

Supplier Portal Guide

In-Kingdom Total Value Add (iktva)

iktva Certification | 2022

أرامكو السعودية
saudi aramco

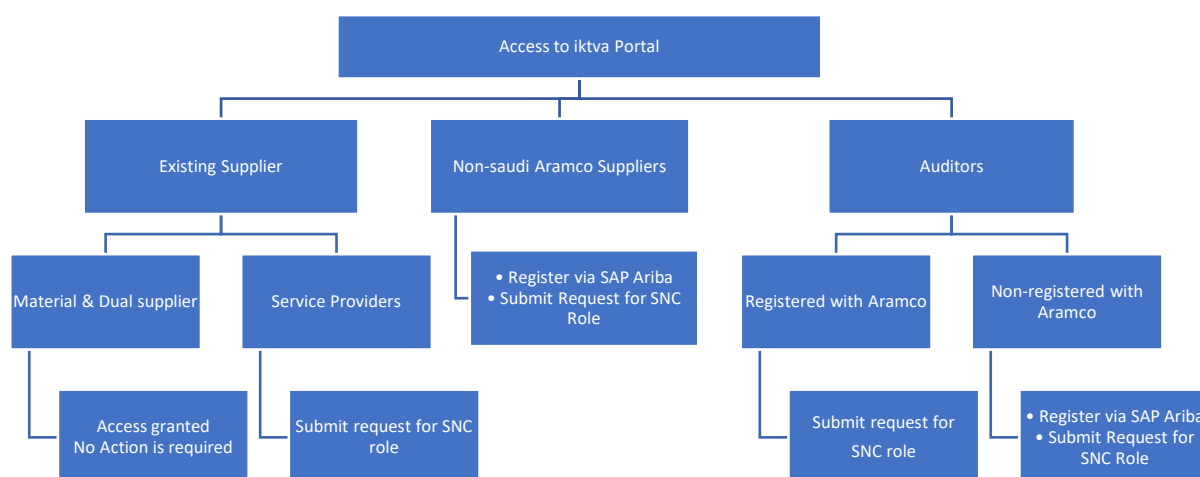


iktva Portal Solution (iPS)

This year, iktva has achieved a major development by launching the iktva Portal Solution (iPS), which contains five modules, one of which is the iktva certification module. The portal will now be the platform used for the annual iktva survey submission and all relevant documents. This portal will enable an overall more optimal and efficient certification process, by simplifying the iktva score calculation and certification issuance. It will allow auditors to verify and approve companies' input more effortlessly and effectively. In addition, the portal will facilitate more enriched data analysis through advance tools. This is a step by step guide for the iktva Portal Solution.

Accessing the portal

In order to access the iPS, supplier must obtain access to Saudi Aramco Supplier Portal at www.vendor.aramco.com by registering through SAP Ariba, obtaining an Aramco Vendor ID, and gaining access to the Supplier Network Collaboration (SNC) role.



The 2021 iktva Calculation Guide can be found at www.iktva.sa.

> Existing Saudi Aramco supplier:

- **Registered manufacturers and dual suppliers:** are granted the SNC role by default for the existing user account. Supplier may request access for additional user by contacting iktva team.
- **Purely service providers:** depending on when the vendor ID was created, some suppliers may not have access to the SNC role. Supplier may contact iktva team to be granted SNC role.

> Non-Saudi Aramco supplier: are required to register via SAP Ariba, obtain Saudi Aramco vendor ID, and contact iktva team to request access to SNC role.

To request access to SNC role from iktva team, please provide the following documents via email iktvasurveyinfo@aramco.com:

Document	Content	Requirements
Company Letterhead	To: Supervisor, Supplier Services Unit Subject: Supplier Portal Registration Includes: • Vendor ID • User full name • User company mobile • User individual company email	• Signed and stamped • Authenticated by Chamber of Commerce
IT User Access form	Fully completed	Signed and stamped
SA9696 computer use agreement form	Fully completed	Signed and stamped
National ID/Iqama	Clear copy	Stamped

To register with Saudi Aramco and obtain a vendor ID via SAP Ariba, please follow the instruction outlined in the [e-Marketplace platform](#) guide.

