
Product Ordered details						Vi	w Details
Item / NUPCO Item Code	Generic Name	Trade Name / Catalog Number	Pack Size	Manufacturer / Country of Origin	Requested Quantity / UOM	Supplier Quantity / UOM	Expiry Date
SPIOLTO RESPINATE 2.5/2.5 mcg Inhalation	SPIOLTO RESPIMATE 2.5/2.5 mcg inhalation	SPIOLTO RESPIMATE 2.5/2.5 mcg Inhabition	1	BOEHRINGER	100 Pack(s)/ Inhaler	100 Pack(s)/	Dec 24, 202
2110132400207_2110132400201_400041		Nes		Germany			
91000407,910032800207,900207,900207		NPA		Germany Total Item VAT		: O SAR	
-311012e00000,311012e00400,300001		Novi		Germany Total Item VAT Total Delivery (	Charges	: 0 SAR : 152.00 SAR	
3103200407_3103200407_060001		Nex		Total Item VAT Total Delivery 1 Total Delivery 1	Charges	: 0 SAR : 152.00 SAR : 22.80 SAR	
3103260407_3103260407_66008		Nex		Germany Total Item VAT Total Delivery I Total Delivery I Order Total Ve	Charges VAT	: 0 SAR : 152.00 SAR : 22.80 SAR : 15,974.8 SAR	
3103200407_3103200407_060001		NPA		Cermany Total Rem VAT Total Delivery Total Delivery Order Total Ve	Charges. VAT	: 0 SAR : 152.00 SAR : 22.80 SAR : 15,074.8 SAR	
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3103200407_3101300407_060001		NUY.		Cermany Total Rem VAT Total Delivery 1 Order Total Ve	Charges VAT We	: 0 SAR : 152.00 SAR : 22.80 SAR : 15,974.8 SAR	



- A pop-up will on click on "Partial Dispatch" button which will show all the items in the order along with item quantity
- For a partial delivery order it is possible to change the delivery quantity
- User should enter Batch Number.
- User can specify a delivery quantity Expiry Date to dispatch an order
- If there is a free item in the order user can also specify Free product delivery quantity

0.					Thermost Names Spread
nupco	Order Dispatched	Confirmation			light from the first of the state of the sta
autolgan.	Click "Wes" Button to C	Confirm Order has been Dispatched to the Custo	Smor.		
and the second se	Order Number		1 3000131255		
	Organization		KING ABDULLAH MEDICAL CITY - MAK	CAH	
	Customer Requested	No. Of Daus	9		
	Supplier Confirmed N	o. Of Days	: 9		
(Back To Home) (Befr	View Order Details				Didle Disotthed
	M				-
Oxder Dute	Product	: SPIOLTO RESPINATE 2.5/2.5 mcg Inhalation	Customer Requested QTY	: 100 (100 Packto) 1 Inhaler + 5 Free )	or .
Order Placed By	Unit	: Inhaior	Evening Confermed OTY	100	
Hospital Name	Pack Size	: 1	Supple Contentino Ger	. 100	r
Shipping Address	Expiry Date	: Dec 24, 2024	QTY to Deliver in this Partial Delivery (QTV multiple of pack size)	50	
Succifier Confirmed Data	Batch Number •	<sup>1</sup> 898921898912	Remaining QTY	50	
Emergency Circler	Delivered GTV Expiru data	1. <b>D</b>	Presiden - SPICITORESRMMTE 25/25 mg Mulation		
Supplier Emergency Order Con			FOC Total QTTY	: 5	
	Click on + to add mon	e Batch Number B Delivered GTY Expiry date	FOR OTTO IN Deliver in this Desired Delivery		
			For Girl to being it the same being	2	
Customer Requested No. 1			Remaining FOC OTTY	- 60	
				3	
(2) Comment from C.					*
Contraction (Contraction)					
Comment from Cu			Capol	10	
					<u> </u>

