



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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Contents

Login to the System	03
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Contract Management	05
---------------------	----



Login to the System

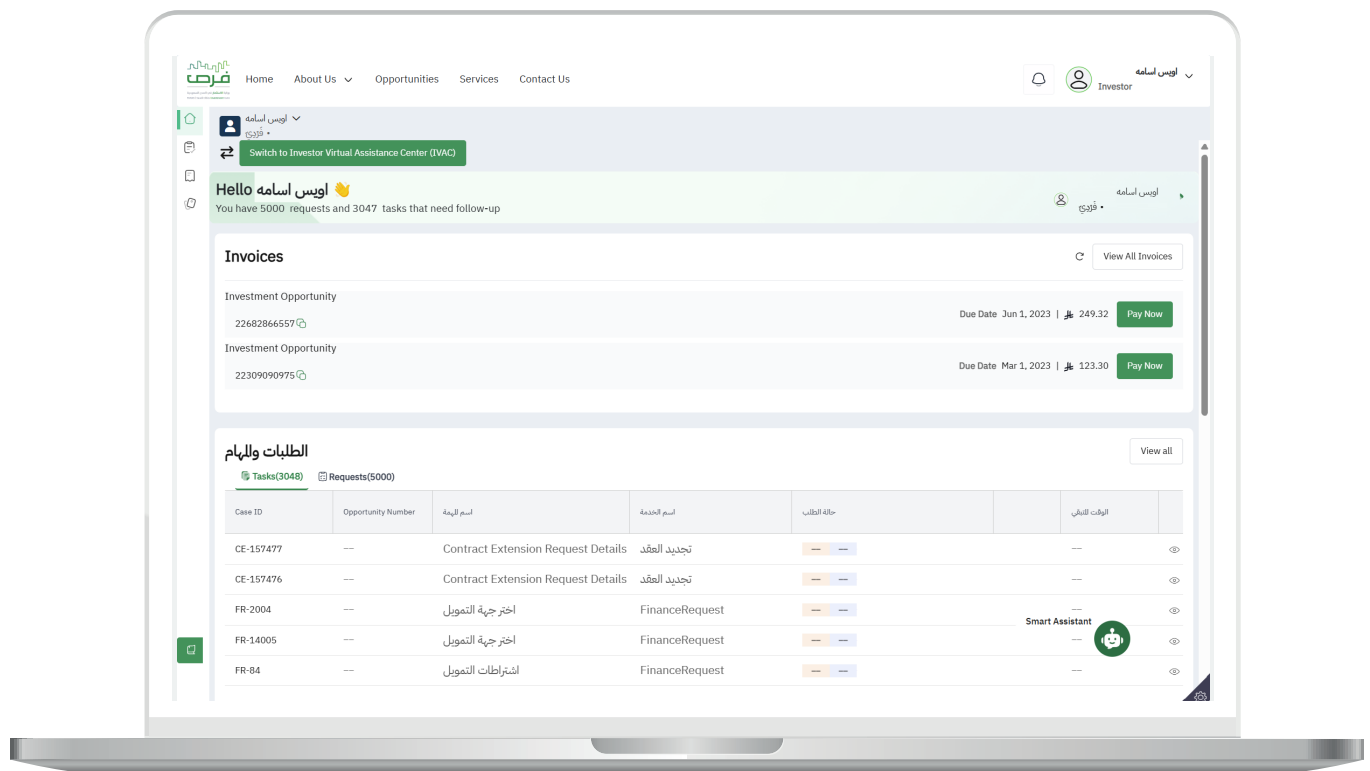
1) After accessing the (**Opportunities Portal**), select the (**Login**) icon. The login screen will then appear as follows:

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.