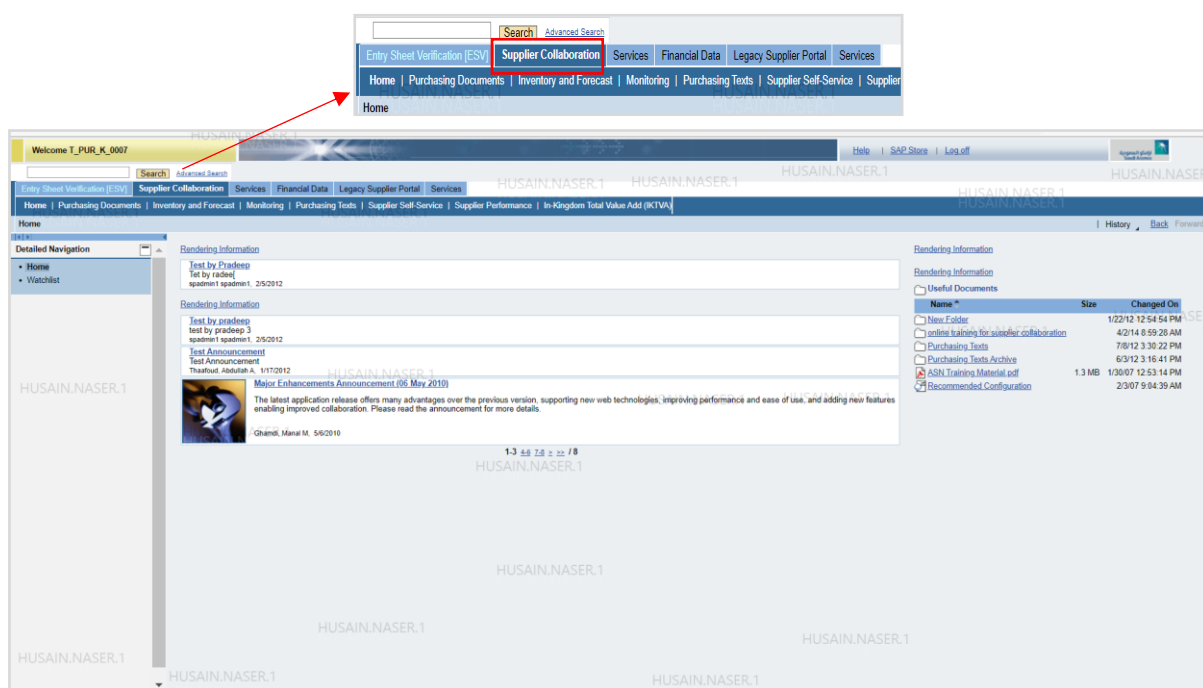
Instructions

Step 1

Information:

To access the iktva Portal, use the “In-Kingdom Total Value Add (IKTVA)” link located under “Supplier Collaboration” tab in the supplier external portal.

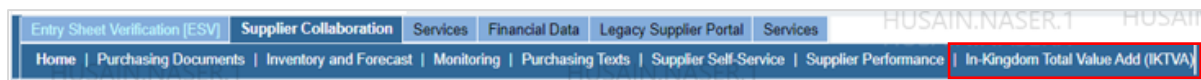
You must have an authorized role assignment to access the iktva portal.



Screen: 1

Action(s):

In the title bar box, navigate to the “In-Kingdom Total Value Add (IKTVA)” link.



Step 2

Information:

Supplier Profile outlines general company information including the types of products and services offered, iktva initiatives undertaken, and operating locations.

Supplier Profile

Company Information

Company Name: *

Fiscal Year Date: 01 / 01

Address: *

IKTVA Contact Person

Contact Name: *

E-mail: *

Office Telephone #: *

Mobile #: *

Local Company CEO/GM

Contact Name: *

E-mail: *

Office Telephone #: *

Mobile #: *

Local Company Financial Executive

Contact Name: *

E-mail: *

Office Telephone #: *

Mobile #: *

Please provide commercial registration and vendor number in below table:

Commercial Registration	Vendor ID

Buttons: Save, Cancel

Screen: 2

Action(s):

Click the "Save" button once filling all the supplier profile details.