- Once dispatch is done successfully, a success message will be displayed
- The Order Status will be updated to Partially Shipped
- Order Delivered Button will be enabled
- A new delivery note starting with 94 will be generated

pco rketplace		BESIGN & S20     ManagaTrocket:   HavagaTROLBargani   Examples   Case Markel   Danhourd   Invite >     Waterie Matheir Region Depart (CGRUAR) MURISHOUSE)
ome > 300013125	ŝ	
Your partial	order has been Dispetched Successfully.	×
order Number: 3000 Order Wateru Breve	In Security Waters for House In Market String Confirmation	Action needed is Proved Condeted Status: Partially Shipped
Back To Home	Refresh	Order Delivered
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	ency Order Confirmed Date :	
Supplier Emerg Customer	Requested No. Of Days : 9	Supper Comment from Supplier
Suppler Emerg Customer @ cr Drder Details 9400000857	Requested No. Of Days : 9	Supper Comment from Supplier
Suppler Emerg Customer Customer Customer Concorrection Orroder Details Orroder Details Orroder Orroder Orroder Details Orroder Details Orroder Details Unit Head State	Requested No. Of Days : 9 mmment from Customer	Content from Supplier  Convent from Supplier  Content from Supplier  Costomer Requested QTY  s 100  Cyrt Delivered in 1 Deliverg  s 50  Remaining QTV  s 50

Product Ordered details						( vie	w Details
Rem / NUPCO Item Code	Generic Nama	Trade Neme / Catalog Number	Pack Size	Hanufacturier / Country of Origin	Requested Quantity / UCM	Supplier Quantity / UOM	Expiry Date
SPICETO RESPINATE 2.5/2.5 mm inhalation 511/052400200_511/052400201_40041	SPICETO RESPINATE 2.50.5 mg Intulation	SPICITO RESPINATE 2.5/2.5 mg Inhelation	1	BOEHRINGER Germany	100 Pacie(s)/ Inhaler	100 Pack(s) Inhalor	Der 25, 202
				Total Ibers WAT		: 0 SAR	
				Total Delivery	Diargas	152.00 SAR	
				Total Delivery	TAN	÷ 22.80 SAR	
				Order Total Va	lue:	15,94L8 5AR	

Download Invoice Download PO



- The new invoice starting with 94 should be used for partial delivery
- The new invoice display the delivered quantity and remaining quantity
- It adjusts invoice value as per the delivered quantity
- Total delivery charge and delivery vat is invoiced in the first partial delivery invoice

	nupco	
	markotplace بیانات العمیل	
	Customer Details	
0000120364		
Al Mashair, Mecca 24246 null null Makkah Saudi Arabia 21955		
	عنوان التوصيل	
	Shipping address	
Al Mashair, Mecca 24246 null null Makkah Saudi Arabia 21955		

فاتورة جزئية / مذكرة تسليم					
Delivery Note / Partial Invoice					
رقم طلب/ماتورة- Order/invoice Number	3000131255				
رقم العميل- Customer Number	0000120364				
رقم أمر الشراء للعميل- Customer PO	776767676				
الرقم المرجعي الخلص بمنصة اعتمادEtimad Reference Number	767676434334				
رقم الأمر- NUPCO Tax Number	300062901900003				
تاريخ التسليم / Delivery Dete	Tue Dec 31 14:46:51 AST 2024				
رقم مذكرة التسليم / Delivery Note No.	940000657				

•	رقم الصنف التجاري Trade Item No.	اسم الصلف التجاري Trade item Description	تاريخ الإنتهاء Expiry Date	کمیة Quantity	وحدة القياس UOM	سعر الوحدة Unit Price	تأكيد المورد على الكمية الموردة Suppiler Confirmed Qty	الكمية الموردة Delivering Qty	للكمية المتبقية Remaining Qty	أجمالي البلد Total Price
1	5116152400200_5116152400201_4 00041	ANTIASTHMATIC 2.5/2.5MCG INHALER TIOTROPIUM BROMIDE AND OLODATEROL LABA LAMA		50		164.32	100	50	50	8216.0
2	5116152400200_5116152400201_4 00041	ANTIASTHMATIC 2.5/2.5MCB INHALER TIGTROPIUM BROMIDE AND OLODATEROL LABA LAMA		2		164.32	3	2	3	0.0

