



e-Marketplace Platform for Saudi Aramco

SAP Ariba Suppliers Technical Guide

11/24/2018



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What is SAP Ariba?

SAP Ariba integrates the complete buying process across your entire organization. When you connect to Ariba Network, you connect to millions of suppliers across direct and indirect expense categories.

- SAP Ariba is open to all systems and all types of goods and services, giving you innovative ways to connect to the world's largest network of buyers and suppliers, collaborate with the right business partners, and enhance your solution with targeted apps and extensions.
- SAP Ariba delivers the insight you need to create and manage lasting, trusted connections with partners who fit with your business, while ensuring your policies and preferences automatically guide efficient, error-free transactions.
- SAP Ariba offers an end-to-end automated system that removes complexity and allows buyers and suppliers to manage everything from contracts to payments all in one place.

SAP Ariba is a leading business to business e-commerce network. The following are facts that is making SAP Ariba a leader in the cloud industry e-commerce solution:

1. 2.5+ Million Companies on the SAP Ariba network
2. 200+ Million catalog items
3. 12 Million leads annually sent to sellers
4. A company joins the SAP Ariba network every 1 minute
5. 120+ Million documents annually (Purchase Orders + Invoices)

Source: www.ariba.com

Vision

- Establish an e-Marketplace platform to promote online trading between Saudi Aramco and business partners.
- Position Saudi Aramco as a leading organization in the Supply Chain area.
- Serve the Kingdom in terms of expanding industry best practice solutions to our JVs, Business Partners and other National companies.

New Supplier Registration

Supplier Registration

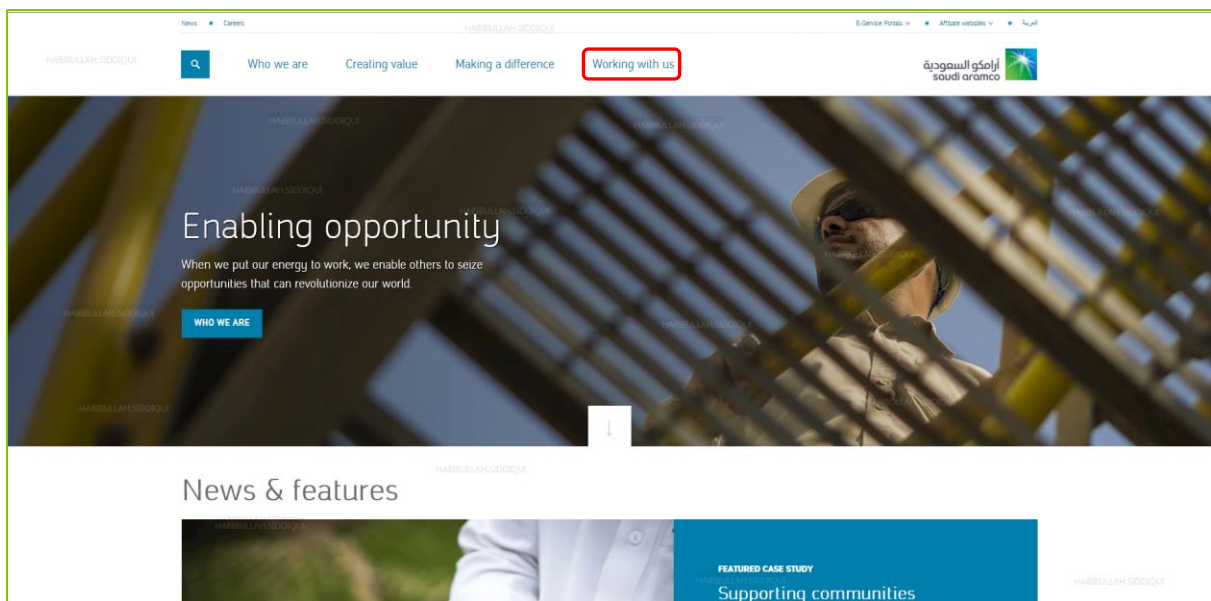
All companies supplying goods and services for Saudi Aramco are required to be registered. There are different registration and qualification processes depending upon your company's location and the type of suppliers (vendor, manufacture and service provider). Saudi Aramco is looking for highly performed and qualified suppliers to provide best-in-class materials and services.

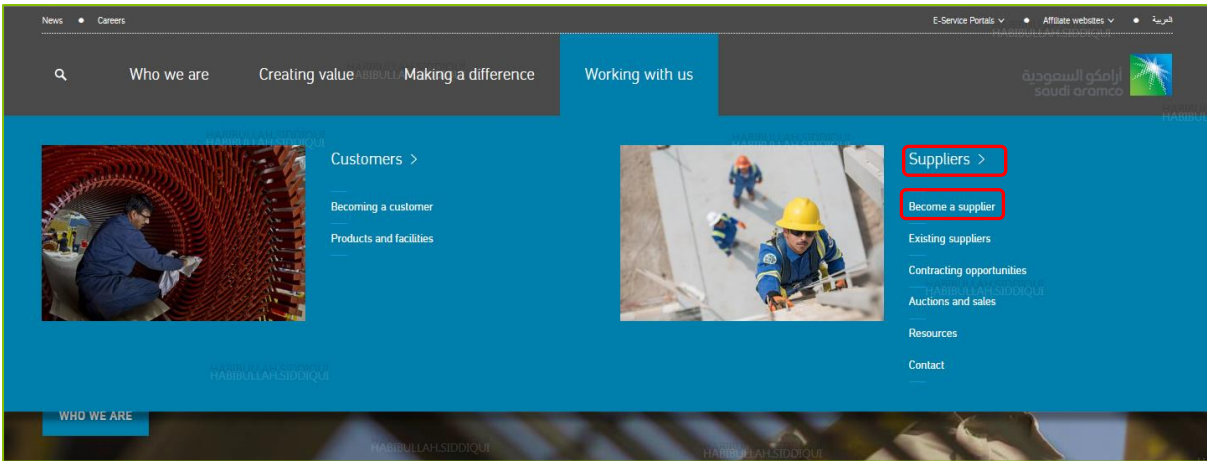
Please note that application for, or acceptance of supplier registration does not guarantee any business with Saudi Aramco

Navigation screens below will guide you through the new supplier registration process.

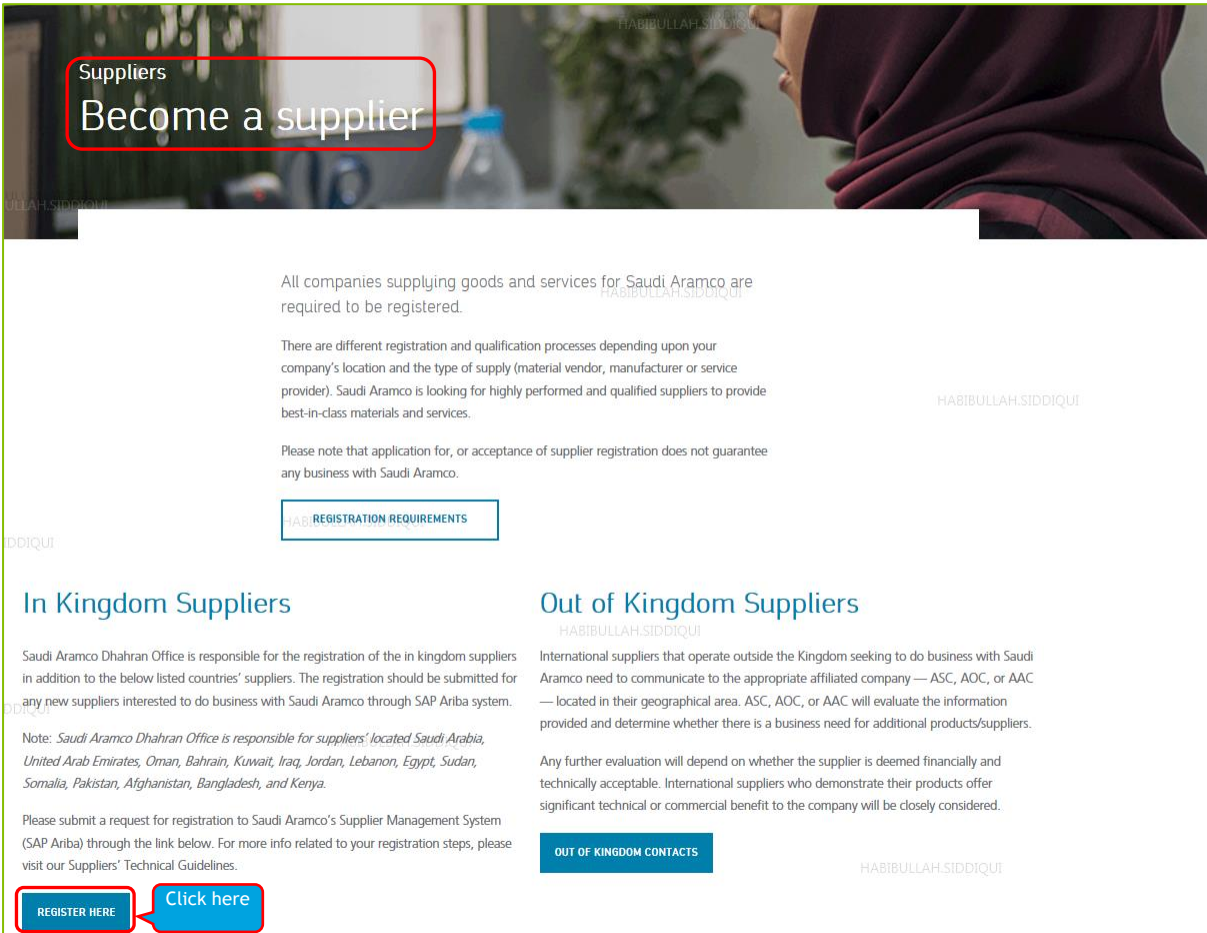
Note, the steps below are for suppliers that did not have Saudi Aramco Vendor ID.

Go to Saudi Aramco website page (www.saudiaramco.com), and hover over “Working with us”.





Click on “Register Here” under title “Become a supplier” to start the Supplier Registration process to Saudi Aramco.



The screen below is to Request Registration from Saudi Aramco. Please fill in all required data then submit your request for evaluation by Saudi Aramco. Note, this is not the registration questionnaire.

Supplier Self-Registration Request Form

HABIBULLAH.SIDDIQUI HABIBULLAH.SIDDIQUI

Supplier Information

*Supplier Name

*Contact (First Name)

*Contact (Last Name)

*Phone No. Disclaimer: Please enter a phone number in the format starting with country code (ex: +968xxxxxxx)

*Email Disclaimer: Please use an email address with company domain. Email domain should not be ORG, email accounts, info@, or public e-mail such as Hotmail

*Aramco Registration Office

Saudi Aramco Organization (SAO) ✓

HABIBULLAH.SIDDIQUI

*
Country of Registration Disclaimer: Suppliers located outside the list provided should contact the registration offices applicable to their regions. See Saudi Aramco websites International Suppliers for more details.