Buttons: Save, Cancel

Step 3

Information:

The New Certification Request will be enabled after completing the supplier profile. The survey will vary depending on your submission. Also, it will vary if you are a first-time filer or a repeated one.

Supplier Profile

Company Information

Company Name: *
C&RSEG

Fiscal Year Date: 01 20

Address: *
8023, Fatimah AZ Zahrah, Abdullah Fuad, PO Box 346.

IKTVA Contact Person

Contact Name: *
Saad Alaiyadhi

E-mail: *
alaiyasm@aramco.com

Office Telephone #: *
0138737098

Mobile #: *
0503261150

Local Company CEO/IGM

Contact Name: *
Saad Alaiyadhi

E-mail: *
alaiyasm@aramco.com

Office Telephone #: *
0138737098

Mobile #: *
0503261150

Local Company Financial Executive

Contact Name: *
Saad Alaiyadhi

E-mail: *
alaiyasm@aramco.com

Office Telephone #: *
0138737098

Mobile #: *
0503261150

Please provide commercial registration and vendor number in below table:

Commercial Registration	Vendor ID
2050009685	10006683

+

Add Commercial and Vendor

Edit

Screen: 3

Action(s):

Click the “Create New Request” link to start new survey.

Certification

Certification List

Create New Request

Step 4

Information:

The Revenue Section captures revenue generated from goods and services provided to Saudi Aramco, other KSA customers, and exports from IK operations. The amounts reported should include the total revenue, whether derived from the company's IK or its related entities out-of-Kingdom (OOK) operations.

Revenue

HUSAIN.NASER.1

OOK Total KSA Revenues Formula-based: ☒

	Description	2021		2022		2023		Total K
		Saudi Aramco	Total KSA	Saudi Aramco	Total KSA	Saudi Aramco	Total KSA	
IK Based Customers Served by IK Operations	Sales to all IK customers (KSA includes sales to Saudi Aramco) from operations based IK.	12,773,251.20	\$ 13,860,521.86	\$ 11,787,084.78	\$ 15,489,137.00	\$ 36,119,378.00	\$ 47,991.10	
IK Based Customers Served by out-of-Kingdom (OOK) Operations	Sales to all IK customers from operations based OOK.	1,000,000.00	\$ 1,163,409.50	\$ 1,000,000.00	\$ 1,398,915.61	\$ 5,000,000.00	\$ 6,683.10	
Export Sales	Sales from IK operations to OOK customers (end user OOK).	0.00	\$ 1,000,000.00	\$ 0.00	\$ 1,000,000.00	\$ 0.00	\$ 287.10	
Total Revenue		13,773,251.20	\$ 16,023,931.36	\$ 12,787,084.78	\$ 17,888,052.61	\$ 41,119,378.00	\$ 54,962.10	
Export Revenue Factor (Category X)		6.23	% 6.23	% 5.59	% 5.59	% 0.52	%	
Saudi Aramco Portion		85.95 %		71.48 %		74.81 %		

Screen: 4

Action(s):

Provide the revenue for three separate lines on the survey:

1. IK revenue derived from IK operations.
2. IK revenue derived from OOK operations, including revenue from other related companies.
3. OOK revenue generated through IK operations (export revenue).

Step 5

Information:

In-Kingdom Suppliers section contains and captures valuable information about the company's IK supply chain purchases with local suppliers.

In-Kingdom Suppliers										
+ Add Supplier		Update Saudi Aramco Portion								
#	KSA Registration Number	Supplier Name	SME?	Brief Description of the Types of Materials/Service Provided	Business Segment	Produced Locally or Imported? (Materials Only)	Certified Iktva Ratio	Segment Iktva Ratio	Selected Iktva Ratio	Total Purchased
001	4650070780	Saleh AL Juhani Sons Co.	Yes	Shipping of material to the site	Logistics & Tr...	NA - Service	80.00	50.00	80.00	
002	2052101150	Aramco for Bitumin	No	Supply of asphalt road material	National Com...	Locally Produ...	0.00	80.00	80.00	
003	2050042481	Hamad Awdah AL Marri Est. - ...	No	Transportation services	Machining Se...	NA - Service	0.00	35.00	35.00	
004	2050075884	Saudi Wells Technology Factory	No	Well Shutdown hydraulic system	Instrumentati...	Locally Produ...	0.00	35.00	35.00	
005	1010172802	Bait Al-Minhaj Company.	No	office rent	Facility Rental	NA - Service	0.00	60.00	60.00	
006	2052001656	Yokogawa Saudi Arabia co	No	Gas skids	Instrumentati...	Locally Produ...	0.00	35.00	35.00	
		Significant Changes in Inventor...							0.00	
		Government Payments							100.00	
		Financing Costs							70.00	
		Other							0.00	

