



e-Marketplace for Saudi Aramco

Suppliers Guide

10/1/2023

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Become a Supplier

All companies supplying goods and services for Saudi Aramco are required to be registered.

Saudi Aramco's Dhahran office is responsible for the registration of companies located in Saudi Arabia (In-Kingdom), Gulf Cooperation Council (GCC) Region, Iraq, Jordan, Lebanon, Egypt, Sudan, Somalia, Pakistan, Afghanistan, Bangladesh, or Kenya.

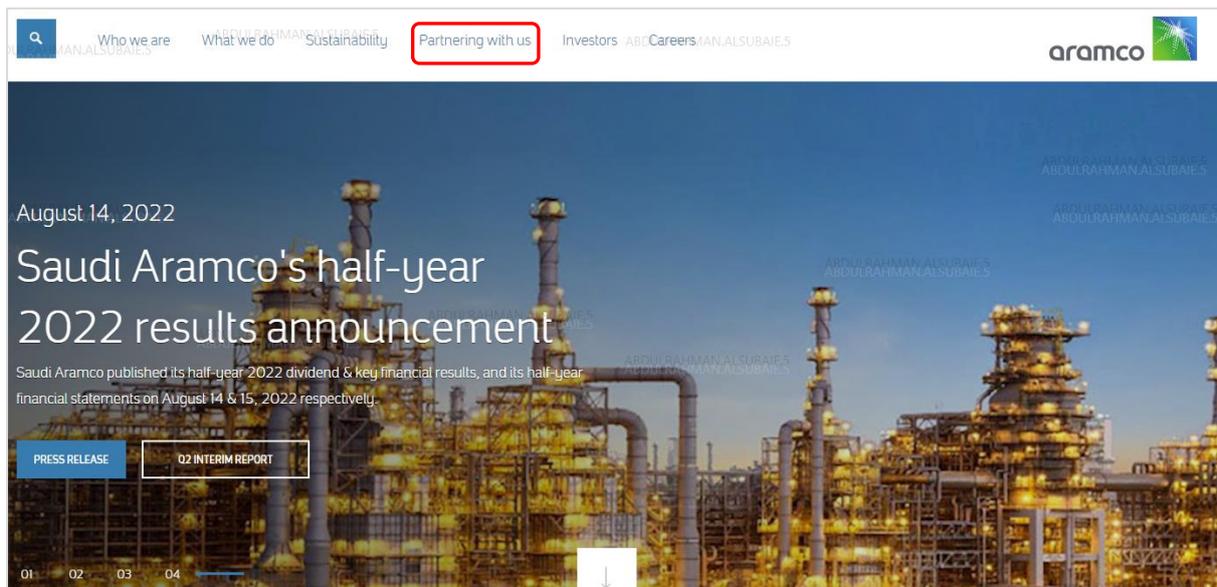
Supplier can register through Aramco e-Marketplace Platform by completing the four steps outlined below:



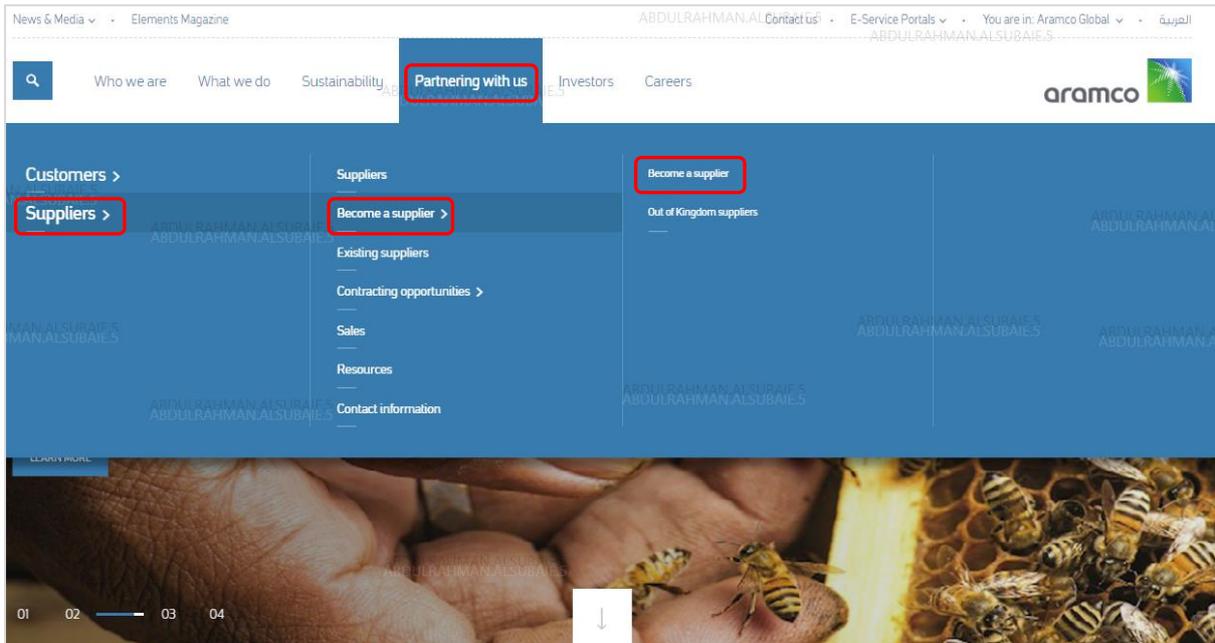
Step 1 - Complete Registration Request

To start the registration with Saudi Aramco, potential suppliers are requested to go to the Saudi Aramco website (www.aramco.com). Navigation screens below will guide you to reach the hyperlink for new registration.

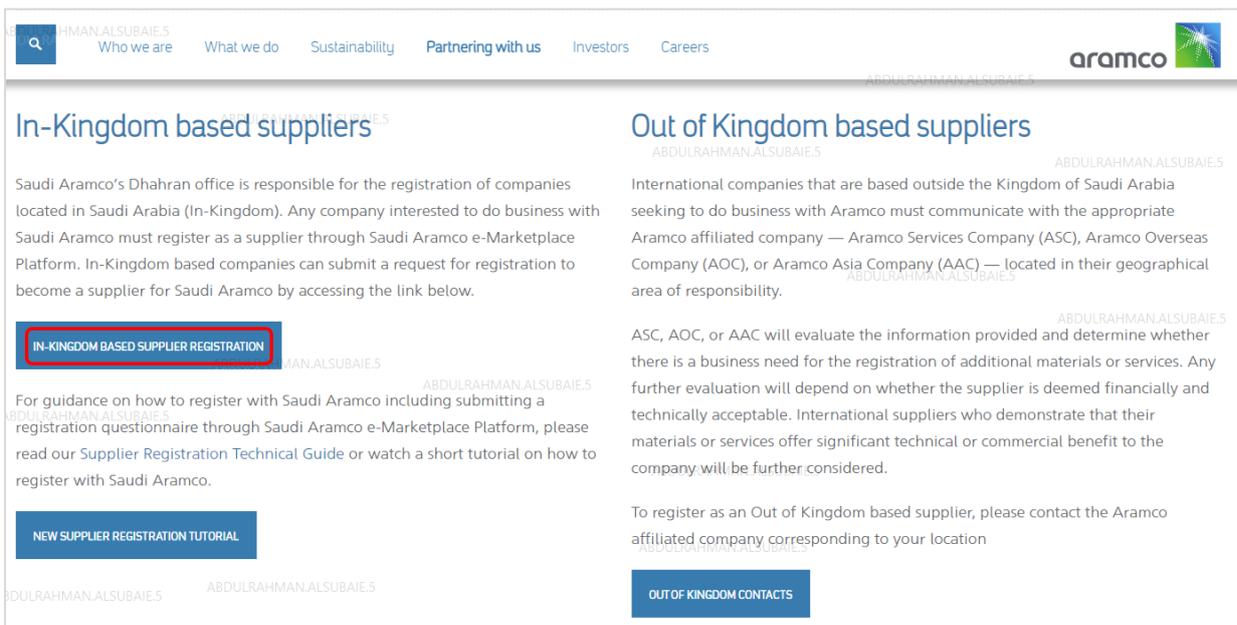
The following steps are for those suppliers who do not have Saudi Aramco vendor IDs.



