

الدليل الإرشادي لاستخدام نظام البيانات الإشرافية
Guidance Manual for the Returns Management System

٢٠٢٢/٠٥/٣٠ م

البنك المركزي السعودي
SAMA

Saudi Central Bank



Table of Contents	جدول المحتويات
Definitions	التعريفات
Steps to access the Return Management System	خطوات العمل على نظام البيانات الإشرافية

نظام البيانات الإشرافية (RMS)

منصة رقمية تمكن الشركات الخاضعة لإشراف البنك المركزي من تسليم النماذج الإشرافية حسب النماذج المعروفة. كما تتيح لمشرف الشركة مراجعة النماذج وقبولها أو إعادتها للشركة.

يوجد واجهتان للنظام

١- واجهة الإشراف: حيث يتم الوصول لها من قبل منسوبي البنك المركزي فقط.

٢- واجهة الشركات: حيث يمكن للشركات رفع البيانات الإحترازية من قبلها.

رابط الدخول على البوابة: PORTAL

<https://rms.sama.gov.sa/SAMARMSPortal/Default.aspx>

• خطوات الدخول لنظام البيانات الاشرافية:

• Steps to access the Return Management System:

1- بعد تسجيل بيانات المستخدم من قبل البنك المركزي السعودي سيقوم النظام بإرسال بريد إلكتروني بشكل آلي يحتوي على بيانات التسجيل ورابط النظام كما هو موضح أدناه:

2- After allocating an account by Saudi Central Bank (SAMA) on RMS Portal website, the system will send an email automatically to access your account as shown below:



PORTAL

Not logged in

Welcome to Saudi Central Bank RMS Portal

Saudi Central Bank RMS Portal is an on-line application that manages all of your formal communications with your regulator. Using Saudi Central Bank RMS Portal, you will be able to complete and submit all required returns on-line. In addition, you will be able to see your company's profile - the current information held by the regulator about your company - and keep it up to date.

To access Saudi Central Bank RMS Portal, please enter your username and password below (password is case sensitive):

Username:

Password:

[Forgotten Password](#)

بعد تسجيل الدخول ستظهر الصفحة الرئيسية للنظام

After logging in, the home page will appear



Welcome to Saudi Central Bank RMS Portal

You have successfully logged in. You can now use Saudi Central Bank RMS Portal to complete and submit all required returns on-line.

You should regularly check that your company profile is up to date by clicking on "Company Profile" from the menu. If any details on your profile are out of date, you should contact your regulator.

Draft returns that are ready for completion can be found by clicking on "Draft returns" from the menu.

When your returns have been completed, you must use the "Submission" functionality to finally submit them.

With Saudi Central Bank RMS Portal, you are also able to:

- Print submitted returns where signed hard-copies are required.
- View and print previous submissions.
- Partially complete returns and return to them at a later date.
- Request a resubmission of returns where you become aware of mistakes.

For further information on how to use Saudi Central Bank RMS Portal, please click on the help link in the top right-hand corner of your screen.

• خطوات تسليم البيانات الاحترازية في نظام البيانات الاشرافية:

- **Steps to submit the Prudential Return into Return Management System:**
- خلال كل فترة مالية (ربعية – سنوية) سيقوم النظام بإرسال إشعار لمستخدمي النظام عبر البريد الإلكتروني بفتح الفترة وذلك لرفع نموذج البيانات الاحترازية الخاص بالفترة كما هو موضح أدناه:
- For each financial period (Quarterly – Annually) the RMS will send a notification to portal users via email when creating the return 'Prudential Returns' for completion as shown below:

Menu

Welcome to Saudi Central Bank RMS Portal

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Notifications		
Dismiss	Received	Subject
<input type="checkbox"/>	25/04/2022 1:06:22 PM	Return Created

يمكن الانتقال إلى نموذج البيانات الإحترازية من خلال:

Moving to the prudential Returns as follow

Home page > Main Menu > Returns >

يتم النقر للانتقال إلى البيانات ولإكمال المطلوب.

Clicking to be moving to the selected data to complete.



Menu

Manage Returns

This page allows you to perform all activities related to managing returns.

[View Submissions](#)

Draft Returns

Name	Reference	Revision	Categories	Status	End date	Due date	Actions
Returns Test 1	MRN33533	0.1		No Data	31/03/2022	25/04/2022	 

٣. اختيار "Upload Data" ومن ثم "Browser" كما هو موضح أدناه:

3. Select "Upload Data" then "Browser" as shown below:

Menu

View Return

Return name: Returns Test 1 Return reference: MRN33533
Return end date: 31/03/2022 Return due date: 25/04/2022
Return status: No Data Categories:

Actions

Upload Data Due Date Extension

Please select a form to view

Returns Test 1	Status: No Data
ME Monthly Return	
TSPM Total Sales and Purchases Monthly	Edit View [Icons]
CEI Currency Export and Import	Edit View [Icons]
LBSP Local Banks Sales and Purchases	Edit View [Icons]
MESP Money Exchangers Sales and Purchases	Edit View [Icons]
ISP Individuals Sales and Purchases	Edit View [Icons]
OSP Others Sales and Purchases	Edit View [Icons]

Back

بعد النقر على "Upload data" الانتقال من خلال النافذة المنبثقة واختيار الملف المطلوب رفعه

After clicking on "Upload data", move through the pop-up window and choose the file to be uploaded

Menu

View Return

Return name: Returns T
Return end date: 31/03/20
Return status: No Data

Actions

Upload Data Due Date Extension

Please select a form to view

Returns Test 1 Status: No Data

ME Monthly Return

TSPM Total Sales and Purchases Monthly Edit | View | [Icons]

مراجعة أن يتم تعبئة النموذج حسب القالب الذي يتم مشاركته مسبقاً من قبل البنك المركزي



بعد اختيار الملف يتم النقر على "Done" ومن ثم النقر على "Validate & Submit" كما موضح أدناه.

