

Saudi Arabian Oil Company  
 Supplier Relationship Management  
 B-102 North Park 2  
 Dhahran 31311, Saudi Arabia  
 Email: [Manufacturer-Registration@aramco.com](mailto:Manufacturer-Registration@aramco.com)

Tel.: (966 13) 874-2222  
 Fax: (966 13) 874-0395



**OUT-OF-KINGDOM MANUFACTURER REGISTRATION FORM**

**INSTRUCTIONS**

The following Form is required for Saudi Aramco’s Manufacturer Registration Process.

1. Please complete all required fields and submit all supporting documents, accordingly, in this Form in order for Saudi Aramco to evaluate MANUFACTURER’s registration request.
2. Please complete and return one (1) soft copy, through Saudi Aramco’s Corporate File Sharing, and one (1) physical copy of this Form along with all required documentation listed below to the Saudi Aramco address listed above.
3. This Form must be signed by an authorized company representative, certified with MANUFACTURER business stamp, and authenticated by the Chamber of Commerce of the respective country or equivalent government authority.

All information and documentation provided by MANUFACTURER will be handled in a confidential manner by Saudi Aramco. *For Legibility, we ask that the required information be typed. All appropriate boxes must be filled.*

Service Required:		New Registration	Additional Materials	General Update
<b>GENERAL INFORMATION</b>				
Full Company Name – Arabic: (Company’s Commercial Registration)				
Full Company Name – English: (Official Company’s CR Name Translation)				
Commercial Registration No:			Expiry Date:	
Capital Investment (\$):				
Main (Parent) Commercial Registration No: (Applicable for Branch CRs)				
Industrial License No:		Expiry Date:		
Vendor ID: (If Available)			Plant ID: (If Available)	
Website:				

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<b>MAILING ADDRESS</b>					
<b>Sales Office</b>					
Street Address:					
City:		State:		Country:	
PO Box:		Postal Code:			
Phone: (+Country Code – Area Code – Phone)					
Fax: (+Country Code – Area Code – Phone)					
<b>FACILITY ADDRESS</b>					
<b>Manufacturing Plant</b>					
Street Address:					
City:		State:		Country:	
PO Box:		Postal Code:			
Phone: (+Country Code – Area Code – Phone)					
Fax: (+Country Code – Area Code – Phone)					
<b>CONTACT INFORMATION</b>					
<b>Sales Manager</b>					
Name:					
Position:					
Phone:				Ext:	
Mobile:					
Fax:				Ext:	
E-mail*:					
* Email should not be ORG. email accounts, info@, or public e-mail such as Hotmail and Gmail.					

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<b>Production Manager</b>			
Name:			
Position:			
Phone:		Ext:	
Mobile:			
Fax:		Ext:	
E-mail*:			
<i>* Email should not be ORG. email accounts, info@, or public e-mail such as Hotmail and Gmail.</i>			
<b>Quality Manager</b>			
Name:			
Position:			
Phone:		Ext:	
Mobile:			
Fax:		Ext:	
E-mail*:			
<i>* Email should not be ORG. email accounts, info@, or public e-mail such as Hotmail and Gmail.</i>			
<b>Executive Director (Head Office Chairman)</b>			
Name:			
Position:			
Phone:		Ext:	
Mobile:			
Fax:		Ext:	
E-mail*:			
<i>* Email should not be ORG. email accounts, info@, or public e-mail such as Hotmail and Gmail.</i>			

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<b>PRODUCT INFORMATION</b>			
<p><i>List the type of products you are currently handling and that you're requesting to be linked to your profile.                      (The latest renewed Commercial Registration Activities shall be the basis of this section).                      Use this section to identify additional materials or revising/delinking previously approved materials.</i></p>			
<b>Product Description</b>			<b>Saudi Aramco Material Number</b>
<b>Product Category</b>			
Chemicals	Static Equipment	Drilling	Rotating Equipment
Electrical, IT & Instrumentation	Other:		
<b>Manufacturer Product &amp; Plant Capacity</b>			
<p><i>List all products manufactured at this plant</i></p>			
<b>PRODUCT</b>	<b>Machinery Capacity (Year)</b>		<b>Current Production Level</b>