Go to the Saudi Aramco website page, and hover over Partnering with us



Click on Supplier → Become a supplier → Become a supplier



Click on IN-KINGDOM BASED SUPPLIER REGISTRATION

Supplier Self-Registration Request Form

Supplier Information

Supplier Name * ABDURAHMAN ALSUBAIE'S

Contact (First Name) * ABDURAHMAN ALSUBAIE'S

Contact (Last Name) * ABDURAHMAN ALSUBAIE'S

Phone No. **Disclaimer:** Please enter a phone number in the format starting with country code (ex: +966xxxxxxxx) * ABDURAHMAN ALSUBAIE'S

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

Aramco Registration Office * Saudi Aramco Organization (SAO)

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

Submit Cancel

Fill out the Supplier Self-Registration Request Form. Then, click “Submit”

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

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

Decision will be sent to your email at habibullah.siddiqui@aramco.com

Print

Supplier Self-Registration Request Form

Supplier Information

Supplier Name habibtest1july

Contact (First Name) habibullah

Contact (Last Name) siddiqui

Phone No. **Disclaimer:** Please enter a phone number in the format starting with country code (ex: +966xxxxxxxx) +966504720406

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

Aramco Registration Office Saudi Aramco Organization (SAO)

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

After submitting the request for registration, the supplier will see the above confirmation message and receive the following email notification.



Sun 7/1/2018 12:52 PM
Ariba Administrator <no-reply@smtp.mn2.ariba.com>
Aramco e-Marketplace is reviewing your registration request

To: Siddiqui, Habibullah M

HABIBULLAH.SIDDIQUI

HABIBULLAH.SIDDIQUI

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

Hello habitest1july,

Aramco e-Marketplace has received your registration request and will review it for approval. Their response will be emailed to habibullah.siddiqui@aramco.com.

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

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

Upon approval, the below email will be sent to continue the registration process.

Aramco e-Marketplace - DEV

Register as a supplier with Aramco e-Marketplace - DEV

Hello!

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

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

[Click Here](#) to create account now

Click on "Click Here" to create an account.

Welcome, habibullah siddiqui

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

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

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

Sign up

New Suppliers click on "Sign up" When Password and user name is not known"

Already have an account?

Log in

Click here if you have SAP Ariba network account (username & password)

About Ariba Network

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

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

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

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

Step 2 - Complete Ariba Account Creation

Here the supplier creates the Sap Ariba account, and receives a user name and password for future access. Upon accepting SAP Ariba Network terms and conditions, the supplier will be redirected to the Aramco registration questionnaire.

Company information

* Indicates a required field

#1 Company Name:*

#2 Country/Region:* Saudi Arabia [SAU]

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

#3 Address:* Line 1

Line 2

#4 City:*

#5 Postal Code:*

#6 State:*

Required field

User account information

* Indicates a required field

#7 Name:* First Name Last Name

#8 Email:* [SAP Business Network Privacy Statement](#)

Use my email as my username

#9 Username:* Must be in email format(e.g john@newco.com) ⓘ

#10 Password:* Enter Password Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ⓘ

Repeat Password

Language: English

#11 Email orders to:* The language used when Ariba sends you configurable notifications. This is different than your web b... Customers may send you their 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

#12 Product and Service Categories:* Add -or- Browse

#13 Ship-to or Service Locations:* Add -or- Browse

Tax ID: Optional Enter your Company Tax ID number.

Vat ID: Optional Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

#14 I have read and agree to the [Terms of Use](#)

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

Fill out all required fields to create your account:

- Company information:
 1. Input your company name
 2. Select your company's main office location
 3. Input your company address
 4. Input the name of the city where your company is located
 5. Input the postal code
 6. Select the state where your company is located
- User Account Information
 7. Input your first and last name
 8. The email should be retrieved by the system
 9. Input your username (you will be using the username to login to your account later on)
 10. Input a password to your account
 11. Input email addresses of whoever you want to receive notifications by the system regarding any update request
- Tell us more about your business
 12. Select your product or service type by clicking on "browse"
 13. Select the location of where you will provide this product or service

- Check both boxes, then click on “create an account and continue”. The Saudi Aramco supplier’s registration questionnaire page will open, as shown in the next step.

Step 3 - Complete Aramco Registration Questionnaire

The below screen is the landing page for the Aramco supplier registration questionnaire. The following instructions will help suppliers navigate the questionnaire.

The screenshot shows the Ariba Sourcing interface for a supplier registration questionnaire. Key elements are highlighted with red boxes and numbered callouts:

- #1:** A clock icon indicating a time limit of 44 days 05:04:33.
- #2:** A maximize/minimize button in the top right corner of the content area.
- #3:** A link to "Go back to Aramco e-Marketplace Dashboard" in the top left.
- #4:** A row of action buttons at the bottom: "Submit Entire Response", "Save", "Compose Message", and "Excel Import".
- #5:** A sidebar menu on the left with options: "Event Messages", "Event Details", "Response History", and "Response Team".
- #6:** The main content area showing "All Content" with a list of sections: "1 General Guidelines" and "2 Supplier Code of Con...".
- #7:** A dropdown menu in the "Supplier Code of Conduct" section with options: "Unspecified", "Unspecified", "Yes", and "No".

- This activity is time boxed, therefore the supplier must fill the questionnaire within the given time limit. After that time expires the page will lock, suppliers will not be able to fill the questionnaire.
- Click on the arrow button to maximize/minimise the table, tile button to see the other table menu
- Go back to the main page
- The supplier has four options:
 - “Save” - Save the questionnaire at any time and resume from there when ready
 - “Compose Message” - When the supplier needs information form, or has a question for Saudi Aramco
 - “Excel Import” - Supplier can export/import the document/attachment
 - “Submit Entire Response” - After completion of the questionnaire, submit the response
- See other details
 - Event Messages
 - Event Details
 - Response History
 - Response Team
- In this section, the supplier can see all of the questionnaire categories

As soon as the supplier selects “Yes” in the code of conduct #7, the supplier will be able to see the below screen with all questionnaire sections showing up.

Console Doc25512871 - Supplier Registration Questionnaire Time remaining 273 days 22:08:31

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Welcome to Aramco e-...

2 Saudi Aramco Supplier...

3 Company Profile

4 In Kingdom Question...

6 Addresses and Contacts...

8 Ownership Questionnaire

9 Authorized Signatory

11 Saudi Aramco Declara...

23 Cybersecurity Requir...

Latest comment (01/13/2022): Test Request

All Content

2.1 Guidelines

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

- All information to be provided shall be limited to the specific SUPPLIER Commercial Registration under evaluation.
- SUPPLIER's certifications must be valid for at least 30 days following registration submittal date. If expiration date is within 30 days, Saudi Aramco will defer SUPPLIER's registration until SUPPLIER submits updated certification document. Saudi Aramco will consider granting exceptions to certain certification, if applicable.
- Any letter addressed to Saudi Aramco must be signed by an authorized company representative, certified with SUPPLIER business stamp, and authenticated by the Chamber of Commerce of the respective country or equivalent government authority.
- For Manufacturers only: Manufacturers may require a plant site visit by Saudi Aramco inspectors to assess implementation and effectiveness of the manufacturers' quality management system and conformance with ISO 9001 standards. Saudi Aramco inspectors may also evaluate manufacturer's capabilities to produce materials/equipment which meets Saudi Aramco's material specifications.
- Recommend SUPPLIER periodically saves data entries in this process in order to avoid data re-entry in the event of a disruption in connectivity.

2.2 Code of Conduct

2.2.1 Do you acknowledge & accept the Saudi Aramco Supplier Code of Conduct? Yes No

2.2.2 Please attach a signed, stamped, and authenticated Saudi Aramco Supplier Code of Conduct. Yes No

(*) indicates a required field

Submit Entire Response | Reload Last Bid | Save draft | Compose Message | Excel Import

8. Event Contents - Depending on supplier type, location, and other factors, the supplier will be able to see the following questionnaire categories:
- (1) Welcome to Aramco e-Marketplace
 - (2) Saudi Aramco Supplier Guidelines & Code of Conduct
 - (3) Company profile
 - (4) In Kingdom Questionnaire (for in Kingdom suppliers only)
 - (5) Out of Kingdom Questionnaire (for out of Kingdom suppliers only)
 - (6) Addresses and Contacts
 - (7) Service Provider Questionnaire (for service providers only)
 - (8) Ownership Questionnaire
 - (9) Authorized Signatory
 - (11) Saudi Aramco Declaration
 - (23) Cybersecurity Requirements

Welcome to Aramco e-Marketplace

Response Team

Welcome to Aramco e-Marketplace

ABDURAHMAN ALSUBAIE'S (Section 1 of 9) Next

Name T ABDURAHMAN ALSUBAIE'S

1 Welcome to Aramco e-Marketplace

1.1 Please select your Country/Region of Registration

Saudi Arabia

Saudi Aramco Organization (SAO)

(*) indicates a required field

Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import

2 Saudi Aramco Supplier...
3 Company Profile
4 In Kingdom Question...
6 Addresses and Contacts
8 Ownership Questionnaire
9 Authorized Signatory
11 Saudi Aramco Declara...
23 Cybersecurity Requlr...

Select your company location and Aramco registration office.