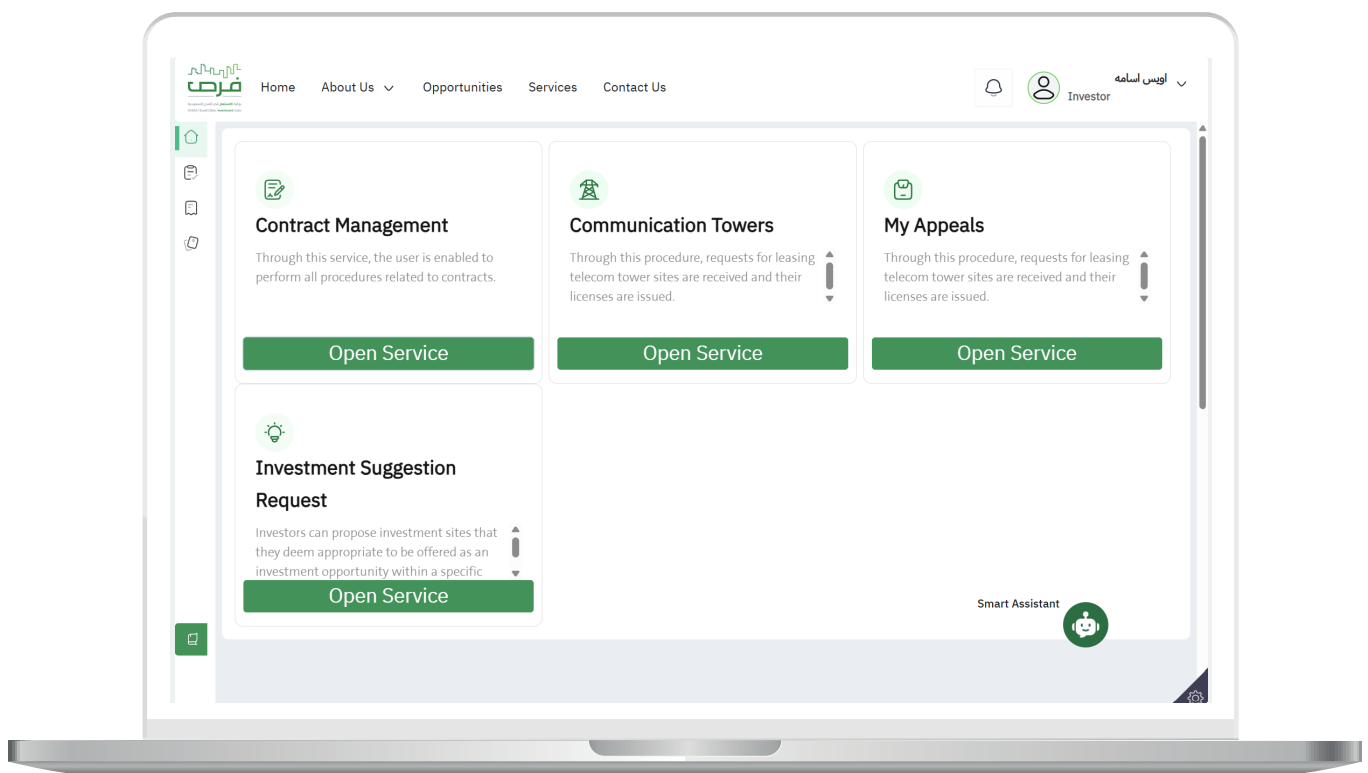


2) After that, the user will see the main screen of the Opportunities Portal.