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<i>List all standards and codes used to design, manufacture and test your products</i>							
<i>List limitation of your products (e.g. Size, Rating...etc.)</i>							
<b>PRODUCT</b>	<b>Limitation</b>						
<i>What is your production limitation?</i>							
<b>Code experience and stamps or certificates (Specify Number):</b>							
ASME I		TEMA		NEMA		ASTM	
API		ANSI		NFPA		SASO	
ASME VIII		IECAWS		ISO		AISC	
Others:							

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<b>MANUFACTURING PROCESS</b>							
(tick box if applicable)							
Welding Processes:	SMAW	GTAW	FCAW	SAW	PLASMA	FCAW	
NDT Processes:	PT	MT	UT	RT			
Painting/Coating	YES	NO	N/A	Surface Blasting	YES	NO	N/A
Heat Treatment	YES	NO	N/A	Mechanical Testing Lab	YES	NO	N/A
Electrical Test	YES	NO	N/A	Foundry	YES	NO	N/A
Performance Test	YES	NO	N/A	Calibration Lab	YES	NO	N/A
Others							
<b>MAJOR BUILDINGS</b>							
<i>List all major buildings located at this plant</i>							
<b>Covered Area (M2)</b>				<b>Un-Covered Area (M2)</b>			

<b>MANPOWER OVERVIEW</b>			
Total Number of Employees			
Number of Design Personnel:		Number of Production Personnel:	
Number of QA Personnel:		Number of QC Inspectors:	
Number of Trained Quality Auditors:		Number of Welding Inspectors:	
Number of Qualified Welders:		Welder Qualification Code/Standard:	
Number of Safety Personnel:		Number of HR Personnel:	
Total Number of qualified NDE personnel:			

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<b>APPROVED SUB-SUPPLIERS/SUB-CONTRACTORS</b>			
<i>List the major Sub-Suppliers of raw materials/Sub-Components</i>			
<b>Sub-Supplier</b>		<b>Raw Material/Sub-Components</b>	
<i>List the major Sub-Contractors of work/service</i>			
<b>Sub-Contractor</b>		<b>Sub-Contracted Work/Service</b>	
<b>OWNERSHIP INFORMATION</b>			
<i>Name of your company's shareholders or partners, percent of share, nationality and Identification Number (National ID or Iqama ID)</i>			
<b>Owner Name</b>	<b>Owner Nationality</b>	<b>Owner ID</b>	<b>% of Share</b>

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<b>CONFLICT OF INTEREST INFORMATION</b>			
<i>Names of Saudi Aramco (SA) employees and their immediate relatives (spouses, parents, sons &amp; daughters) who are partners or have an ownership stake, or are your employees (if applicable).</i>			
Name of Saudi Aramco Employee	Badge #	Name of Related Owner	Relationship to SA Employee

<b>PAST EXPERIENCE</b>		
Have you previously provided material against Saudi Aramco purchase orders?	Yes	NO
If yes, list purchase order numbers, dates and amounts		
Purchase Order (PO) Number	PO Date	PO Amount (\$)

Saudi Aramco reserves the right to request for additional information and/or documentation from MANUFACTURER in line with the manufacturer 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...etc. from MANUFACTURER to verify MANUFACTURER submittals.



Saudi Aramco Form 9676 (09/2018)

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By submitting this registration questionnaire, on behalf of the MANUFACTURER \_\_\_\_\_, the MANUFACTURER acknowledges that MANUFACTURER has read and will comply with Saudi Aramco’s Supplier Code of Conduct provisions and policies in all of MANUFACTURER’s dealings with Saudi Aramco and all affiliated companies. Additionally, \_\_\_\_\_, the MANUFACTURER shall notify Saudi Aramco promptly of any changes in ownership of MANUFACTURER’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, MANUFACTURER certifies that the information provided in this form is true and accurate. Furthermore, \_\_\_\_\_, the MANUFACTURER acknowledges that submission of any false or inaccurate information may result in Saudi Aramco rejecting MANUFACTURER’s application for registration or removal of MANUFACTURER from Saudi Aramco’s list of registered suppliers.

