

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: <u>www.ariba.com</u>

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.

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

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 (<u>www.saudiaramco.com</u>), and hover over "Working with us".





Click on **"Register Here"** under title "<u>Become a supplier</u>" to start the Supplier Registration process to Saudi Aramco.

a supplier	FABBULLAPISIDOR	
All companies supplying goods and required to be registered.	d services for Saudi Aramco are	
There are different registration and qualificati company's location and the type of supply (m provider). Saudi Aramco is looking for highly j best-in-class materials and services.	on processes depending upon your aterial vendor, manufacturer or service performed and qualified suppliers to provide	
Please note that application for, or acceptance any business with Saudi Aramco.	e of supplier registration does not guarantee	
liers	Out of Kingdom Supp	liers
sible for the registration of the in kingdom suppliers	International suppliers that operate outside the K	ingdom seeking to do business with Saudi
' suppliers. The registration should be submitted for	Aramco need to communicate to the appropriate	affiliated company — ASC, AOC, or AAC
hess with Saudi Aramco through SAP Ariba system.	 located in their geographical area. ASC, AOC, provided and determine whether there is a busin. 	or AAC will evaluate the information ess need for additional products/suppliers
esponsible for suppliers' located Saudi Arabia,		
Kuwait, Iraq, Jordan, Lebanon, Egypt, Sudan, Joch, and Konva	Any further evaluation will depend on whether the	ne supplier is deemed financially and
ican, and reciga.	significant technical or commercial benefit to the	company will be closely considered.
to Saudi Aramco's Supplier Management System	1	
more into related to your registration steps, please	OUT OF KINGDOM CONTACTS	
	All companies supplying goods and required to be registered. All companies supplying goods and required to be registered. There are different registration and qualification for hogy of supply (m provide). Saudi Aramco is looking for highly post-in-class materials and services. Mease note that application for, or acceptance any business with Saudi Aramco. Mease note that application for, or acceptance any business with Saudi Aramco. Mease note that application for or acceptance any business with Saudi Aramco. Mease note that application for or acceptance any business with Saudi Aramco. Mease note that application for here registration should be submitted for ease with Saudi Aramco through SAP Ariba system. Expossible for suppliers' located Saudi Arabia, Kawai, Ing. Jordan, Lebanon, Egypt, Sudan, Edwards, End. Mease, and Kenya. The Saudi Aramco's Supplier Management System more infor related to your registration stops, please	<text><text><text><text><text><text><text><text><text><text></text></text></text></text></text></text></text></text></text></text>



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.SID IQUI
Supplier Information *Supplier Name		
*Contact (First Name)		
*Contact (Last Name)		
		<u> </u>
Phone No. <u>Disclaimer</u> ; Please enter a phone number in the format st	tarting with country code (ex: +900xxxxxxxx)	(
*Email <u>Disclaimer</u> : Please use an email address with company domair	n. Email domain should not be ORG. email accounts, info@, or public	e-mail such as Hotmail
*Aramco Registration Office		
*Aramco Registration Office Saudi Aramco Organization (SAO)✔		
*Aramco Registration Office Saudi Aramco Organization (SAO) * Country of Registration <u>Disclaimer</u> . Suppliers located outside the list International Suppliers for more details.	HABIBULLAH.SIDDIQUI	jons. See Saudi Aramco websile

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

Confirmation Message:

aramco 🚵							
Your request for registra Aramco-e-Marketplace i	Your request for registration as a supplier with Aramco-e-Marketplace is complete.						
The Aramco-e-Marketplace supplier manager decision on your request.	ment team will review your request	details and make a					
Decision will be sent to your email at							
Supplier Self-Registration Request Fo	m						
Supplier Information							
Supplier Name	habib17July						
Contact (First Name)	habibullah						
Contact (Last Name)	siddiqui						
Phone No. <u>Disclaimer</u> : Please enter a phone AH number in the format starting with country code (ex: +980xxxxxxxx)	s 196611111111						
Email <u>Disclaimer</u> : 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)						
Country of Registration <u>Disclaimer</u> : Suppliers located outside the list provided should contact the registration offices applicable to their regions. See Saudi Aramco website > International Suppliers for more details.	Saudi Arabia	HABIBULLAH.SIDDIQUI					

Confirmation Email:

Tue 7/17/2018 2:06 PM Ariba Administrator <no-reply@smi Aramco e-Marketplace is reviewing your reg</no-reply@smi 	HABIBULLAH.SIDDIQUI tp.mn2.ariba.com> gistration request	
To Siddiqui, Habibullah M		
EXTERNAL: This is an external email receive	d from the Internet. Report this message to spam	@aramco.com if the email contains any suspicious
content.	- ,	y
content. Hello habib17July,	HABIBULLAH.SIDDIQUI	
content. Hello habib17July, Aramco e-Marketplace has received your registrati Their response will be emailed to	HABIBULLAH.SIDDIQUI	<u>, </u>
<i>content.</i> Hello habib17July, Aramco e-Marketplace has received your registrati Their response will be emailed to If you have any questions, please don't reply to thi	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 <u>without</u> SAP Ariba Account prior to this step are requested to click "<u>Sign Up</u>". Suppliers <u>with</u> SAP Ariba Account prior to this step are requested to click "<u>Log In</u>".

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 Password	າot ີີ
Already have an account? Log in Click "Login" BIBULLAH.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 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 oustomers 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 	supplier
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.