إجمالى قيمة البنود الطبية الموردة Total Value for Delivered Medical Rema	8216.0
إجمالي القيمة المضفة للبنود الطبية الموردة Total VAT for Delivered Medical Items	0.0
قيمة التوصيل Delivery Cost Value	152.0
ضريبة القيمة المضاغة للتوصيل VAT Value for Delivery Cost	22.8
المجموع الدجمالين للطلب Order Total	8390.8

الختم Stamp	تاريخ الېستلىم Actual Delivery Date	الجهة الصحية The Health Entity	المستلم The Recipient

On click on Order Delivered Button the order delivery form will ppg good

Update following details in the form

- Transporter Tracking ID (Optional)
- Actual Order Delivery date
- Upload NUPCO Invoice / Supplier Invoices / Delivery Note from Hospital

lould

marketplace

- Other Documents(Optional Document)
- Once Updated the form click upload and deliver to complete the partial delivery

		-	
₽.	Partial Order Delivered Confirmation	×	C Distant C Politic C Distant
nupco			Ingent Denvel STGACALI PRODUCE MANAGEROUSES
	Click "Yes" Botton to Confirm Orber has been benvered.	to the customer.	
and the second se	Drostistics	<ul> <li>KING ARDER ON MEDICAL CITY - MAKKAH</li> </ul>	
Order Number: 3000191255	Customer Requested No. Of Dags		Status: Partially Shipped
	Supplier Confirmed No. Of Days	2 9	
	Transporter	I. CIGALAH PHARMA WAREHOUSE	1 mm
	Tracking ID	1 8778218721	(R)
	Actual Deliveru Date		
Orthe Newton of Statutes	rector a service g case	01/13/2025	Weiling Upton
Raview	Delvery items:		
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		a water a measure shall be appreciate	
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Constraint Const	Peck Size : 1		
	Manufacture + CYCATAM DHADMA WADEWOLKE	Furthermore Biounsteed CITY + 100/100 Bock(e) 1 (whister)	
	Handractine : Casyonn minimum www.chouse	Continue and and a set in the factor action in section (	
	Expiry Date i postcont	Supplier Confirmed QTV : 100	
Crow Date	12/24/2024	QTY Delivered in 1 Delivery 1 50	or
Onther Placed By	Batch 1 5 899921899912	Remaining QTY 1 50	
Hospital Nome			
Shipping Address	Expiry date		
	58.567.		
Suppler Confirmed Data	- 195 195		
Order Number: 3000121255	Product : SPIOLTO BESE	BMATE 2 5/2.5 mm Inhelation	Status: Partially Shipped
		and the state of t	
	Unit : Effaier		
	Pack Size 1		
	Manufacture : OCALAH OHADWA WAREHOUSE	Customer Beg aster OTV t Free Born	(IZZIA)
Circler Monthing For Dasades			Western Galand
	Expiry Date : 13/24/2014	Supplier Contrined GTY 2:5	
		QTV Delivered in 1 Delivery 1 2	
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Curley Planet Ba			17
	* Mandatory field		1
Höspital Nume		Close University Closer	
Shipping Address			N
			n -

- On click on Upload and deliver Button a confirmation message will be displayed
- Order status will be updated to Partially Delivered
- Receipt will be created with status "nupco Review Document"

MUPCO Partial Document has be	en Opstatuel Suferonalfulliji.					_	×
Order Number: 3000131255			Adheet counted	d an Dragram	Dereptated	Status: Pr	etially Delivered
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Back Te Home Refresh	)						
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• Partial delivery button will be again enabled when the NUPCO Operator approves the receipt