Select

HABIBULLAH.SIDDIQUI HABIBULLAH.SIDDIQUI

Submit Cancel

After submitting the Request for Registration, the Supplier will see the below confirmation message and receive the following email notification.

Confirmation Message:



Your request for registration as a supplier with Aramco-e-Marketplace is complete.

The Aramco-e-Marketplace supplier management team will review your request details and make a decision on your request.

Decision will be sent to your email at [REDACTED]


HABIBULLAH.SIDDIQUI

Supplier Self-Registration Request Form

Supplier Information	
Supplier Name	habib17July
Contact (First Name)	habibullah
Contact (Last Name)	siddiqui
Phone No. <small>Disclaimer: Please enter a phone number in the format starting with country code (ex: +966xxxxxxxx)</small>	+96611111111
Email <small>Disclaimer: Please use an email address with company domain. Email domain should not be ORG. email accounts, info@, or public e-mail such as Hotmail</small>	[REDACTED]
Aramco Registration Office	Saudi Aramco Organization (SAO)
Country of Registration <small>Disclaimer: Suppliers located outside the list provided should contact the registration offices applicable to their regions. See Saudi Aramco website > International Suppliers for more details.</small>	Saudi Arabia

HABIBULLAH.SIDDIQUI

Confirmation Email:



Tue 7/17/2018 2:06 PM

Ariba Administrator <no-reply@smtp.mn2.ariba.com>

Aramco e-Marketplace is reviewing your registration request

To: Siddiqui, Habibullah M

HABIBULLAH.SIDDIQUI

HABIBULLAH.SIDDIQUI

EXTERNAL: This is an external email received from the Internet. Report this message to spam@aramco.com if the email contains any suspicious content.

Hello habib17July,

Aramco e-Marketplace has received your registration request and will review it for approval. Their response will be emailed to [REDACTED]

If you have any questions, please don't reply to this email but instead [APPROVER_USER_MAILTO].

This email has been sent to you on behalf of Aramco e-Marketplace by SAP Ariba.

HABIBULLAH.SIDDIQUI

A second email will be sent shortly inviting new suppliers to register with Saudi Aramco. This email will link the Supplier's SAP Ariba public profile to the Saudi Aramco registration questionnaire. Suppliers must follow the steps detailed below in order to access Saudi Aramco's registration questionnaire.

Aramco e-Marketplace

Register as a supplier with Aramco e-Marketplace

Hello!

[aribasystem](#) has invited you to register to become a supplier with Aramco e-Marketplace. Start by creating an account with [Ariba Network](#). It's free.

Aramco e-Marketplace uses [Ariba Network](#) to manage its sourcing and procurement activities and to collaborate with suppliers. If [habib17July](#) already has an account with [Ariba Network](#), sign in with your username and password.

[Click Here](#) to create account now

Note:

Approved Aramco suppliers with existing vendor ID shall perform the following steps to activate their account on Aramco e-Marketplace.

- Click the above link
- If you have an existing [Ariba Network Account](#), please select **Log in**
- If you are new to the [Ariba Network](#), please select **Sign up**
- Fill in the requested information and then select **Create account and continue**
- Verify basic information such as vendor ID, address, phone number etc.
- Select **Submit entire response**, to activate your account
- After that you will receive notification via email that the account is Registered

Suppliers without SAP Ariba Account prior to this step are requested to click “Sign Up”.

Suppliers with SAP Ariba Account prior to this step are requested to click “Log In”.

The screenshot shows the SAP Ariba Sourcing login page. At the top, there is a dark blue header with the text "Ariba Sourcing". Below the header, the user is greeted with "Welcome, habibullah siddiqui". A yellow banner contains the text "HABIBULLAH.SIDDIQUI" and "Have a question? Click here to see a Quick Start guide." Below this, a message states "Welcome to the Ariba Network. Aramco e-Marketplace has invited you to a sourcing event." There are two main options: "New to the Ariba Network? Sign up to register your user account." with a blue "Sign up" button, and "Already have an account?" with a blue "Log in" button. Two red callout boxes provide instructions: one pointing to the "Sign up" button with the text "Click 'Signup' Supplier does not have previous Username & Password", and another pointing to the "Log in" button with the text "Click 'Login' Supplier has Username & Password". Below the login options, there is a section titled "About Ariba Network" with a paragraph and a bulleted list of benefits. The text "HABIBULLAH.SIDDIQUI" is repeated at the bottom right of the page.

Create SAP Ariba Network Account (Sign Up)

New Suppliers to SAP Ariba Network are required to create a Network Account. By creating a Network Account, the Supplier designated user is allowed to access the Supplier Profile at any time in the future by simply logging in.

Create account

Create account and continue

Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by Aramco e-Marketplace.

HABIBULLAH.SIDDIQUI

Company information

* Indicates a required field

Company Name: *

Country: *

Address: *

City: *

Postal Code: *

State:

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Provide company information in all * mark sections like:

- Country
- Address
- City
- Postal code
- Name
- Email id
- User ID

User account information

* Indicates a required field

Name: *

Email: *

Use my email as my username

Username: *

SAP Ariba Privacy Statement

Must be in email format (e.g john@newco.com)

Password: *

Language:

Email orders to: *

Must contain a minimum 8 characters including letters and numbers

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Tell us more about your business ▶

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

- I have read and agree to the Terms of Use
- I have read and agree to the SAP Ariba Privacy Statement

Create account and continue

Cancel

Saudi Aramco Supplier Registration Questionnaire (Supplier Profile)

The below screen is the landing page for Saudi Aramco's supplier registration questionnaire. Instructions below are given to help suppliers navigate the questionnaire.

The screenshot shows the Saudi Aramco Supplier Registration Questionnaire landing page. The page is titled 'Ariba Sourcing' and includes a navigation bar with 'Company Settings', 'habibullah siddiqui', and 'Help Center'. The main content area displays 'All Content' with a list of items, including '1 General Guidelines'. The page also features a timer showing 'Time remaining 44 days 22:51:56' and a 'Desktop File Sync' button. At the bottom, there are four action buttons: 'Submit Entire Response', 'Save', 'Compose Message', and 'Excel Import'.

1. Questionnaire Timeframe: Supplier will have to complete their initial registration during a specific period of timeframe. If the application was not submitted before the end of the period, the Questionnaire will be **“Closed”**.
2. Click to maximize/minimise the Supplier Questionnaire.
3. Click to go back to main network page.
4. Supplier Action Tabs: the supplier has four action available:
 - **“Save”** - Save the questionnaire and resume later. Supplier should periodically save their work. Note, there is not Auto-save feature.
 - **“Compose Message”** - Email Saudi Aramco team for clarifications.
 - **“Excel Import”** - Supplier can export the questionnaire into excel file.
 - **“Submit Entire Response”** - Submit the questionnaire for Saudi Aramco evaluation.

Console Doc2988463 - Supplier Registration Questionnaire Time remaining 44 days 22:47:10

Event Messages
Event Details
Response History
Response Team HABIBULLAH.SIDDQUI

All Content

Name: HABIBULLAH.SIDDQUI

1 General Guidelines Less...

The following questionnaire is required to be filled out by SUPPLIER as a part of Saudi Aramco's Supplier Registration Process. Please complete all required fields and submit the supporting documents, accordingly, in this questionnaire in order for Saudi Aramco to evaluate SUPPLIER's questionnaire. All information and documentation provided by SUPPLIER will be handled in a confidential manner by Saudi Aramco. In order to assist SUPPLIER in submitting a complete questionnaire, please take note of the following SUPPLIER guidelines:

- All information to be provided shall be limited to the specific SUPPLIER Commercial Registration under evaluation.
- SUPPLIER's certifications must be valid for at least 30 days following registration submittal date. If expiration date is within 30 days, Saudi Aramco will defer SUPPLIER's registration until SUPPLIER submits updated certification document. Saudi Aramco will consider granting exceptions to the GOSI Certification.
- Any letter addressed to Saudi Aramco must be signed by an authorized company representative, certified with SUPPLIER business stamp, and authenticated by the appropriate Saudi Arabian regional Chamber of Commerce.
- For Manufacturers only: Manufacturers may require a plant site visit by Saudi Aramco inspectors to assess implementation and effectiveness of the manufacturers' quality management system and conformance with ISO 9000 standards. Saudi Aramco inspectors may also evaluate manufacturer's capabilities to produce materials/equipment which meets Saudi Aramco's material specifications.
- Recommend SUPPLIER periodically saves data entries in this process in order to avoid data re-entry in the event of a disruption in connectivity.**

For assistance with Saudi Aramco Supplier Questionnaire, please contact Saudi Aramco's Supplier Help Desk at SupplierHelpDesk@aramco.com or via phone at +966 (13) 874-2222.

2 Supplier Code of Conduct

2.1 Do you acknowledge & accept the Saudi Aramco Supplier Code of Conduct?
 * Yes #5
 Disclaimer: See Attachment
 Failure to accept the Saudi Aramco Supplier Code of Conduct could result in being **prevented** from being reviewed as a Saudi Aramco Supplier. [References](#)

2.2 Please attach a signed, stamped, and authenticated Saudi Aramco Supplier Code of Conduct.
 *Attach a file
 Disclaimer: The form must be signed by authorized company's representative, stamped with company's stamp and authenticated by Chamber of Commerce.

2.3 Saudi Aramco Supplier Code of Conduct Signature & Authentication Data
 *

3 Company Profile

3.1 Please Mention your Arriba Network ID
 Disclaimer: You can find your Arriba Network ID (ANID) by selecting (Company Settings) on the top right

5. The Supplier Questionnaire will start with Supplier acknowledging the Saudi Aramco Supplier Code of Conduct. One Suppliers accepting Saudi Aramco Supplier Code of Conduct are allowed to continue through with Saudi Aramco Registration. Click of “**Reference**” to download and read the Saudi Aramco Supplier Code of Conduct.
6. Supplier Questionnaire Sections: Supplier can navigate the questionnaire from a sectional perspective. The Supplier Questionnaire is mainly based on:
 - a. General Guidelines
 - b. Saudi Aramco Supplier Code of Conduct
 - c. Company Profile
 - d. Addresses and Contacts
 - e. Ownership Questionnaire
 - f. Designated System Users
 - g. Saudi Aramco Declaration

General Guideline Section

Please read through the general guidelines carefully before filling out the questionnaire. The guidelines provides important information that will benefit suppliers prior starting with Supplier Questionnaire. Once read, Supplier can hide the General Guidelines by clicking “less”.

The screenshot displays the Ariba Sourcing interface for a 'Supplier Registration Questionnaire' (Doc2988463). The top navigation bar includes 'Ariba Sourcing', 'Company Settings', 'habibullah siddiqui', and 'Help Center'. A 'Desktop File Sync' indicator and a 'Time remaining 44 days 06:09:58' timer are also visible. The main content area is titled 'All Content' and lists several sections: '1 General Guidelines', '2 Supplier Code of Con...', '3 Company Profile', '6 Addresses and Contacts', '8 Ownership Questionnaire', '9 Designated System Users', and '10 Saudi Aramco Declara...'. The 'General Guidelines' section is expanded, showing a detailed text block with bullet points and a 'Less...' button highlighted with a red box. Below the text are buttons for 'Submit Entire Response', 'Save', 'Compose Message', and 'Excel Import'.

