



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

User Guide for Contract Management

Date Prepared: 07/04/2026 GD

Version Number: First One

investor's
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Login to the System

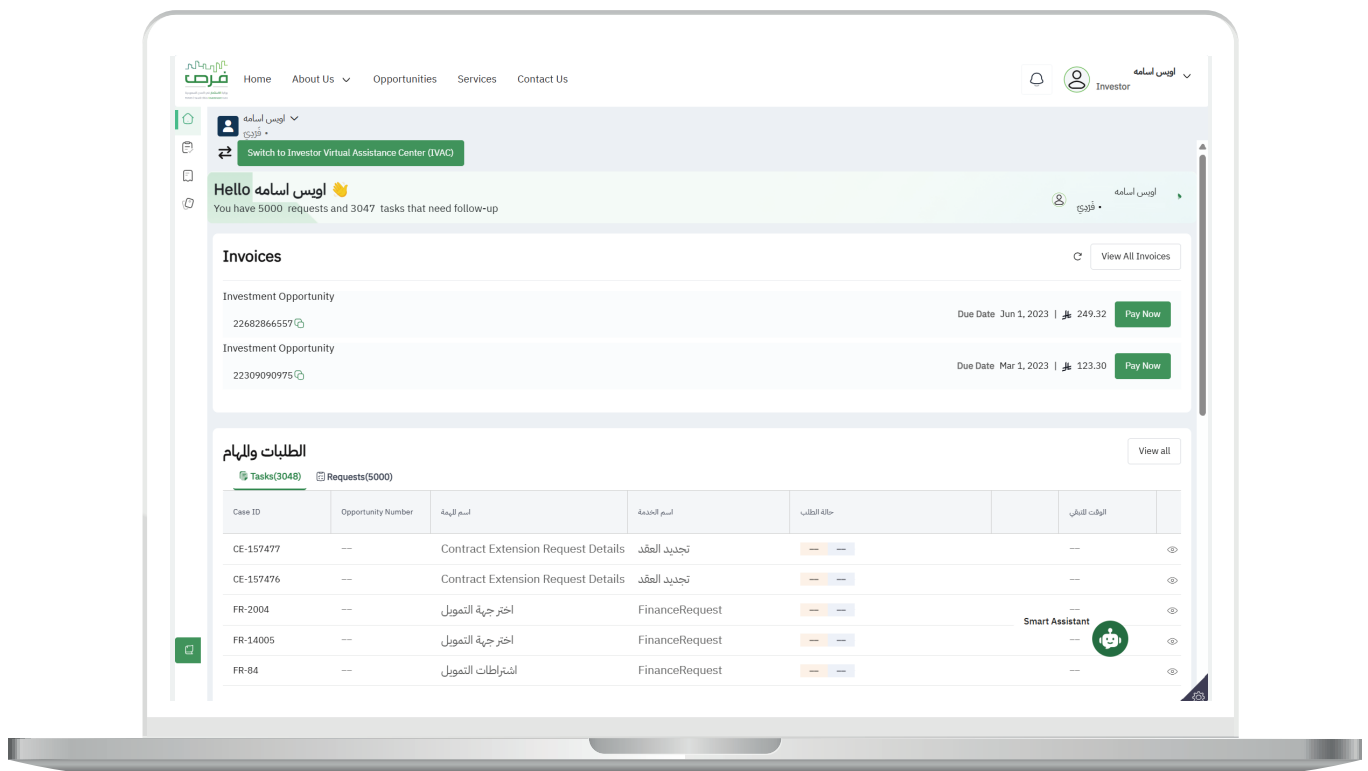
1) After accessing the (**Opportunities Portal**), select the (**Login**) icon. The login screen will then appear as follows:

Enter your national ID/residence number and password, enter the verification code, and then click the (**Login**) button.

You can also log in through the National Access Portal.

