



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

User Guide for

Investment Suggestion Request for Competition

Date Prepared: 07/04/2026 GD

Version Number: First One

investor's
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Login to the System

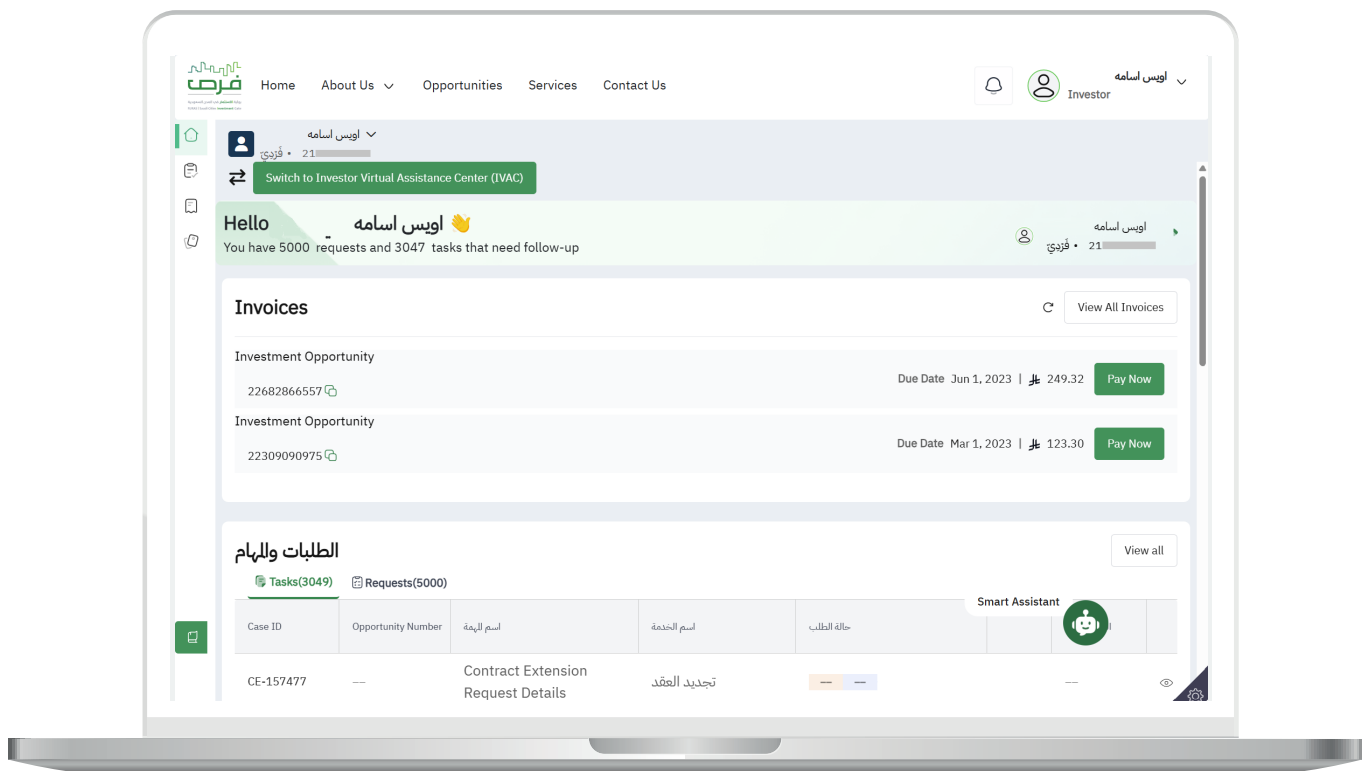
1) After accessing the (**Opportunities Portal**), select the (**Login**) icon. The login screen will then appear as follows:

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.