Saudi Aramco Supplier Code of Conduct Section

Suppliers doing business with Saudi Aramco shall Acknowledge and adhere to Saudi Aramco’s Supplier Code of Conduct. **Failure to accept the Saudi Aramco Code of Conduct could result in being rejected or removed as a Saudi Aramco Supplier.** Click “Yes” and attach the Saudi Aramco Supplier Code of Conduct signed by an authorized company representative, certified with Supplier business stamp, and authenticated by the appropriate regional Chamber of Commerce.

The screenshot shows the Ariba Sourcing interface for a Supplier Registration Questionnaire. The user is logged in as HABIULLAH.SIDDIQUI. The questionnaire is titled "Supplier Code of Conduct" and is part of a 7-section process (Section 2 of 7). The user's name is HABIULLAH.SIDDIQUI. The questionnaire includes the following sections:

- 2.1 Do you acknowledge & accept the Saudi Aramco Supplier Code of Conduct?
Disclaimer: See Attachment
Failure to accept the Saudi Aramco Supplier Code of Conduct could result in being rejected or removed as a Saudi Aramco Supplier.
References:
 Yes
- 2.2 Please attach a signed, stamped, and authenticated Saudi Aramco Supplier Code of Conduct.
Disclaimer: The form must be signed by authorized company's representative, stamped with company's stamp and authenticated by Chamber of Commerce.
 Code of conduct.docx - Update file Delete file
- 2.3 Saudi Aramco Supplier Code of Conduct Signature & Authentication Date

At the bottom of the questionnaire, there are four buttons: "Submit Entire Response", "Save", "Compose Message", and "Excel Import".

Company Profile Section

The Supplier Registration Questionnaire starts by fill up the Supplier profile information. One important field is the inputting the Ariba Network ID “ANxxxxxxxx”, which can be located by clicking on “Company Settings”.

The screenshot shows the 'Company Profile' section of the 'Supplier Registration Questionnaire'. The 'Company Settings' dropdown menu is open, displaying the user's profile information, including the Ariba Network ID (ANID) 'AN01411885365'. The main form area shows the 'Company Profile' section with a text input field for the ANID, which is highlighted with a red box and contains the value 'AN01411885365'.

Select the “Country of Registration” based on your Commercial Registration Certification.

The screenshot shows the 'In Kingdom Questionnaire' section of the 'Supplier Registration Questionnaire'. The 'Country of Registration' dropdown menu is open, showing 'Saudi Arabian' selected. The main form area shows the 'In Kingdom Questionnaire' section with various fields for registration details, including 'Registration City' (Khobar), 'Organization Type' (Company), and 'Company's Legal Status' (Holding Company).

In Kingdom Supplier Section

Assuming the Supplier selected “Saudi Arabia” as the country of registration, the In-Kingdom Supplier Questionnaire will open. Suppliers have to submit the documents highlighted below to complete this section.

Ariba Sourcing | Company Settings | habibullah siddiqui | Help Center >>

HABIBULLAH.SIDDIQUI

So back to Aramco e-Marketplace Dashboard | Desktop File Sync

Console | Doc2988463 - Supplier Registration Questionnaire | Time remaining 44 days 05:11:45

In Kingdom Questionnaire

(Section 4 of 9) < Prev. | Next >

Name ↑

▼ 4 In Kingdom Questionnaire

4.1 In Kingdom Commercial Registration Guidelines

Less... [-]

In order to assist SUPPLIER in submitting a complete questionnaire, preparing the below supporting documents will assist you in completing the questionnaire swiftly:

1. Company Profile (Overview)
2. A valid copy of the Commercial Registration (CR) Certificate. Companies based on a Branch CR shall provide a valid copy of their main (Parent) CR Certificate.
3. A valid copy of the Industrial License Certification issued by the Ministry of Energy, Industry, and Mineral Resources. A Temporary Industrial License or SAGIA Industrial License is not an acceptable substitute for the Final Industrial License.
4. A valid copy of the Saudi Arabian General Investment Authority (SAGIA) Certification for entities owned full or partially by a foreign investor(s) or a foreign organization (s).
5. A valid copy of the Zakat Certification issued by the General Authority of Zakat & Tax (GAZT).
6. A valid copy of the Value Added Tax (VAT) Certification showing VAT ID issued by the General Authority of Zakat & Tax (GAZT).
7. A valid copy of the General Organization for Social Insurance (GOSI) Certification referencing the CR number under registration.
8. A valid copy of the Civil Defense License or an equivalent government License. For example, a Work Permit issued by MODON would substitute for Manufacturers Plants located in an industrial city.
9. A valid copy of the Chamber of Commerce & Industry Membership Certification.
10. A letter from the bank with which SUPPLIER is dealing, stating the type of service that the bank normally provides to your company and relationship status.
11. A valid copy of the Owner's Government ID (Saudi National ID or Iqama ID) for an individual owner (Establishment) or the up-to-date Company's Article of Association (Organization).

▼ 4.2 Commercial Registration Details

4.2.1 Registration City	*	Khobar
Disclaimer: Please base your answer on your Commercial Registration.		
4.2.2 Are you a Government Organization?	*	No
4.2.3 Organization Type	*	Company (شركة)
4.2.4 Please attach the article of Association	*	article of association.docx Update file Delete file
4.2.5 Organization Nationality	*	

Out of Kingdom Supplier Section

If the “Country of Registration” is not Saudi Arabia, the Out of Kingdom Supplier Questionnaire will open.

Ariba Sourcing Company Settings habibullah siddiqui Help Center >>

Go back to Aramco e-Marketplace Dashboard Desktop File Sync

Console Doc2988463 - Supplier Registration Questionnaire Time remaining 44 days 05:07:22

Out of Kingdom Questionnaire

(Section 4 of 9) << Prev. | Next >>

Name ↑	
▼ 5 Out of Kingdom Questionnaire	
▼ 5.1 Commercial Requirement	
5.1.1 Registration City	* <input type="text"/>
5.1.2 Company Name (English) <small>Disclaimer: As per your official company translation</small>	* <input type="text"/>
5.1.3 Provide your Former Company Name, if applicable.	<input type="text"/>
5.1.4 Commercial Registration Number	* <input type="text"/>
5.1.5 Valid Commercial Registration Attachment	* <input type="file"/>
5.1.6 Commercial Registration Expiry Date	* <input type="text"/>
▼ 5.3 Value Added Tax (VAT) Registration Details	
5.3.1 Are you Registered for VAT?	* <input type="text" value="Unspecified"/>
▼ 5.4 Financial Requirement	
5.4.1 A letter from the bank with which the company is dealing, stating the type of service that the bank normally provides to your company and relationship status.	* <input type="file"/>

(*) indicates a required field

Supplier Addresses and Contact Personnel Section

After completing all commercial requirements, the Supplier is required to identify their Sales Office address and Sales Personnel along with any other facility address or contract person.

Ariba Sourcing Company Settings ▾ habibullah siddiqui ▾ Help Center >>

Go back to Aramco e-Marketplace Dashboard Desktop File Sync

Console Doc2988463 - Supplier Registration Questionnaire Time remaining 44 days 04:59:56

Event Messages
Event Details
Response History
Response Team

Event Contents

- All Content
- 1 General Guidelines
- 2 Supplier Code of Con...
- 3 Company Profile
- 4 In Kingdom Questionn...
- 6 Addresses and Contacts**
- 7 Service Provider Que...
- 8 Ownership Questionnaire
- 9 Designated System Users

Addresses and Contacts (Section 5 of 9) << Prev. | Next >>

Name ↑

▼ 6 Addresses and Contacts

▼ 6.1 Sales Office Address Details

*Show More

Street: khobar House Number: 2342

Street 2: khobar1

Street 3: khobar2

District: Dammam

Postal Code: 2345 City: Khobar

H/Country: Saudi Arabia (SA) Region: (no value)

6.1.1 Address
Disclaimer: Please click on Show More and fill the following:

1. Street
2. City
3. Postal Code
4. Country
5. PO Box

6.1.2 Company Sales Office Email
Disclaimer: Please use an email address with company domain. Email domain should not be ORG. email accounts, info@, or public e-mail such as Hotmail

6.1.3 Sales Office Phone Number (+Country Code - Area Code - Number)
Disclaimer: Please enter a phone number in the format starting with country code (ex: +966100000000)

6.1.4 Phone Extension

habib17July@aramco.com

*+96611111111

Supplier Ownership Section

The Ownership section is the final section of the Supplier Questionnaire. All Suppliers shall identify their direct and indirect owners through the ownership section.

The screenshot displays the 'Ownership Questionnaire' section of a supplier registration process. The interface includes a top navigation bar with 'Go back to Aramco e-Marketplace Dashboard', 'Desktop File Sync', and a user profile for 'HABIBULLAH.SID' with a 'Time remaining' of '44 days 03:36:49'. The main content area is titled 'Ownership Questionnaire (Section 7 of 9)' and features a table with one entry: '8 Ownership Questionnaire' with an 'Add Ownership Questionnaire (1)' button. Below this is a section for 'Ownership Details Guidelines' with five numbered instructions. A red box highlights the 'Add Owners' button. At the bottom, there are buttons for 'Submit Entire Response', 'Save', 'Compose Message', and 'Excel Import'. The left sidebar contains a list of sections, with '8 Ownership Questionnaire' highlighted by a red box.

Go back to Aramco e-Marketplace Dashboard

Desktop File Sync

Console Doc2988463 - Supplier Registration Questionnaire HABIBULLAH.SID Time remaining 44 days 03:36:49

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

- All Content
- 1 General Guidelines
- 2 Supplier Code of Con...
- 3 Company Profile
- 4 In Kingdom Questionn...
- 6 Addresses and Contacts
- 7 Service Provider Que...
- 8 Ownership Questionnaire
- 9 Designated System Users
- 10 Saudi Aramco Declara...

Ownership Questionnaire (Section 7 of 9) << Prev. | Next >>

Name ↑

8 Ownership Questionnaire Add Ownership Questionnaire (1) Less...

Ownership Details Guidelines:

1. For Establishments (مؤسسة قربية), add the individual owner of the Commercial Registration.
2. For Organization owners, SUPPLIER must add and identify all their owners. Repeat step until all individual owners have been identified and added in the ownership details.
3. For Organization owners that are owned by at least one or more owners, provide the organization's up-to-date Company's Article of Association and Commercial Registration (CR) Certification as supporting documents for the ownership details.
4. For Individual owners, provide the valid government ID (Owner National ID / Iqama ID) as supporting document.
5. Direct Owners are owners of the Company (SUPPLIER) under registration. Indirect Owners are owners of the Direct Owner and any subsequent Indirect Owner.

(*) indicates a required field

Add Owners

HABIBULLAH.SIDDIQUI HABIBULLAH.SIDDIQUI

Submit Entire Response Save Compose Message Excel Import

Saudi Aramco Supplier Declaration Section

Supplier is asked to certify that they read and accept the Saudi Aramco Supplier Declaration statement.