<form><form><form><form><form><form></form></form></form></form></form></form>							
<form><form><form><form></form></form></form></form>	Create account				Create	account and continue	Cancel
<form><form><form><form></form></form></form></form>	First, create an SAP Ariba supplie	r account, then complete questionnaires required by Aramco e-Ma	arketplace.				
<form><form><form></form></form></form>	Company inform	HABIBULL					
<form><form><form><form></form></form></form></form>							
<form> Corpored with the bit Multiple Corpored with the bit Multiple Corpored with Multiple<</form>			_	 Indicates a 	required field	1	
<pre>compt back was [Ru]</pre> Provide compa for deal or deal	Company Name: *	habib17July					
<form><pre>information in all mark sections like:</pre></form>	Country: *	Saudi Arabia [SAU]	~	If your cor more than	one office,	Provide	compa
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<form><form></form></form>	City: *	Dammam		addresses your comp	later in	Countr	ry
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Important Important Passord * Important Important Important Important <td>Username:</td> <td>* habib17July@aramco.com</td> <td></td> <td>Must be in</td> <td>email</td> <td></td> <td></td>	Username:	* habib17July@aramco.com		Must be in	email		
<form></form>				john@newo	co.com)		
<form> Passwort:* </form>	TADID	ULLAN.SIDDIQUI	_/				
<form> Image: Image</form>	Password:*			Must contai minimum 8	in a characters		
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different han your web b Temail orders to. ↓ Customers may send you orders through Arba 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 ►	Language:	English V		when Ariba configurable notification	sends you e s. This is		
Email orders to:* 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 > The will make your company profile, which includes the basic company information, available for new business opportunities on the organization or distribution list and enter the email address here. You can change this anytime. The will make your company profile, which includes the basic company information, available for new business opportunities on the company Profile age after you have (mished your registration.) a) (disting the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data enters globality, in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law. Tow the right to access and modify your personal data from within the application, by contacting the Ariba administrator for your personal data entered or modified in the system has previously been captured by your ages on the different method have for your also granization or Ariba, inc. This consent shall be in effect from the moment it has been granied and may federator and may federation. The reade and agree to the Terms of Use. Are read and agree to the Terms of Use. Are read and agree to the Terms of Use. Are read and agree to the SA ribba Privacy Statement.			,	different th web b	an your		
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.	Email orders to:*			Customers	may send		
contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.				Ariba Netwo send orders	ork. To s to multiple		
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 companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the 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 to account and untit the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and 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 previously been captured by 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, 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.				contacts in organizatio	your n, create a		
The set of				enter the e address her	mail re. You can		
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 occreded to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), an 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. If you are a Russian clitzen residing within the Russian Federation, You also expressly confirm that any of your personal date entered or modified in the system has previously been captured by your reganization in a separate data repository residing within the Russian federation. Ary have read and agree to the Terms of Use have read and agree to the SAP Ariba Privacy Statement				change this	anytime.		
Ariba will make your company profile, which includes the basic company information, available for new business opportunities o 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 ocated to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), n accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.	Tell us more abo	ut 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. Sy clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data intered into this system to be transferred outside the European Union, Russian Federation or other Jurisdiction where you are ocated to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), n 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 veroked by prior written notice to Ariba. If you are a Russian clitzen residing within the Russian Federation, You also xpressly confirm that any of your personal data entered or modified in the system has previously been captured by your arganization in a separate data repository residing within the Russian federation. You have read and agree to the Terms of Use have read and agree to the SAP Ariba Privacy Statement							
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I have read and agree to the Terms of Use thave read and agree to the SAP Ariba Privacy Statement	revoked by prior written notice t expressly confirm that any of yo organization in a separate data	a me consent shall be in errect from the moment is to Ariba. If you are a Russian citizen residing within the ur personal data entered or modified in the system has repository residing within the Russian federation.	Russian F previousl	ederation, Y y been capt	fou also ured by you	r	
have read and agree to the SAP Ariba Privacy Statement	have read and agree to t	he Terms of Use					
	have read and agree to t	he SAP Ariba Privacy Statement					

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.

Ariba Sourcin	g					Company Settings •	habibull	ah siddiqui v	Help Cente	er≫
Go back to Aramco e-Marketplace	Dashboard	#3					#1	Desktop F	ile Sync	
Console	E Doc2	988463 - Supp	lier Registration	Questionnaire					remaining days 22:5	51:56
Event Messages Event Details Response History	All Content	t					I		Π	≽
Response Team	Name 1									#2
	1 Gener	ral Guidelines					Less 🗖			^
Event Contents All Content General Guidelines Supplier Code of Con HAS	The the SU SU	following questionnaii supporting documents PPLIER quidelines: All information to b SUPPLIER sentifi- registration until SL Any letter addresse appropriate Saudi / For Manufacturers- management syste which meets Saudi Regenmend SUPPLICE () indice	e is required to be filled o accordingly, in this quest in a confidential manner provided shall be limited ations must be valid for a PP LER submits updated to Saudi Arranco must 1 do Saudi Arranco must do Saudi Arranco must Aramoo's material specifi PI LER neriotifically save tes a required field	ut by SUPPLIER as a part of tionnaire in order for Saudi A, by Saudi Aramco. In order to to the specific SUPPLIER C at least 30 days following regi certification document. Sau be signed by an authorized or or 07 Commerce. require a plant site visit by S ISO 9000 standards. Saudi A cations. s rdata antrias in this process	Saudi Aramco's Supplier R ramo to evaluate SUPPLIE easist SUPPLIER in subm ommercial Registration und stration submittal date. If e di Aramco will consider gra ompany representative, cer audi Aramco inspectors to a ramco inspectors may also ass in order to avoid date o	egistration Process. Pile (R's questionaire. All in itting a complete question er evaluation. xpiration date is within 3 inting exceptions to the 0 ittide with SUPPLIER bu- assess implementation a evaluate manufacture's e.entry in the event of	ase completi formation an nnaire, pleas D days, Saur GOSI Certific siness stam nd effectiver s capabilities a discussion	e all required fii di documentati se take note of di Aramco will di ation. p, and authenti ness of the mar to produce ma	elds and subm on provided by the following defer SUPPLIE cated by the nufacturers' qu terials/equipm	nit y ER's uality hent
	Submit f	Entire Response	Save	Compose Messag	e Excel Imp	ort				
				#4						

- 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 Que	stionnaire	Handblock Time remaining 44 days 22:47:10
Event Messages Event Details Response History	All Content		
Response Team ABIBULLA	H.SName @UI		
	1 General Guidelines Less	-	^
▼ Event Contents	The following questionnaire is required to be filled out by S the supporting documents, accordingly, in this questionnair SUPPLIER will be handled in a confidential manner by Sat	UPPLIER as a part of Saudi Aramco's Supplier Registration Process. Please comple e in order for Saudi Aramoo to evaluate SUPPLIER's questionnaire. All information a di Aramoo. In order to assist SUPPLIER in submitting a complete auestionnaire. plea	te all required fields and submit and documentation provided by ase take note of the following
All Content	SUPPLIER guidelines:	· · · · · · · · · · · · · · · · · · ·	
1 General Guidelines	All information to be provided shall be limited to the SUPPLIER's certifications must be valid for at least registration until SUPPLIER submits updated certific	specific SUPPLIER Commercial Registration under evaluation. 30 days following registration submittal date. If expiration date is within 30 days, Sau ation document. Saudi Aramco will consider granting exceptions to the GOSI Certifi	udi Aramco will defer SUPPLIER's cation.
2 Supplier Code of Con	 Any letter adoressed to Saludi Aramico must be sign appropriate Saudi Arabian regional Chamber of Cor For Manufacturers only: Manufacturers may require management system and conformance with ISO 90 	eo by an autonized company representative, octined with SUPPLIER Dusiness stam merce. : a plant site visit by Saudi Aramoo inspectors to assess implementation and effective ID standards. Saudi Aramoo inspectors may also evaluate manufacturer's capabilities	np, and authenticated by the
3 Company Profile	HABIBULLAH.S which meets Saudi Aramco's material specifications • <u>Recommend</u> SUPPLIER periodically saves data	entries in this process in order to avoid data re-entry in the event of a disruptio	n in connectivity.
6 Addresses and Contacts	For assistance with Saudi Aramco Supplier Questionnaire, 2222.	please contact Saudi Aramco's Supplier Help Desk at SupplierHelpDesk@aramco.co	om or via phone at +968 (13) 874-
8 Ownership Questionnaire	2 Supplier Code of Conduct 2.1 Do you acknowledge & accept the Saudi Aramo Supplier Code of Conduct? <u>Disclaimer</u> : See Attachment	* _{Yes} #5	
9 Designated System Users	Failure to accept the Saudi Aramico Supplier Code of Conduct could result in bein rejected of removed as a Saudi Aramico Supplier. References		
10 Saudi Aramco Declara	2.2. Please attach a signed, stamped, and authenticated Saudi Aramco Supplier Code of Conduct. <u>Disclaimer</u> : The form must be signed by authorized company's representative, stamped with company's	*Attach a file	
	stamp and authenticated by Chamber of Commerce.	*	
	Signature & Authentication Date		
	▼ 3 Company Profile		
	3.1 Please Mention your Ariba Network ID <u>Disclaimer</u> : You can find your Ariba Network ID (ANID) by selecting (Company Settings) on the top right	*	

- 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 "<u>Reference</u>" 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".