Sound Street PCS

• A partial delivery order should be completed within 4 deliveries

#### Manage Sent Back receipts:



- A receipt can be sent back by operator to the supplier for correction
- When a receipt is sent back the receipt status will be "Return For comment

tulors				Welcome Medhet Ragael Daeud (CRSALAH PHARMA WAREHOUSE)
Receipts				Sand to MJPCO for Review
Select *	Invoice Number	Status	Upload Date	Operator Comment
Select *	Invoice Number 7676321763267	Status Return for Commenta	Upleed Date Jan 13, 2025 10:01 AM	Operator Comment Kindly upload a clear copy of Hospital good receipt report
Select*	Invoice Number 7876321783287	Statue Return for Commenta	Uplead Date Jan 13, 2025 10:01 AM	Operator Comment Kindly upload a clear copy of Hospital good receipt report

• The user should select the receipt and click edit icon for review and rework

Receipts				Send to NUPCO for Review
Select *	Invoice Number	Status	Upland Date	Operator Comment
۲	7676321763267	Return for Comments	Jan 13, 2025 10:01 AM	Kindly upload a clear copy of Hospital good receipt report

- A form will open and will allow to change the data or reupload the files
- On click on Upload and create receipt button the updated data will be saved, the order will again be resubmitted for NUPCO review

7878321783287 Pelivery Note :	
belivery Note :	
8989218829121	
tatus : Order Delivered	
actual Order Delivery Date : * 01/13/2025	
ustomer Requested No. Of Days : 25	Supplier Confirmed No. Of Days : 25
livery items :	
1	
Product : Uptravi 400mcg Tab	
Manufacture : CIGALAH PHARMA WAREHOUSE	Customer : 600
Magufacturing	Requested QTY (10 Pack(s) 60 Tablet )
Date	Supplier : 600
Batch Number * : 88938298932	Confirmed QTY
	Actual Delivery : 600
Delivered QTY :	
	Expiry Date : 12/29/2025
pload documents :*	
bload any of these documents	
UPCO Invoice / Supplier Invoices / Delivery Note from Hospital) *	
Supplier-PO-Document-3000131323.pdf	Browse
type supported: .pdf, File max size; 5MB	
oload Optional document:	
Partial Delivery Optional Document	Browse
type supported: .pdf, File max size: 5MB	

• After the receipt is saved the user should click send to NUPCO for review button selecting appropriate receipt, and it will be sent to NUPCO for review

plier					Welcome Med	hat Regadi Daeud (CIGALAH	PHARMA WAREHOUSE)	
					_		5	
Receipts					۲	Send to	NUPCO for Review	
Select *	Involce Number	Status	Upload 0	Nacia	Ope	rator Comment		
۲	7878321783287	Return for Comments	Jan 13, 2025 1	0:01 AM	Kindly upload a clear co	by of Hospital good receip	et report	
								-

## Management of Supplier letter:

• User can access supplier letter page by clicking "Permissions" on header

<b>○</b> ×	🖩 English 🗸 SAR Manage Product.   Manage POA Request Permissions User Manual   Dashboard   Profile 🗸	Sign Out
ουρςο	Welcome Medhet Regael Deoud (CIGALAH PHARMA WAREHC)	JSE)
marketpiace		

• User can start creating a letter request from this page. A letter can be created when the Order is in PO Issued Status

Artufaire				Welcon	ne Medhie Riegeni Diebod (CRIALAN PhiARMA	WAREHOUSE)
	in Progr	ess Letters (0)	Accepted Letters (0)	Rejected Letter	s (O)	
	O All increases Latters	Latter Terratived		Approved Lattars	O Sere Ruck Letters	
						Create Letter
	Search	٩			L	