Supplier Code of Conduct

2 Saudi Aramco Supplier Guidelines & Code of Conduct

2.1 Guidelines More... +

2.2 Code of Conduct

2.2.1 Do you acknowledge & accept the Saudi Aramco Supplier Code of Conduct?
Disclaimer: See Attachments
The Saudi Aramco Supplier Code of Conduct must be re-acknowledged by all suppliers once every three (3) years.
Failure to accept the Supplier Code of Conduct could result in being rejected or removed as a Saudi Aramco Supplier. References

Yes

+ GOSI Certificate.PNG Update file Delete file

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

2.2.3 Saudi Aramco Supplier Code of Conduct Signature & Authentication Date
Disclaimer: Please select the date based on the signature date in the Acknowledgement of Supplier Code of Conduct form

Thu, 26 Sep, 2019

(*) indicates a required field

1 Welcome to Aramco e-Marketplace
2 Saudi Aramco Supplier...
3 Company Profile
4 In Kingdom Questionnaire

Download, accept and fill the Supplier Code of Conduct details

Disclaimer: SCOC Form must be signed by an authorized company representative, certified with the supplier business stamp, and authenticated by the Chamber of Commerce of the respective country or equivalent government authority.

Company Profile

The screenshot shows the 'Supplier Registration Questionnaire' in the Ariba Sourcing system. The 'Company Profile' section is active, showing various fields for company information. A red box in the top right corner highlights the 'Company Profile' tab in the navigation menu. Another red box highlights the 'Dummy.docx' file upload area in the '3.2 Product Catalog' section, which includes a 'New Supplier Profile Registration' dropdown and a text input field.

Fill out the company profile information. Please note that you can find your Ariba Network ID by clicking on company setting, as highlighted above in the top right.

In Kingdom Questionnaire

The screenshot shows the 'In Kingdom Questionnaire' section. A red box highlights a list of required documents for the '4.1 In Kingdom Commercial Registration Guidelines' section. The list includes:

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

 A red box with the number '#9' is placed next to the first item in the list. Below the list, the '4.2 Commercial Registration Details' section is visible, showing fields for 'Registration City' (Dhahran) and 'Registration Region' ([04] Eastern Province).

9. To help complete the questionnaire, please prepare the following supporting documents:

- A valid copy of the Commercial Registration (CR) Certificate. Companies based on a Branch CR shall provide a valid copy of their main (Parent) CR Certificate.
- A valid copy of the Industrial License Certification issued by the Ministry of Energy, Industry, and Mineral Resources. A Temporary Industrial License or SAGIA Industrial License is not an acceptable substitute for the Final Industrial License.
- A valid copy of the Saudi Arabian General Investment Authority (SAGIA) Certification for entities owned full or partially by a foreign investor(s) or a foreign organization(s).
- A valid copy of the Zakat Certification issued by the General Authority of Zakat & Tax (GAZT).
- A valid copy of the Value Added Tax (VAT) Certification showing VAT ID issued by the General Authority of Zakat & Tax (GAZT).
- A valid copy of the General Organization for Social Insurance (GOSI) Certification referencing the CR number under registration.

- A valid copy of the Civil Defence License or an equivalent government 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 letter from the bank with which the supplier does business, stating the type of service that the bank normally provides to your company and relationship status.
- A valid copy of the Owner' Government ID (Saudi National ID or Iqama ID) for an individual owner (Establishment) or the up-to-date Company's Article of Association (Organization).
- A valid copy of Cybersecurity Compliance Certificate (CCC)

Commercial Registration Details

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

Name 1 ABDALHADI.ALSHAMMARI

4 In Kingdom Questionnaire

4.1 In Kingdom Commercial Registration Guidelines More... +

4.2 Commercial Registration Details

4.2.1 Registration City
 Disclaimer: Please base your answer on your Commercial Registration.
 Dhahran

4.2.2 Registration Region
 Disclaimer: Please base your answer on your Commercial Registration.
 [04] Eastern Province

4.2.3 Are you a Government Organization?
 No

4.2.4 Organization Type
 Establishment (مؤسسة فردية)

4.2.7 Company Name (Arabic)
 Disclaimer: Please base your answer on your Commercial Registration.
 مثال

4.2.8 Company Name (English)
 Disclaimer: Please base your answer on your official translated company name, as per your company name listed on the Commercial Registration Certification.
 Example

4.2.9 Provide your Former Company Name, if applicable.

4.2.10 Commercial Registration Number
 Disclaimer: رقم السجل التجاري
 1234512345

4.2.11 Valid Commercial Registration Attachment
 Disclaimer: السجل التجاري
 Dummy.docx Update file Delete file

4.2.12 Commercial Registration Expiry Date
 Sat, 4 Feb, 2023

4.2.13 Commercial Registration Establishment Date
 Fri, 1 Nov, 2019

Fill out your company Commercial Registration (CR) Details.

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

Name 1 ABDALHADI.ALSHAMMARI

#1 4.2.14 Is this a Main Commercial Registration?
 Disclaimer: هل السجل التجاري رئيسي?
 No

4.2.15 Main Commercial Registration Number
 Disclaimer: رقم السجل التجاري الرئيسي

4.2.16 Valid Main Commercial Registration Attachment
 Disclaimer: السجل التجاري
 Attach a file

4.2.17 Main Commercial Registration Expiry Date

#2 4.2.18 Is your company owned fully or partially by a foreign organization or individual?
 Yes

4.2.19 SAGIA License Number
 Disclaimer: رقم الشهادة للهيئة العامة للتستثمار

4.2.20 Valid SAGIA License Attachment
 Disclaimer: شهادة الهيئة العامة للتستثمار
 Attach a file

4.2.21 SAGIA License Expiry Date
 ABDALHADI.ALSHAMMARI

4.2.22 Primary Country of Business for Main Foreign Partner
 Unspecified

1. Select No if you are registering a branch CR and then fill out the main CR details.
2. Select Yes if your company is owned fully or partially by a foreign organization or individual and then fill out investment license details.

Ministry of Industry - Industrial Details (for Manufacturers only)

| | | |
|---|--|----------------------|
| 4.3 Ministry of Industry - Industrial Details | | ABDALHADI.ALSHAMMARI |
| 4.3.1 Manufacturer Number Disclaimer: رقم المنشأة في الترخيص الصناعي | * 12345 | ABDALHADI.ALSHAMMARI |
| 4.3.2 Valid Industrial License Attachment Disclaimer: Temporary Industrial Licenses are not acceptable. | * Dummy.docx Update file Delete file | ABDALHADI.ALSHAMMARI |
| 4.3.3 Industrial License Expiry Date | * Wed, 4 Jan, 2023 | ABDALHADI.ALSHAMMARI |

Fill out your company's Industrial Details.

General Organization for Social Insurance (GOSI) Details

| | | |
|---|--|----------------------|
| 4.4 General Organization for Social Insurance (GOSI) Details | | ABDALHADI.ALSHAMMARI |
| 4.4.1 GOSI Membership Number Disclaimer: رقم الاشتراك | * 123456789 | ABDALHADI.ALSHAMMARI |
| 4.4.2 Valid GOSI Certificate Attachment Disclaimer: شهادة المؤسسة العامة للتأمينات الإجتماعية | * GOSI Certificate.PNG Update file Delete file | ABDALHADI.ALSHAMMARI |
| 4.4.3 GOSI Certificate Expiry Date | * Wed, 25 Jan, 2023 | ABDALHADI.ALSHAMMARI |
| 4.4.4 Number of Saudi Employees Disclaimer: عدد المشتركين السعوديين | * 4 each | ABDALHADI.ALSHAMMARI |
| 4.4.5 Number of Non-Saudi Employees Disclaimer: عدد المشتركين غير السعوديين | * 2 each per unit | ABDALHADI.ALSHAMMARI |

Fill out your company's GOSI details

Ministry of Human Resource and Social Development - Saudization Details

| | | |
|---|--|----------------------|
| 4.5 Ministry of Labor Saudization Details | | ABDALHADI.ALSHAMMARI |
| 4.5.1 Ministry of Labor Registration Number Disclaimer: رقم الاشتراك | * 12345 | ABDALHADI.ALSHAMMARI |
| 4.5.2 Ministry of Labor Branch Number | * 1 | ABDALHADI.ALSHAMMARI |
| 4.5.3 Valid Saudization Certificate (Decision 50) from the Labor Office Disclaimer: شهادة السعودة من مكتب العمل | * Dummy.docx Update file Delete file | ABDALHADI.ALSHAMMARI |
| 4.5.4 Saudization Certificate Expiry Date | * Wed, 4 Jan, 2023 | ABDALHADI.ALSHAMMARI |
| 4.5.5 Nitaqat Level | * Excellent | ABDALHADI.ALSHAMMARI |
| 4.5.6 Size of Enterprise | * Micro Small | ABDALHADI.ALSHAMMARI |
| 4.5.7 What is your 700 Code? | 1234567890 | ABDALHADI.ALSHAMMARI |

Fill out your company's Saudization details.