After choosing the file, click on "Done" then go to click on "Validate & submit" as shown below.

Return name:	ME Ahmed 1	Return reference:	MRN32669
Return end date:	11/05/2022	Return due date:	11/05/2022
Return status:	Valid	Categories:	

Actions

[Validate & Submit](#) [Upload Data](#) [Upload History](#) [View Comments](#)

Please select a form to view

Submit Return

Your return has been validated and can now be submitted. Please click the "Submit" button to confirm that you wish to submit this return.

Once submitted, a return can no longer be edited, but can still be viewed in submission history. If an error is subsequently discovered you can apply to resubmit the return using the "Request Resubmission" functionality.

Please note final submission can take up to 2 minutes depending on the complexity of the return.

[Submit](#) [Cancel](#)

Submit Return Confirmation

Your submission has been accepted and is now awaiting approval by your Regulator. When the return is approved you will be notified by email.

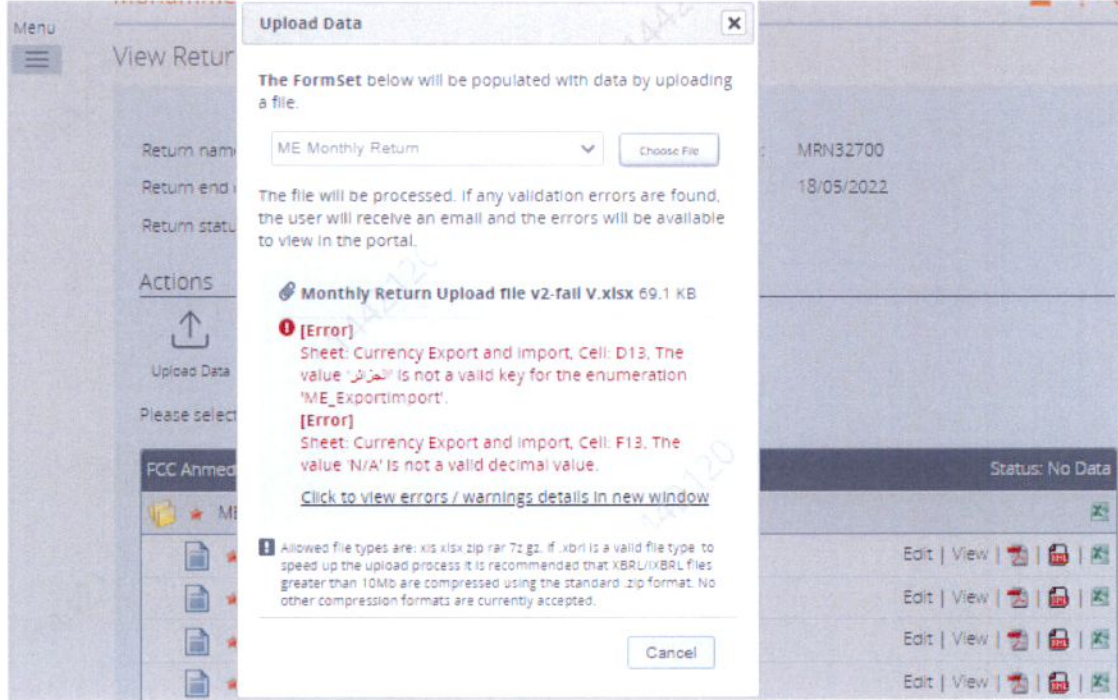
Please be aware that the return may also be returned to you for correction should your Regulator find any issues. In this scenario, you will also be notified by email and the return will be available again in the "Draft Returns" area.

You can now view the return in the "Submission History" area. The return can also be downloaded as a PDF document for printing from this area.

Should you wish to correct any errors in the submitted data you may request a resubmission of the return using the "Request Resubmission" functionality that is represented by an icon in actions column on the Submission History page.

في حالة وجود خطأ في تعبئة النموذج ستظهر رسالة توضح البنود التي ورد فيها أخطاء كما هو موضح أدناه

In the event of an error in the returns fill out, a message will appear showing the items contained in errors as shown below.



File Upload Issues

This file was submitted with errors and/or warnings which are displayed below.

Type	Problem	Additional information
Error	1. Sheet: Currency Export and Import, Cell: D13, The value 'الجرافر' is not a valid key for the enumeration 'ME_ExportImport'.	
Error	2. Sheet: Currency Export and Import, Cell: F13, The value 'N/A' is not a valid decimal value.	

- خطوات إعادة تسليم البيانات الاحترازية في نظام البيانات الاشرافية (في حال وجود ملاحظات):
- Steps to resubmit the Prudential Return into Return Management System (In case of any observations)

من خلال القائمة الرئيسية يتم الانتقال حسب ما هو موضح من

Home page > Main Menu > Returns > View Submissions

Manage Returns

This page allows you to perform all activities related to managing returns.

[View Submissions](#)

Draft Returns

Showing returns from:

2022

Name	Reference	Revision	Submitted	Categories	Status	End date	Due date	Actions
ME Ahmed 1	MRN32669	3.0	15/05/2022		Submitted For Approval	11/05/2022	11/05/2022	Print Download

Request Resubmission

Please enter the reasons you would like to resubmit this return.

Return name: *ME Ahmed 1*

Revision of return: *3.0*

Reasons for resubmission:

[Send Request](#)

[Cancel](#)