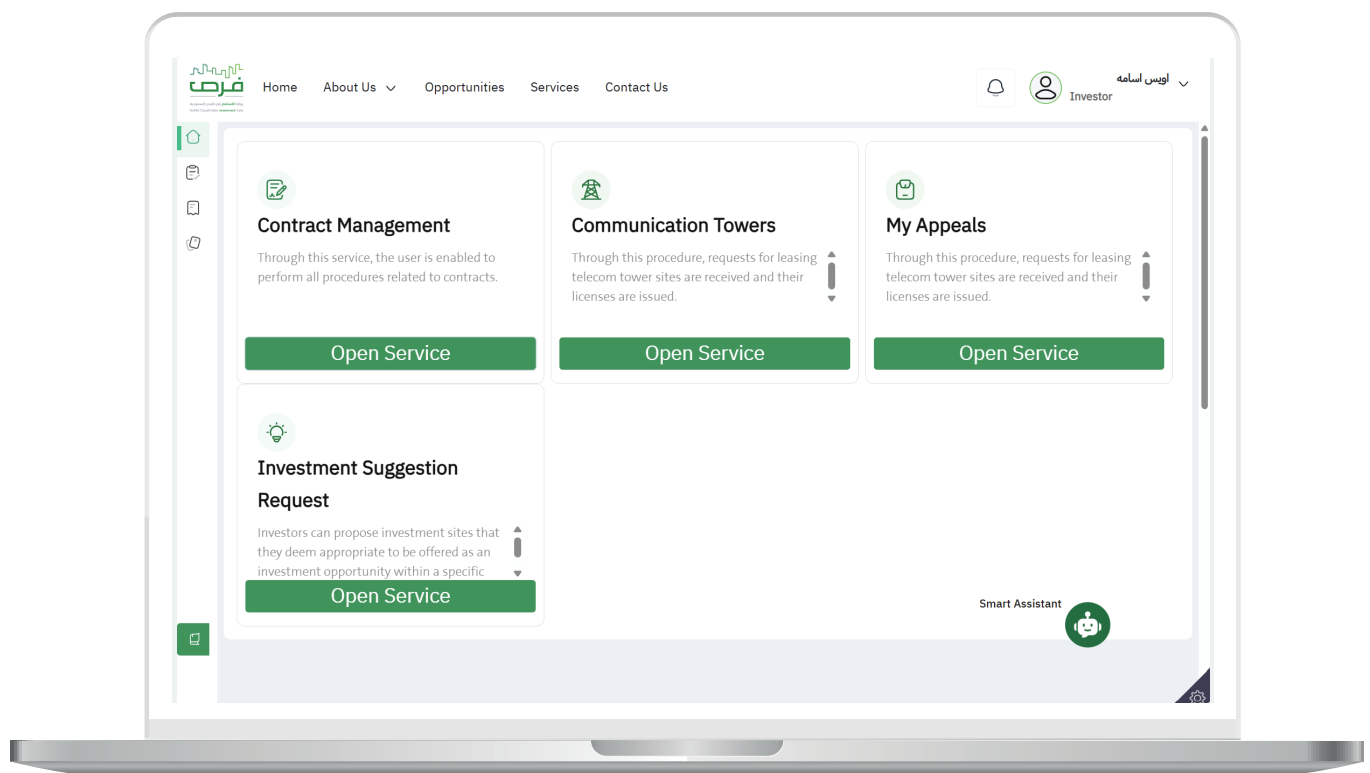


2) After that, the user will see the main screen of the Opportunities Portal.