Zakat, Tax and Customs Authority - Zakat Details

| | | |
|---|--|----------------------|
| 4.6 Zakat, Tax and Customs Authority (Zakat Details) | | ABDALHADI.ALSHAMMARI |
| 4.6.1 Zakat Unique Number Disclaimer: الرقم المميز | * 1234567891 | ABDALHADI.ALSHAMMARI |
| 4.6.2 Valid Zakat Certificate Attachment Disclaimer: شهادة الزكاة | * Dummy.docx Update file Delete file | ABDALHADI.ALSHAMMARI |
| 4.6.3 Zakat Certificate Expiry Date | * Wed, 4 Jan, 2023 | ABDALHADI.ALSHAMMARI |

Fill out your company's Zakat details.

Value Added Tax (VAT) Registration Details

The VAT section is designed to be dynamic, capable of accommodating multiple scenarios

| In Kingdom Questionnaire | | (Section 4 of 9) << Prev. Next >> | ⌵ |
|--|---|---------------------------------------|---|
| Name ↑ | | | |
| ▼ 4.7 Value Added Tax (VAT) Registration Details | | | |
| 4.7.1 Are you Registered for VAT? | * | No | ⌵ |
| 4.7.4 Unregistered VAT Certificate: | * | Dummy AOA.pdf Update file Delete file | |
| 4.7.6 VAT Registration Type | * | [03] IK Unregistered | |

1. Select **No** if your company is not registered in VAT and then attach the unregistered VAT certificate.
2. Select **Yes** if your company is registered in VAT, select VAT type and then attach the VAT registration certificate.

| | | | |
|--|---|---------------|---|
| 1. Select Yes if your company is part of a VAT Group. Note: you must give VAT group number and attach VAT group certificate in the following questions (4.7.8 and 4.7.10) الرقم الضريبي للمجموعة الضريبية شهادة المجموعة الضريبية | * | Yes | ⌵ |
| 2. Select No if your company is not part of a VAT Group | | | |
| 4.7.8 VAT Group Registration Number | * | | |
| 4.7.10 VAT Group Registration Certificate | * | Attach a file | |

In case your company is part of a VAT group, select Yes, fill the VAT group registration number and then attach the VAT group registration certificate.

Chamber of Commerce and Industry Membership Details

| In Kingdom Questionnaire | | (Section 4 of 9) << Prev. Next >> | ⌵ |
|---|---|-------------------------------------|---|
| Name ↑ | | | |
| ▼ 4.8 Chamber of Commerce & Industry Membership Details | | | |
| 4.8.1 Chamber of Commerce & Industry Membership Number Disclaimer: رقم المحفظة | * | 12345 | |
| 4.8.2 Chamber of Commerce Registration City | * | [301] ASHARQIYA | ⌵ |
| 4.8.3 Valid Chamber of Commerce & Industry Membership Certificate Attachment Disclaimer: شهادة التساب في الغرفة التجارية الصناعية | * | Dummy.docx Update file Delete file | |
| 4.8.4 Chamber of Commerce & Industry Membership Expiry Date | * | Wed, 4 Jan, 2023 | 📅 |

Fill out your company's CoCI Membership details.

Additional Government Permits and Licenses

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

Name ↑

4.9 Additional Government Permits and Licenses

4.9.1 Civil Defense License or an equivalent Government Safety Permit number
Disclaimer: رقم ترخيص الدفاع المدني أو رخصة تشغيل تنوب عنها *

4.9.2 Valid Civil Defense License or an equivalent Government Permit as listed below: (

1-Location under the authority of Civil Defense: Civil Defense License (Salamah).
2-Location Under the authority of Industrial Cities (MODON): Operating Permit.
3-Location under the authority of Economic Cities: Occupancy Permit.
4-Location Under the authority of Royal Commission: Preventive Safety License.
5-Location under the authority of Saudi Ports (MAWANI): Safety Compliance Certificate.
6-Other Location: Official Safety Compliance Letter from Government Responsible Authority).

4.9.3 Civil Defense License or an equivalent Government Permit Expiry Date *

1234

Dummy.docx Update file Delete file

Wed, 4 Jan, 2023

Fill out your company's additional Government Permits and Licenses as applicable.

Financial Requirement

4.11 Financial Requirement

4.11.1 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.

Dummy.docx

Attach a letter from the bank with which the company does business, stating the type of services that the bank normally provides to your company and relationship status.

Out of Kingdom Questionnaire

Response Team

Name ↑ HABIBULLAH.SIDDIQUI

5.1 Commercial Requirement

5.1.1 Registration City *

5.1.2 Company Name (English) *

Disclaimer: As per your official company translation

5.1.3 Provide your Former Company Name, if applicable.

5.1.4 Commercial Registration Number *

5.1.5 Valid Commercial Registration Attachment *Attach a file

5.1.6 Commercial Registration Expiry Date *

5.2 Ministry of Industry - Industrial Details

5.2.1 Industrial License Certification Number *

5.2.2 Valid Industrial Licence Attachment *Attach a file

5.2.3 Industrial License Expiry Date *

5.3 Value Added Tax (VAT) Registration Details

5.3.1 Are you Registered for VAT? * Unspecified

5.4 Financial Requirement

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

5.5 Manufacturer Information

5.5.1 Manufacturer Classification * Unspecified

5.5.2 Capital Investment for Manufacturers * USD

5.5.3 Emergency & Fire Response Plan *Attach a file

(*) indicates a required field

Submit Entire Response Save Compose Message Excel Import

The moment you select other than Saudi Arabia country in “country of registration” questionnaire in the company profile section, you will be able to see the “Out of Kingdom questionnaire”

Addresses and Contacts

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

Name 1

6.1 Sales Office Address Details

ABDURAHMAN ALSUBAIE S

6.1.1 Address

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

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

Show More

Street:

Street 2:

Street 3:

District:

Postal Code: City:

Country/Region:

(*) indicates a required field

Submit Entire Response | Reload Last Bid | Save draft | Compose Message | Excel Import

Fill the boxes for the addresses and contact details, and upload any requested documents and certificates. The address details must match the address in your company CR.

Ownership Questionnaire

Ownership Questionnaire (Section 6 of 9) | Prev | Next

Name 1

8 Ownership Questionnaire

Add Ownership Questionnaire (1) | Less...

Ownership Details Guidelines

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

(*) indicates a required field

Submit Entire Response | Reload Last Bid | Save draft | Compose Message | Excel Import

Ownership Details Guidelines:

- For establishments, add the individual owner of the Commercial Registration.
- For companies, the supplier must add and identify all of its owners. Repeat step until all individual owners have been identified and added in the ownership details.

Examples# 1:

Type: Establishment

Number of Owners: 1 direct owner

Ownership Type: Individual

Direct Owner

Ownership Questionnaire (1)

Name 1

ABDALHADI.ALSHAMMARI

Owners #1

Delete Less...

ABDALHADI.ALSHAMMARI

Disclaimer:

- 1) The net Percentage ownership of the Supplier Company should be 100%
- 2) Every Direct/ Indirect Private Organization in Saudi should give their complete ownership structure. It should also add up to 100% at that organization level
- 3) The Ownership Information should be filled in English only

Ownership Type *

Individual

Direct/Indirect Owner *

Direct Owner

Country of Citizenship / Primary Country of Business *

Saudi Arabia

First Name *

Enter First Name

Father's Name *

Enter Father's Name

Grandfather's Name *

Enter Grandfather's Name

Last Name (Family Name) *

Enter Last Name (Family Name)

Government ID *

Disclaimer: National ID/ Iqama ID for Saudi Residents or Passport ID for Non Saudi Residents

1212121212

Government ID *

Disclaimer: National ID/ Iqama ID for Saudi Residents or Passport ID for Non Saudi Residents

Dummy.docx Update file Delete file

Percentage of Ownership *

Disclaimer: Based on Article of Association

100%

Add an additional Owners

(*) indicates a required field

In this example, the supplier must fill out one Ownership Questionnaire

Examples# 2:

Type: Company

Number of Owners: 1 direct owner

Ownership Type: Organization

Direct Owner

Owners #1

Delete Less...