Ariba Sourcir	lg	Company Settings ▼	habibullah siddiqui 🔻	Help Center >>	
Go back to Aramco e-Marketplace	Dashboard		Desktop F	ile Sync	
Console	Doc2988463 - Supplier Registration Questionnaire			^{remaining} days 06:09:58	
Event Messages HABIBULLAH.SIDDI Event Details Response History Persongen Team	All Content				
Response realit	1 General Guidelines				
▼ Event Contents	The following questionnaire is required to be filed out by SUPPLIER as a part of Saudi Aramoo's Supplier Re the supporting documents, accordingly, in this questionnaire in order for Saudi Aramoo to evalued SUPPLIER SUPPLIER will be handled in a confidential manner by Saudi Aramoo. In order to assist SUPPLIER in submitt	gistration Process. Pleas R's questionnaire. All info	e complete all required fie rmation and documentation paire, please take note of	elds and submit	Ì
All Content	SUPPLIER guidelines:				
1 General Guidelines 2 Supplier Code of Con HAR 3 Company Profile	All information to be provided shall be limited to the specific SUPPLIER Commercial Registration under SUPPLIER's certifications must be valid for at least 30 days following registration submittal date. If expr registration until SUPPLIER submits updated certification document. Saud Aramoo will consider grant Any letter addressed to Saudi Aramoo must be signed by an authorized company representative, certifi appropriate Saudi Arabine regional Chamber of Commerce. IBULLAH. SIDU For Manufacturers only: Manufacturers may require a plant site visit by Saudi Aramoo inspectors to as management system and conformance with ISO 9000 standards. Saudi Aramoo inspectors may also e which meets Saudi Arabine Specifications. . Becommand, SUPPLIER particularly saves data antries in this morease in order to avoid data re- (f) indicates a required field	r evaluation. piration date is within 30 - ing exceptions to the GC ied with SUPPLIER busi sess implementation and valuate manufacturer's c entry in the event of a	days, Saudi Aramco will d ISI Certification. hess stamp, and authentic d effectiveness of the mar apabilities to produce ma discussion in connectivi	lefer SUPPLIER's sated by the nufacturers' quality terials/equipment	
6 Addresses and Contacts	HARIBULLAH SIDDIQUI Submit Entire Response Save Compose Message Excel Impor	rt			
8 Ownership Questionnaire					
9 Designated System Users					
10 Saudi Aramco Declara					

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. <u>Failure to accept the Saudi Aramco Code of Conduct</u> <u>could result in being rejected or removed as a Saudi Aramco Supplier</u>. Click "Yes" and attach the Saudi Aramco Supplier Code of Conduct singed by an authorized company representative, certified with Supplier business stamp, and authenticated by the appropriate regional Chamber of Commerce.

Ariba Sourcir	g alBullah.sidDiQUI ∰ Company St	ettings ▼ habibullah siddiqui ▼ Help Center >>
io back to Aramco e-Marketplac	Dashboard HABIBULLAH.SIDDIQUI	Desktop File Sync
Console	Doc2988463 - Supplier Registration Questionnaire	Line remaining 44 days 05:59:56
Event Messages Event Details Response History	Supplier Code of Conduct	(Section 2 of 7) 《 Prev. Next 》
Response Team	Name 1	
	▼ 2 Supplier Code of Conduct	
 Event Contents 	2.1 Do you acknowledge & accept the Saudi Aramco Supplier Code of Conduct? <u>Disclaimer</u> : See Attachment	* Yan
All Content	Failure to accept the Saudi Aramco Supplier Code of Conduct could result in being rejected or removed as a Saudi Aramco Supplier. 🗐 Referencesy	Tes V
1 General Guidelines	2.2 Please stach a signed, stamped, and authenticated Saudi Aramco Supplier Code of Conduct. <u>Disclaimer</u> : 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
, Supplier Code of	2.3 Saudi Aramco Supplier Code of Conduct Signature & Authentication Date	* Wed, 18 Jul, 2018
• <u>Con</u>	(*) indicates a required field	- HADBOLLAH SIDDIQUI
3 Company Profile	THE BOLLATING DIGO	
6 Addresses and Contacts	Submit Entire Response Save Compose Message Excel Import	
8 Ownership Questionnaire		
9 Designated System Users		
10 Saudi Aramco Declara LDAH.S		

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".

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Go back to Aramco e-Marketplace	Dashboard		ADID17July ANID: AN01411885365 Light account	Sync
Console	Doc2988463 - Supplier Registration Questionnaire		Company Profile Service Subscriptions	ys 05:44:32
Event Messages Event Details Resnorse History	All Content	A	ccount Settings	
Response Team	Name † 1 General Guidelines	N	Users HABIBULLAH.SIDDIQUI Notifications	
▼ Event Contents	2 Supplier Code of Conduct 2.1 Do you acknowledge & accept the Saudi Aramoo Supplier Code of Conduct?		Account Hierarchy	^
All Content	Disclaimer: See Attachment Failure to accept the Sandi Aramco Supplier Code of Conduct could result in being rejected or removed as a Sandi Aramco Supplier. = References+	s	ourcing & Contracts Settings	
1 General Guidelines HABIBULLA	2.2 Please attach a signed, stamped, and authenticated Saudi Aramoo Supplier Code of Conduct. <u>Disclaimer</u> : The form must be signed by authorized company's representative, stamped with company's stamp and ALI [3] authenticated by Chamber of Commerce.		Sourcing & Contracts Notifications	file Delete file
2 Supplier Code of Con	2.3 Saudi Aramco Supplier Code of Conduct Signature & Authentication Date		View All	
3 Company Profile	Company Profile A Desce Mantion your Aribe Network ID			
4 In Kingdom Questionn	 Disclame: You can be very set of the set o	r	* AND1411885365	
6 Addresses and Contacts	3.2 Please give a brief overview of your company		* laptop supplier	
7 Service Provider Que	3.3 Company Profile (Overview) HABIBULLAH.SIDDIOUI		* 🖾 company profile.docx 🛪 Up	date file Delete file
9 Designated System Users	3.4 Product Catalog <u>Disclaimer</u> Please base your selection on the activities listed in your Commercial Registration. Material Vendors and Manufacturers should drill down and select materials that start with 1 or 6. Service providers should select products that start with 7 or 8 or 9		*Information Technology Broadcas HABIE	sting and [select] BULLAH.SIDDIQUI
10 Saudi Aramco Declara	3.5 Supplier Type <u>Disclaimer</u> : Please base your selection on the activities listed in your Commercial Registration.		* Service Provider Only	\checkmark
	3.8 Country of Registration		*	

Select the "Country of Registration" based on your Commercial Registration Certification.