Screen: 5

Action(s):

Include the Goods and Services in addition to expenditures that would normally be included in Cost of Goods Sold, Cost of Sales, or Cost of Services, the Goods and Services category is intended to capture purchases from all IK suppliers regardless of how they are classified on a traditional income statement. Type a brief description of the types of materials/services provided, choose the business segment that fit those materials/services best, and insert the supplier's iktva score if applicable.

Click the "Add Supplier" to insert a new record.

In-Kingdom Suppliers

+ Add Supplier
Update Saudi Aramco Portion

Step 6

Information:

In this Section, the company will categorize its employee base by job classification and provide total Saudi and Expat compensation.

Labor									
HUSAIN.NASER.1									
Labor									
	Description HUSAIN.NASER.1	2021				2022			
		Saudi Headcount	Expats Headcount	Total	Saudization	Saudi Headcount	Expats Headcount	Total	
Managers	Chief executives, senior officials, and managers	1	9	10	10.00 %	1	4	5	
Professionals	Science, engineering, business, administration, and IT professionals	5	34	39	13.00 %	7	37	44	
Technicians and associate professionals	Science, engineering, business, administration, and IT associate professionals	5	18	23	22.00 %	5	18	23	
Clerical support workers	General and keyboard, customer services, numerical and material recording clerks	9	11	20	45.00 %	7	10	17	
Service and sales workers	Personal service, sales, personal care, and protective services workers	33	8	41	80.00 %	35	14	49	
Skilled agricultural, forestry and fishery workers	Market-oriented skilled agricultural, forestry, and fishing workers	0	1	1	0.00 %	0	1	1	
Craft and related trades workers	Building, metal, machinery, handicraft, electrical and electronic, and related trades workers	0	152	152	0.00 %	1	143	144	

Screen: 6

Action(s):

Add the headcount numbers and trends that were reported as part of the company's iktva Summary Report. The report also includes a simplified Saudization rate which is calculated by dividing the total number of Saudi employees by the total company headcount for that year.

Step 7

Information:

The iktva survey includes capital expenditures that the company has made for its IK operations. For first time filers, the details for its annual capital expenditures should be provided for at least three years, but you may opt to report up to 12 years' worth of capital expenditures since doing so, this may increase your iktva score due to its direct relation to the depreciation section. Repeated filers are only required to provide detail for the most recent year. 100% of costs allowed if the asset was manufactured IK and 20% of costs allowed if the asset was manufactured OOK.

Capital Expenditures									
+ Add Asset									
#	Productive Asset Class	Description	Manufactured IK?	% of Costs Allowed	2012		2013		
					Total Acquisition Cost	In-Kingdom Allowance	Total Acquisition Cost	In-Kingdom Allowance	
0001	Furniture & Fixtures	Office furniture, desks, cubicles...	No	20.00	0.00 \$	0.00 \$	0.00 \$	0.00 \$	
0002	Vehicles	Trucks, vans, cars, trailers, fork...	No	20.00	0.00 \$	0.00 \$	0.00 \$	0.00 \$	
0003	Other Equipment	Vessels, pumps, tanks, compre...	No	20.00	0.00 \$	0.00 \$	0.00 \$	0.00 \$	
0004	Other	Other (please give examples)	No	20.00	0.00 \$	0.00 \$	0.00 \$	0.00 \$	
0005	Building Improve...	Water treatment, water heating...	No	20.00	0.00 \$	0.00 \$	0.00 \$	0.00 \$	
0006	Manufacturing Eq...	Lathes, milling machines, CNC,...	No	20.00	0.00 \$	0.00 \$	0.00 \$	0.00 \$	
0007	IT and Telecom E...	Computers, copiers, telephone...	No	20.00	0.00 \$	0.00 \$	0.00 \$	0.00 \$	
					0.00 \$	0.00 \$	0.00 \$	0.00 \$	
					0.00 \$	0.00 \$	0.00 \$	0.00 \$	