ABDALHADI.ALSHAMMARI

Disclaimer:

- 1) The net Percentage ownership of the Supplier Company should be 100%
- 2) Every Direct/ Indirect Private Organization in Saudi should give their complete ownership structure. It should also add up to 100% at that organization level
- 3) The Ownership Information should be filled in English only

Ownership Type *

Organization

Direct/Indirect Owner *

Direct Owner

Country of Citizenship / Primary Country of Business *

Saudi Arabia

Organization Type *

Private Company

Organization Name (English) *

Commercial Registration Number *

Valid Commercial Registration Certification *

Attach a file

Ministerial License Number (if applicable) *

Saudi Aramco Vendor ID *

Disclaimer: Input the Saudi Aramco Vendor ID of this owner, if this owner is registered with Saudi Aramco or any of it's affiliates such as ASC, AOC, or B.V.

Organization Article of Association *

Disclaimer: Input the Organization Article of Association

Attach a file

Percentage of Ownership *

Disclaimer: Based on Article of Association

100%

Owners #2

Delete Less...

ABDALHADI.ALSHAMMARI

Disclaimer:

- 1) The net Percentage ownership of the Supplier Company should be 100%
- 2) Every Direct/ Indirect Private Organization in Saudi should give their complete ownership structure. It should also add up to 100% at that organization level
- 3) The Ownership Information should be filled in English only

Ownership Type *

Individual

Direct/Indirect Owner *

Indirect Owner

Country of Citizenship / Primary Country of Business *

Saudi Arabia

First Name *

Father's Name *

Grandfather's Name *

Last Name (Family Name) *

Government ID *

Disclaimer: National ID/ Iqama ID for Saudi Residents or Passport ID for Non Saudi Residents

Government ID *

Disclaimer: National ID/ Iqama ID for Saudi Residents or Passport ID for Non Saudi Residents

Percentage of Ownership *

Disclaimer: Based on Article of Association

Indirect Owner through Company *

Disclaimer: Input the Commercial Registration (CR) Number that this owner is linked to based on the Article of Association

100

In this example, the supplier must fill out two Ownership Questionnaires as shown above.

Ariba Sourcing

Go back to Aramco e-Marketplace Dashboard

Console AH.SIDDIQUI Doc2155334 - Supplier Registration Questionnaire

HABIBULLAH.SIDDIQUI Desktop File Sync

Time remaining 44 days 01:44:40

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 General Guidelines
2 Supplier Code of Con...
3 Company Profile
4 In Kingdom Questionn...
6 Addresses and Contacts
8 Ownership Questionnaire

Ownership Questionnaire (Section 6 of 8) < Prev. | Next >

Name ↑

8 Ownership Questionnaire Add Ownership Questionnaire (2) Less...

Ownership Details Guidelines:

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

(*) indicates a required field

Add Owners

Submit Entire Response Save Compose Message Excel Import

After completion of ownership information, save it and complete filling other information.

Authorized Signatory

Authorized Signatory (Section 7 of 9) < Prev. | Next >

Name ↑

9 Authorized Signatory

9.1 Authorized Signatory Letter.

Disclaimer: Please download, fill and upload the attached reference document in a company letter head. It must be authenticated by the chamber of commerce.

References

Attach a file

Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import

Download, fill and Attach authenticated Authorized Signatory letter.

Saudi Aramco Declaration

Saudi Aramco Declaration (Section 8 of 9) < Prev. | Next >

Name ↑

11 Saudi Aramco Declaration

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

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

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

11.2 Do you acknowledge & accept the Saudi Aramco Supplier Declaration? Yes

(*) indicates a required field

Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import

Accept and acknowledge the Saudi Aramco Supplier Declaration.

Cybersecurity Requirements

Fill out all required details and upload the certificates.

Submit the Questionnaire

Submit the response then supplier will see the successful submission popup

Step 4 - Aramco Review and Approval

System Validation

S1

Dear Supplier,

This is to inform you that your company new registration request has been submitted successfully.

Approval Process Details:
System Validation: Under Processing
SRMD Analyst Evaluation:
Final Approval:
Vendor ID Generation:

Note: your request will be processed to SRMD Analyst evaluation upon completing the System Validation, if it is found acceptable. Otherwise, it will be returned back to you with clear instructions.

For further information or assistance please contact the Saudi Aramco Supplier Help Desk by forwarding a request to SupplierHelpDesk@aramco.com or via the unified call center 800-116-1168.

Regards,
Aramco Supplier Relationship Management (SRM)

S2

Dear Supplier,

This is to inform you that your company new registration request has been processed successfully to the next approval step.

Approval Process Details:
System Validation: Completed
SRMD Analyst Evaluation: Under Processing
Final Approval:
Vendor ID Generation:

Note: your request will be processed to Final Approval upon completing the SRMD Analyst Evaluation, if it is found acceptable. Otherwise, it will be returned back to you with clear instructions.

For further information or assistance please contact the Saudi Aramco Supplier Help Desk by forwarding a request to SupplierHelpDesk@aramco.com or via the unified call center 800-116-1168.

Regards,
Aramco Supplier Relationship Management (SRM)

S3

Final Approval

Subject: FW: Saudi Aramco Supplier Registration Approval Letter

Attached: Saudi Aramco Approval Letter.PDF (19 KB)

Greetings,

Please find your approval letter for XX attached.

IMPORTANT INSTRUCTIONS:
Please be aware of the following steps:

Manufacturer:

- Be familiar with ERTQA that provides you with guidelines of qualification process and requirements. You can find ERTQA by visiting this webpage: <https://www.aramco.com/en/workingwithus/suppliers/resources>
- Wait for the responsible account manager to initiate the qualification process by sending you qualification questionnaires for the requested 9COMs in SAP Ariba.
- Fill out the qualification questionnaire(s) and submit within 15 days.
- You should find the qualification questionnaire(s) under Qualification Section that's under Ariba Proposals and Questionnaires.

Service Providers:

- Visit <https://www.aramco.com/contracting>
- Explore Saudi Aramco Service Opportunities and follow the instructions to request qualification
- Upon receiving your company's request, the designated team will review your request
- Your company will receive an invitation in Ariba to complete the relevant qualification questionnaire
- It is important to note that not all services have advance qualification as many services have qualification only at the time of procurement. Therefore, Suppliers shall maintain their Ariba profiles up to date.

Regards,
Saudi Aramco Registration Team

Congratulations

You have completed all supplier registration steps. Your company is now registered in the Saudi Aramco Supplier Management system

In case your request was missing some information, it will be returned back to you with clear comments that need to be addressed, as shown below.

LLAH.SIDDIQUI

Additional registration information needed.

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

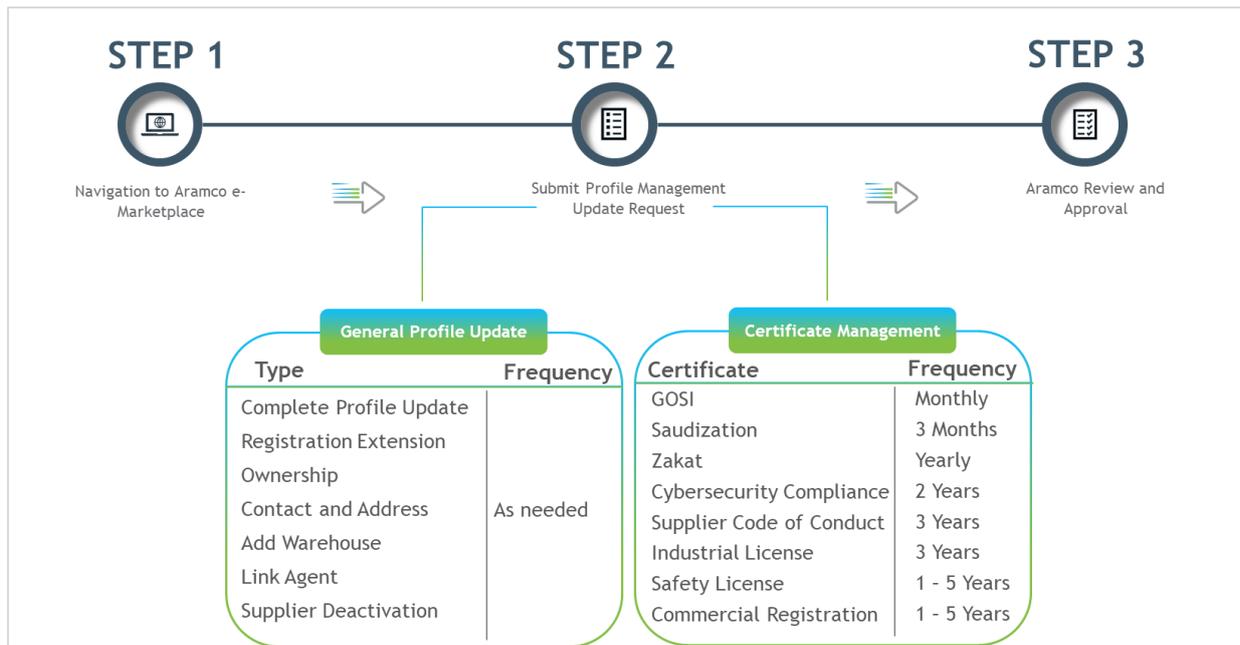
Comments: //PO Box is missing in section 6.1