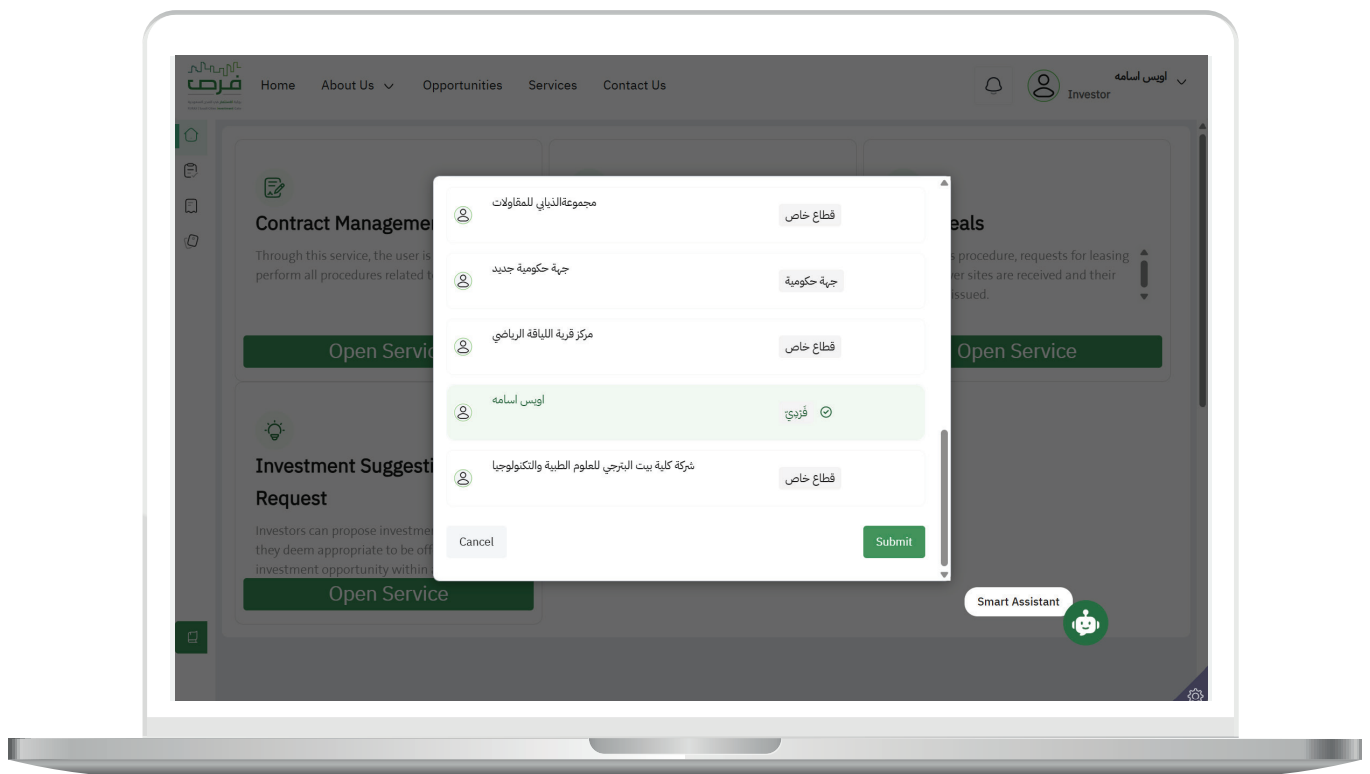


Contract Management

1) After selecting the **(Services)** menu from the top, the following menus are displayed, and the user selects **(Contract Management)** by clicking on the **(Open Service)** button.



2) Then the **(List of Active Investors)** appears, from which you can make a selection and then press the **(Submit)** button.



3) The following screen then appears for the user to fill in the contract data.

The screenshot shows a web application interface for 'Contract Management'. The top navigation bar includes links for Home, About Us, Opportunities, Services, and Contact Us. The user is logged in as 'Investor' (أويس اسامه). The main form area contains the following fields:

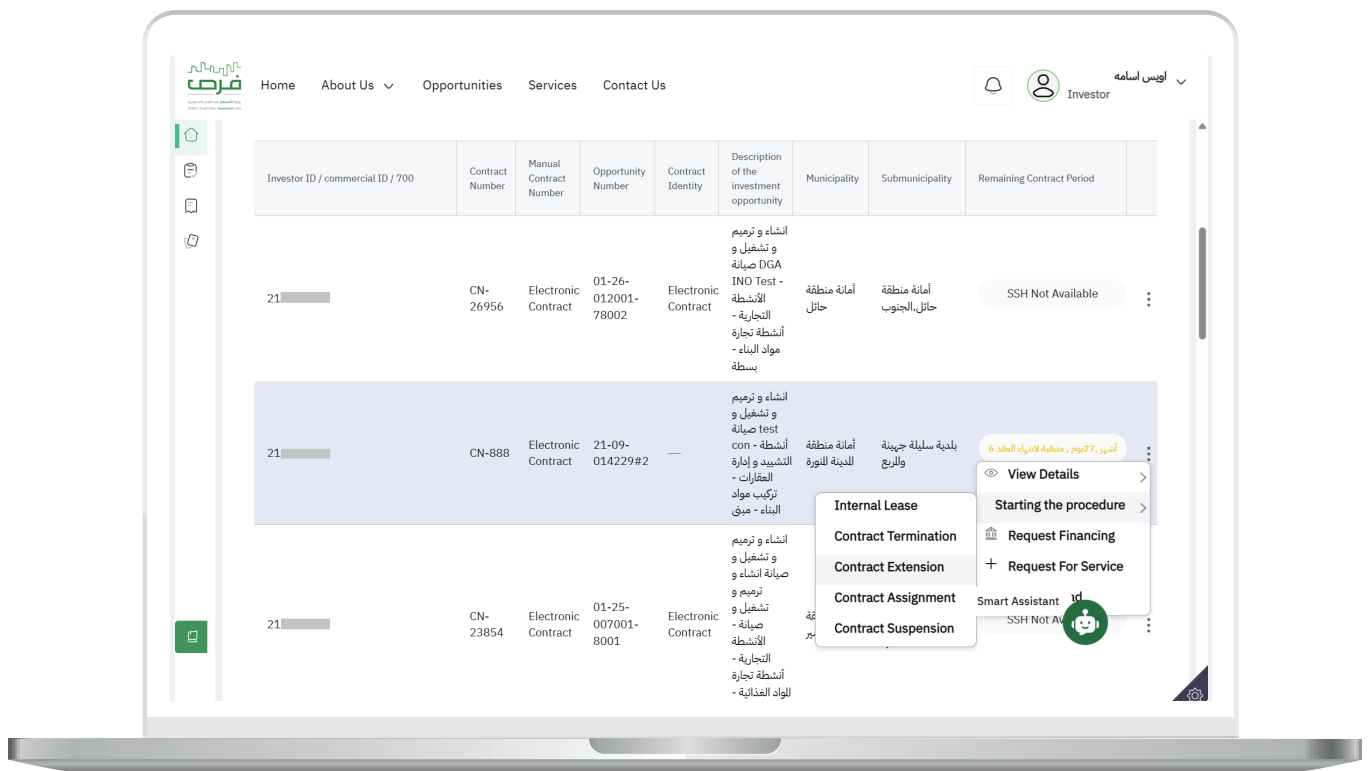
- Municipality**: A dropdown menu.
- Contract Type**: A dropdown menu with 'Investment Opportunities' selected.
- Contract Number**: A text input field.
- Manual Contract Number**: A text input field.
- Opportunity Number**: A text input field.
- Contract Identity**: A dropdown menu with 'Select...' selected.
- Municipality ID**: A dropdown menu with 'Select...' selected.
- SubMunicipality**: A dropdown menu with 'Select...' selected.

Buttons include '+ Starting the procedure' (green), 'Clear' (grey), and 'Search' (green). At the bottom right, there are buttons for 'Export to Excel' and 'Sort By'. A 'Smart Assistant' icon is also present. Below the form is a table with the following columns:

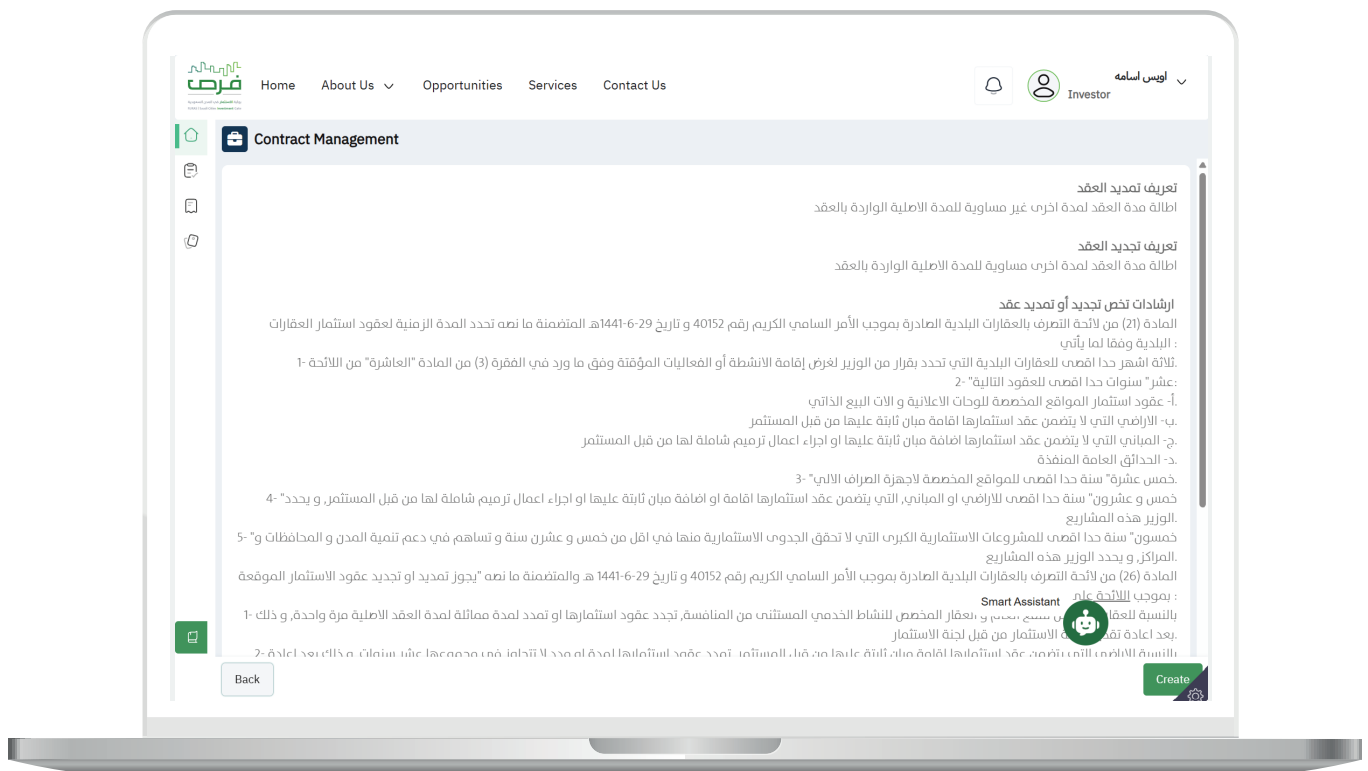
Investor ID / commercial ID / 700	Contract Number	Manual Contract Number	Opportunity Number	Contract Identity	Description of the investment opportunity	Municipality	Submunicipality	Remaining Contract Period
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4) In the following table, click on the three dots to reveal the options.

Then select **(Starting the Procedure)** and from there select **(Contract Extension)**.



5) After the following screen appears, press the **(Create)** button.



6) Then the investor's data is displayed to the user..

The screenshot displays a web application interface for contract management. The top navigation bar includes links for Home, About Us, Opportunities, Services, and Contact Us. The user is logged in as 'Investor' (أويس أسامه). The main content area shows the contract details for 'رقم (CE-285470) Contract Number (CN-888)'. The 'Investor data' section is expanded, showing the following information:

Investor Type	ID / Residence Number	HijriDateOfBirth
فردى	21	---

FullName	Mobile Phone	Email
أويس أسامه	05	@gmail.com

Nationality: سوريا

Government Information

National Address Information			
City	District	Building Number	Street Name
الرياض	حي ظهرة لبن	3306	النبية
Mail Box	Postal Code		
2	13784		

Smart Assistant

Cancel Submit

7) The second part of the screen is where attachments can be uploaded. Also the required contract extension/renewal period is also selected, and the request type (**Renewal or Extension**) is specified.