Ariba Sourcir	g	🗰 Company Settings v habibullah siddiqui v Help Center >>
So back to Aramco e-Marketplace	Dashboard	Desktop File Sync
Console	HABBULLAH.SIDDIQU	U Time remaining 44 days 05:15:36
Event Messages Event Details	In Kingdom Questionnaire	(Section 4 of θ) ≪ Prev. Next » 📰 🛠
Response History Response Team	Name 1	
	▼ 4 In Kingdom Questionnaire	^
▼ Event Contents	4.1 In Kingdom Commercial Registration Guidelines More +	
All Content	▼ 4.2 Commercial Registration Details	
1 General Guidelines	4.2.1 Registration City <u>Disclaimer</u> : Please base your answer on your Commercial Registration.	* Khobar
, Supplier Code of H.	4.2.2 Are you a Government Organization?	* No v
Con	4.2.3 Organization Type	* Company (غرکة)
3 Company Profile	4.2.4 Please attach the article of Association HABIBULLAH.SIDDIQUI	* 🕅 article of association.docx - Update file Delete file
4 In Kingdom Questionn	4.2.5 Organization Nationality <u>Disclamer</u> , Please base your answer on the Nationality listed in your Commercial Registration Certificate	* Saudi Arabian 🗸
Addresses and	4.2.6 Company's Legal Status	* Holding Company (شركة قليضة)
6 Contacts	4.2.7 Company Name (Arabic) <u>Disclaimer</u> . Please base your answer on your Commercial Registration.	* habib17July
7 Service Provider Que	4.2.8 Company Name (English) <u>Disclaimer</u> , Please base your answer on your official translated company name, as per your company name listed on the Commercial Registration Certification.	* habib17July HABIBULLAH SIDDIOUI
8 Ownership	4.2.9 Provide your Former Comapany Name, if applicable.	
Coursestionnaire	4.2.10 Commercial Registration Number <u>Disclaimer</u> : رقم السجل التجاري	* 2345678983
9 Users	4.2.11 Valid Commercial Registration Attachment السحل التجاري:	* 🕅 articale of association.docx - Update file Delete file

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 Sourcin	g HABIBULLAH.SIDDIQ			
30 back to Aramco e-Marketplace	Dashboard	Desktop File Sync		
Console	Doc2988463 - Supplier Registration Questionnaire	Itime remaining 44 days 05:11:45		
Event Messages Event Details Response History Response Team	In Kingdom Questionnaire	(Section 4 of 9) 《 Prev. Next 》 🏦 🛛 🛠		
	▼ 4 In Kingdom Questionnaire	HABIBULLAH.SIDDIQUI		
▼ Event Contents	4.1 In Kingdom Commercial Registration Guidelines			
All Content 1 General Guidelines 2 Supplier Code of Con 3 Company Profile 4 In Kingdom Questionn 6 Addresses and	All Content Company Profile A valid copy of the Commercial Registration (CR) Certificate. Companies based on a Branch CR shall provide a valid copy of the irms (Parent) CR Certificate. 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. 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 (g). A valid copy of the Saudi Arabian General Investment Authority of Zakat & Tax (GAZT). A valid copy of the Chamber of Commerce & Industry and Mineral Resources. For example, a Work Permit Issued by MODON would substitute for Manufacturers Plants located in an industrial license. In Kingdom Questionn. A valid copy of the Chamber of Commerce & Industry Membership Certification referencing the CR number under registration. A valid copy of the Chamber of Commerce & Industry Membership Certification referencing to Parent License. For example, a Work Permit Issued by MODON would substitute for Manufacturers Plants located in an industrial city. A valid copy of the Chamber of Commerce & Industry Membership Certification. A valid copy of the Chamber of Commerce & Industry Membership Certification. A valid copy of the Chamber of Commerce & Industry Membership Certification. A valid copy of the Chamber of Commerce			
^o Contacts	▼ 4.2 Commercial Registration Details BIBULLAH.SIDDIQUI			
7 Service Provider Que	4.2.1 Registration City <u>Disclaimer</u> : Please base your answer on your Commercial Registration.	* HABIBULLAH.SIDDIQUI		
_ Ownership	4.2.2 Are you a Government Organization?	* No V		
⁸ Questionnaire	4.2.3 Organization Type	* Company (شرکة) 🗸		
9 Designated System	4.2.4 Please attach the article of Association	* 🕅 article of association.docx - Update file Delete file		
03615	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.

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Go back to Aramco e-Marketplace	Dashboard	Desktop File Sync
Console	HABIBULLAH.SIDDIQUI Doc2988463 - Supplier Registration Questionnaire	L Time remaining 44 days 05:07:22
Event Messages Event Details	Out of Kingdom Questionnaire	(Section 4 of 9) 《 Prev. Next 》
Response History HABIBULLAH.SIDI Response Team	Name †	
	▼ 5 Out of Kingdom Questionnaire	
▼ Event Contents	▼ 5.1 Commercial Requirement	
All Content	5.1.1 Registration City	*
1 General Guidelines	5.1.2 Company Name (English) Disclaimer: As per your official company translation	*
2 Supplier Code of	5.1.3 Provide your Former Comapany Name, if applicable.	
Con	5.1.4 Commercial Registration Number	*
3 Company Profile	5.1.5 Valid Commercial Registration Attachment	HAB*Attacha file, SIDDIQUI
5 Out of Kingdom Quest	5.1.6 Commercial Registration Expiry Date	*
	▼ 5.3 Value Added Tax (VAT) Registration Details	
6 Contacts HABIBULLA	5.3.1 Are you Registered for VAT? H.SIDDIQUI	* Unspecified V
7 Service Provider	▼ 5.4 Financial Requirement	
Que	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.	*Attach a file
8 Ownership Questionnaire	(*) indicates a required field	
9 Designated System Users	Submit Entire Response Save H BIB JUL Compose Message Excel Import	

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 Sourcir	ng			Company Setti	ngs 🔻 habibullah s	siddiqui 🔻	Help Center	»
Go back to Aramco e-Marketplace	e Dashboard					Desktop File	Sync	
Console	Doc2988463 - Supplier Registration Question	naire			(B Time re 44 d	maining ays 04:5	9:56
Event Messages Event Details Response History	Addresses and Contacts			(S	ection 5 of 9) 🕊 Pr	rev.∣Next X	• =	*
Response Team	Name †							
	6 Addresses and Contacts							^
 Event Contents 	▼ 6.1 Sales Office Address Details							
All Content		*Show More Street:	khobar		(i) House Number	2342		0
1 General Guidelines	6.1.1 Address	Street 2:	khobar1		٥			
2 Con	Disclaimer: Please click on Show More and fill the following: 1. Street 2. Circuit	Street 3:	khobar2		٦			
3 Company Profile	2. Cny 3. Postal Code 4. Country 5. DO Port	District:	Dammam		٢			
4 In Kingdom Questionn	J. FO BUX	Postal Code:	2345	City: Khobs	r		٦	
6 Addresses and Contacts		Country:	Saudi Arabia (SA)		V O R	BULLAH.S tegion: (no	value) 🗸 (٢
7 Service Provider 7 Que	DDIQUI 0.1.2 Company Sales Office Ernsil <u>Disclaimer</u> . Please use an email address with company domain. Email domain should not be ORG: email accounts, info@, or public e-mail such as Hommail	habib17July@	aramco.com					
8 Ownership Questionnaire	6.1.3 Sales Office Phone Number (+Country Code - Area Code - Number) <u>Disclaimer</u> ; Please enter a phone number in the format starting with country code (ex: +060xxxxxxxx))	* +966111111	111					
9 Users	6.1.4 Phone Extension							

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.