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

HABIBULLAH

Existing Suppliers

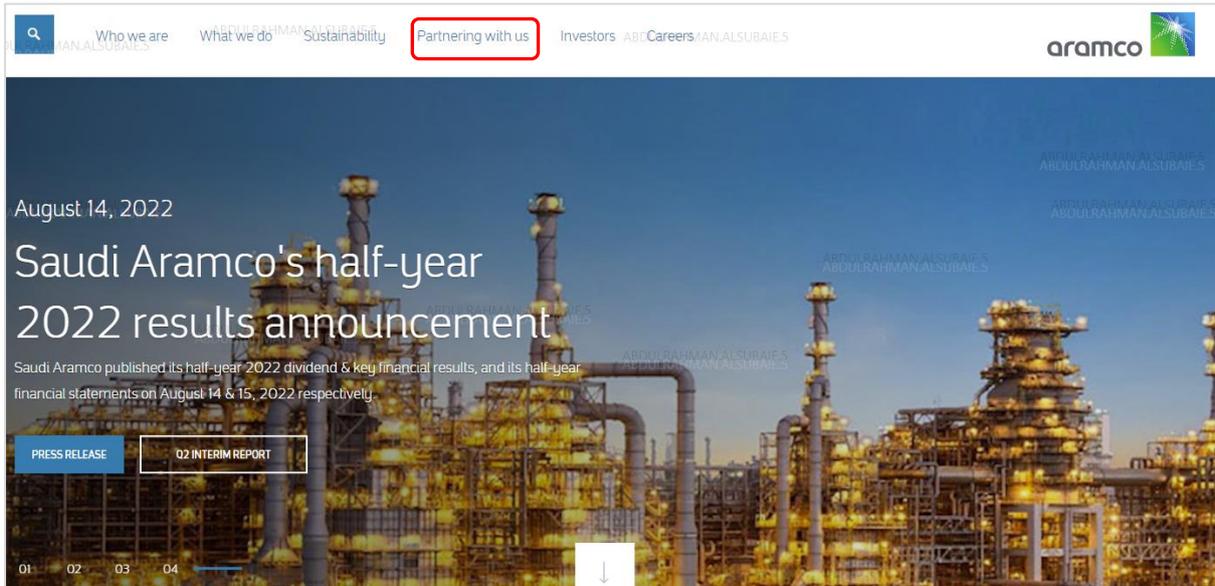
It is the responsibility of the supplier to stay active in Aramco e-Marketplace by completing the three steps outlined below:



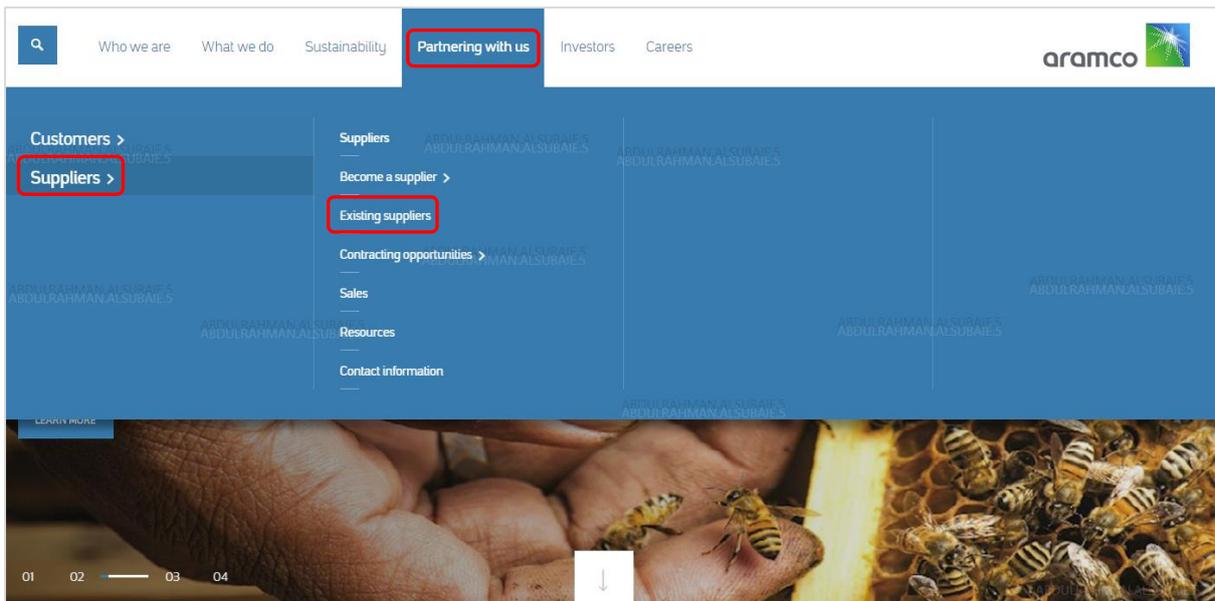
STEP 1: Navigation to Aramco e-Marketplace

To access your company profile, existing suppliers are requested to go to the Saudi Aramco website (www.aramco.com). Navigation screens below will guide you to reach the hyperlink for existing suppliers.

The following steps are for suppliers that have Saudi Aramco Vendor IDs.



Go to the Saudi Aramco website page, and hover over the Partnering with us button.



Click on Supplier → Existing suppliers

Saudi Aramco e-Marketplace Platform

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 company interested to do business with Saudi Aramco must register as a supplier through Saudi Aramco's e-Marketplace Platform. The platform will offer suppliers the below functions:

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

Note, registered Supplier with Vendor ID (previously approved) have been migrated to Saudi Aramco's e-Marketplace Platform. The listed contact persons in Saudi Aramco database have been invited to access their company's supplier profile.

To access Saudi Aramco e-Marketplace Platform, please log in here:

LOG IN HERE

Supplier Portal

Saudi Aramco uses a portal through which registered suppliers, approved users interact to receive and maintain supply chain information. Supplier Portal (Supplier Network Collaboration - SNC) offers the below functions:

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

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

Note, if you forget your password to Supplier Portal, please contact Saudi Aramco supplier portal team at +966 (13) 877 0135.

To access the supplier portal please [login here](#):

LOG IN HERE

[Supplier Account Management Guide](#)

Click on LOG IN HERE under the Saudi Aramco e-Marketplace Platform. Login by using user name and password. [Login Page](#)

Supplier Login

User Name

Password

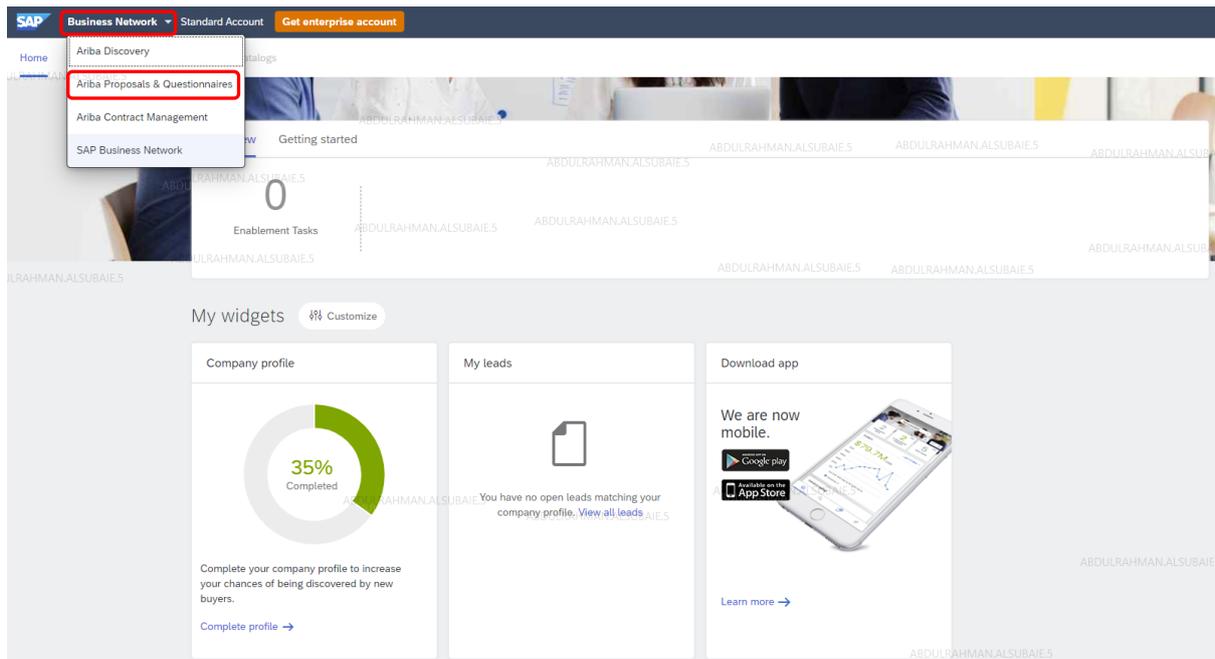
Login

[Forgot Username or Password](#)