COMPLETED BY			
Authorized Signatory Name		Position	
Authorized Signature		Date	
Company Stamp		Government Authentication	

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## REQUIRED SUPPLEMENTAL DOCUMENTATION:

### Commercial Package

1. Original Acknowledgement form of Saudi Aramco's Suppliers Code of Conduct. This form must be signed by an authorized company representative, certified with MANUFACTURER business stamp, and authenticated by the Chamber of Commerce of the respective country or equivalent government authority.
2. A letter of identification (Company Letterhead) providing the Company's basic information including Saudi Aramco Vendor ID (if available). Please state the Company's objective of the registration and list the product(s) produced. This letter must be signed by an authorized company representative, certified with MANUFACTURER business stamp, and authenticated by Chamber of Commerce of the respective country or equivalent government authority.
3. A valid copy of the Commercial Registration (CR) Certificate.
4. A valid copy of the Industrial License Certification.
5. A valid copy of the Value Added Tax (VAT) Certification showing Company VAT ID. This is only applicable to countries of the Gulf Cooperation Council.
6. 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.
7. A valid copy of the Owner's Government issued ID for an individual owner (Establishment) or the up-to-date Company's Article of Association (Organization). For Saudi Organizations that are owned by at least one or more organization, please provide each organization's up-to-date Company's Article of Association and Commercial Registration (CR) Certification. Repeat process until all indirect owners have been identified supported by a valid copy of each Owner Government ID.

### Quality Package

1. An uncontrolled copy of the quality management system manual.
2. Copies of the mandatory quality systems procedures as required by ISO 9001:
  - Control of documents
  - Control of records
  - Control of nonconforming products
  - Internal audit
  - Corrective action
  - Preventive action
3. Copy of ISO 9001:2008 or later Certificate.
4. Minutes of recent Management Review Meeting.
5. Recent ISO registration Surveillance Audit Report.
6. A Complete list of QMS procedures/work instructions/Exhibits.
7. A complete company organization chart including all QA/QC staff names.
8. List of key manufacturing equipment at the manufacturing facility.
9. Number and certifications of welding and NDT QC Inspectors.
10. Qualification of QA and QC Managers.
11. Factory location map.

### Technical Package

1. Company Profile (Overview).
2. Product Catalog - detailing each product Technical Specification.

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5. Manufacturing Production Flow Chart.
6. List of Key Manufacturing Equipment Installed at the Manufacturer Plant.
7. List of Key Manufacturing Raw Materials.
8. Resume (CV) of the Production Manager explaining his qualifications.
9. List of major users (with contact person address) for each product List of Sub vendors with itemized supply scope.
10. Compliance Letter to Saudi Aramco Engineering Specifications/Standards and equivalent Procedures.

**GENERAL GUIDELINES:**

In order to assist MANUFACTURER in submitting a complete questionnaire, please take note of the following MANUFACTURER guidelines:

- All information to be provided shall be limited to the specific MANUFACTURER Commercial Registration under evaluation.
- MANUFACTURER'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 MANUFACTURER's registration until MANUFACTURER submits updated certification document.
- Manufacturer Registration may require a plant site visit by Saudi Aramco inspectors to assess implementation and effectiveness of the MANUFACTURER's quality management system and conformance with ISO 9001 standards. Saudi Aramco inspectors may also evaluate manufacturer's capabilities to produce materials/equipment which meets Saudi Aramco's material specifications.
- Contact Manufacturer Registration email listed above or assigned Saudi Aramco's SRM Account Manager to get access to Saudi Aramco's Corporate File Sharing platform.