• A pop up will come where user can enter the order number

<b>G</b> b	Importing Perr	miss	sion Letter	×	nual Dushboard I Profile 🗸 Silah
pco	MP-Order*	1	3000114321	1	It Repail Decord (CEALArt PriARMA WAREHOLDED
	NUPCO ID (code)*	ŧ.	Choose your NUPCO ID (code)	~	
$\bigcirc$	Tender Number*	1			
Participant letters	Quantity*	ŧ.	Unit* :		Serie Beck Latients
	Manufacturer*	÷			and the second
	Trade Name*	ŧ			
	Customer Name*	x	Jameel alharbi		Crieste Latter
	Country"	ŧ			
O Rame	Reason*	1	Choose the Reason	-	
	Importing Permission Letter*	1	Importing Permission Letter Browse		
	Checklist*	£	Checklist Browse		
Products Available In M					View All Products >

• Based on order number the products of the order will be listed as a drop down

Qb	Importing Pern	nission Letter	×	mail Daubhard State - St
IUPCO Transaction	MP-Order*	: 3000114321		A Regent Devial (OSALAH PILARMA WAREHOLISID
	NUPCO ID (code)*	Choose your NUPCO ID (code)	~	
	Tender Number*	These joor NURO ID (code)		
All Inperson Sufficience	Quantity*	4111585700600_4111585700601_400041		Sent Bock Letters
E110281-11	Manufacturer*	4111585700200_4111585700201_400041		
	Trade Name*	4111585700300_4111585700301_400041 : 4111585700100_4111585700101_400041		
	Customer Name*	I Jameel alharbi		Create Litter
	Country*	ŧ [		
O Itsens	Reason*	Choose the Reeson	~	
	Importing Permission Letter*	2 Importing Permission Letter	Browse	
	Checklist"	<sup>1</sup> Checklat	Browse	
Products Available In M				View All Products >
		Close	Create	Carrier Control of Carrier

• Based on the selected item the product data will be populated automatically

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nupco	NUPCO ID (code)"	;	4111585700800_4111585700801	400041	v	K Ragaal Davoid (ESSALA) (PHARMA WAREHCOTES
	Tender Number*	tumber* : NPTGOD5/19				
All Instituceus Lations	Quantity*	ŧ	30	Unit* : items (Pieces)		Dary Real Longer
	Letter FOC Quantity	I.	0			
	Manufacturer*	ŧ	ARTHROCARE CORPORATION			
	Trade Name*	ŧ.	Plasma wand for sinus surgery			
	Customer Name*	ŧ	Jameet alharibi			Creste Litter
	Country*	ŧ.	United States			
O items	Reason*	ŧ	Choose the Reason		v	
	Importing Permission Letter*	ŧ	Importing Permission Latter		Browse	
Products Available In M	Checklist*	r	Checklist		Browse	View All Products >
-			(	Close	Create	_

User have to choose the reason and upload Importing Permissing the second second

klist

marketplace

document, and click create button

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S	Importing Permissio	Letter ×	a the Head California Public - Syn Out
nupco			more Methol Tepes Tened (CCALAS Hudden WICE) CUSE
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	NUTCO ID (medal)		
	Horico in Coone).	4111585700100_4111585700101_400041	
	Tender Number*	NPT0005/19	
	Quantity*	10 Unit" : Rems (Fleres)	
(°)-	Letter FOC Quantity	0	
Alterrendent	Manufacturer*	ARTHROCARE CORPORATION	Sert Buildanes
	Trade Name*	Plaama Micro largingest wand for stenoids	
	Customer Name <sup>1</sup>	Jameel albarbi	
	Country*	United States	
	Reason*	عدم تقديم الوكيل اليسمي في منافسة ،أو إعتذارالمويد وعدم تطابق العروض الفنية. 🗸	Countin Latter
0 Terms	Importing Permission Letter <sup>4</sup>	Supplier PO Document - 300013123.4pcf 0	
	Checklist*	Supplier PO Document : 3000131321,pdf 6 800w50	
Products Available in Markei		Close Cowars	View All Products 🗦