Go back to Aramco e-Marketplace	- Dashboard	Desktop File Sync
Console	Doc2988463 - Supplier Registration Questionnaire	HABIBULLAH.SID UTime remaining 44 days 03:36:49
Event Messages Event Details Response History	Ownership Questionnaire	(Section 7 of 9) 《 Prev. Next » 📰
Response Team	Name †	
	8 Ownership Questionnaire	Add Ownership Questionnaire (1) Less –
 Event Contents 	Ownership Details Guidelines:	
All Content	 For Establishments (المنتقلين) add the individual owner of the Commercial Registration. For Organization owners, SUPPLIER must add and identify all their owners. Repeat step until all indi For Organization owners that are owned by at least one or more owners, provide the organization's u (CR) Certification as supporting documents for the ownership details. 	vidual owners have been identified and added in the ownership details. p-to-date Company's Article of Association and Commercial Registration
1 General Guidelines	 For Individual owners, provide the valid government ID (Owner National ID / Iqama ID) as supporting Direct Owners are owners of the Company (SUPPLIER) under registration. Indirect Owners are own 	, document. ers of the Direct Owner and any subsequent Indirect Owner.
2 Supplier Code of	(*) indicates a required field	
3 Company Profile	Add Owners HABIBULLAH.SIDDIQUI	
4 In Kingdom Questionn	Submit Entire Response Save Compose Message Excel Imp	ort
6 Addresses and Contacts		
7 Service Provider Que		
Ownership Questionnaire ABIBULLAH.SIDDIQUI		
9 Designated System Users		
10 Saudi Aramco Declara		

Saudi Aramco Supplier Declaration Section

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

3o back to Aramco e-Marketplace	Dashboard	Desktop File Sync
Console	Doc2988463 - Supplier Registration Questionnaire	Handblock Handbl
Event Messages Event Details Response History HAB Response Team	Saudi Aramco Declaration IBULLAH SIDDIQUI Name 1 10.1 Saudi Aramco reserves the right to request additional information and/or documentation from SUPPLIER in line with the supplier registration qualification process. HARIBULLAH SIDDIQUI	(Section 9 of 9) 《 Prev
Event Contents All Content	Saudi Aramco reserves the right to request the original supporting documentation such as, but not limited to, the Commercial Registration certificat 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 an	ion,
1 General Guidelines 2 Supplier Code of Con	comply with Saudi Aramoo's Supplier Code of Conduct provisions and policies in all of SUPPLIER's dealings with Saudi Aramoo and all Saudi Ara affiliated companies. Additionally, SUPPLIER shall notify Saudi Aramoo promptly of any changes in ownership of SUPPLIER's company; and shall provide Saudi Aramoo with all required documentation establishing the change in ownership, the ownership datalis, and identity of any such new on the company. Finally, SUPPLIER certifies that the information provided in this form is true and accurate. Furthermore, SUPPLIER's exhowledges th submission of any false or inaccurate information may result in Saudi Aramoo rejecting SUPPLIER's application for registration or removal of SUPF from Saudi Aramoo's list of registered suppliers, as well as any other remedies under contract or law.	noo promptly writers of at *LIER
3 Company Profile HABIBI	10.2 Do you acknowledge & accept the Saudi Aramoo Supplier Declaration?	* Unspecified V
4 In Kingdom Questionn	Submit Entire Response Save Compose Message Excel Import	Yes
⁶ Contacts 7 Service Provider Que		
8 Ownership Questionnaire		
9 Designated System Users		
10 Saudi Aramco Declara	10	1010020411.01001Q01

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.

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Go back to Aramco e-Marketplace	e Dashboard	Desktop File Sync	
Console	Doc2988463 - Supplier Registration Questionnaire	Time remaining 44 days 03:04:	01
Event Messages Event Details	\checkmark Your response has been submitted. Thank you for participating in the event.		
Response Team HABIB			
	All Content		*
▼ Event Contents	Name †		
All Content	e-mau such as Hormau 4.9.8 Authorized Signstory Letter. Disclaimer: • Include all three attachments.	Fig. A sharing singular little days	^
1 General Guidelines	 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* 	Ly Authonised signatory letter.abox +	
2 Con	▼ 4.11 Government Contractor		
3 Company Profile	4.11.1 Government Contractor Classification Certificate		
	▼ 4.12 Financial Requirement		
H4. Questionn	IQUI 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.	⊡r Letter from bank.docx -	
6 Addresses and Contacts	▼ 6 Addresses and Contacts		
	▼ 6.1 Sales Office Address Details		
7 Service Provider Que	811 Address	Show More Street: khobar ① House Number: 2342 ①	
8 Ownership Questionnaire	Disclaimer: Please click on Show More and fill the following:	Street 2: khobar1 (i)	
o Designated System	1. Street 2. City 3. Postal Code	Street 3: khobar2 ①	
° Users	 Country PO Box 	Postal Code:	

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 <u>SupplierHelpDesk@aramco.com</u> 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.

Ariba Sourcir	g	III Help (Center »>
So back to Aramco e-Marketplace	Dashboard HABIBUL	LAH.SIDDIOUI Desktop File Sync	
Console	Doc2988463 - Supplier Registration Questionnal		Closed
Event Messages Event Details	You have submitted a response to the questionnaire.		
Response History Response Team	All Content		
▼ Event Contents	Name 1		
All Content	1 General Guidelines More	+	^
	▼ 2 Supplier Code of Conduct		
1 General Guidelines 2 Supplier Code of Con	2.1 Do you seknowledge & accept the Saudi Aramco Supplier Code of Conduct? <u>Distainer</u> 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 HABIBULLAH.SIDDIQU	I
3 Company Profile 4 In Kingdom Questionn	2.2 Please attach a signed, stamped, and authenticated Saudi Aramoo Supplier Code of Conduct. <u>Disclaimer</u> : 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 +	
- Addresses and	2.3 Saudi Aramco Supplier Code of Conduct Signature & Authentication Date	Wed, 18 Jul, 2018	
⁶ Contacts	3 Company Profile		
7 Service Provider Que	3.1 Please Mention your Ariba Network ID <u>Disclaimer</u> : You can find your Ariba Network ID (ANID) by selecting HABIB (Company Settings) on the top right side of your current screen. (Exp. IQUI AND CONCENTRY OF THE SECTION OF THE SEC	AND1411885365	
8 Ownership Questionnaire	3.2 Please give a brief overview of your company	laptop supplier	
	3.3 Company Profile (Overview)	Cy company profile.docx -	
9 Designated System Users	3.4 Product Catalog <u>Disclaimer</u> : 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
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 <u>without</u> SAP Ariba Account prior to this step are requested to click "<u>Sign Up</u>". Suppliers with SAP Ariba Account prior to this step are requested to click "Log In".

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. New to the Ariba Network? Sign up to register your user account.	າot ໂt
Already have an account? Log in Click "Login" BIBULLAH.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 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 	l supplier
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.