Go back to Aramco e-Marketplace Dashboard Desktop File Sync

Console Doc2988463 - Supplier Registration Questionnaire Time remaining
44 days 03:20:34

Saudi Aramco Declaration

(Section 9 of 9) << Prev. [Menu]

Name: **HABIBULLAH.SIDDIQUI**

10.1 Saudi Aramco reserves the right to request additional information and/or documentation from SUPPLIER in line with the supplier registration and qualification process.

Saudi Aramco reserves the right to request the original supporting documentation such as, but not limited to, the Commercial Registration certification, Saudi Aramco Supplier Code of Conduct acknowledgement, from SUPPLIER to verify SUPPLIER's submittals.

By submitting this registration questionnaire above, on behalf of the company listed above, SUPPLIER acknowledges that SUPPLIER has read and will comply with Saudi Aramco's Supplier Code of Conduct provisions and policies in all of SUPPLIER's dealings with Saudi Aramco and all Saudi Aramco affiliated companies. Additionally, SUPPLIER shall notify Saudi Aramco promptly of any changes in ownership of SUPPLIER's company; and shall promptly provide Saudi Aramco with all required documentation establishing the change in ownership, the ownership details, and identity of any such new owners of the company. Finally, SUPPLIER certifies that the information provided in this form is true and accurate. Furthermore, SUPPLIER acknowledges that submission of any false or inaccurate information may result in Saudi Aramco rejecting SUPPLIER's application for registration or removal of SUPPLIER from Saudi Aramco's list of registered suppliers, as well as any other remedies under contract or law.

10.2 Do you acknowledge & accept the Saudi Aramco Supplier Declaration? (*) indicates a required field

7 Service Provider Que...

10 Saudi Aramco Declara...

Submit the Saudi Aramco Supplier Questionnaire

Once the Supplier provided all registration requirements, click on “Submit Entire Response” to submit the questionnaire for Saudi Aramco evaluation. The Supplier Questionnaire will be closed and the response will be submitted, as seen below.

The screenshot shows the Ariba Sourcing interface for a supplier registration questionnaire. At the top, the user is identified as HABIBULLAH.SIDDIQUI. A green notification banner at the top of the main content area states: "Your response has been submitted. Thank you for participating in the event." Below this, the "All Content" section is visible, showing a list of questionnaire items. The items are organized into sections: 1. General Guidelines, 2. Supplier Code of Con..., 3. Company Profile, 4. In Kingdom Questionn..., 6. Addresses and Contacts, 7. Service Provider Que..., 8. Ownership Questionnaire, and 9. Designated System Users. The 4.12.1 item is expanded, showing a "Letter from bank.docx" attachment and a "Show More" link. The expanded view shows a "Disclaimer" and a list of address details to be filled in: 1. Street, 2. City, 3. Postal Code, 4. Country, and 5. PO Box. The right side of the expanded view shows the following details: Street: khobar, House Number: 2342, Street 2: khobar1, Street 3: khobar2, District: Dammam, and Postal Code: 3145.

Ariba Sourcing HABIBULLAH.SIDDIQUI Help Center >>

Go back to Aramco e-Marketplace Dashboard Desktop File Sync

Console Doc2988463 - Supplier Registration Questionnaire Time remaining 44 days 03:04:01

Event Messages
Event Details
Response History
Response Team

✓ Your response has been submitted. Thank you for participating in the event.

HABIBULLAH.SIDDIQUI

All Content

▼ Event Contents

Name ↑

e-mail such as riotmail

4.9.8 Authorized Signatory Letter.
Disclaimer:
• Include all three attachments.
• First page must be printed on your company letterhead.
• Second page of the cover letter document must be authenticated by the Chamber of Commerce. [References](#)

4.11 Government Contractor

4.11.1 Government Contractor Classification Certificate

4.12 Financial Requirement

4.12.1 A letter from the bank with which the company is dealing, stating the type of service that the bank normally provides to your company and relationship status.

6 Addresses and Contacts

6.1 Sales Office Address Details

Show More

Street: khobar House Number: 2342

Street 2: khobar1

Street 3: khobar2

District: Dammam

Postal Code: 3145

1 General Guidelines

2 Supplier Code of Con...

3 Company Profile

4 In Kingdom Questionn...

6 Addresses and Contacts

7 Service Provider Que...

8 Ownership Questionnaire

9 Designated System Users

Closed Supplier Questionnaire

Closed Supplier Questionnaire has two meaning. 1) Supplier submitted their questionnaire and it is pending Saudi Aramco Evaluation & Approval or 2) Supplier did not complete and submit the questionnaire in the allowed timeframe period.

Supplier who did not submit the questionnaire on time can re-access their questionnaire by emailing Supplier Help Desk at SupplierHelpDesk@aramco.com and requesting a time extension. Note, Supplier will be granted a time extension only if they have gathered all missing requirements and are ready to upload and submit the questionnaire.

The screenshot shows the Ariba Sourcing interface for a user named HABIBULLAH.SIDDIQUI. The page title is 'Doc2988463 - Supplier Registration Questionnaire'. A red box highlights a 'Closed' status icon in the top right corner. A yellow message bar states: 'You have submitted a response to the questionnaire.' Below this, the 'All Content' section displays a table of questionnaire items.

Name ↑		
1 General Guidelines		More... +
▼ 2 Supplier Code of Conduct		
2.1 Do you acknowledge & accept the Saudi Aramco Supplier Code of Conduct? Disclaimer: See Attachment Failure to accept the Saudi Aramco Supplier Code of Conduct could result in being rejected or removed as a Saudi Aramco Supplier.	Yes	
2.2 Please attach a signed, stamped, and authenticated Saudi Aramco Supplier Code of Conduct. Disclaimer: The form must be signed by authorized company's representative, stamped with company's stamp and authenticated by Chamber of Commerce.		Code of conduct.docx +
2.3 Saudi Aramco Supplier Code of Conduct Signature & Authentication Date	Wed, 18 Jul, 2018	
▼ 3 Company Profile		
3.1 Please Mention your Ariba Network ID Disclaimer: You can find your Ariba Network ID (ANID) by selecting (Company Settings) on the top right side of your current screen. (Ex: ANXXXXXXXXXX)	AND1411885385	
3.2 Please give a brief overview of your company	laptop supplier	
3.3 Company Profile (Overview)		company profile.docx +
3.4 Product Catalog Disclaimer: Please base your selection on the activities listed in your Commercial Registration, Material Vendors and Manufacturers should	Information Technology Broadcasting and ...	

Returned Questionnaire for Additional Information

Incomplete questionnaires will be returned back to the Supplier either automatically or from a Saudi Aramco representative. The Supplier will receive the below email notification detailing the required additional information to be submitted.

Aramco e-Marketplace

Additional registration information needed.

HABIBULLAH.SIDDIQUI

Aramco e-Marketplace reviewed your registration information and needs the additional information described in the comments below.

Comments: //PO Box is missing in section 6.1

To provide the additional information that Aramco e-Marketplace needs, [Click Here](#) to go to the registration questionnaire.

HABIBULLAH.SIDDIQUI

You are receiving this email because your customer, Aramco e-Marketplace, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Aramco e-Marketplace.

Migrated Saudi Aramco Supplier Profiles

Previously approved Suppliers of Saudi Aramco have been migrated to SAP Ariba network. Existing Suppliers will receive the below invitation from SAP Ariba to access SAP Ariba and link their migrated Saudi Aramco Profile to their newly created SAP Ariba Network ID.

Aramco e-Marketplace

Register as a supplier with Aramco e-Marketplace

Hello!

aribasystem has invited you to register to become a supplier with Aramco e-Marketplace. Start by creating an account with Ariba Network. It's free.

Aramco e-Marketplace uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If habib17July already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

Note:

Approved Aramco suppliers with existing vendor ID shall perform the following steps to activate their account on Aramco e-Marketplace.

- Click the above link
- If you have an existing Ariba Network Account, please select **Log in**
- If you are new to the Ariba Network, please select **Sign up**
- Fill in the requested information and then select **Create account and continue**
- Verify basic information such as vendor ID, address, phone number etc.
- Select **Submit entire response**, to activate your account
- After that you will receive notification via email that the account is Registered

Suppliers without SAP Ariba Account prior to this step are requested to click “Sign Up”.

Suppliers with SAP Ariba Account prior to this step are requested to click “Log In”.

The screenshot shows the Ariba Sourcing interface. At the top, it says 'Ariba Sourcing'. Below that, it greets the user 'Welcome, habibullah siddiqui'. There are two main options: 'Sign up' and 'Log in'. The 'Sign up' button is highlighted with a red callout box that says 'Click “Signup” Supplier does not have previous Username & Password'. The 'Log in' button is highlighted with a red callout box that says 'Click “Login” Supplier has Username & Password'. The page also includes a 'Have a question?' link, a 'Quick Start guide', and a list of benefits for using the Ariba Network.

Ariba Sourcing

Welcome, habibullah siddiqui

HABIBULLAH.SIDDIQUI

Have a question? Click here to see a Quick Start guide. HABIBULLAH.SIDDIQUI

Welcome to the Ariba Network. **Aramco e-Marketplace** has invited you to a sourcing event.

New to the Ariba Network? Sign up to register your user account. **Sign up**

Click “Signup” Supplier does not have previous Username & Password

Already have an account? **Log in**

Click “Login” Supplier has Username & Password

HABIBULLAH.SIDDIQUI

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

HABIBULLAH.SIDDIQUI

Create SAP Ariba Network Account (Sign Up)

New Suppliers to SAP Ariba Network are required to create a Network Account. By creating a Network Account, the Supplier designated user is allowed to access the Supplier Profile at any time in the future by simply logging in.

Create account

Create account and continue

Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by Aramco e-Marketplace.

HABIBULLAH.SIDDIQUI

Company information

* Indicates a required field

Company Name: *

Country: *

Address: *

City: *

Postal Code: *

State:

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Provide company information in all * mark sections like:

- Country
- Address
- City
- Postal code
- Name
- Email id
- User ID

User account information

* Indicates a required field

Name: *

Email: *

Use my email as my username

Username: *

Must be in email format (e.g john@newco.com)

[SAP Ariba Privacy Statement](#)

Must contain a minimum 8 characters including letters and numbers

Language:

Email orders to:

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Tell us more about your business ▶

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

- I have read and agree to the Terms of Use
- I have read and agree to the SAP Ariba Privacy Statement

Create account and continue

Cancel

After log in, the supplier will be redirected to his migrated data questionnaire. Suppliers are required to review the migrated data and submit the questionnaire in order to activate their account with Saudi Aramco.

The screenshot displays the SAP Ariba Sourcing interface. At the top, the header shows 'Ariba Sourcing' and 'Company Settings'. Below the header, there is a navigation menu with 'Console' and 'Doc'. The main content area is titled 'All Content' and contains a section for 'Supplier Migrated Data'. This section includes a list of fields to be updated, such as 'Saudi Aramco Vendor ID', 'Supplier Name', 'SCOC Date (Supplier Code Of Conduct)', 'Street', 'City', 'P.O. Box', 'Postal Code', and 'Country'. A red box highlights the 'Submit Entire Response' button at the bottom of the form. A green callout box with a pointer to the form contains the text: 'Confirm the Migrated Data. Then, Submit the Event Response to accept the migration of data and activate your company profile on SAP Ariba.' The footer of the page includes the SAP Ariba logo and copyright information.