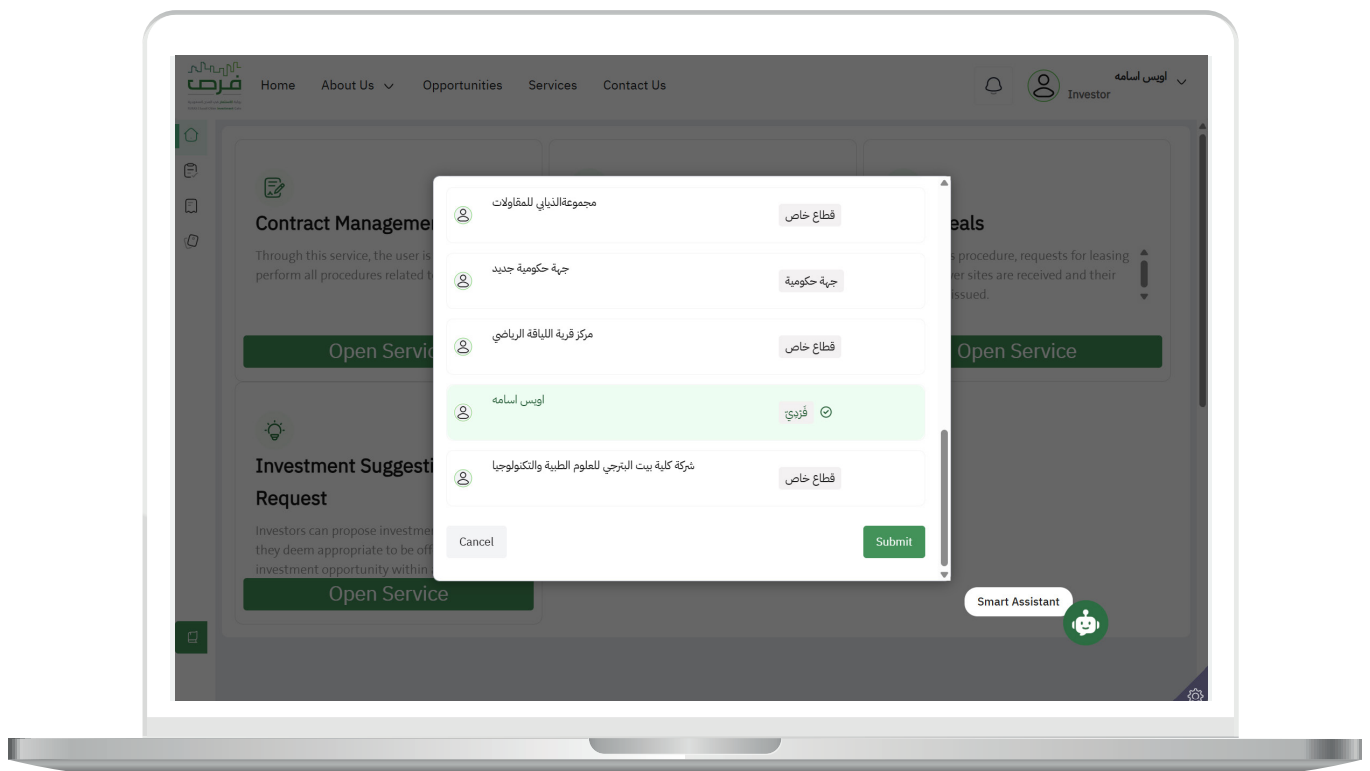


Contract Management

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 contains the following fields:

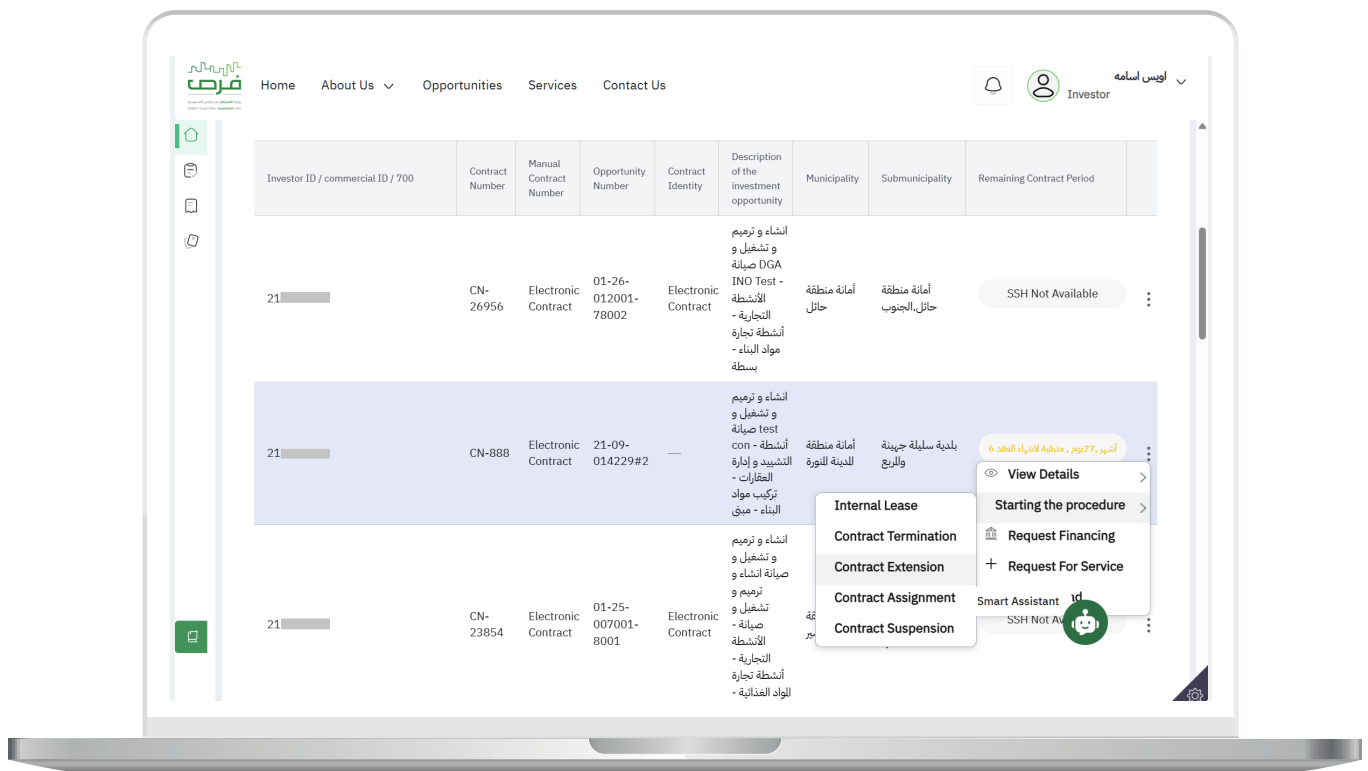
- Municipality**: A dropdown menu.
- Contract Type**: A dropdown menu with 'Investment Opportunities' selected.
- Contract Number**: A text input field.
- Manual Contract Number**: A text input field.
- Opportunity Number**: A text input field.
- Contract Identity**: A dropdown menu with 'Select...'.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

Buttons include '+ Starting the procedure', 'Clear', and 'Search'. At the bottom, there is an 'Export to Excel' button, a 'Sort By' dropdown, and a 'Smart Assistant' icon. A table with the following columns is visible at the bottom:

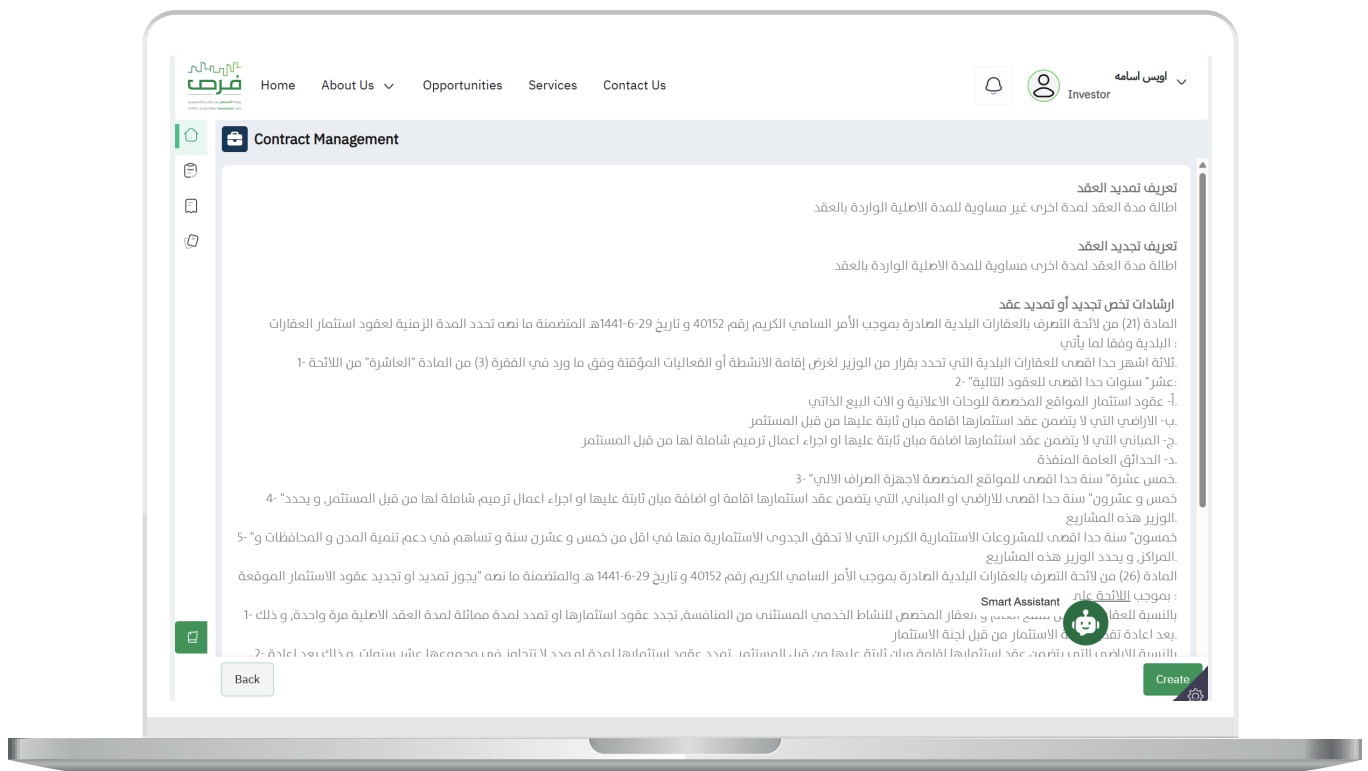
Investor ID / commercial ID / 700	Contract Number	Manual Contract Number	Opportunity Number	Contract Identity	Description of the investment opportunity	Municipality	Submunicipality	Remaining Contract Period
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4) In the following table, click on the three 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 on a laptop screen. The application is titled "قرب" (Qurb) and has a navigation menu with links: Home, About Us, Opportunities, Services, and Contact Us. The user is logged in as "أويس أسامه" (Oweis Asameh) with the role "Investor". The main content area shows the "Contract Number (CN-888)" and "رقم (CE-285470)". Below this, 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 a logo, 'Home', 'About Us', 'Opportunities', 'Services', and 'Contact Us'. The user is logged in as 'Investor' (أويس اسامه). The form is titled 'Contract Extension Details' and asks the user to 'Please specify the following information'. It includes two dropdown menus for 'The term that needs to be added to the current contract term', with values '10' and '0'. 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, a 'Smart Assistant' chatbot icon, and 'Cancel' and 'Submit' buttons.