Screen: 7

Action(s):

The company can determine the level of detail it would like to provide in this Section. For those companies whose operations are not capital intensive and its IK depreciation and amortization are relatively minor component of their cost structure, they can simply categorize their capital asset additions and disposals by Asset Class for the relevant years on the manufactured OOK line, and move on to the next Section.

Click the "Add Asset" to insert a new record.

Capital Expenditures

+ Add Asset

Step 8

Information:

Depreciation captures the amount of depreciation and amortization expense that qualifies to be included in iktva.

Depreciation & Amortization											
Update Saudi Aramco Portion											
Year	Total Capital Expenditures	In-Kingdom Allowance	2021	2022	2023	2024	2025	2026	2027	2028	2029
2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2013	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2015	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2020	604,360.00	120,872.00	12,087.00	12,087.00	12,087.00	12,087.20	12,087.20	12,087.20	12,087.20	12,087.20	12,087.20
2021	1,602,773.00	320,554.60	32,055.00	32,055.00	32,055.00	32,055.46	32,055.46	32,055.46	32,055.46	32,055.46	32,055.46
2022	300,313.00	60,062.60	6,006.00	6,006.00	6,006.00	6,006.26	6,006.26	6,006.26	6,006.26	6,006.26	6,006.26
2023	371,852.00	74,370.40	7,437.00	7,437.00	7,437.00	7,437.04	7,437.04	7,437.04	7,437.04	7,437.04	7,437.04
	0.00	Total	44,142.00	50,148.00	57,585.00	57,585.96	57,585.96	57,585.96	57,585.96	57,585.96	57,585.96

Screen: 8

Action(s):

If your company is using Direct Costing to assign costs to Saudi Aramco, you will need to override the percentages given in Saudi Aramco Portion %. The total allowed depreciation and amortization amounts will automatically update iktva Score Depreciation.

Click the “Update Saudi Aramco Portion” to automatically update the score.

Depreciation & Amortization

Update Saudi Aramco Portion

Step 9

Information:

Training and development costs can include a wide variety of activities that are geared toward increasing the knowledge base and skillset of the Saudi workforce. It can include all types of trainings, whether performed on the job or externally, technical or non-technical. Type a description of the activity for training & development.

Training & Development				
Description of the Activity for Training & Development	2021	2022	2023	
	500,000.00 \$	500,000.00 \$	50,000.00 \$	
Total Training & Development	500,000.00 \$	500,000.00 \$	50,000.00 \$	
Saudi Aramco Portion %	85.00 %	71.00 %	74.00 %	
Saudi Aramco Portion \$	429,750.00 \$	357,400.00 \$	37,405.00 \$	
Number of Saudi Trainees	100.00	100.00	10.00	

Supplier Development

Screen: 9

Action(s):

Include the costs for Training & Development details.

Click the “Add Training Development” to insert new record.

Training & Development	
+ Add Training Development	Update Saudi Aramco Portion

Information:

Supplier Development					
+ Add Supplier Development ↺ Update Saudi Aramco Portion					
Description of the Activity for Supplier & Development	Names of Companies Benefited	2021	2022	2023	
saad	saad	500,000.00 \$	500,000.00 \$	20,850.00 \$	
Total		500,000.00 \$	500,000.00 \$	20,850.00 \$	
Supplier Development Bonus		801,196.00 \$	894,402.00 \$	83,400.00 \$	
Total Supplier Development		500,000.00 \$	1,394,402.00 \$	104,250.00 \$	
Saudi Aramco Portion %		85.00 %	71.00 %	74.00 %	
Saudi Aramco Portion \$		1,118,377.00 \$	996,718.00 \$	77,989.00 \$	
HUSAIN.NASER.1			HUSAIN.NASER.1	HUSAIN.NASER.1	
SAIN.NASER.1		HUSAIN.NASER.1			HUSAIN.NA

Screen: 10

Action(s):

Add any effort of a buying firm working with its supplier(s) to increase the performance and/or capabilities of the supplier and meet the buying firm's short-term and/or long-term supply needs. Type a description of the activity for supplier & development and the names of the companies benefited.