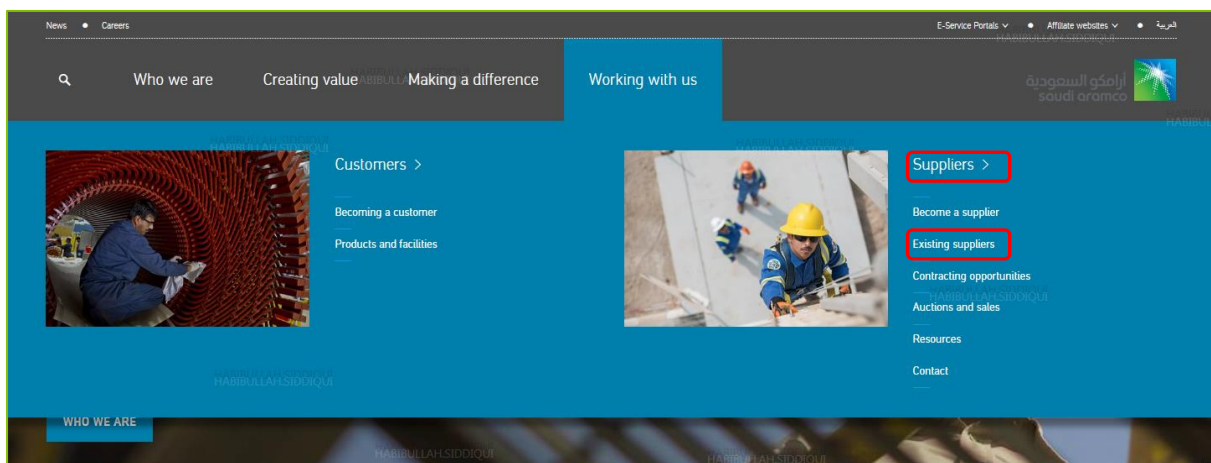
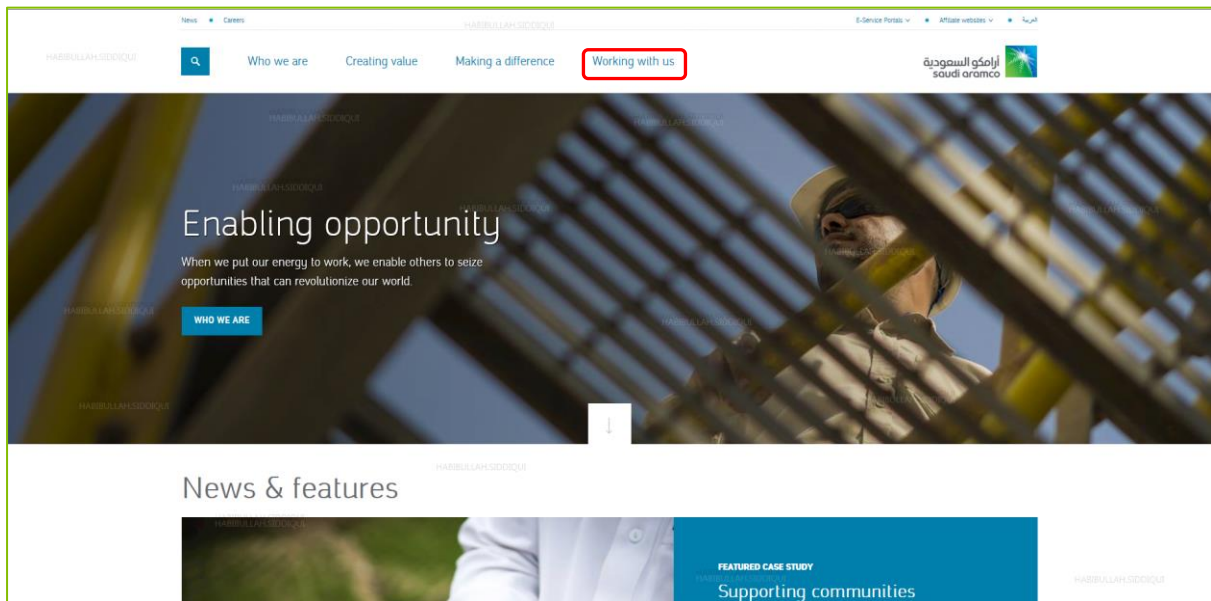
Once you have submitted your response to the migrated date, you have activated your migrated company profile on SAP Ariba. The status of your request will be changed to "Registered".

All Migrated Suppliers must complete a mandatory full update to their profile on SAP Ariba. Therefore, please follow the steps detailed below under title "Update Existing Supplier Profile".

Existing Saudi Aramco Suppliers

Supplier approved through SAP Ariba can access their SAP Ariba Saudi Aramco profile by following the steps below.

Go to Saudi Aramco website page (www.saudiaramco.com), and hover over “Working with us”.



Click on “Log in Here” under title “Existing suppliers” to access the Supplier Profile to Saudi Aramco.

Suppliers

Existing suppliers

Saudi Aramco existing suppliers can manage their daily business interactions with Saudi Aramco through the following systems:

SAP Ariba

HABIBULLAH.SIDDIQUI

SAP Ariba is a leading business to business e-commerce network. SAP Ariba integrates the entire buying process across your entire organization. When you connect to the Ariba Network, you connect to millions of suppliers across direct and indirect expense categories.

SAP Ariba provides Saudi Aramco an e-Marketplace platform with the objective of establishing a platform to promote online trading between Saudi Aramco and business partners. Any supplier wanting to do business with Saudi Aramco must be registered with Saudi Aramco's Supplier Management System through SAP Ariba. SAP Ariba will offer suppliers the below functions:

- Supplier Profile Management
- Displaying/acknowledging/outputting requests for quotations (RFQs)
- Sourcing "e-bidding" and tendering
- Contract lifecycle management (T&C management)

Note, Supplier with Vendor ID (previously approved) have been migrated to SAP Ariba. The listed contract persons in Saudi Aramco database have been invited to access their company's supplier profile through SAP Ariba.

If you are registered supplier with Saudi Aramco on SAP Ariba, please log in here:

LOG IN HERE

Click here Use login credentials

Supplier Portal login

Saudi Aramco uses a portal through which registered suppliers, approved users interact to receive and maintain supply chain information.

Supplier Portal (Supplier Network Collaboration - SNC) offers the below functions:

- PO confirmation and update
- Inventory and forecast collaboration
- Advanced Shipping Notice (ASN) creation
- Goods Collection Confirmation
- Supplier self-service to maintain purchase agreement items
- Supplier Performance

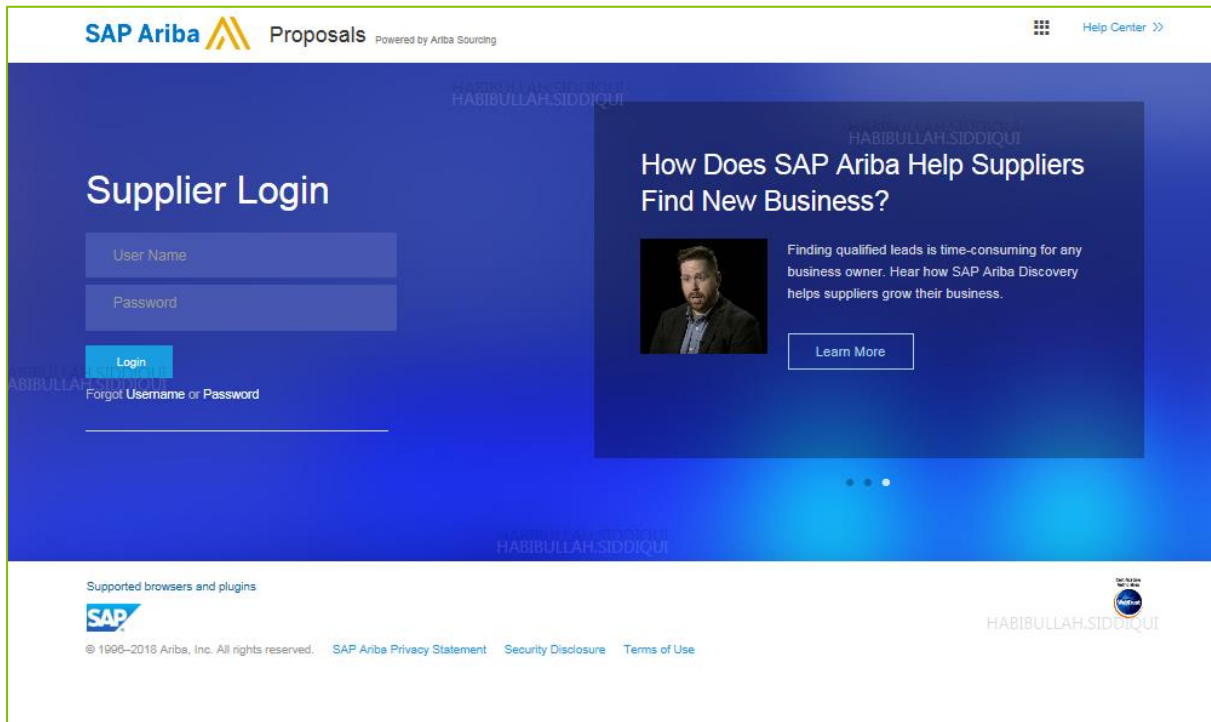
Material Suppliers should apply for Saudi Aramco Supplier Portal access by forwarding a request to portal-registration@aramco.com. The Supplier Portal is the main electronic business tool used between Saudi Aramco and its suppliers and serves to improve the flow and accuracy of key supply chain information

To access the portal please login here:

LOG IN HERE

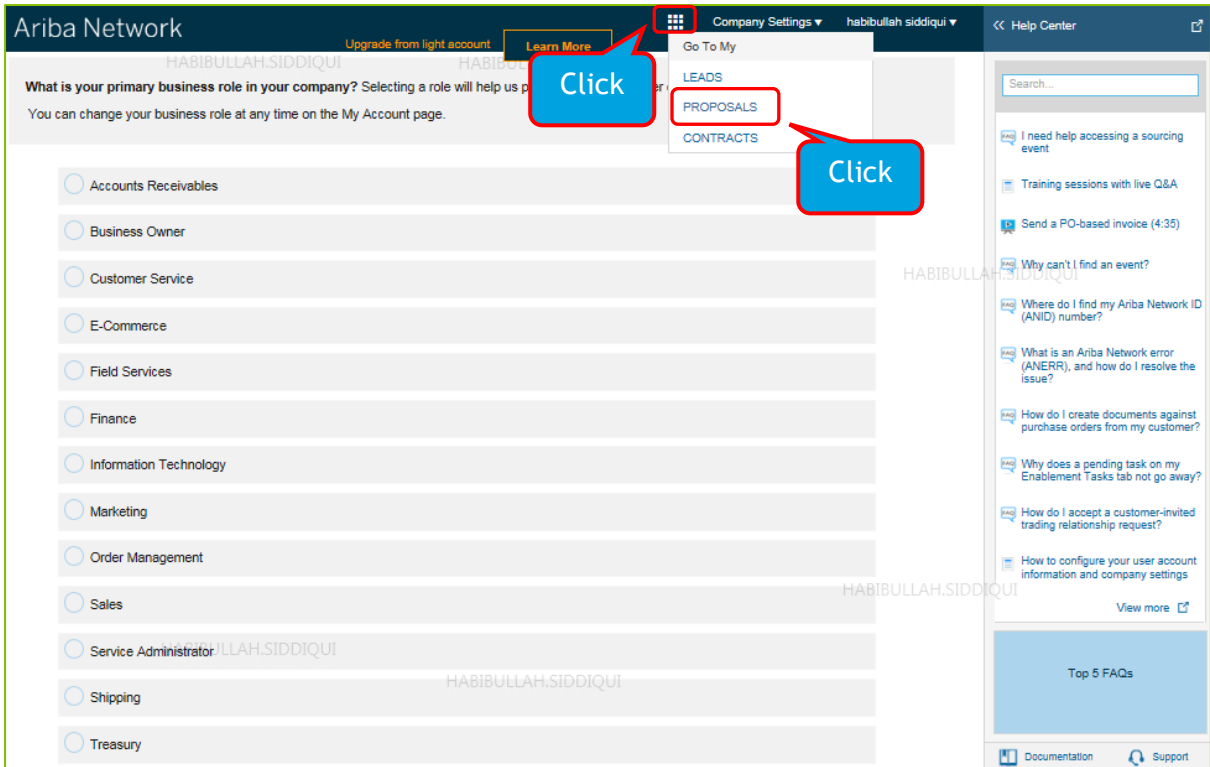
SAP Ariba Supplier Login

Upon clicking on link, supplier will be directed to SAP Ariba Supplier Login website. Use your account details to login.

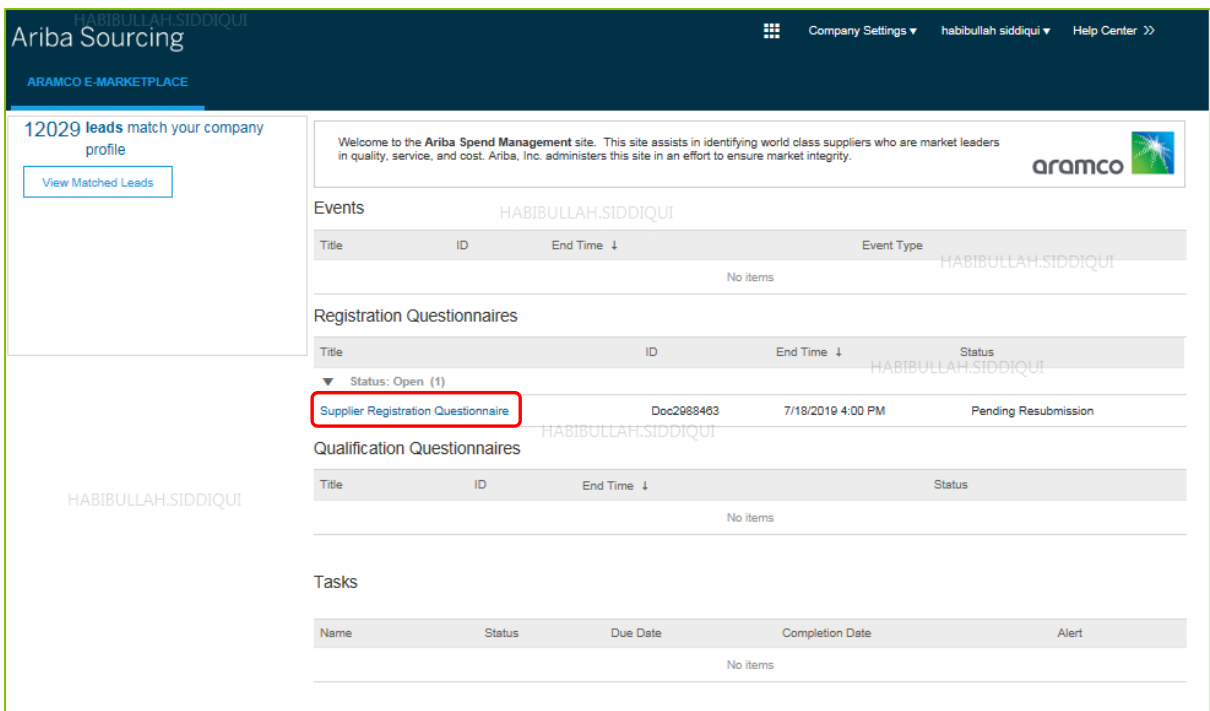


After login in, Supplier land on Ariba Network such as page below. To access the Saudi Aramco profile, click on the “Apps” button, click on “Proposals”.

Note, if “Proposals” is not available in the “Apps” list, then Supplier has landed in the “Proposals” App, as shown in the second screen.



In the “Proposals” app, Supplier will be able to access Saudi Aramco registration questionnaire by clicking on link “Supplier Registration Questionnaire”. Supplier is able to manage any other company registration from this screen as well.



Update Existing Supplier Profile

Once the Supplier opens up their Saudi Aramco Supplier Registration Questionnaire, they are able to edit any section of the questionnaire by simply clicking on “Revise Response”.

The screenshot shows the Ariba Sourcing interface for a supplier registration questionnaire. The top navigation bar includes 'Ariba Sourcing', 'Company Settings', and the user name 'habibullah siddiqui'. Below the navigation bar, there is a 'Go back to Aramco e-Marketplace Dashboard' link and a 'Desktop File Sync' option. The main content area displays 'Doc2988463 - Supplier Registration Questionnaire' with a 'Time remaining' of '364 days 08:11:53'. A message states: 'You have submitted a response for this event. Thank you for participating.' Below this message, a 'Revise Response' button is highlighted with a red box. The left sidebar contains a list of 'Event Contents' including 'General Guidelines', 'Supplier Code of Con...', 'Company Profile', 'In Kingdom Question...', 'Addresses and Contacts', 'Service Provider Que...', 'Ownership Questionnaire', and 'Designated System Users'. The main content area shows the 'All Content' section with a 'Compose Message' button.

The screenshot shows the Ariba Sourcing interface for a supplier registration questionnaire. The top navigation bar includes 'Ariba Sourcing', 'Company Settings', and the user name 'habibullah siddiqui'. Below the navigation bar, there is a 'Go back to Aramco e-Marketplace Dashboard' link and a 'Desktop File Sync' option. The main content area displays 'Doc2988463 - Supplier Registration Questionnaire' with a 'Time remaining' of '364 days 08:05:56'. A message states: 'You have submitted a response for this event. Thank you for participating.' Below this message, a 'Revise Response' button is highlighted with a red box. A dialog box titled 'Revise Response?' is open, asking: 'You have already submitted a response for this event. Click OK if you would like to revise your response.' The dialog box has 'OK' and 'Cancel' buttons, with the 'OK' button highlighted by a red box. The left sidebar contains a list of 'Event Contents' including 'General Guidelines', 'Supplier Code of Con...', 'Company Profile', 'In Kingdom Question...', 'Addresses and Contacts', 'Service Provider Que...', 'Ownership Questionnaire', and 'Designated System Users'. The main content area shows the 'All Content' section with a 'Compose Message' button.

Supplier Registration Questionnaire Update - GOSI Update

Once the questionnaire is in edit format, Supplier can revise any section needed by simply locating the section needed. For Example, when the GOSI certification is near to expire or has expired, Suppliers can scroll down to section 4.4 titled “General Organization for Social Insurance (GOSI) Details” and based on the new GOSI certification, the supplier revise his response.

The screenshot displays the 'In Kingdom Questionnaire' interface. The left sidebar shows the 'Event Contents' menu with '4 In Kingdom Questionnaire' selected. The main content area shows section 4.4, 'General Organisation for Social Insurance (GOSI) Details'. The form fields are as follows:

Field ID	Field Name	Value
4.4.1	GOSI Membership Number رقم الاشتراك Disclaimer: رقم الاشتراك	347588048
4.4.2	Valid GOSI Certificate Attachment شهادة المؤسسة العامة للتأمينات الاجتماعية Disclaimer: شهادة المؤسسة العامة للتأمينات الاجتماعية	GOSI certificate.docx (Update file, Delete file)
4.4.3	GOSI Certificate Expiry Date	Thu, 18 Jul, 2019
4.4.4	GOSI Certificate Expiry Date (Hijri) Disclaimer: Please enter a Hijri date in the format (ex: dd/mm/yyyy)	18/10/1439
4.4.5	Number of Saudi Employees عدد المشتركين السعوديين Disclaimer: عدد المشتركين السعوديين	150 person
4.4.6	Number of Non Saudi Employees عدد المشتركين غير السعوديين Disclaimer: عدد المشتركين غير السعوديين	50 person per unit
4.4.7	Total Number of Employees المجموع Disclaimer: المجموع	200 person
4.4.8	Saudization Percentage (Number of Saudi Employees / Total Number of Employees)	75%

Below section 4.4, section 4.5 'Ministry of Labor Saudization Details' is visible, including fields for Ministry of Labor Registration Number, Valid Saudization Certificate (Decision 50) from the Labor Office, Nitaqat Level, and Size of Enterprise.

After revising the questionnaire, submit the new profile for Saudi Aramco approval.

