



User Manual

For create and manage a tender
on Forsah platform

Definitions:

An electronic service provided by the Human Resources Development Fund that allows beneficiaries to post tenders on Forsa platform for vendors to review and submit price quotes without the need to visit the agency in person.

Requirements:

- Registration on Forsah Platform

Steps to obtain the service:

- Go to Forsa platform.
- Choose Manage Opportunities.
- Click on Create Opportunity.
- Select Direct Purchase or Tender (Competition)'
- Add all required details.
- Publish the opportunity.

The screenshot shows the 'Manage Opportunities' dashboard on the Forsa platform. The top navigation bar includes 'Forsah', 'About Service', 'Opportunities area', 'Comments', 'Loan Manage', 'Invoicing', and 'Account Manage'. The main dashboard features five key metrics:

Metric	Value
Published Opportunities	5,187
Approved Opportunities	1,412
Total approved amounts (SAR)	162,875,406
Saving amount (SAR)	96,692,175
Pending Opportunities	355

Below the metrics, there is a 'Status' filter set to 'All (5381)', an 'Arrange by' dropdown menu, and a search bar. On the right side, there are buttons for 'Reports' and 'Create opportunity'.

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