• On submission a request will be created and assigned to NUPCO for review

marketplace		Webserne Handhell Regard Daniel (ISGALAH PHARMA	WARHOUSID
Home > Vendor Letters > L-00000150			
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Deck To Home         Sefresh           Letter Number         1           Locoloo050         Graekel By           MiP-Order         1           MiP-Order         2	Verd State Three	Download General Attachment Download Permit  for : CIGRLAH PH/M84A WAPEHOUSE  # : Letter Received  of Submittation : Mon. Jun 13 E3:00-01 AST 2025.	ussion Letter
Reck To Home Sefresh Letter Number : L00000150 Created By 1 rupotco@clydati.com.sa MP-Grate : 3000114101 Tender Number : N0T000510	Vend Stab Time Mark	Download General Attachment         Download Permit           for         :         CIGALAH PHARMA WARHOUSE           as         :         Letter Received           rof Submittation         :         Mon Jun 13 13:00:41 AST 2025           defermine         :         ARTHROCARE CORPORATION	ssian Letter

• As soon as NUPCO operator starts working on the request the request will be marked as in Progress



Upco marketplace	ME English v SAT Monage PCA Request   Permissions   Unar Hannel   Duarkscard   Penkle v Websine Healtet Regard Derivit EDSKUMI (1993) 44 403400
Home > Vendor Letters > L-00000150	
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Back To Home Back To Home Refresh Letter Number : L-00000150 Crewed By : nyocspojodjatah.com.ta MP-Onter : 30001432t Crewed By : 30001432t Crewed By : 30001432t Crewed By : 30001432t	Vendor : Elital Art Phalina WaterHouse Status : In Progress Time of Submission : Mon Jan 3130041 AST 2025, Manufacturer : ARTHOUSE Time of Submission : Mon Jan 3130041 AST 2025, Manufacturer : ARTHOUSE Time of Submission : Mon Jan 3130041 AST 2025, Manufacturer : ARTHOUSE

• Once approved it will show a status approved and user can download the letter and

general attachment from the letter request

JPCO Narketplace				Webcone Hed	Net Filegent Descel ('OGFILAH PHARMA NAUTEHOUSE)
Home > Vendor Letters :	• L-00000150				
Letter Number: L-000001	ю			Action needed in Programs C	Status: Approved
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Latter for avoid to	u Operatiar	Walting No. Operator Review	Wating for Sougher Review	Accepted	Sent Back
Littler Proceeds	a Osentiur Rofresh	Walking for: Cours due Review	Walting for 2004ther Hovier	Accepted	Serif Deck
Latter Research	e Gueratiur Rofresh	Welding for Core dar Briner	Vender	Download General Attachment	Sent Back
Back TO Home Letter Number Created By	a Gaventiar Refresh I: L.0000050 I: mgeolgeo@eigeleh.com.se	Webling for Cose dar Brever	Velocitor Stational Velocitor Stational	Downiso d General Attachment Counting d General Attachment Counting a General Attachment Associated	Download Permission Letter
Latter Number Great By Hit-Order	a Governiur Refresh : L.00000150 : majordjostjofski com.se i 3000116301	Utabling for Operator Review	Ventor Status Time of Solar Time of Solar	Cownicad General Attachment Cownicad General Attachment Council of General Attachment Attachment Approved Heater Mon.Jan 30 53:00:51 AST 2025	Boundead Permission Letter
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• An approved letter do have following information





رقم الطلب :

التاريخ :

#### سعادة نائب الرئيس التنفيذي لقطاع التشغيل بالهيئة العامة للغذاء والدواء سلمه الله

السلام عليكم ورحمة الله وبركاته،،

نفيد سعادتكم بتعاقد الشركة الوطنية للشراء الموحد للأدوية والأجهزة والمستلزمات الطبية (نوبكو ) مع الصادرة من خلال منصة السوق الإلكتروني لأمر الشراء رقم