Ariba Sourcing Company Settings ▾ habibullah.siddiqui ▾ Help Center >>

Go back to Aramco e-Marketplace Dashboard Desktop File Sync

Console Doc2988463 - Supplier Registration Questionnaire Time remaining 364 days 07:59:39

In Kingdom Questionnaire (Section 4 of 8) ⏪ Prev, | Next ⏩

Name ↑		
4.4 General Organisation for Social Insurance (GOSI) Details		
4.4.1 GOSI Membership Number Disclaimer: رقم الاشتراك	<input type="text" value="347586948"/>	* <input type="button" value="GOSI certificate.docx"/> Update file Delete file
4.4.2 Valid GOSI Certificate Attachment Disclaimer: شهادة المؤسسة العامة للتأمينات الإجتماعية		
4.4.3 GOSI Certificate Expiry Date	<input type="text" value="Thu, 18 Jul, 2019"/>	* <input type="button" value="18/10/1439"/>
4.4.4 GOSI Certificate Expiry Date (Hijri) Disclaimer: Please enter a Hijri date in the form	<input type="text" value="18/10/1439"/>	* <input type="text" value="150"/> person
4.4.5 Number of Saudi Employees Disclaimer: عدد الشركين السعوديين	<input type="text" value="50"/>	* <input type="text" value="50"/> person per unit
4.4.6 Number of Non Saudi Employees Disclaimer: عدد الشركين غير السعوديين	<input type="text" value="200"/>	* <input type="text" value="200"/> person
4.4.7 Total Number of Employees Disclaimer: المجموع	<input type="text" value="75%"/>	
4.4.8 Saudization Percentage (Number of Saudi Employees / Total Number of Employees)		
4.5 Ministry of Labor Saudization Details		
4.5.1 Ministry of Labor Registration Number Disclaimer: رقم الاشتراك	<input type="text" value="23456789935464"/>	
4.5.2 Valid Saudization Certificate (Decision 50) from the Labor Office Disclaimer: شهادة السعودية من مكتب العمل		* <input type="button" value="Labour registration no.docx"/> Update file Delete file
4.5.3 Nitaqat Level	<input type="text" value="Green"/>	
4.5.4 Size of Enterprise	<input type="text" value="Small"/>	

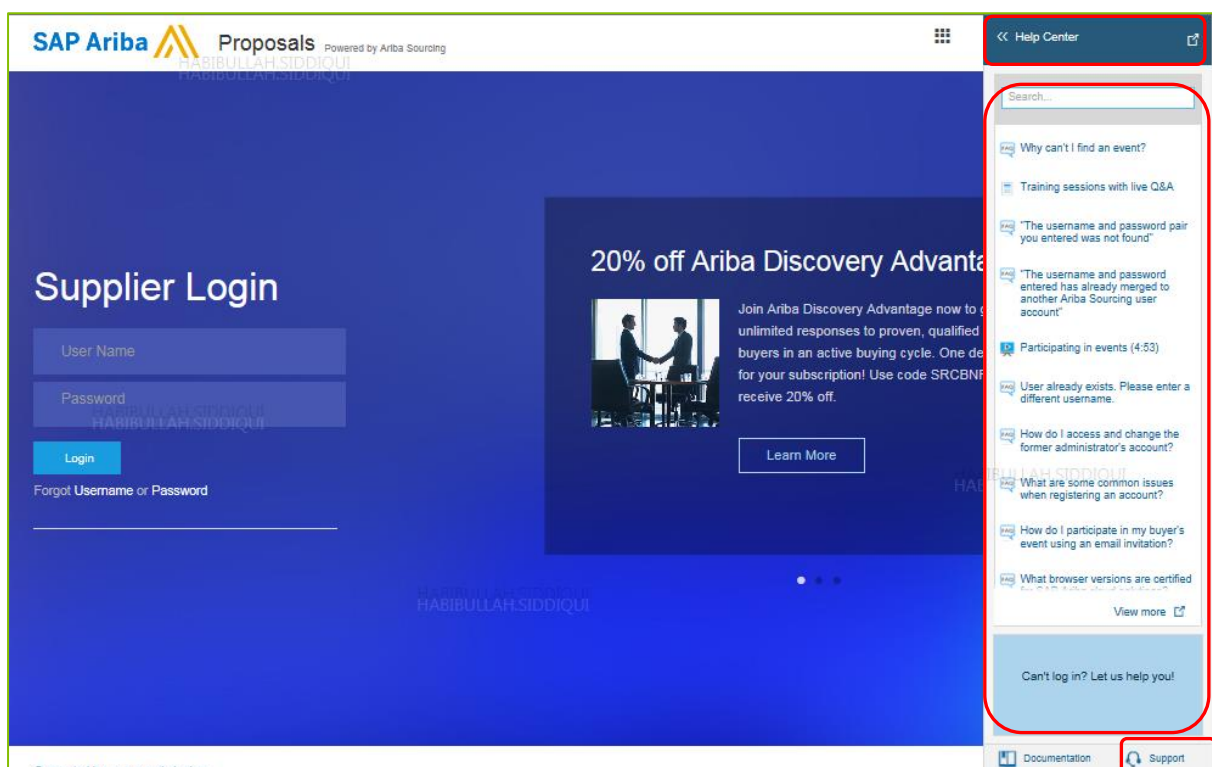
✔ Submit this response?

Click OK to submit.

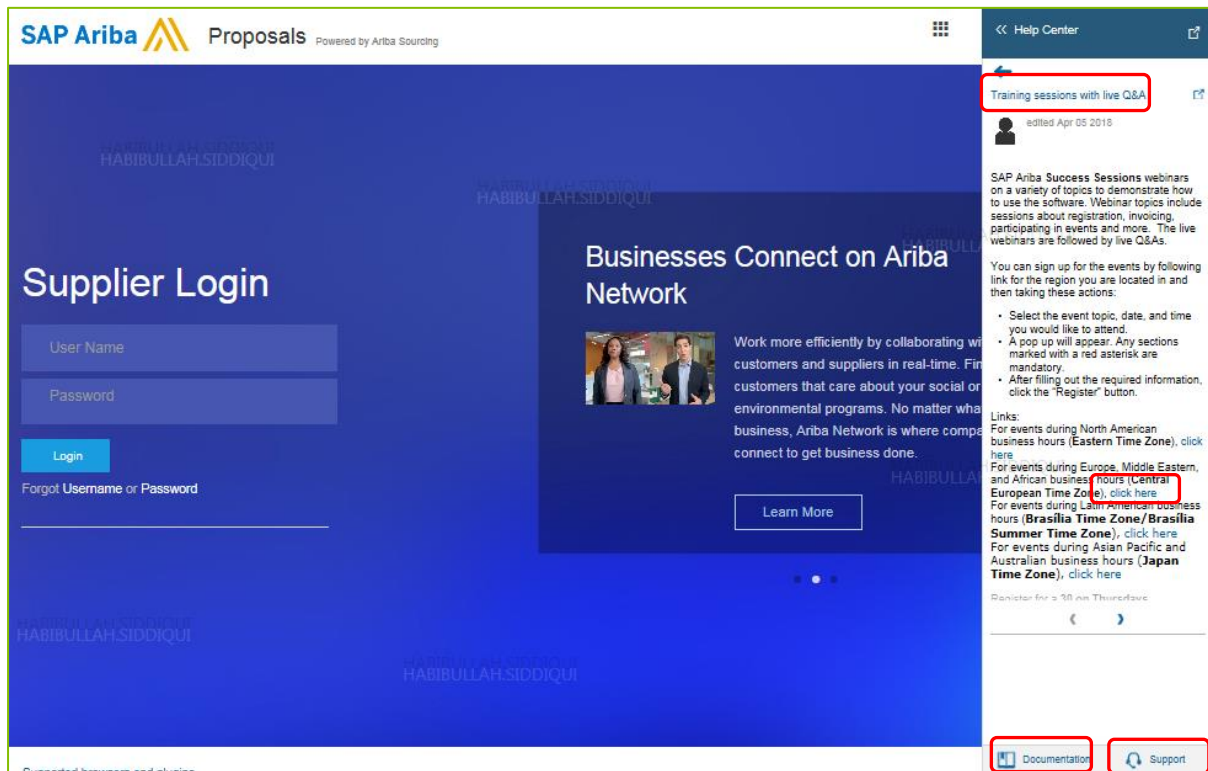
SAP Ariba Support

1) SAP Ariba Training and Tutorials

Supplier that do not feel confident with SAP Ariba platform can access SAP Ariba training materials and tutorials online through SAP Ariba Network Portal. The standard training materials and tutorials aim to educate suppliers about SAP Ariba system specifically, but not about Saudi Aramco Registration Questionnaire. However, Saudi Aramco advises those Suppliers facing difficulty adapting to SAP Ariba to register for SAP Ariba training. SAP Ariba customer support team is also available to assist suppliers in training registration.



Live webinars are available on various topics on how to use the software. You only need to register and select the topic, as per your requirement.



SAP Ariba also provides [online video link](#) to guide suppliers on how to access and use following topics:

- Having trouble logging in (forget password)
- Introduction to the dashboard
- Overview of Ariba Network
- Supplier Basics
- Add a new user
- Create a customer contact
- Create a catalog
- Change your account administrator

Online product documentation have technical support guidance, which can be access by clicking [here](#).

Example of SAP Ariba tutorial

Here is the some of the examples of SAP Ariba online videos and tutorials.

Supplier Basics (4:33)

HABIBULLAH.SIDDIQI

0 likes · 921 views · edited Aug 02 2017

From: Ariba Administrator
To: Anthony
Cc:
Subject: Ariba Login Information

Sent: Wed 6/13/2012 9:30 AM
HABIBULLAH.SIDDIQI

Welcome IanMc

Buyer No 2 has registered you at the Ariba site and invited you to participate in Event Doc239786 english event.

You have been assigned the following user id: 'english_event_user'.

The event is set to begin on Wednesday, June 13, 2012 at 5:28 PM, Western European Summer Time and end on Friday, July 13, 2012 at 5:28 PM, Western European Summer Time.

For more information, click on the link below:

1. Complete registration:
- Click the link
- Create a profile
- Create a password

Note the following:
* The above URL is only valid for 30 days.
* If clicking the above link does not take you to a registration screen, copy and paste the URL into your browser's address bar. If the URL spans multiple lines, copy all lines and ensure there are no spaces between the parts that you paste together.
* The secret question and the answer are used to verify your identity in case you forget your password.

2. Accept Terms & Conditions.

3. Access the event.
- Review and Accept the agreement if you choose to participate in the event.

If you don't want to respond to this event, please click on the below mentioned link:
[Click here](#)

0:00:29 0:04:05

Ariba Network

Help Center >>

Having trouble logging in?

Please select one:

I forgot my password.

I forgot my username.

I want to log in with a one-time password using the Ariba Supplier mobile app. [Learn more](#)

[Continue](#) [Cancel](#)

[Data Policy](#) [Security Disclosure](#) [Terms of Use](#)

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0:00:27 0:01:38

2) Saudi Aramco - SAP Ariba Support Teams

Saudi Aramco has setup supplier support system to help and assist suppliers connected to the SAP Ariba network and facing any issue or need any support for smooth execution.

Saudi Aramco Help Desk

Seeking help for business support regarding Saudi Aramco Supplier Registration Questionnaire (Unclear questions, link not working, expired timeline, and additional information), please contact Saudi Aramco [Supplier Help Desk](#).