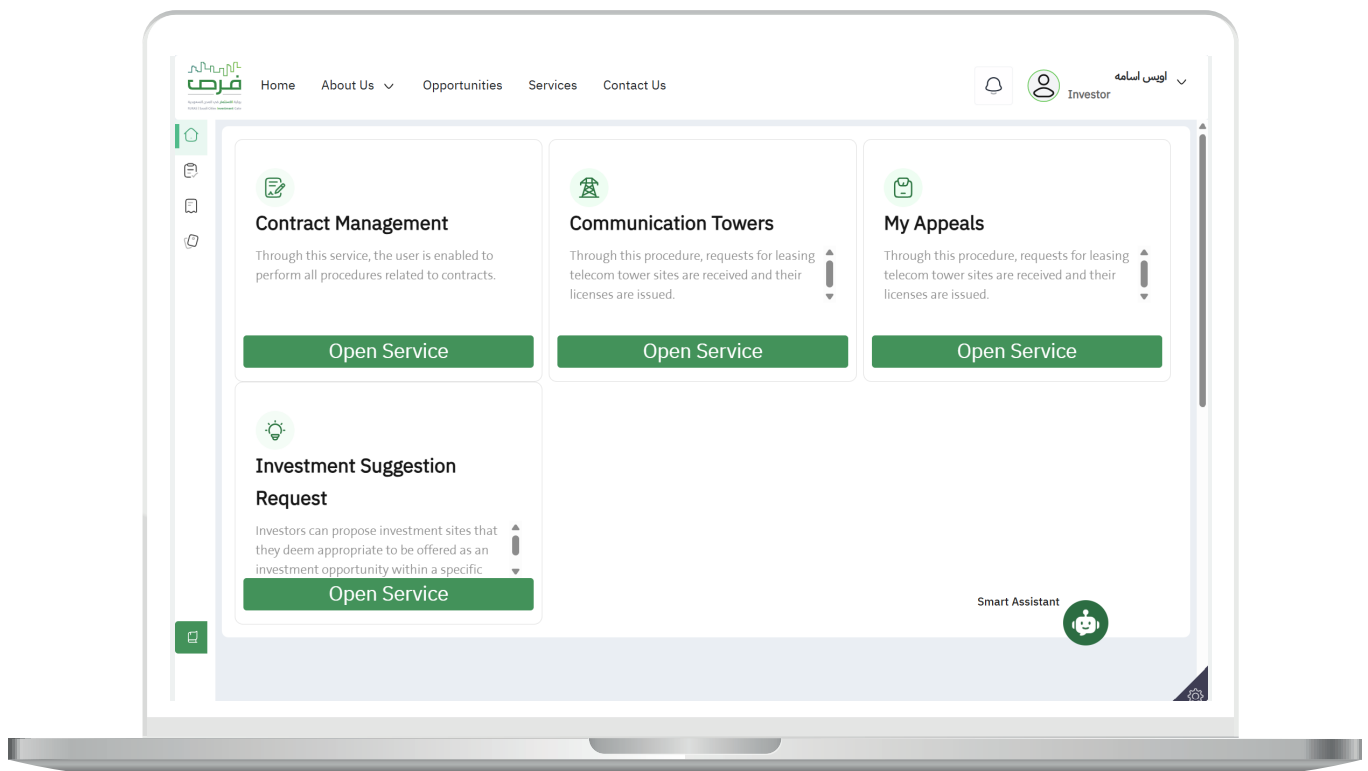
2) After that, the user will see the main screen of the Opportunities Portal.