Click the “Add Supplier Development” to insert new record.

Supplier Development

Step 11

Information:

Research & Development costs can include expat compensation as well as IK and OOK goods and services. However, the costs should not be double counted in other sections. The types of R&D activities along with the justification under the accounting standards for treating these as R&D should be provided when completing this Section.

Research & Development				
HUSAIN.NASER.1				
+ Add Research Development ↻ Update Saudi Aramco Portion				
Description of the Activity and Justification for Research & Development	2021	2022	2023	
Saad	500,000.00 \$	500,000.00 \$	50,000.00 \$	
Total	500,000.00 \$	500,000.00 \$	50,000.00 \$	
In-Kingdom Research and Development Bo...	801,196.00 \$	894,402.00 \$	200,000.00 \$	
Total Research & Development	500,000.00 \$	1,394,402.00 \$	250,000.00 \$	
Saudi Aramco Portion %	85.00 %	71.00 %	74.00 %	
Saudi Aramco Portion \$	1,118,378.00 \$	996,719.00 \$	187,025.00 \$	

Screen: 11

Action(s):

Add any costs related to performing research and development activities in the Kingdom are another component of the iktva ratio. Type a description of the activity and justification for research & development.

Click the “Add Research Development” to insert new record.

Research & Development

+ Add Research Development
↻ Update Saudi Aramco Portion

Step 12

Information:

In this section, the company provides both headcount and cost information related to its female employees. Costs and headcounts related to Saudi females will be a subset of the information already provided in Labour and Training & Development of Saudis sections.

Female Employment				
	Description	2021	2022	2023
		Total KSA	Total KSA	Total KSA
Number of Saudi National Female Employees	Headcounts should be taken from year end payroll report.	2.00	2.00	2.00
Total Female Saudi National Salaries, Wages, and Benefits	Compensation amounts for the year including salaries & wages, bonuses, housing, and transportation including compensation for all Saudis, including expats. Excludes costs related to SPSP, interns and co-ops (these costs should be included in Training)	21,120.00 \$	10,560.00 \$	10,560.00 \$
Average Compensation / Saudi National		10,560.00 \$	5,280.00 \$	5,280.00 \$
Headcount	Number of Saudi females participating in technical training & qualification activities (both IK and OOK).	1.00	1.00	0.00
Training & Qualification Costs	Training & qualification expenses related to female Saudi Nationals.	500.00 \$	500.00 \$	0.00 \$
Cost Reconciliation				

Screen: 12

Action(s):

The information in this Section will not impact the company's iktva ratio but it is provided for informational purposes only.

Step 13

Information:

The main function of the cost reconciliation table is to reconcile the company's costs from its audited financial statements to the costs included in the iktva survey.

Cost Reconciliation					
Update Saudi Aramco Portion + Add Other(s)					
Line Item	Reconciles With	2021	2022	2023	
Direct Costs		10,328,658.00 \$	12,039,769.00 \$	30,302,302.00 \$	
General and Administrative Expenses		3,248,260.00 \$	2,702,843.00 \$	5,423,310.00 \$	
Other Costs		241,661.00 \$	324,387.00 \$	4,190,801.00 \$	
Total cost per audited financial statements		13,818,579.00 \$	15,066,999.00 \$	39,916,413.00 \$	
Deductions (if any, negative number)		0.00 \$	5,000.00 \$	-3,000,000.00 \$	
Total Costs for Local Entity(ies)		13,818,579.00 \$	15,071,999.00 \$	36,916,413.00 \$	
Saudi Expat Compensation		1,000.00 \$	1,000.00 \$	0.00 \$	
IK Goods and Services for OOK Operations		1,000.00 \$	1,000.00 \$	0.00 \$	
Other OOK Costs		1,000.00 \$	1,000.00 \$	0.00 \$	
Total Costs Included		13,821,579.00 \$	15,074,999.00 \$	36,916,413.00 \$	
Intercompany Costs		0.00 \$	0.00 \$	0.00 \$	
Depreciation and Amortization		0.00 \$	0.00 \$	-688,156.00 \$	
G&S Purchased from OOK Suppliers		0.00 \$	0.00 \$	-10,680,457.00 \$	

Screen: 13

Action(s):

Provide Deductions from the audited costs can only occur if your company has OOK branches/operations that are included.