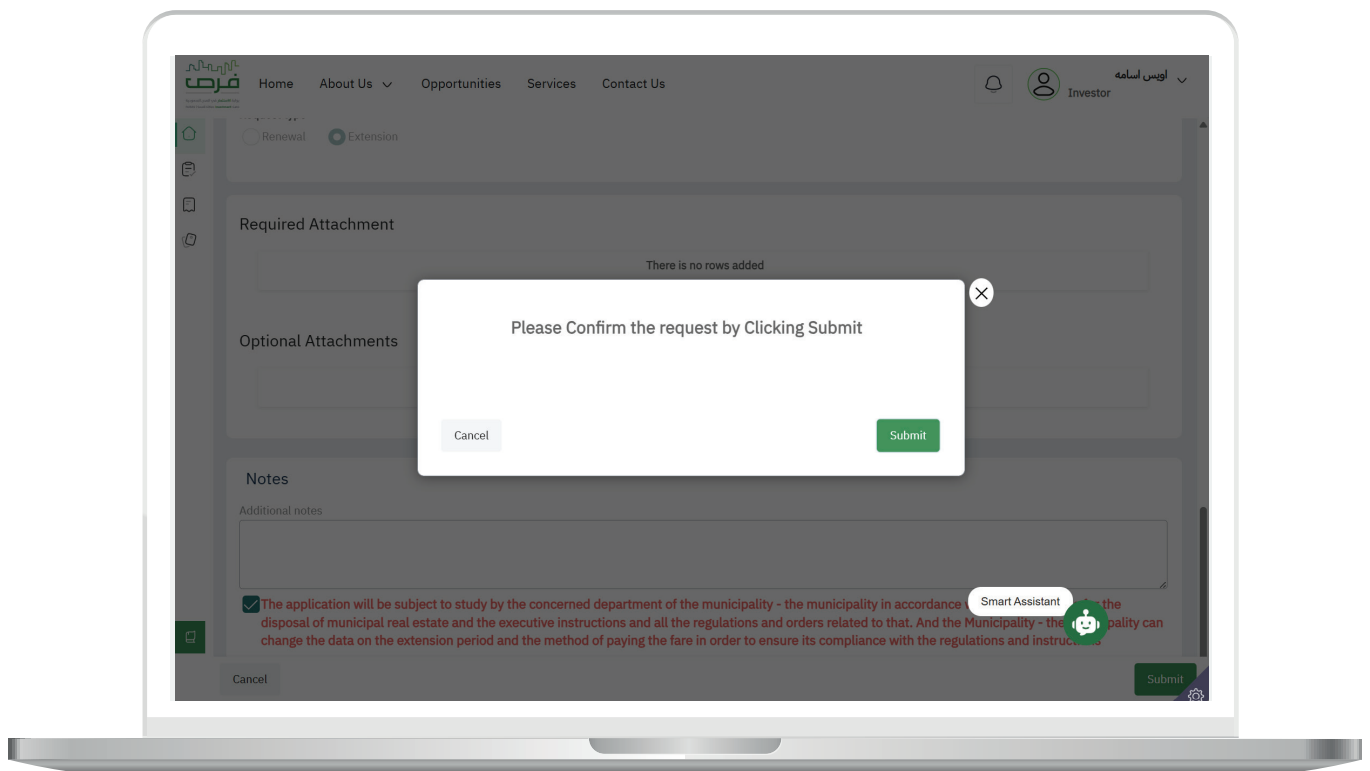
The screenshot shows a web application interface for 'Contract Extension Details'. The top navigation bar includes links for Home, About Us, Opportunities, Services, and Contact Us. The user is logged in as 'Investor' (أويس اسامه). The main form area is titled 'Contract Extension Details' and prompts the user to 'Please specify the following information'. It contains two dropdown menus for 'The term that needs to be added to the current contract term', with values '10' and '0' selected. Below these is a 'Request type' section with radio buttons for 'Renewal' and 'Extension', where 'Extension' is selected. There are two sections for attachments: 'Required Attachment' and 'Optional Attachments', both showing 'There is no rows added'. At the bottom, there is a 'Notes' section with a 'Cancel' button and a 'Submit' button. A 'Smart Assistant' chatbot icon is also visible.

8) At the bottom of the screen, you can enter your comments, then read and agree to the declaration.