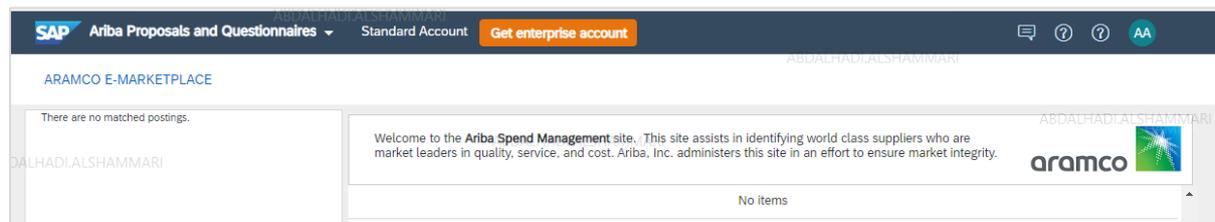
New to SAP Business Network?
[Register Now](#) or [Learn More](#)

Use login
credentials

After login, the following page will open. Click on the business Network button, then click on Ariba Proposals & Questionnaires to access your registration questionnaires.



After clicking on Ariba Proposals & Questionnaires, Aramco e-Marketplace page will open.



From the above page, you will see the following sections:

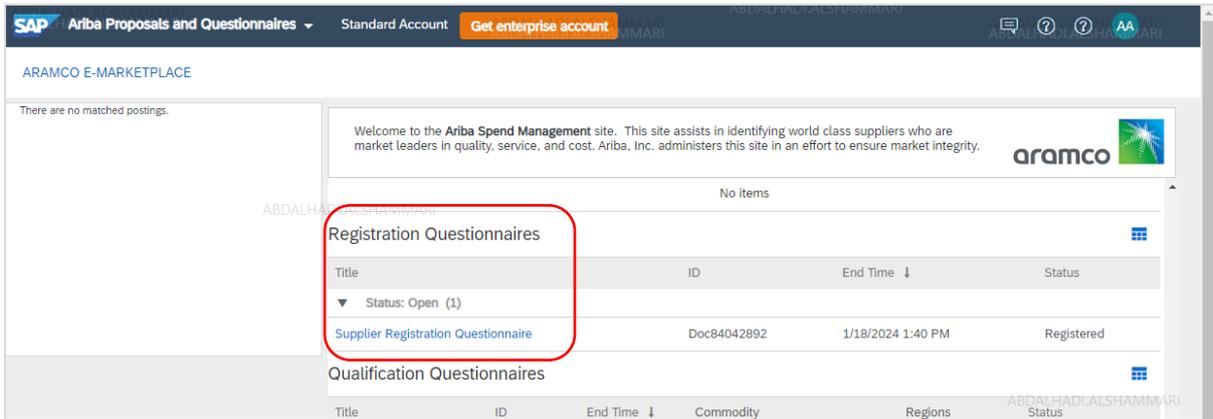
1. Events
2. Risk Assessments
3. Registration Questionnaires
4. Qualification Questionnaires
5. Questionnaires
6. Certificates
7. Tasks

You will be invited to one or more sections. You can access them in two different ways:

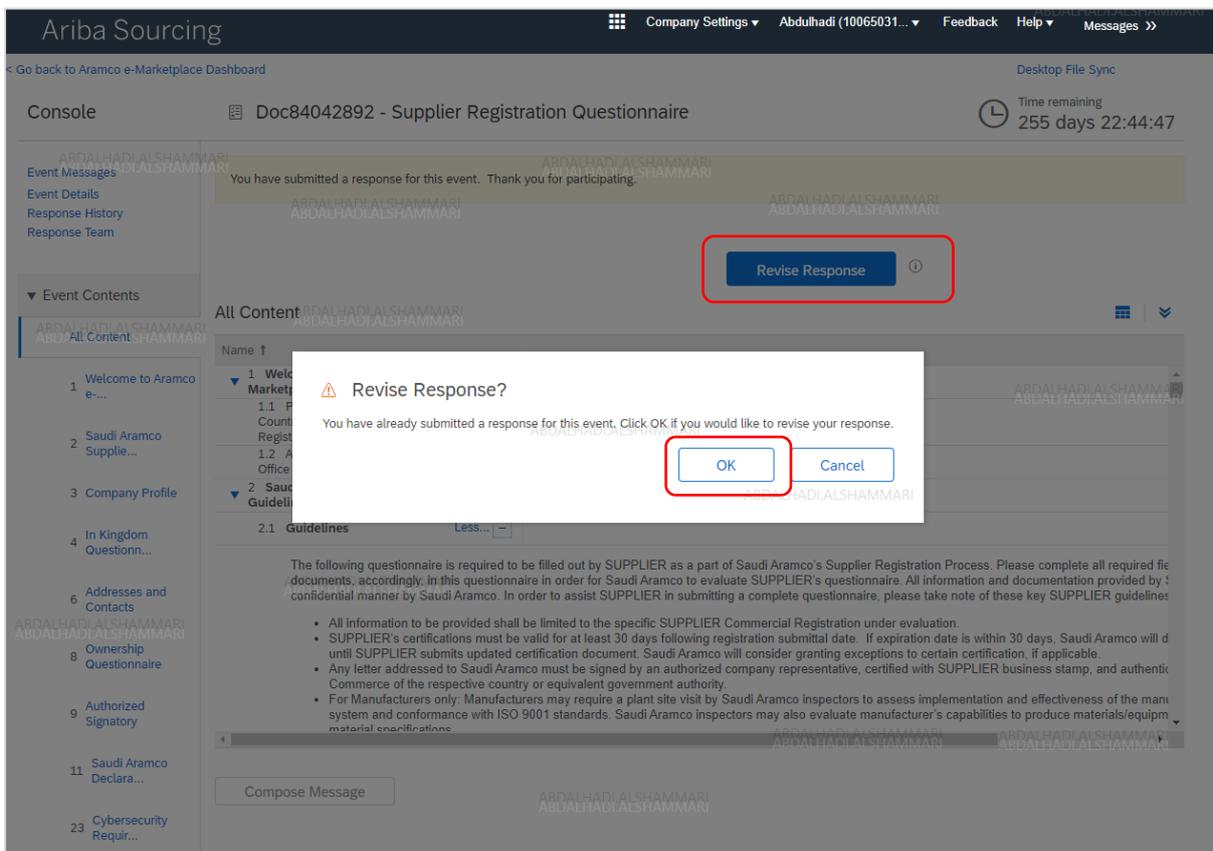
- By registering via the invitation email that Aramco sends
- By going to the Ariba Proposals & Questionnaires page (log into your account and click the app dropdown menu in the upper-left corner of the application and select Ariba Proposals & Questionnaires)

STEP 2: Submit Profile Management Update Request

Complete Profile Update



To submit, complete the supplier profile update request, and click on the Supplier Registration Questionnaire, under the Registration Questionnaires Section.



Click on Revise Response → OK

Ariba Sourcing

Company Settings | Abdulhadi (10065031...) | Feedback | Help | Messages >>

< Go back to Aramco e-Marketplace Dashboard | ABDALHADIALSHAMMARI

Console | Doc84042892 - Supplier Registration Questionnaire | 255 days 22:35:40

Event Messages | Event Details | Response History | Response Team

Event Contents

- All Content
- Welcome to Aramco e...
- Saudi Aramco Supplie...
- Company Profile
- In Kingdom Questionn...
- Addresses and Contacts
- Ownership Questionnaire
- Authorized Signatory
- Saudi Aramco Declara...
- Cybersecurity Requir...

All Content

Name ↑

3.1 select Saudi Aramco's Material Number that start with 1000xxxxx or 6000xxxx. Service providers shall select services applicable to their CR.

3.3 Supplier Type
 * Manufacturer Only

3.4 What type of service do you require from Saudi Aramco?
 * General Supplier Profile Update

3.5 General Profile Update Request
 * Complete Supplier Profile Update

3.7 Briefly Describe the Service Required
 * 6000000453

Disclaimer: Please base your selection on the activities listed in your Commercial Registration.
 Disclaimer: Please indicate clearly which Material Numbers/Services are the subject to this request

4 In Kingdom Questionnaire

(*) indicates a required field

Submit Entire Response | Reload Last Bid | Save draft | Compose Message | Excel Import

Click on section 3 “Company Profile” → Chang the answer to questions 3.4 to “General Supplier Profile Update” → Chang the answer to questions 3.5 to “Complete Supplier Profile Update”

Then, update all content as necessary, making sure to update the required questions on all company profile content → Click on Submit Entire Response.