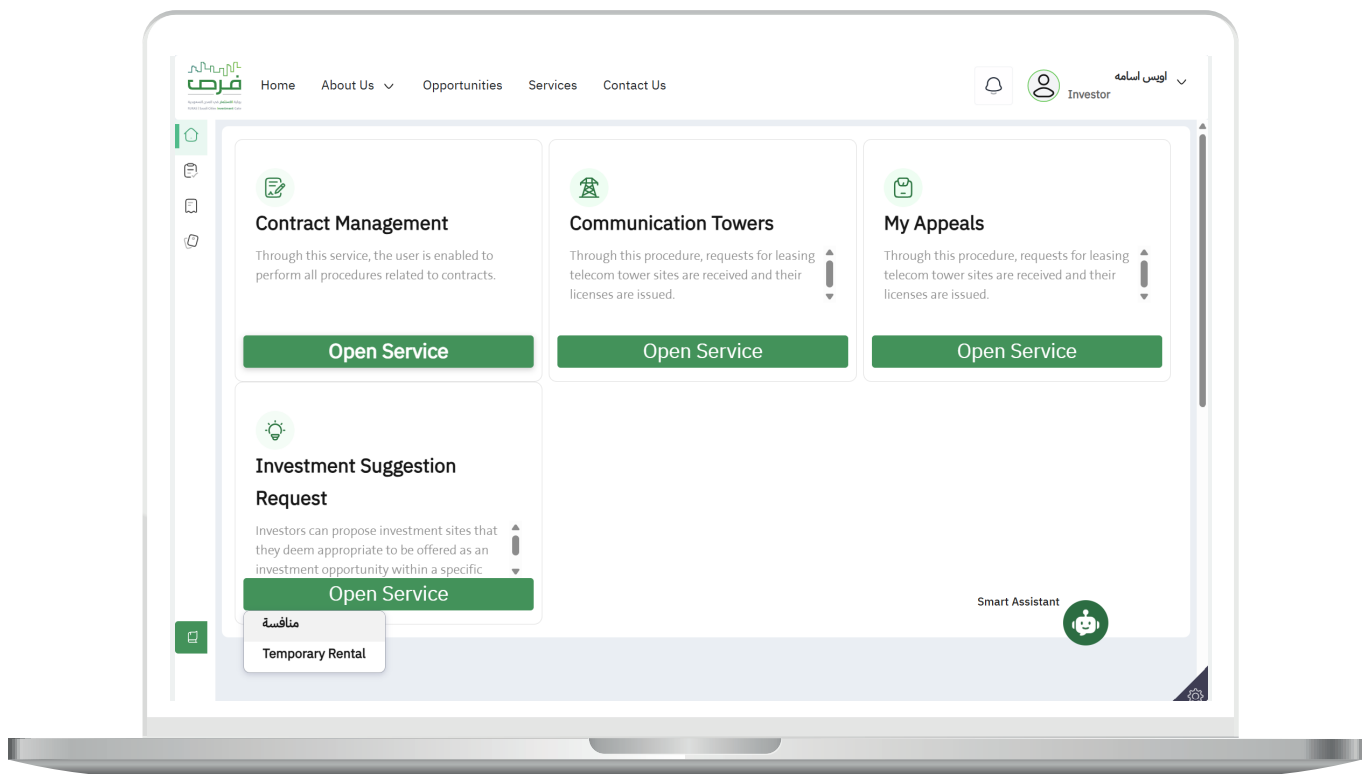
Investment Suggestion Request

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

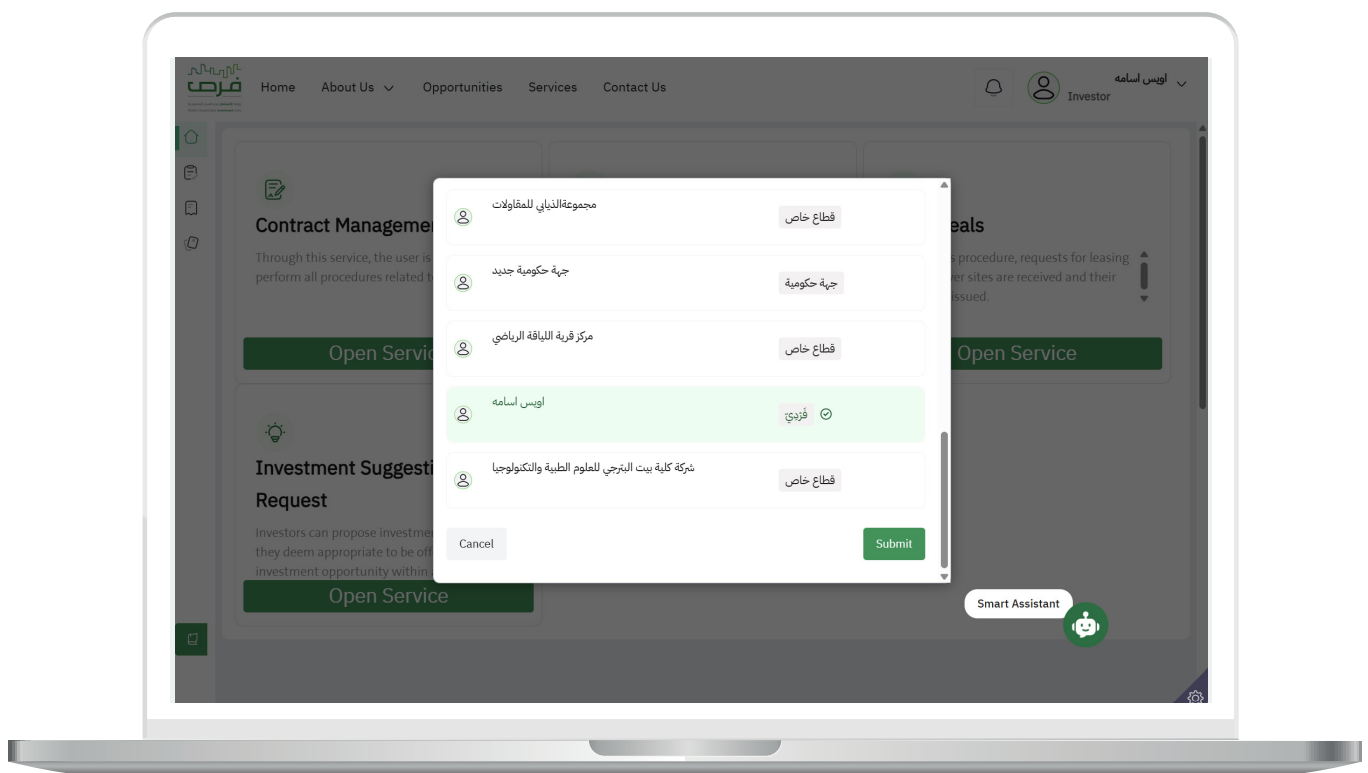
Then the following options appear **(Competition, Temporary Rental)** to choose from.



2) Then User will choose (**Competition**).



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



4) The user will then see the following screen to fill in the investor's information, including (**Municipality, SubMunicipality, Site Type**).

Also, (**Proposal Classification, Summary Of Suggestion, Reason Of Suggestion**).

The screenshot shows a web application interface for submitting an investment suggestion. The page is titled "Investment Suggestion" with a sub-header "ISR-120208" and a "NEW" status indicator. The form is divided into two main sections: "Investor Details" and "Proposal Information".

Investor Details:

- ApplicantName: اوبس اسامه
- ApplicantID: 21
- Phone number: 05
- Email: @inovar.sa
- Site Number: 26-04-434284
- Municipality: أمانة منطقة تبوك
- SubMunicipality: بلدية محافظة امالج
- Site Type: ارض

Proposal Information:

- Proposal Classification: موقع استثماري
- Type: Investment
- Summary Of Suggestion: (Empty text area)
- Reason Of Suggestion: (Empty text area)

At the bottom of the form, there are three buttons: "Cancel", "Save", and "Submit". A "Smart Assistant" chatbot icon is also visible in the bottom right corner.

5) The Second Part.

The screenshot shows a web application interface for submitting an investment suggestion. The page is titled "Proposal Information" and includes a sidebar with navigation icons. The main content area contains three sections: "Proposal Classification", "Summary Of Suggestion", "Reason Of Suggestion", and "Suggestion Details". Each section has a text input field. The "Proposal Classification" section has a dropdown menu set to "موقع استثماری" (Investment Location) and a "Type" label with the value "Investment". The "Summary Of Suggestion" section has a red asterisk indicating a required field. The "Reason Of Suggestion" section also has a red asterisk. The "Suggestion Details" section has a red asterisk. At the bottom of the form, there are "Cancel", "Save", and "Submit" buttons. A "Smart Assistant" chatbot icon is visible in the bottom right corner.