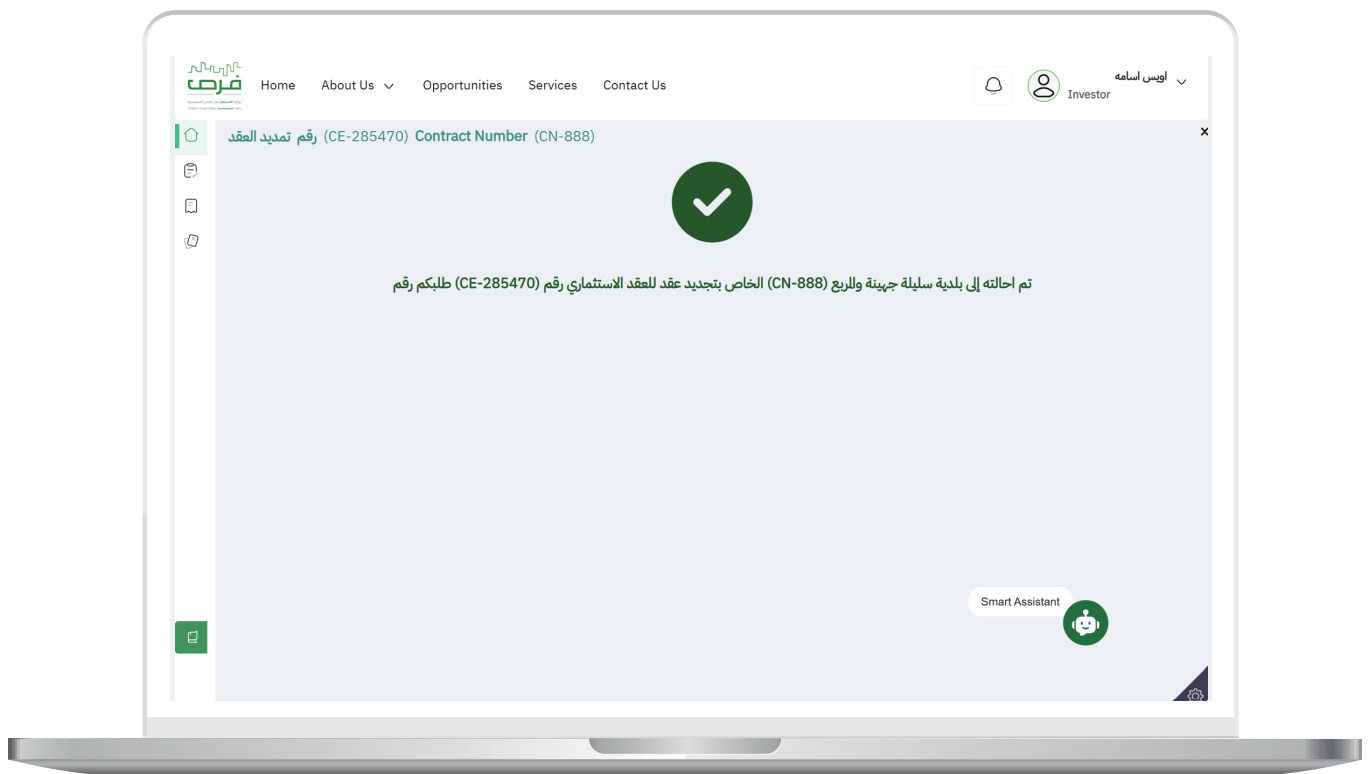
Then press the **(Submit)** button.

The screenshot shows a web application interface for an investor. At the top, there is a navigation bar with the logo 'مركز' (Center) and links for Home, About Us, Opportunities, Services, and Contact Us. On the right, there is a user profile section labeled 'Investor' with a bell icon and a dropdown arrow. Below the navigation bar, there are two radio buttons: 'Renewal' and 'Extension', with 'Extension' selected. The main content area is divided into three sections: 'Required Attachment' with a text box indicating 'There is no rows added', 'Optional Attachments' with a text box indicating 'There is no rows added', and 'Notes' with a text area for 'Additional notes'. At the bottom, there is a 'Cancel' button on the left and a 'Submit' button on the right. A red text box at the bottom of the 'Notes' section contains a disclaimer: 'The application will be subject to study by the concerned department of the municipality - the municipality in accordance with the regulations and orders related to that. And the Municipality - the municipality can change the data on the extension period and the method of paying the fare in order to ensure its compliance with the regulations and instructions.' A 'Smart Assistant' icon is also visible next to the disclaimer.

9) Then a warning message appears, prompting you to press the (Submit) button.



10) The application is then submitted successfully, with a confirmation message displayed.



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