



هيئة الاتصالات والفضاء والتقنية  
Communications, Space &  
Technology Commission

# Manassa Tech

---

## User Manual

# Introduction

منصة تك  
ManassaTech

Manassa Tech aims to contribute to achieving CITC's vision "A connected nation for a thriving digital economy" by increasing market's transparency, achieving fair competition, developing and advancing the sector, through registering and classifying companies and enterprises in the field of information technology (IT) and emerging technologies (ET) according to the classification designated for market business.

## Advantages of Manassa Tech



Opening direct communication channel with CITC



Registering enterprises within a specialized business classification



Monitoring, developing and aligning sector's supply forces



Enabling measurement of business maturity



Increasing opportunities and investment building partnerships



Focusing initiatives of entities that support the sector on the registered enterprises

## Method of access to the service

Logging to CITC website > Services > Manassa Tech (under IT Menu)

## Beneficiaries of Manassa Tech

Enterprises operating in IT & ET Sector whether local or international.

## Registration Terms & Requirements

- The enterprise's activity and business should be in the field of IT & ET
- The enterprise must have an active commercial register
- The enterprise must have an account in the National Single Sign-On.
- Registration should be made via the National Single Sign-On, accordingly, the enterprise's C.R. should be linked with the ID of the owner or authorized person in its C.R.

# Registration in Manassa Tech

## Steps of Registration

1. Click Start Service.



Picture 1: Start of registration process

2. You will be directed to the National Single Sign-On for login using data of the owner or authorized person in the enterprise's C.R. and retrieving your C.R. data.



The enterprise's C.R. should be linked with the registered person's ID

Picture 2: National Single Sign-On

3. After logging in successfully, you will be directed to the platform's homepage that contains: Enterprise Management, My Applications, Questionnaires.
4. In order to start registration of the concerned enterprise, please select Enterprise Management.
5. When logging into Enterprise Management, the enterprises linked with your ID will be displayed.

- 6.
7. You can register the enterprises by clicking enterprise's profile (the phrase "It has no file" will be shown in the event of unregistered enterprises). (Picture No. 3)
8. A confirmation message of creating the enterprise's file will appear, then click yes.



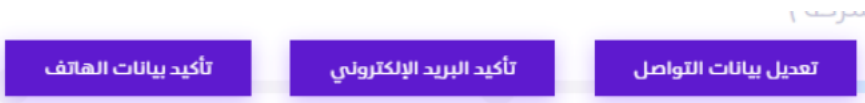
Picture 3: File of unregistered enterprises

9. The below steps relate to liaison officer, please enter data such as liaison officer's name, phone number and e-mail



In order to be able to serve and help you, please enter clear and effective data

11. After entering liaison officer's data, options for confirmation of phone number and e-mail will be displayed, while it is possible to modify the entered data.
12. Please select "Confirm Phone Data" and "Confirm E-mail" then enter code sent for completion of registration process.



Picture 4: Liaison Officer's data

 Registration cannot be completed without confirming that the phone and e-mail are active

13. After entering and confirming contact details successfully, the system will direct you to the enterprise's registration stages that comprise four stages:



Picture 5: Enterprise registration stages

 In each stage of data entry, you can save and complete it later.

### 13.1. Enterprise's Primary Data

#### ○ Commercial Data

- The system will automatically fill out the closed fields using the commercial data of your C.R. Fill out the name in English as shown in the picture.

اسم الشركة (EN) *	اسم الشركة (ع) *	رقم السجل التجاري *
<input type="text"/>	<input type="text"/>	<input type="text"/>
تاريخ إنتهاء السجل التجاري *	رأس مال الشركة *	تاريخ إنشاء السجل التجاري *
<input type="text"/>	<input type="text"/>	<input type="text"/>
	رقم المنشأة *	نوع الشركة *
	<input type="text"/>	<input type="text"/>

Picture 6: Commercial Data

#### ○ Wasel Data

- The system will fill out Wasel data that is automatically retrieved with the commercial data.

بيانات واصل		
رقم المبنى *	اسم الشارع *	الحي *
<input type="text"/>	<input type="text"/>	<input type="text"/>
وحدة رقم *	المدينة *	الرمز البريدي *
<input type="text"/>	<input type="text"/>	<input type="text"/>
	عنوان مقر الشركة الرئيسي *	الرقم الاضافي *
	<input type="text"/>	<input type="text"/>

Picture 7: National Address Data

○ **Enterprise's data**

- The enterprise's activities will be automatically retrieved from the CR's data.
- Fill out the remaining fields as shown in the picture.