Contract Extension Details

Please specify the following information

The term that needs to be added to the current contract term 10 0

Request type*

☐ Renewal ☒ Extension

Required Attachment

There is no rows added

Optional Attachments

There is no rows added

Notes

Cancel Submit

Smart Assistant

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

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

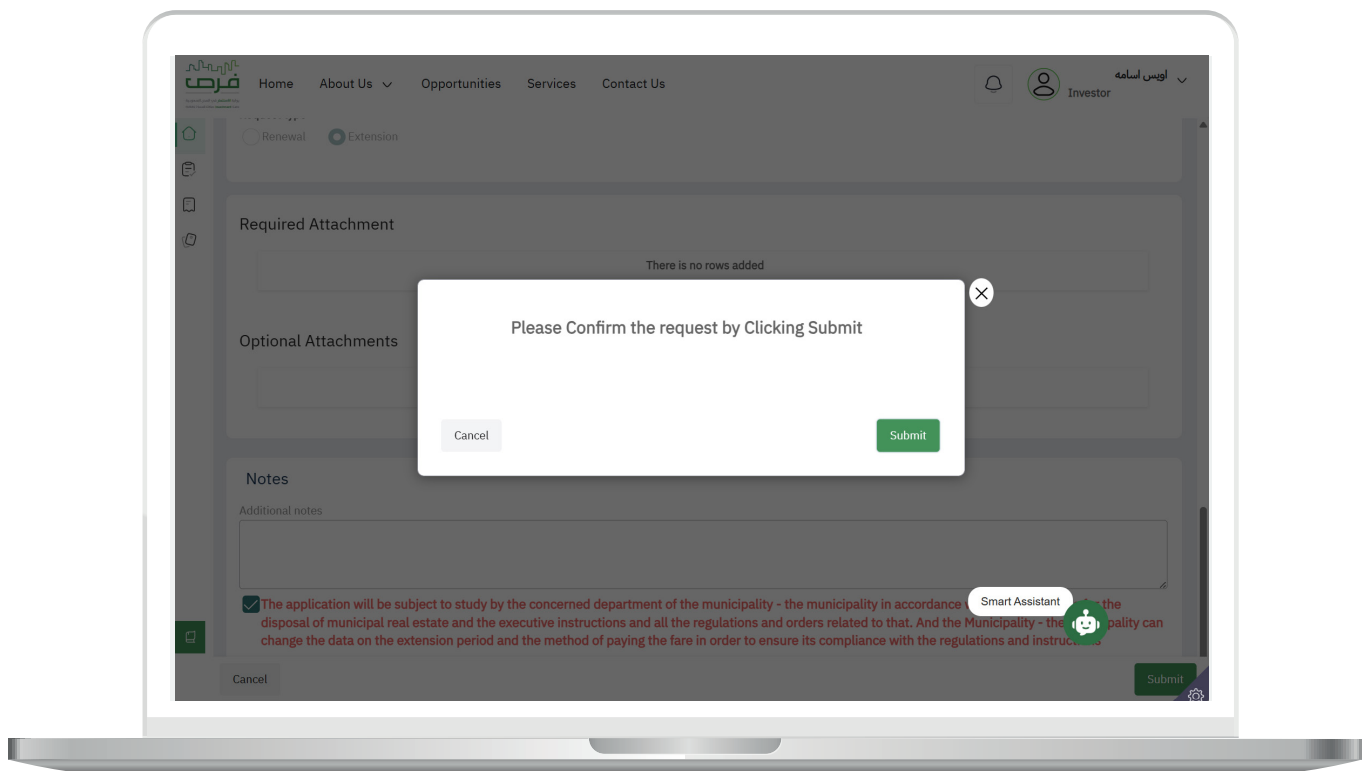
The screenshot shows a web application interface for an investor. At the top, there is a navigation bar with the logo 'مركز' (Makaz) and links for Home, About Us, Opportunities, Services, and Contact Us. On the right, there is a user profile section with a bell icon, a user icon, and the text 'Investor' and 'أوليس اسماعه' (Olees Asma).