Ariba Sourcing		
Create account		Create account and continue Cancel
First, create an SAP Ariba supplie	r account, then complete questionnaires required by Aramco e-Marketp	place.
Company inform	nation	
		* Indicates a required field
Company Name:*	habib17July	
Country: *	Saudi Arabia [SAU]	✓ If your company has more than one office, Provide compan
Address: *	khobar	address. You can enter more addresses
	khobar2	such as your shipping mark sections like:
City: *	Dammam	address or other addresses later in • Country your core only profile.
HABIBULLAH Postal Godes 1	23456	Address
State:		City
User account in	formation	Postal code
		Name
		* Indicates / required field SAP Aritya Privacy
Name:	habibullah Siddiqui HABIBULLAH.SIDI	DIQUIE Entrait IG
Email	Use my email as my username	User ID
Username:	* habib17July@aramco.com	Mest be in email
		john@newco.com)
ПАЛІ	ULLAHISIDDIQUI	/
Password:*	•••••	/ Must contain a minimum 8 characters including letters and
	HABIBUL	LAH.SIDDIQUI
		The language used
Language:	English V	configurable notifications. This is
		different than your web b
Email orders to:*		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	ut your business 🕨	
Ariba will make your company o	rofile, which includes the basic company information, availab	ble for new business opportunities
to other companies. If you want on the Company Profile page aft	to hide your company profile, you can do so anytime by edit ter you have finished your registration.	ting the profile visibility settings
By clicking the Create account a entered into this system to be to located to Ariba and the commut	nd continue button, you expressly acknowledge and give con ransferred outside the European Union, Russian Federation or ter systems on which the Ariba services are hosted (located in	nsent to Ariba for your data ir other jurisdiction where you are in various data centers globally).
in accordance with the Ariba Priv	vacy Statement, the Terms of Use, and applicable law.	
You have the right to access and within your organization or Ariba revoked by prior written notice to	a modiry your personal data from within the application, by c a, Inc. This consent shall be in effect from the moment it has to Ariba. If you are a Russian citizen residing within the Russi	contacting the Ariba administrator 5 been granted and may be iain Federation, You also
expressly confirm that any of yo organization in a separate data	pur personal data entered or modified in the system has previ repository residing within the Russian federation.	iously been captured by your
have read and agree to t	he Terms of Use	
have read and agree to t	he 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.

Ariba Sourcir	lg	🗰 Company Settings +
e back to Aramco e-Marketplac	Dashboard	Desktop File Sync
Console	E Doo	Tase remaining 118 days 01:57:13
Event Messages Event Details Response History	All Content	m *
Response Team	▼ 12 Supplier Migrated Data	
 Event Contents 	12.1 vencome to reamco new supplier Management System. In order to activate your new profile, please press on the Submit button below. In case you want to update your mmile, after submission you can update your full details.	Confirm the Migrated Data
All Content	12.2 Saudi Aramco Vendor ID	commit the Migrated Data.
Supplier Micrated	12.3 Supplier Name	
12 Data	12.4 SCOC Date (Supplier Code Of Conduct)	Then, Submit the Event Response
	12.5 Street	to accept the migration of data
	12.6 City	to accept the migration of data
	12.7 P.O.Box	and activate your company
	12.8 Postal Code	
	12.9 Country	profile on SAP Ariba.
	(") Indicates a required field	
	Submit Entire Response Save Compose Message Excel Import	
SAP Ariba 州		
SAP Ariba Privacy Statement	Security Decloses Terms of the Asia and the Total Recent Petition Control (ARDIA)2017300	© 1006-2018 Avita, Iwa All rights sourced.

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 (<u>www.saudiaramco.com</u>), and hover over "Working with us".



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



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

SAP Ariba

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

- HSIDDIDisplaying/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:



credentials

Supplier Portal login

Saudi Aramco uses a portal through which registered suppliers, AH SIDDIQU 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

Supplier Performance

- Advanced Shipping Notice (ASN) creation
- Goods Collection Confirmation
- Supplier self-service to maintain purchase agreement items

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:



SAP Ariba Supplier Login

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

SAP Ariba M Proposals Powered by Ariba Sourcing	Help Center >>
Supplier Login	HABBULAH SIDDIOU How Does SAP Ariba Help Suppliers Find New Business?
User Name Password Login Forgot Username or Password	Finding qualified leads is time-consuming for any business owner. Hear how SAP Ariba Discovery helps suppliers grow their business. Learn More
	e e e
Supported browsers and plugins	HABIBULLAH.SIDDIQUI

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.

Ariba Network	ullah siddiqui 🔻 ,	< <p>《 Help Center ²</p>
HABIBULLAH.SIDDIQUI HABIBUT What is your primary business role in your company? Selecting a role will help us p Click r LEADS You can change your business role at any time on the My Account page.		Search
CONTRACTS		I need help accessing a sourcing event
Accounts Receivables	k	Training sessions with live Q&A
Business Owner		Send a PO-based invoice (4:35)
Customer Service	HABIBULLA	Why can't I find an event?
C E-Commerce		Where do I find my Ariba Network ID (ANID) number?
Field Services		What is an Ariba Network error (ANERR), and how do I resolve the issue?
Finance		How do I create documents against purchase orders from my customer?
Information Technology		Why does a pending task on my Enablement Tasks tab not go away?
Marketing		How do I accept a customer-invited trading relationship request?
Order Management		How to configure your user account information and company settings
C Sales HABI		QUI View more ⊡"
Service Administrator ILLAH.SIDDIQUI		
Shipping HABIBULLAH.SIDDIQUI		Top 5 FAQs
○ Treasury		Documentation Q Support

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.

Ariba Sourcing					Company Settings ▼	habibullah siddiqui 🔻	Help Center >>
ARAMCO E-MARKETPLACE							
12029 leads match your company profile View Matched Leads	Welcome to the Ariba in quality, service, an	a Spend Mana d cost. Ariba, I	gement site. This site assists in identifying nc. administers this site in an effort to ensur	world o e marke	class suppliers who are m et integrity.	arket leaders	amco 🚵
	Events						
	Title	ID	End Time ↓		Event Type		
			No ite	ms			
	Registration Quest	ionnaires					
	Title		ID	End	ITime ↓ HABIBU	Status LLAH.SIDDIOUI	
	Status: Open (1)	octionnoiro	Dec2009/482	7/	19/2010 4-00 PM	Ponding Posula	niccion
	Qualification Quest	ionnaires	HABIBULLAH.SIDDIQUI		10/2018 4.00 PM	Pending Resub	
HARIBULLAH SIDDIOUI	Title	ID	End Time ↓			Status	
THE BOLDAN STODIQUI			No ite	ms			
	Tasks						
	Name	Status	Due Date	Co	mpletion Date		Alert
			No ite	ms			

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".