Picture 8: Enterprise data



We point out that the overview and logo will appear in the Handbook of Enterprises Registered in Manassa Tech. It is significant to ensure:

- Lack of spelling and grammar mistakes.
- Clear wording of the overview in line with the enterprise's activities.
- The overview should present the enterprise and its services and products.
- Consistency of the logo with the enterprise's official logo.
- Accuracy and quality of attached logo with a transparent background.

○ **Contact Details**

- Enter the enterprise's full contact details in fields shown in the picture.



Please ensure that the entered data is relating to the enterprise and is not personal data

Picture 9: Contact Details

## 13.2. Enterprise's financial and human data



Picture 10: Enterprise registration stages

To facilitate registration process, ensure availability of the following documents:

- New copy of GOSI certificate of the registered enterprise.
- The enterprise's financial statements stamped by the auditor.

### o Human Resources Data

- From the below picture, fill in the required fields.

The form titled "بيانات الموارد البشرية" (Human Resources Data) includes the following fields:

- عدد المكاتب خارج المملكة\* (Number of offices outside the Kingdom)
- عدد المكاتب داخل المملكة\* (Number of offices inside the Kingdom)
- موقع الشركة الرئيسي\* (Main company location) - Dropdown menu with "داخل المملكة" (Inside the Kingdom) selected.
- مجموع الموظفين (Total employees)
- عدد الموظفين غير السعوديين\* (Number of non-Saudi employees)
- عدد الموظفين السعوديين\* (Number of Saudi employees)
- عدد الموظفين الإناث\* (Number of female employees)
- عدد الموظفين الذكور\* (Number of male employees)

Picture 11: Enterprise's Human Resources Data

### o Financial statements and GOSI attachments

- Attach GOSI Certificate and the enterprise's financial statements.
- After that, a message will appear, click yes to confirm the attachments and continue.
- Note that the financial statements will not be shared as they are subject to NDA.



Allowed extensions are (pdf, jpeg, png, jpg)

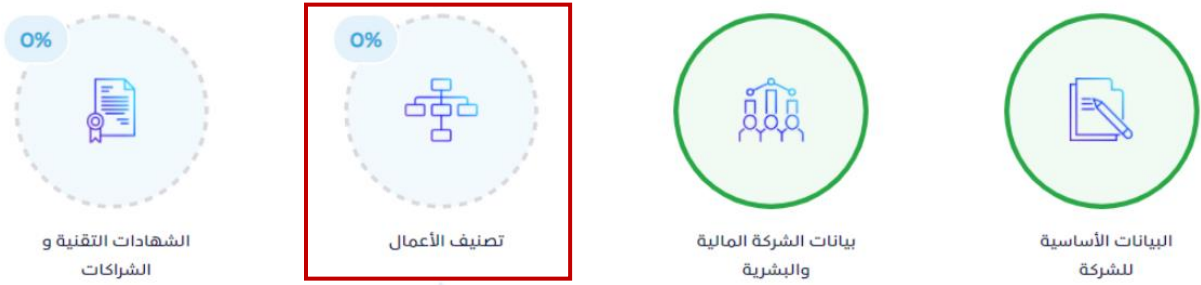
The form titled "البيانات المالية و مرفقات التأمينات الاجتماعية" (Financial statements and GOSI attachments) includes the following fields:

- القائمة المالية بتم المراجع القانوني (Financial statements audited by a legal auditor) - Upload button.
- شهادة التأمينات الاجتماعية سارية\* (Valid GOSI certificate) - Upload button.
- إجمالي إيرادات السنة السابقة بالرئال السعودي\* (Total revenue of the previous year in Saudi Riyal) - Dropdown menu with "الظن" (Assumed) selected.

Buttons at the bottom: راجع (Review), حفظ كمسودة (Save as draft), حفظ (Save).

Picture 12: Enterprise's financial statements and GOSI attachments

### 13.3. Business Classification



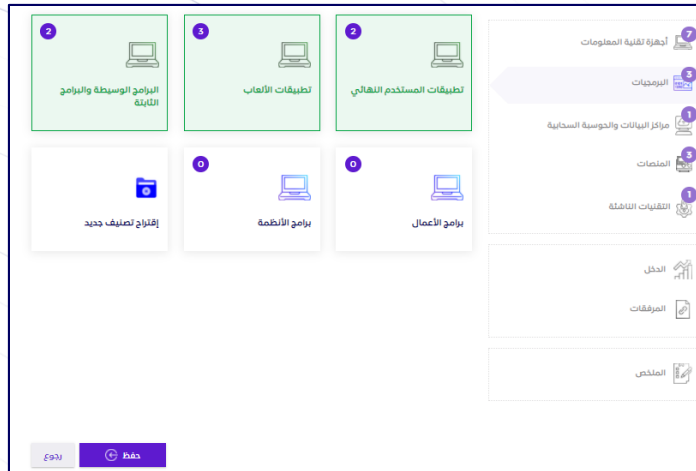
Picture 13: Enterprise's registration stages