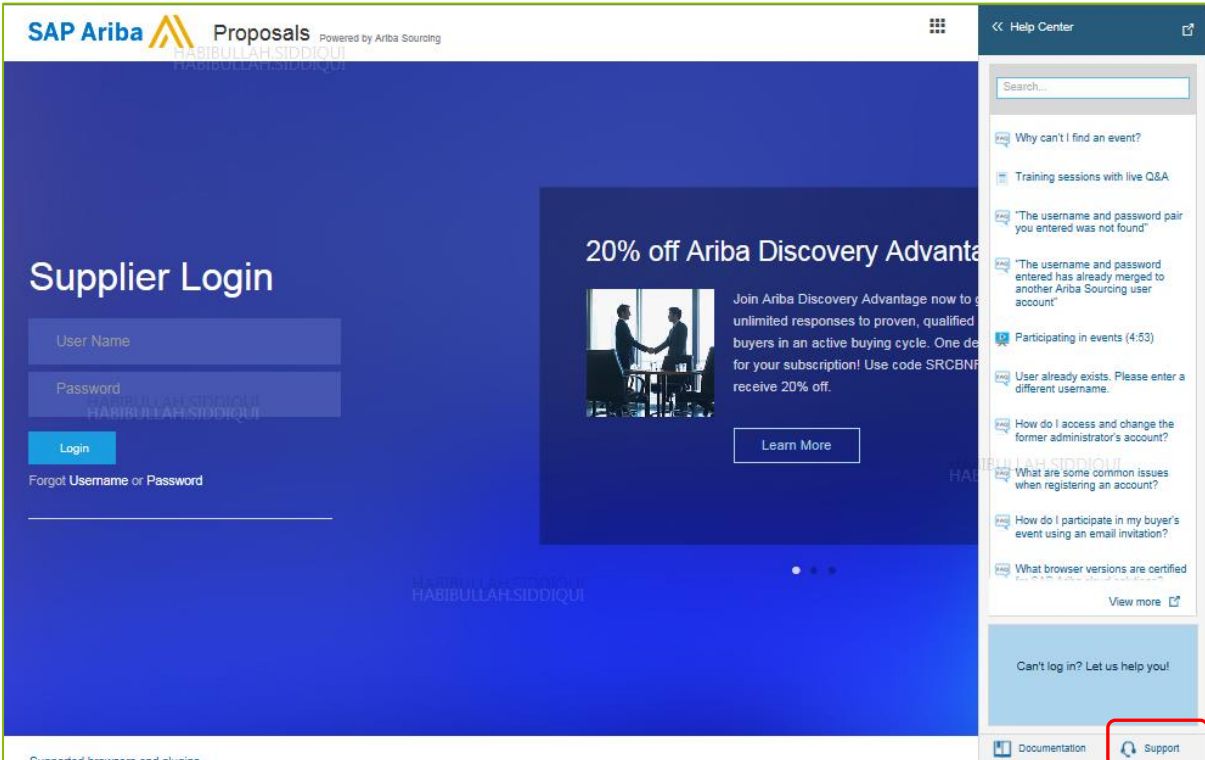
Email: SupplierHelpDesk@aramco.com

Phone: +966 13 874 2222

SAP Ariba Help Desk

Supplier connected to the SAP Ariba network can receive technical support within the SAP Ariba network through filling and submitting an online form, or by emailing technical support.

SAP Ariba customer support is there to help Supplier with technical issues such as password reset, SAP Ariba basic training, navigation...etc. You can click on “Support” link to contact SAP Ariba Support.



The screenshot shows the SAP Ariba Supplier Login page. The main content area features a 'Supplier Login' form with fields for 'User Name' and 'Password', a 'Login' button, and a link for 'Forgot Username or Password'. A promotional banner for '20% off Ariba Discovery Advantage' is also visible. On the right side, there is a 'Help Center' sidebar with a search bar and a list of frequently asked questions. At the bottom right of the sidebar, there are two buttons: 'Documentation' and 'Support', with the 'Support' button highlighted by a red box.

SAP Ariba Customer support is available by email or phone.

Type “Support” in the search bar and the three options will appear:

- 1) Get help by email
- 2) Get help by phone
- 3) Attend a live webinar

Ariba Exchange User Community

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Search...

Home | Learning | Support

Support Center

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I need help with

- FAQ How do I contact Ariba Customer Support?
- FAQ How do I access and change the former administrator's account?
- FAQ What browser versions are certified for SAP Ariba cloud solutions?
- FAQ What are some common issues when registering an account?
- FAQ How do I resolve an ANERR login error?

« 1 2 3 ... 5 »

Can't find what you are looking for? Let us help you.

Choose your communication preference:

- Get help by email
- Get help by phone
- Attend a live webinar

Common Troubleshooting Tags

- Welcome user
- Browser configuration
- Company profile
- Spotlight
- Company account settings
- My account
- Contact account administrator
- Registration
- My account settings
- Proposals
- Event participation
- Light accounts
- Account navigation
- Sourcing event for suppliers
- Supplier account login

trust.ariba.com

Information and latest notifications about product issues and planned downtime.
[Check status](#)

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Support Scenarios

Below we have shared quick links to different supplier tutorial topics. You can access the full list of topic introduced by the learning center by clicking [here](#).

Introduction to the SAP Ariba Dashboard

Here is the SAP Ariba provided video link to guide you on how to access SAP Ariba Apps (Leads, Proposals, Contracts, and Orders & Invoices), inbox, outbox, catalog, account setting, change password, link user Id and company profile etc.

<https://uex.ariba.com/auc/node/99973>

Supplier Basics

Here is the SAP Ariba provided video link, this will give you guidance for registration, password reset, dashboard and link multiple accounts.

<https://uex.ariba.com/auc/node/99957>

Forget Password

Here is the SAP Ariba provided video link if you forget the password.

<https://uex.ariba.com/auc/node/100321>

Update SAP Ariba Network Profile

SAP Ariba Network Profile is the Supplier's profile on the Ariba Network. This profile is visible to all Customers on the Ariba Network. Note, Saudi Aramco can view the Supplier's Ariba Network profile, but will depend on their own Supplier Registration Questionnaire to create a tailored Saudi Aramco Supplier Profile.

After Logging into SAP Ariba, the supplier can access their Ariba Network Profile by clicking "Company Settings" > "Company Profile".

The Navigation screens below illustrates how to access and update the Supplier Company Profile.

Ariba Sourcing Company Settings | habibullah.siddiqui | Help Center >>

Go back to Aramco e-Marketplace Dashboard

Event Details | Doc2988463 - Supplier Registration Questionnaire

Download Content | Print Event Information | Re...

General Guidelines

Name ↑

1 General Guidelines

The following questionnaire is required to be filled out by SUPPLIER as a part of Saudi Aramco's Supplier Registration process. The questionnaire is used to evaluate the SUPPLIER's capabilities to provide the supporting documents, accordingly, in this questionnaire in order for Saudi Aramco to evaluate SUPPLIER's capabilities. SUPPLIER will be handled in a confidential manner by Saudi Aramco. In order to assist SUPPLIER in submitting a SUPPLIER guidelines:

- All information to be provided shall be limited to the specific SUPPLIER Commercial Registration under evaluation.
- SUPPLIER's certifications must be valid for at least 30 days following registration submittal date. If expiration date is less than 30 days, SUPPLIER will consider granting exceptions to the above Certification.
- Any letter addressed to Saudi Aramco must be signed by an authorized company representative, certified with SUPPLIER business stamp, and authenticated by the appropriate Saudi Arabian regional Chamber of Commerce.
- For Manufacturers only: Manufacturers may require a plant site visit by Saudi Aramco inspectors to assess implementation and effectiveness of the manufacturers' quality management system and conformance with ISO 9000 standards. Saudi Aramco inspectors may also evaluate manufacturer's capabilities to produce materials/equipment.

Event Overview and Timing Rules

Owner: Project Owner ⓘ | Currency: US Dollar

Event Type: Survey

Publish time: 7/17/2018 2:08 PM

Due date: 7/18/2018 11:02 AM

Next Section: Supplier Code of Con...

Company Profile Save | Close

Basic (4) | Business (2) | Marketing (3) | Contacts | Certifications (1) | Additional Documents

* Indicates a required field

Overview

Company Name: *

Other names, if any:

NetworkId: AN01411885365 ⓘ

Short Description: ⓘ Characters left: 100

Website:

Public Profile: <http://discovery.ariba.com/profile/AN01411885365> | Customize URL

Privacy Statement: ▾

Address

Address 1: *

Address 2:

City: *

Postal Code: *

State:

Public Profile Completeness 15%

Commodities

Short Description

Website

Annual Revenue

Certifications

D-U-N-S Number

Business Type

Industries

Company Description

Company Logo

Share Your Public Profile

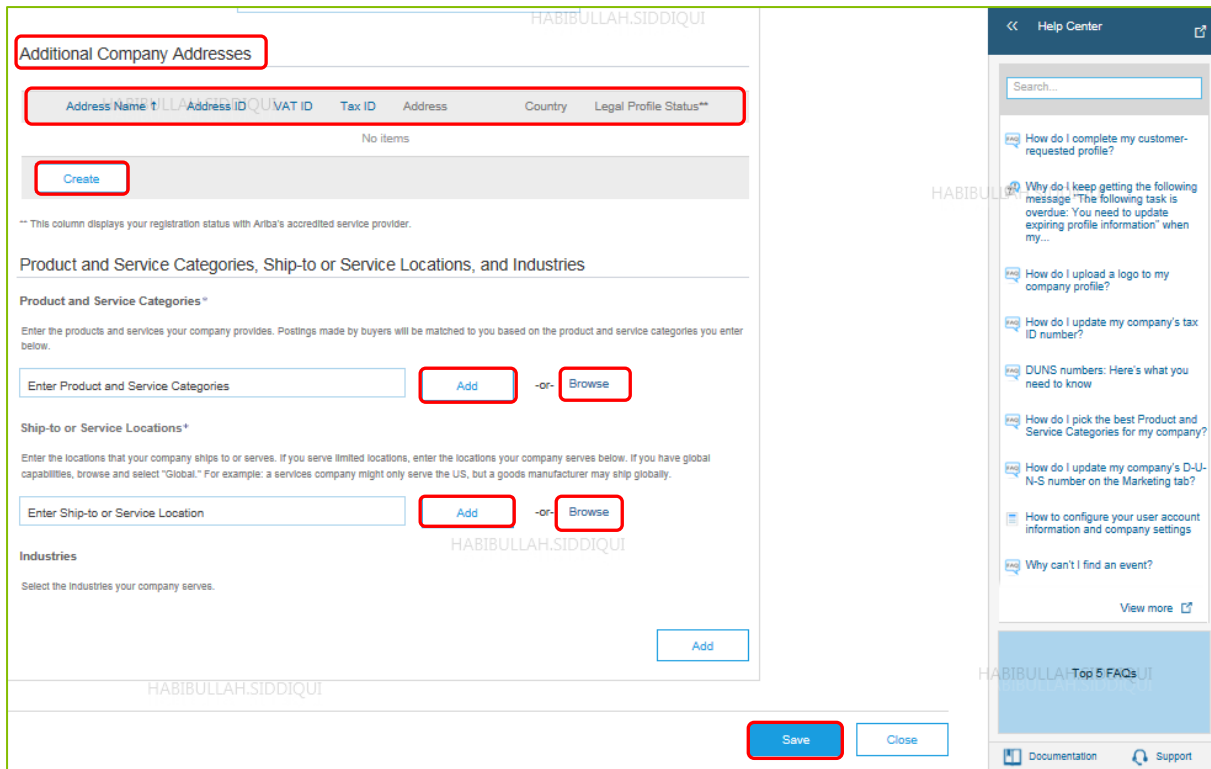
Click here to get your Ariba badge.

Find us on Ariba Network

View Public Profile

Profile Visibility Settings

Documentation | Support



Add Secondary Users

The Primary Contact person for the Company/Supplier can invite multiple users from their organization to access the SAP Ariba Network Profile and Saudi Aramco SAP Ariba Profile. The Primary Contact person can also limit permissions of those users based on their roles in the organization. To learn more about how to add secondary users and assign different roles, please see the video below.

<https://uex.ariba.com/auc/node/100348>