Ariba Sourcir	ng		Company Settings 🔻	habibullah siddiqui 🔻
Go back to Aramco e-Marketplac	e Dashboard		Desktop Fil	e Sync
Console	Doc2988463 - Supplier Registration Questionnaire		D Time ren 364 d	^{nsining} lays 08:11:53
Event Messages Event Details	You have submitted a response for this event. Thank you for participating.			
Response Team	ABIBULLAH.SIDDIQUI Revise Response			
 Event Contents 	All Content			
All Content	Name †			
1 General Guidelines	1 General Guidelines Less	-		^
2 Supplier Code of Con	The following questionnaire is required to be filled out by SUPPLIER as a part of Saudi Aramco's Supplier Registration Pr the supporting documents, accordingly, in this questionnaire in order for Saudi Aramco to evaluate SUPPLIER squestion SUPPLIER will be handled in a confidential manner by Saudi Aramco. In order to assist SUPPLIER in submitting a compli SUPPLIER guidelines:	ocess. Please naire. All inforn ete questionna	complete all required fie nation and documentatio ire, please take note of t HABIBULI	ds and submit n provided by he following LAH.SIDDIQUI
3 Company Profile	 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 registration undit SUPPLIER submits updated certification document. Saudi Aramoo will consider granting exception 	is within 30 da ins to the GOS	ays, Saudi Aramco will de l Certification.	efer SUPPLIER's
4 In Kingdom Questionn	 Any letter addressed to Saudi Aramoc must be signed by an authorized company representative, certified with SUI appropriate Saudi Arabian regional Chamber of Commerce. For Manufacturers only: Manufacturers may require a plant site visit by Saudi Aramoc inspectors to assess implen 	PPLIER busine	ess stamp, and authentic	ated by the ufacturers' quality
6 Addresses and Contacts	management system and conformance with ISO subus standards. Saudi Aramoo inspectors may also evaluate mar which meets Saudi Aramoo's material specifications. • Recommend SUPPI JER periodically saves data entries in this process in order to avoid data re-entry in the	event of a di	sruption in connectivit	v
7 Service Provider Que HABIE	Compose Message			
8 Ownership Questionnaire				
9 Designated System Users				
Ariba Sourcir	ng HABIBULLAH.SIDDIQUI 🛄 Company	/ Settings ▼	habibullah siddiqui 🔻	Help Center >>
3o back to Aramco e-Marketplac	e Dashboard		Desktop Fi	le Sync
Console	Doc2988463 - Supplier Registration Questionnaire		IBBIC D Time re 364 c	lays 08:05:56
Event Messages Event Details	You have submitted a response for this event. Thank you for participating.			
Response History Response Team HARIRU	Revise Response			
▼ Event Contents	All Content			
All Content	Name 1 🛆 Revise Response?			
1 General Guidelines	General Guit You have already submitted a response for this event. Click OK if you would like to revise your response. The follow	s. Please	complete all required fie	Ids and submit
2 Supplier Code of Con	SUPPLIER OK Cancel	Jestionna	ire, please take note of t	he following

Company Profile
 SUR
 SUR

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.

Event Details	In Kingdom Questionnaire	(Section 4 of 9) 🕊 Prev. Next 🔉 📰 🖄
Response Team	Name 1	
	▼ 4.4 General Organisation for Social Insurance (GOSI) Details LSIDDIQUI	HADSULLAH.SIDDIQUI
 Event Contents 	4.4.1 GOSI Membership Number Disclaime: رقد الانتراك	* 347586948
All Content	4.4.2 Valid GOSI Certificate Attachment <u>Disclaimer</u> : ديدة المزيسة الالميزيات الإجفاعات	* DV GOSI certificate.docx Update file Delete file
1 General Guidelines	4.4.3 GOSI Certificate Expiry Date	* Thu, 18 Jul, 2019
2 Supplier Code of Con	4.4.4 GOSI Certificate Expiry Date (Hijri) <u>Disclaimer</u> . Please enter a Hijri date in the format (ex: dd/mm/yyyy)	* 18/10/1439
2 Company Profile	4.4.5 Number of Saudi Employees عدد المشتركين السعوديين : ت	* 150 person
3 Company Prome	4.4.8 Number of Non Saudi Employees صدر المشتركين غين السعرديين : صدر المشتركين غين السعرديين :	* 50 person per unit
4 Questionn	4.4.7 Total Number of Employees تلمجنرع :Disclaimer	* 200 person HABIBULLAH.SIDDIQUI
6 Addresses and Contacts	4.4.8 Saudization Percentage (Number of Saudi Employees / Total Number of Employees)	* 75%
	▼ 4.5 Ministry of Labor Saudization Details	
7 Service Provider D10 Que	4.5.1 Ministry of Labor Registration Number رقد الإنشارات	23456789935464
8 Ownership	4.5.2 Valid Saudization Certificate (Decision 50) from the Labor Office <u>شهادة السعودة من مكتب</u> العلا	* 🕅 Labour registration no.doox - Update file Delete file
Questionnaire	4.5.3 Nitaqat Level	* Green V
9 Designated System Users	4.5.4 Size of Enterprise	* Small 🗸
10 Saudi Aramco	4.5.5 What is your 700 Code?	
Declara	▼ 4.8 General Authority of Zakat & Tax (GAZT) Details	
	4.8.1 GAZT Unique Number <u>Disclaimer</u> : الارتم المنيز	* 2345678088
	4.6.2 Valid GAZT Certificate Attachment شهره د البینة الحامة لار کار و الدخل	* 🕅 GAZT certificate.doox - Update file Delete file

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

Ariba Sourcin	g	Company Settings 🔻 habibullah siddiqui 🔻 Help Center >>
Go back to Aramco e-Marketplace	Dashboard HABIBULLAH, SIDDIQUI HABIBULLAH, SIDDIQUI	Desktop File Sync
Console	Doc2988463 - Supplier Registration Questionnaire	L Time remaining 364 days 07:59:39
HABINOLAH SIDD Event Messages Event Details Response History Response Team	In Kingdom Questionnaire Name 1	(Section 4 of 9) 《 Prev. Next 3) 📅 🗎 🛠
▼ Event Contents	4.4 General Organisation for Social Insurance (GOSI) Details 4.4.1 GOSI Membership Number	* arzenna
All Content	<u>Disclaimer</u> کوله (ترخیافی) 4.4.2 Valid GOSI Certificate Attachment Disclaimer کوله ترکید ترکید ترکید ترکید کار	Cy GOSI certificate.docx - Update file Delete file
1 General Guidelines	4.4.3 GOSI Certificate Expiry Date Click OK to submit.	* Thu, 18 Jul, 2019
2 Supplier Code of Con	4.4.4 GOSI Certificate Expiry Date (Hijri) <u>Disclaimer</u> : Please enter a Hijri date in the form 4.4.5 Number of Saudi Employees	* 19/10/1439 * 18/0 person
3 Company Profile	مد اشترکین السریین Disclaimer می اشترکین السریین 4.4.8 : Number of Non Saudi Employees Disclaimer مد سفت کم مد	* 50 person per unit
4 In Kingdom Questionn	4.4.7 Total Number of Employees <u>Disclaimer</u> (موجوع)	* 200 person
6 Addresses and Contacts	4.4.8 Saudization Percentage (Number of Saudi Employees / Total Number of Employees)	* 75%
Service Provider	▼ 4.5 Ministry of Labor Saudization Details	
Que	4.5.1 Ministry of Labor Registration Number <u>Disclaimer</u> رقم الإشتراك	23456789935464
8 Ownership	4.5.2 Valid Saudization Certificate (Decision 50) from the Labor Office <u>Disclaimer</u> شهاند السعردة من مكتب العل	* 🗇 Labour registration no.dock + Update file Delete file
Designated System Users	4.5.3. Nitaqat Level HABIBULLAH STODIO 4.5.4 Size of Enterprise	* Green V * Small V

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 advices 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 <u>online video link</u> 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 <u>here</u>.