#### o Business Classification



- In this stage, you should select the main and sub classifications of the enterprise's business by services and products provided by the enterprise

The registered classifications will be compared by the platform's team before approval of the application. Please ensure alignment of classifications with what is stated in the enterprise's profile and website.



Picture 14: Main and Sub Classifications

- After selecting classifications as shown in Picture 14, a list of technological services will be shown, please select the services provided for each of the selected classifications

**أجهزة تقنية المعلومات**

**الأجهزة المادية**

الوصف	أمثلة
All types of personal computers, smart screens / displays or internal hardware parts that are not characterized as handsets or tablets	Desktop computers, laptops, smart TVs, internal hardware spare parts in the case for hardware, Smart TV is a good example, we are specifically interested in the technology and platforms integrated into the device itself, and not in the retailers / resellers

عمليات البيع / إعادة البيع  
 خدمات التطوير والتطوير  
 إدارة خدمات تقنية المعلومات  
 الدعم والصيانة  
 تجربة 1  
 البحث والتطوير  
 الخدمات الاستشارية  
 خدمات الأمن السيبراني  
 تجربة

إلغاء    حفظ    التصنيف التالي

Picture 15: Pop-up services

o **Income from business classification**

- Please enter rates of income from the enterprise's business by determining income rates for classifications of the selected business, then click save as shown

**المجموع الكلي**

التصنيف الرئيسي    التصنيف الفرعي

الأجهزة المادية: 82

أجهزة تقنية المعلومات: 18

المجموع الكلي %100

إلغاء    حفظ

Picture 16: Income rates for the selected classifications



- After entering classifications and income rates for every classification, attach the enterprise's profile and any additional attachments.

الملف التعريفي للشركة

الملف المرفق

مرفقات اضافيه (اختياري)

التر ملف

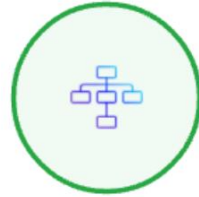
مرفقات اضافيه (اختياري)

Picture 17: Files attached to the enterprise's profile



The profile should be in pdf format and contain the enterprise's information, vision, objectives, business and projects.

#### 13.4. Certificates



This stage is optional, attach technological certificates - if any.

- o When the technological certificates are available, attach them to the fields shown in the following picture:

اسم الشهادة (ع)  
اسم الشهادة (ع)

صورة الشهادة  
التر ملف

الجهة المانحة  
- اختر -

تاريخ انتهاء الشهادة  
mm/dd/yyyy

تاريخ الحصول عليها  
02/17/2021

حالة الشهادة  
- اختر -

إضافة

	الجهة المانحة	تاريخ انتهاء الشهادة	تاريخ الحصول عليها	اسم الشهادة (ع)
	Microsoft	2/17/2022	2/17/2021	manual

حفظ

Picture 19: Attaching technological certificates

#### 14. Completion and Submission of Application

- Declaring that all information and attachments are correct and are not false. In the event of proof that they are ingenuine, you will be liable to legal penalties stipulated by the laws. In addition, the enterprise declares its consent to CITC and cooperating entities to publish the information or part thereof as dictated by the interest within the Handbook of Enterprises Registered in Manassa Tech, and that this acknowledgment and representation is issued by the enterprise with no objection to publishing such data.
- Save the application by clicking yes.



Picture 20: Confirmation of the application

- Once the application is sent, it will be referred to IT Department's supervisor to process it according to the adopted procedures.

#### 15. Considering Application Stage

Description	Application's status
Application is being processed	In process
In case there is feedback to data provided in the application, the application will be returned to the enterprise for modification according to the said feedback.	Returned for Modification
The application is rejected when it turns out that the enterprise's activity is not associated with IT & ET market's business	Rejected
The application was approved and the enterprise has been added to the Handbook of Enterprises Registered in Manassa Tech ✓ Issuing certificate of information registration from CITC	Approved



CITC\_SA



CITC.SA



[www.citc.gov.sa](http://www.citc.gov.sa)