The main content area is divided into three sections:

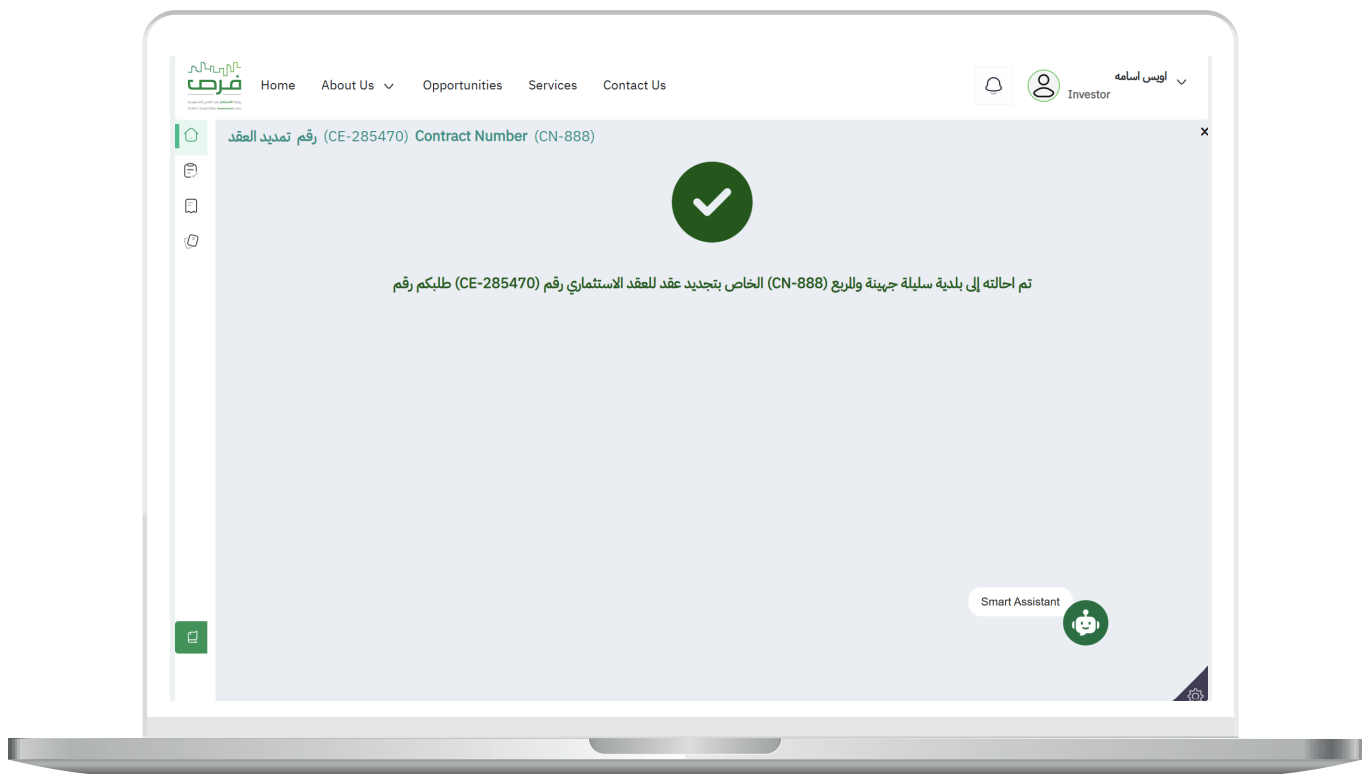
- Required Attachment:** A section with a header and a table that currently contains no rows, indicated by the text 'There is no rows added'.
- Optional Attachments:** A section with a header and a table that currently contains no rows, indicated by the text 'There is no rows added'.
- Notes:** A section with a header and a text area for 'Additional notes'.

At the bottom of the interface, there is a 'Cancel' button on the left and a 'Submit' button on the right. A 'Smart Assistant' chatbot icon is also visible in the bottom right corner. A red text box at the bottom of the screen contains the following text: '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.'

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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