Home About Us Opportunities Services Contact Us

Investor

Proposal Information

Proposal Classification

Type

Investment

Summary Of Suggestion *

Reason Of Suggestion *

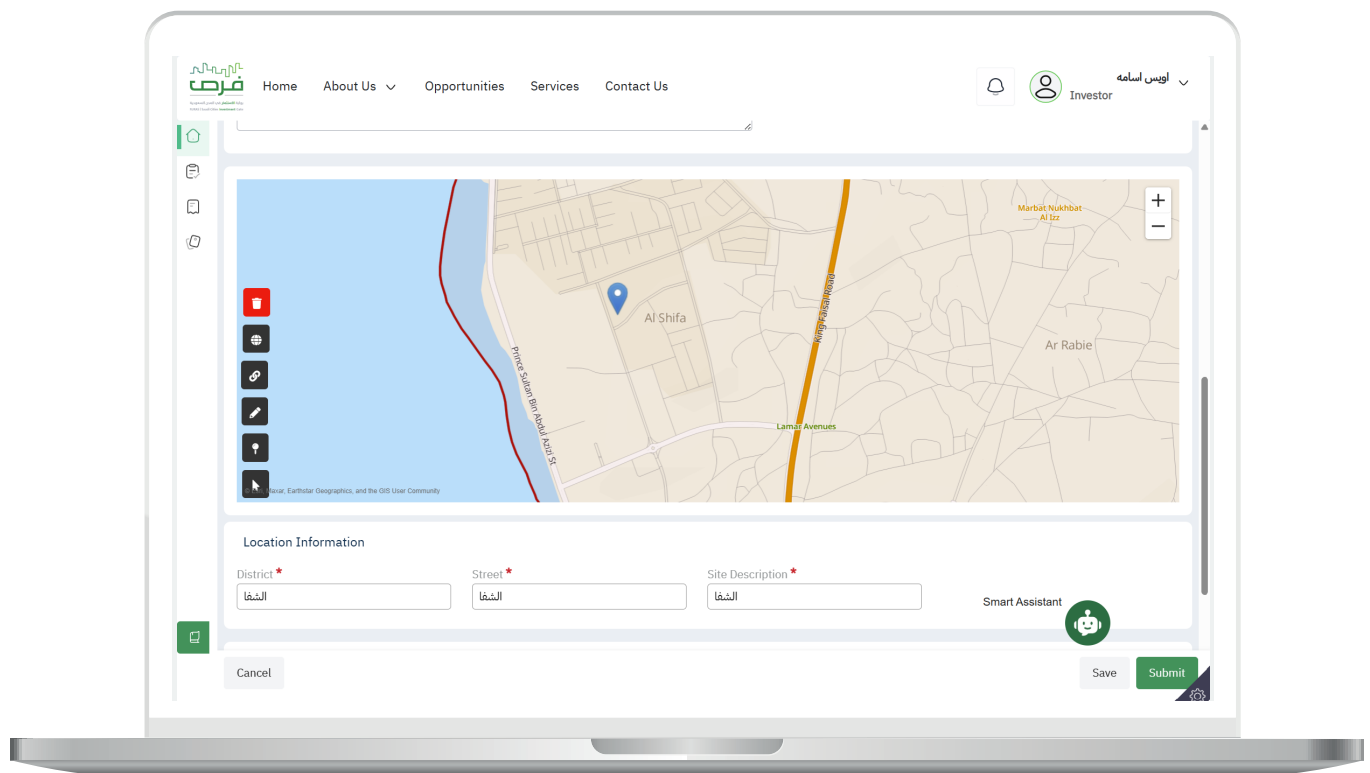
Suggestion Details *

Cancel Save Submit

Smart Assistant

6) The location is then determined on the map.

Next, the data is completed in the fields (**District, Street, Site Description**).



7) The user can also optionally add Documents. The declaration is read and agreed to by checking the box. Then, the **(Submit)** button is clicked.

The screenshot shows a web application interface for submitting an investment suggestion. The top navigation bar includes links for Home, About Us, Opportunities, Services, and Contact Us. The user is logged in as 'Investor' with the name 'أويس اسامه' (Oweis Asameh). The main content area features a map of a location with a red pin and a blue area. Below the map is a 'Location Information' section with three input fields: 'District' (الشففا), 'Street' (الشففا), and 'Site Description' (الشففا). Below this is an 'Optional Documents' section with an 'Add item' button and a message 'There is no rows added'. At the bottom, there is a checkbox labeled 'Investment proposals become public property' which is checked. A 'Smart Assistant' chatbot icon is visible on the right. The bottom of the form has 'Cancel', 'Save', and 'Submit' buttons.