Example of SAP Ariba tutorial

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

3 Blues - 024 view	HABIBULLAH.SIDDIQUI
UTIKES - 821 VIEV	- Balleo Aug uz zo 17
From:	Ariba Administrator Sent: Wed 6/13/2012 9:
То:	Anthony HABIBUELAH, SIDUIQU
Cc:	
Subject:	Ariba Login Information
	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 ir 1. Complet - Click th - create - Create - Create
	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 ULLAH SIDDIQUI 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.
	 Access the event. Review and Accept the agreement if you choose to participate in the event.
	ALAH.SIDDIQUI
HAtilt	

J	
Please select one:	
I forgot my username. HABIBULLAH: HABIBULLAH:	
i torgot my password.	
I want to leave in with a new time accounted wine the	he Arike Curefus makile and Learn more
I want to log in with a one-time password using the	he Ariba Supplier mobile app. Learn more
I want to log in with a one-time password using the	he Ariba Supplier mobile app. Learn more
I want to log in with a one-time password using the	he Ariba Supplier mobile app. Learn more
I want to log in with a one-time password using the	he Ariba Supplier mobile app. Learn more Continue Cancel
I want to log in with a one-time password using th	he Ariba Supplier mobile app. Learn more Continue Cancel
I want to log in with a one-time password using the	he Ariba Supplier mobile app. Learn more Continue Cancel
I want to log in with a one-time password using th	he Ariba Supplier mobile app. Learn more Continue Cancel
I want to log in with a one-time password using the second	he Ariba Supplier mobile app. Learn more Continue Cancel

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 <u>Supplier Help Desk</u>.

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.



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	
Search	Home Learning Support
Support Center HABIBULLAH.SIDDIQUI	
I need help with support Update I need help with support Update I how do I contact Ariba Customer Support? Image: Ariba Customer administrator's account? I how do I access and change the former administrator's account? Image: Ariba Customer administrator's account? I work to reversions are certified for SAP Ariba cloud solutions? Image: Ariba Customer administrator's account? I work to reversions are certified for SAP Ariba cloud solutions? Image: Ariba Customer administrator's account? I work to reversions and common issues when registering an account? Image: Ariba Customer administrator's account? I work to reversion and the resolve an ANERR login error? Image: Ariba Customer administrator's account?	Common Troubleshooting Tags Welcome user Browser configuration Company profile Booten Company account settings My account Contact account administrator Registration My account settings Proposals Event participation Light accounts Account navigation Sourcing event for supplier Supplier account login
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	trust.ariba.com Information and latest notifications about product issues and planned downtime. Check status

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 <u>here</u>.

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 Sourcir	ng	Company	y Settings r habibullah siddiqui v	Help Cente	er »>
Go back to Aramco e-Marketplace	2 Dashboard	ANID: AN Light acc	July N01411885365 Jount	2	
Event Details	BIB回LDoc2988463 - Supplier Registration Questionnaire	Company	y Profile	C	losed
Event Messages Response History	Download Content Print Event Information	Re Account Se	ettings		
Download Tutorials Prepare Response	General Guidelines	Users			×
Response Team	Name 1	Account	Hierarchy		
- Event Contrata	1 General Guidelines	View All			^
Event Contents	The following questionnaire is required to be filled out by SUPPLIER as a part of Saudi Aramoo's Supplier Reg the supporting documents, accordingly, in this questionnaire in order for Saudi Aramoo to evaluate SUPPLIER	jistra IS Glorini i i i i		d subr	nit
All Content	SUPPLIER will be handled in a confidential manner by Saudi Aramoo. In order to assist SUPPLIER in submitti SUPPLIER will be handled in a confidential manner by Saudi Aramoo. In order to assist SUPPLIER in submitti	ng a	Contracts Settings	owing	
1 General Guidelines	 All information to be provided shall be limited to the specific SUPPLIER Commercial Registration under SUPPLIER's certifications must be valid for at least 30 days following registration submittal date. If exp 	eva iratic View All	& Contracts Notifications	JPPLI	ER's
2 Supplier Code of Con	registration until SUPPLER submits updated certification document. Saudi Aramoo will consider grantil Any letter addressed to Saudi Aramoc must be signed by an authorized company representative, certifi- appropriate Saudi Arabian regional Chamber of Commerce. For Manufacturers only: Manufacturers may require a plant site visit by Saudi Aramoc inspectors to ass	ng exceptions t ed with SUPPL sess implement	o the GOST Certification. IER business stamp, and authent lation and effectiveness of the ma	cated by the	uality 🗸
3 Company Profile	management system and conformance with ISO 9000 standards. Saudi Aramco inspectors may also ev	valuate manuta	cturer's capabilities to produce ma Next Section: 5	iterials/equipri Supplier Code	nent of Con
4 In Kingdom Questionn	Event Overview and Timing Rules				
HABIRU LAH.SI	DDIOUI Owner: Project Owner ③	Currency: U	5 Dollar		
6 Contacts	Event Type: Survey				
	Publish time: 7/17/2018 2:06 PM				
7 Service Provider Que	Due date: 7/18/2018 11:02 AM				
8 Ownership Questionnaire					

Company Profile	Save Close	< <p>《 Help Center 더 더 더 더 더 더 더 더 더 더 더 더 더 더 더 더 더 더 더</p>
Basic (4) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents		Search
* Indicates a required field	Public Profile Completeness	How do I complete my customer- requested profile?
Overview	15%	Why do I keep getting the following
Company Name:* habib17July	Commodities	overdue: You need to update expiring profile information" when
HABIBULLAH SIDDIQUI Other names, if any:	Short Description	my
	Annual Revenue	How do I upload a logo to my company profile?
	Certifications	How do I update my company's tax
Networkid: AND1411885385 ①	D-U-N-S Number	
Short Description:	HABIBU Industries	ULA need to know I
Characters left: 100	Company Description	How do I pick the best Product and
Website:	Company Logo	Herr de Lundate my company's D.U.
Public Profile: http://discovery.ariba.com/profile/AND1411885365 Customize URL		N-S number on the Marketing tab?
Privacy Statement: SAP Ariba Privacy Statement 🗸	Share Your Public Profile	How to configure your user account information and company settings
Address	Click here to get your Ariba badge.	Why can't I find an event?
Address 1:* khobar HABIBULLAH.SIDDIQUI		View more
Address 2: khobar2	Find us on Aribe Network	
City:* Dammam		Top 5 FAQs
Postal Code:* 23468	View Public Profile	
State:	Profile Visibility Settings	Documentation Q Support

HABIBULLAH.SIDDIQUI		Help Center 년
Additional Company Addresses		
Address Name ULLAAddress IDQUVAT ID Tax ID Address Country Legal Profile Status**		Search
No items		How do I complete my customer- requested profile?
Create		Why do-I keep getting the following message "The following task is
** This column displays your registration status with Ariba's accredited service provider.		overdue: You need to update expiring profile information" when my
Product and Service Categories, Ship-to or Service Locations, and Industries		How do I upload a logo to my
Product and Service Categories*		company profile?
Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service categories you enter below.		How do I update my company's tax ID number?
Enter Product and Service Categories Add -or- Browse		DUNS numbers: Here's what you need to know
Ship-to or Service Locations*		How do I pick the best Product and Service Categories for my company?
Enter the locations that your company ships to or serves. If you serve limited locations, enter the locations your company serves below. If you have global capabilities, browse and select "Global." For example: a services company might only serve the US, but a goods manufacturer may ship globally.		How do I update my company's D-U- N-S number on the Marketing tab?
Enter Ship-to or Service Location Add -or- Browse		How to configure your user account information and company settings
Industries		My can't I find an event?
Select the Industries your company serves.		
		View more
Add		
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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