التابعة لشركة نوبكو تباءاً لمنافسة الأدوية وفقاً للبيانات التالية:

حيث سيتم توريد هذه الطلبية إلى

السبب	الكمية	بلد المنشأ	الشركة المصنعة	اسم الصنف	رقم
					4

بناءً على طلب المورد بإصدار خطاب إذن استيراد, فإنه يتعهد أن هذا البند سوف يستخدم فقط لمرضى المستشفص, ويلتزم المورد في حال زيادة الكمية أو إنقاصها أو إلغاء الترسية على المورد وعدم إعطائها لاي جهة أخرى إلا بموافقة الهيئة, وفي حالة تم رفض استلام الحواء لأي سبب فني أوعدم مطابقته للمواصفات وشروط التوريد سيقوم بتحرير الكمية وإشعار الهيئة بذلك.

عليه نأمل تكرم سعادتكم بتوجيه الجهة المختصة لديكم بإصدار خطاب إذن إستيراد.

مدير منصة نوبكو للسوق الإلكترونى

in nuoco.com

ص.ب: 6313 الرياض 12251 - 2721 المملكة العربية السعودية

P.O.Box 6313 Riyadh 12251 - 2721 Kingdom of Saudi Arabia

Tel +966 920018184 Fax +966 11 4196543



• Once approved the supplier must accept or send back the request. To send back, user must enter the reason in a pop-up

ener desta Rostoren	Click "Mos, Send Deck Letter" Button to Send Back this Letter Nob: Helder Helder	Colouritoud Planmateria	attor
Latter Number Created By	1.000	Close Ves, Sand Back Letter	
MP-Order	: 300211(32)	Time of Submission I Mon Jan 13 13:00:01 April 2025	
Tender Number	i 88°T0005/19	Manufacturar I ATTHROCARE CORPORATION	
Quentity	30 Anna (Pierra)	Trade Name : Planana wand for same surgery	
Approver Comment.	Latter Approved	محمر المجريم الوكول الوسمي في منافسة أو (متطارالمورد ومحمر مطابق العروق المدية : المحمة	
Country	United States		
Sent OntA	Averagit Laditor		

• Once accepted user can download the letter and general attachment from the order as well

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Home > 3000114321							tatus: In Progress	l
Construction for the space of t	Order Dispatchort	Repetted to Receive from Customer	Action needed	In Progress	Completed	Wolfing Upload	->	
Back TO Home Refresh			Dowitions	f Permission i a	dlæ:	Download Gene	ral Attachesort	



#### Product management:

• A supplier can request to update product data using manage product navigation in the header

0.	×	⊞English ∨ SAF	Menege Product	Manage POA Request	Permissions	User Manual	Dashboard	Profile 🗸	Sign Out
nupco					Welc	ome Modhat Rag	geei Deoud (OIGALA)	H PHARMA WAREHOUSE)	

• Product Management page shows all the products assigned to the supplier

net and		Billingari V Kali Provapilitaria	t   Marage PCA Require   Permitia	ons   Uner Hernel   Devicement   Printle - Sept.Co Weitzene Herdne: Regiel Decized (CISALINI   HARDAA WARDACUSE)
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• User can initiate a single edit clicking the below button

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<b>V</b> Filter		1-15 of XM results			< 1 2 3 4 5 53 >
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www.charter					

• Following details can be updated via product management page as single edit



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• To do bulk edit the user must select multiple products and click bulk edit

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• As first step user can see the selected products and must click next to go to the further steps

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• In step 2 user should include the attributes to be updated

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• Once added click next

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• User should add the values to be applied in the next step and upload the official letter and confirm

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• To track a request user should go to Manage Request tab, where it lists all the requests