Home About Us Opportunities Services Contact Us

أويس اسامه Investor

Location Information

District * Street * Site Description *

الشففا الشففا الشففا

Optional Documents

Add item

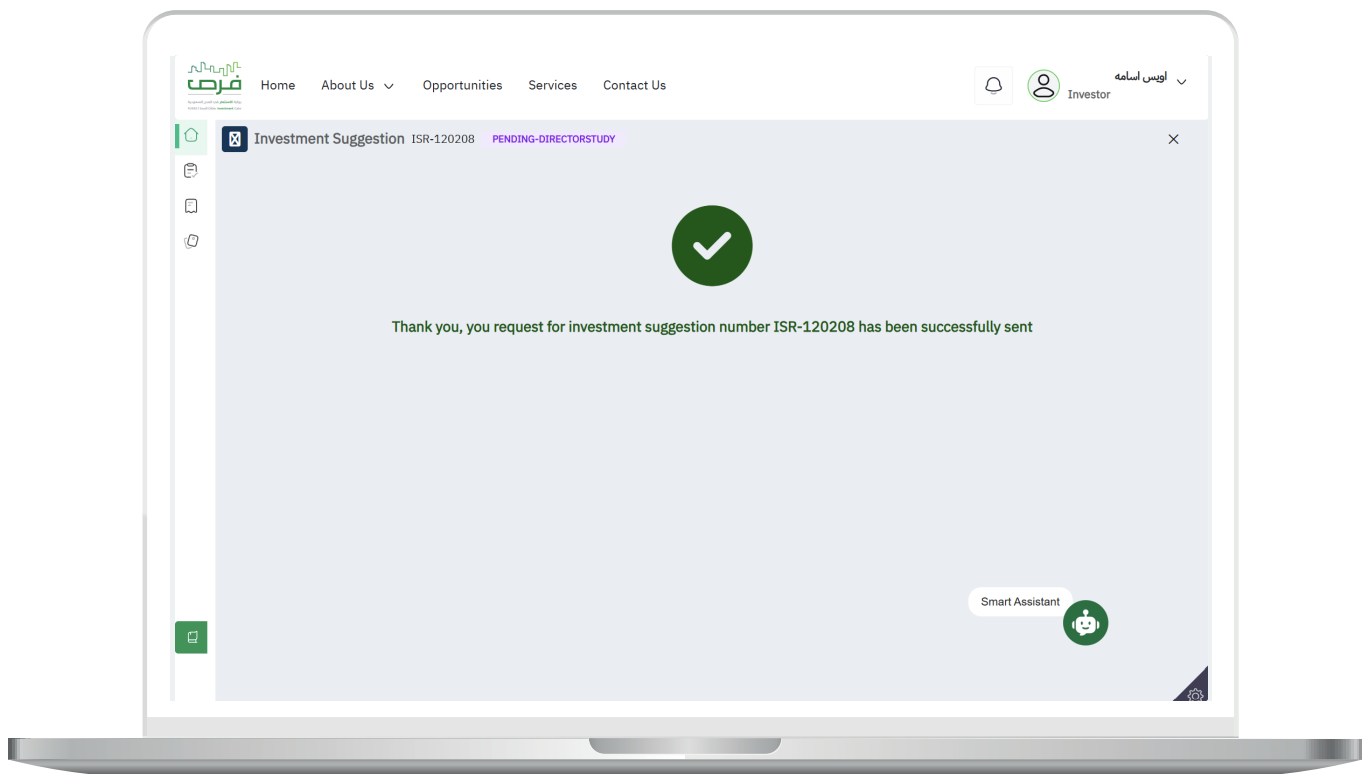
There is no rows added

☒ Investment proposals become public property

Smart Assistant

Cancel Save Submit

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



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