Click the "Add other(s)" to insert new record.

Cost Reconciliation

Update Saudi Aramco Portion

+ Add Other(s)

Step 14

Information:

As part of Saudi Aramco's quality review process for iktva surveys, we will revert to the company with inquiries about the survey and wait for responses before finalizing and issuing the company's iktva score. To expedite that process, we have included the Possible Inquiries tab to the survey which lists some of the potential questions that we might ask.

Possible Inquiries		
#	Inquiry	Response
A	Please explain why total goods and services as a percentage of Local Costs, excluding depreciation, expat compensation, and government payments, decreased from 32.00% in 2021 to 20.00% in 2022, and then to 9.00% in 2023.	
B	Please explain why total expat compensation as a percentage of Local Costs increased from 23.01% in 2022 to 28.63% in 2023.	
F	Please explain why average compensation per Saudi employee increased from \$ 10531.52 in 2021 to \$10984.91 in 2022.	
G	Please explain why average compensation per expat employee increased from \$6836.89 in 2021 to \$7606.20 in 2022, and then to \$75499.43 in 2023.	
J	Please explain why the total headcount decreased by 61.80-%, yet the company was able to increase revenue from IK operations and exports by 192.80% in 2023.	

IKTVA Score

Screen: 14

Action(s):

Provide your responses which will help to better understand why we are seeing certain trends or anomalies in your results.

Step 15

Information:

Cyber Security (CS), ESG, and Regional Head Quarter (RHQ) are new bonus factors to the iktva formula. These factors can be found in the iktva score section.

IKTVA Score	
KHALID.TOLAH	KHALID.TOLAH
Cyber Security Factor: ☐	ESG Factor: ☐
Regional Head Quarter: ☐	
Section 2: Iktva Score	Saudi Aramco

Screen: 15

Action(s):

Click on each switch if you have obtained a certificate for all or any of these factors in order to get the 1% bonus for each obtained factor.

Step 16

Information:

Supplier can add and read the comments in the Supplier Feedback section. If the comments wanted to be sent to the Auditor, choose the Feedback Type: “Auditor - Supplier”. If the comments wanted to be sent to the iktva Team, choose the Feedback Type: “Supplier - iktva”.

Screen: 16

Action(s):

Click the “Feedback” button to see the provided comments.

Step 16

Information:

Supplier can add and read the comments in the Supplier Feedback section. If the comments wanted to be sent to the Auditor, choose the Feedback Type: “Auditor - Supplier”. If the comments wanted to be sent to the iktva Team, choose the Feedback Type: “Supplier - iktva”.

The screenshot shows a 'Feedback' window. At the top, there's a 'Feedback Type' dropdown menu currently set to 'Auditor - Supplier'. Below this is a text input field labeled 'Enter your feedback' with a right arrow button. The main area displays a list of feedback items. Each item includes a user icon, a username (e.g., T_PUR_K_0007), a date (2022-06-02), and a comment box. The first item's comment is 'Auditor - Supplier by Supplier'. The second item's comment is 'Reply by Auditor'. The third item's comment is 'Auditor - Supplier by Auditor'. There are also some faint, repeated text elements like 'BADER.ALSHOWAIER' visible. At the bottom right of the window is a 'Close' button.