Upco marketplace	*			III English ∨ SAR Hanage Product.   Manage POA Tanguer I. Liner Manuel   Deerboard   Profile ∨ Sager Welcome: Medited Rageel Decord (ZISALAH PRANKA WAREHCUSE)
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1 - 10 of 44 ltems	Search			Q Q < 1 2 3 4 5 >
Request Number	Status	Creation Time	No. Of Products	Comment from Content Manager
0000E1LD	Waiting for marketplace team approval	Jan 13, 2025 1:53 PM	3	
DOODE1DB	Waiting for marketplace team approval	Dec 10, 2024 12:23 PM	1	
OOOOE19L	Approved	Dec 8, 2024 12:35 PM	2	
0000E199	Approved	Dec 8, 2024 11:45 AM	5	
0000E193	Approved	Dec 8, 2024 9:18 AM	1	

• Once the request is approved the product data will be updated and will reflect in the marketplace



#### Profile Management:

• A supplier can access profile Management via profile in header



• In User detail the user can Update Name of the user and the password

				Gh
nupco	Withday of San	(Hansge Product   Henrigh POA Becard	Steenetswore Liner Harrad Doublined Profile V	Noute)
	User Details	Password		
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- The Contact Us page is divided into following sections:
  - Message
  - Whatsapp and E-Mail
- To contact NUPCO via message the customer should fill up a form with following data:
  - First Name
  - Last Name
  - o E-Mail
  - Phone Number
  - Company Name
  - City (Dropdown List)



0	Message	(Max 100	Characters)
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	Message	What	sApp & Email	narketplace
	Send us	a Message		
	Send us your message One of NUPCO advisors will I	by filling up the form below be happy to get in touch with yo	iu.	
First, Kam NJPCO		Last Name * Demo		
Email * demo@ter	£.com	Pbone Number * 1289289288		
Company, NUPCO DI	Itaine * Moinc	City * AlZun	~	
Message   Test mes	sage for demo purpose to be used for document	ation only.		
			1.	
30 Characte	rs remaining			
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		Cancel	Subme	

- On submission of this form the message will be submitted to NUPCO for appropriate action
- Under section Whatsapp and E-Mail NUPCO's official E-Mail and Whatsapp Number is documented via which non-logged in customers can get in touch with nupco directly

Message	WhatsApp & Email
WhatsA	pp & Email Us!
We look forward for your call & mail a	nd will be pleased to assist you during working hours.
920	<b>)</b> 0018184
mocare	Manupco.com

• In the support ticket user can track the raised tickets or create a new ticket

			View all UCKets Created	00.000		
			ickets in-Progress	Closed Tickets		
All Tickets	Open Tickets	in-Progress				
2	2	0				Add a New Request
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2 3 Tickers Tecket No. 08000272	Cresbod Date OB-00-33 02/70 JPM	O Subject too:	Category . Country of Origin Change	Attachment	Status	Add a New Hospeer

• To raise a support ticket user should fill up the following form and submit

SUbject*		
Demo Ticket		
Message*		
Test message for demo		
79 characters remaining Add/Upload documents		
48735570.jpg		
Category*		

Send your Support Request Message!

Send us your Support request message by filling up the form below. One of NUPCO advisers will be happy to get in touch with you!

• Account management displays the users mapped with the supplier. It also allows the user to create new supplier users

nupco	BEnglith ~ SAR Menage Product.   Menage	POA Request   Permissions   User Hanual   Welcome Medhat Reger	Dealthoard Profile v Sign Gut
	View all users created by you		
		[	Create a New User
1 Rem Surch	Q Emulté	Role	Status
Medint Renard	nupcolpo@cigalab.com.sa	Admin	Active

• To create a new user the admin have to fill up the following data and submit.

#### Create new User here

Email Id *					
mp.support29@nu	pco.com				
_					
Description *					
Test User					

• Supplier information is a static page and displays following information

			Overall Rating
	-	Website: https://market-gas.nupco.com/market/?site=marketplace	
			4.3 *
		Email: mobeldat@aralgosalbico.com	
	4	Phone: 0546997451	Actives:
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