Screen: 16

Action(s):

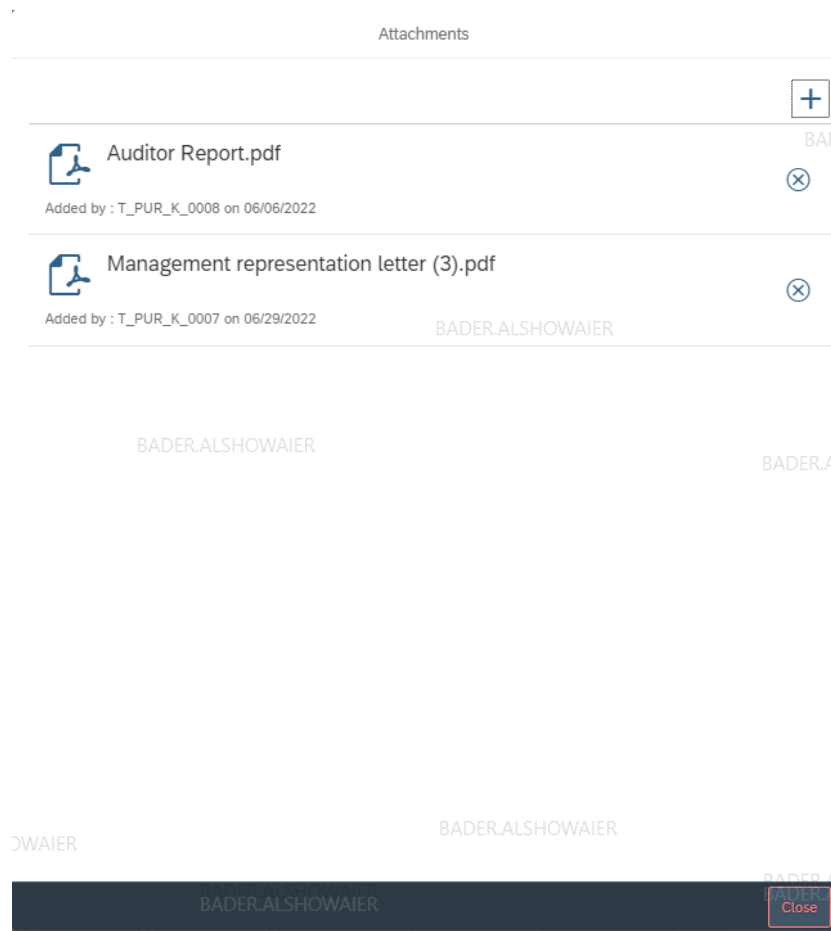
Click the “Feedback” button to see the provided comments.

This screenshot shows a portion of the application's bottom navigation bar. It contains four buttons: 'Attachments', 'Feedback', 'Activity Log', and a small icon button. The 'Feedback' button is highlighted with a red rectangular box, indicating it is the target action.

Step 17

Information:

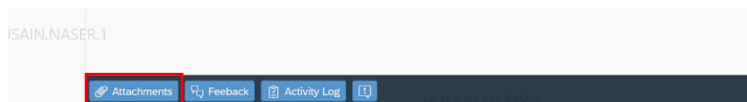
Supplier can upload/download documents in the “Attachments” section.



Screen: 17

Action(s):

Click the “Attachments” button to upload/download the documents.



Step 18

Information:

Once the company has completed the survey and want to send it to the auditor, the company will submit its survey through the iktva portal. A copy of the Management Representation Letter should be provided to the auditor through the attachment tab, signed by the company's top operational and financial officers, and must include the company's official stamp. No submissions will be accepted without the signatures or stamp. This letter should be included in the PDF report received from the auditors.

The screenshot shows the IKTVA portal interface. A modal dialog titled "Auditor List" is open, featuring a "Select..." dropdown menu and "Send" and "Cancel" buttons. The background form is partially visible, showing sections for "Company Information", "IKTVA Contact Person", "Local Company CEO/GM", and "Local Company Financial Executive". Each section contains fields for "Contact Name", "E-mail", "Office #", and "Mobile #". The "Company Information" section also includes "Commercial Registration #" and "Vendor ID #". Below these sections are two text areas for providing a description of goods/services and a brief overview of company actions.

Screen: 18

Action(s):

Save the request and Click on “Send to Auditor”.

This screenshot shows the bottom of the form with three action buttons: "Save" (green), "Cancel" (red), and "Send to Auditor" (yellow). The "Send to Auditor" button is highlighted, indicating the next step in the process.

Information:

[illegible]

Screen: 19