Event Messages | Event Details | Response History | Response Team

Event Contents

- All Content
- Welcome to Aramco e...
- Saudi Aramco Supplie...
- Company Profile
- In Kingdom Questionn...
- Addresses and Contacts
- Ownership Questionnaire
- Authorized Signatory
- Saudi Aramco Declara...
- Cybersecurity Requir...

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

Cybersecurity Requirements (Section 9 of 9) < Prev

Name ↑

23 Cybersecurity Requirements

23.1 Cybersecurity Compliance Certificate Issued By:

23.2 Cybersecurity Compliance Certificate Issuance Date:

23.3 Cybersecurity Compliance Certificate Reference Number:

23.4 Cybersecurity Compliance Certificate Expiry Date:

23.5 Please attach signed Cybersecurity Compliance Certificate by Saudi Aramco Authorized Auditing Firm:

23.6 Please attach the Cybersecurity Compliance Certificate Report:

23.7 Cybersecurity Classification: General Requirements

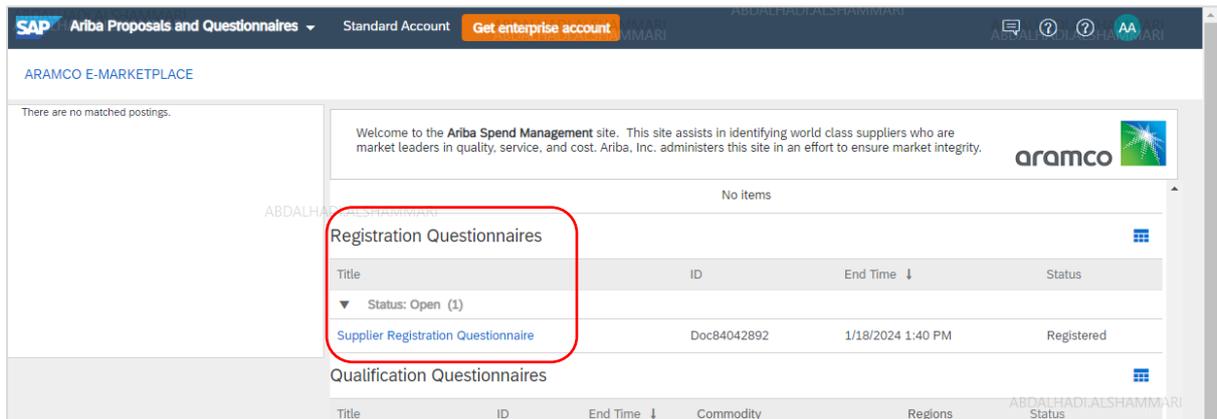
23.8 References: References

23.9 Disclaimer: Cybersecurity Compliance Certificate to be renewed every 2 years.

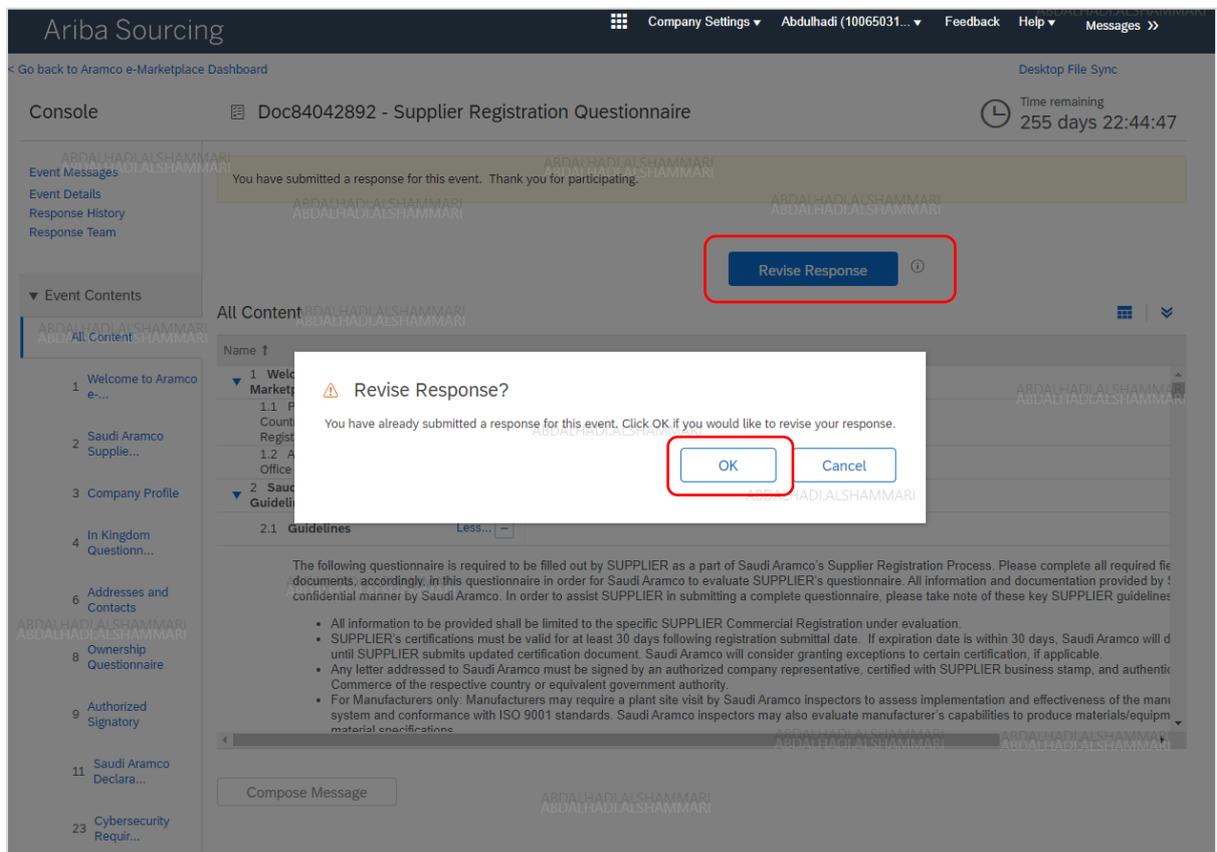
Compose Message

Submit the response and the supplier will see the successful submission popup.

Registration Extension



To submit the registration extension request, click on the Supplier Registration Questionnaire under the Registration Questionnaires Section.



Click on Revise Response → OK

| All Content | |
|--|---|
| Name 1 | Thu, 26 Sep, 2019 |
| <p>Disclaimer: Please select the date based on the signature date in the Acknowledgement of Supplier Code of Conduct form</p> | |
| <p>▼ 3 Company Profile</p> | |
| 3.1 Company Profile (Overview) | * Dummy.docx Update file Delete file |
| 3.2 Product Catalog | ABDALHADI.ALSHAMMARI |
| <p>Disclaimer: Please base your selection on the activities listed in your Commercial Registration. Material Vendors and Manufacturers shall select Saudi Aramco's Material Number that start with 1000xxxxx or 6000xxxx. Service providers shall select services applicable to their CR.</p> | <p>ABDALHADI.ALSHAMMARI</p> <p>6000000453 - (INSP) CONCRETE; READY MIX; 6000003661 - (INSP) PANEL; CONTROL; CHOK... 6000003723 - (INSP) TOOLS; MUDLINI 6000003615 - PILOT; MONITOR; HIGH/LOW; H... [select]</p> |
| 3.3 Supplier Type | * Manufacturer + Service Provider |
| 3.4 What type of service do you require from Saudi Aramco? | * General Supplier Profile Update |
| 3.5 General Profile Update Request | * Extend Registration to Materials Vendor/Manufacturer |

1. Click on section 3 “Company Profile”
2. Update your company product by adding from the list.
3. Update your company supplier type
4. Change the answer to questions 3.4 to “General Supplier Profile Update”
5. Change the answer to questions 3.5 to “Extend Registration to Materials Vendor/Manufacturer or Extend Registration to Service Provider” as desired.

| | |
|--|--------------------------------------|
| 4.2.10 Commercial Registration Number | * fff555555 |
| <p>Disclaimer: رقم السجل التجاري</p> | ABDALHADI.ALSHAMMARI |
| 4.2.11 Valid Commercial Registration Attachment | * Dummy.docx Update file Delete file |
| <p>Disclaimer: السجل التجاري</p> | |
| 4.2.12 Commercial Registration Expiry Date | * Sat, 4 Feb, 2023 |
| 4.2.13 Commercial Registration Establishment Date | * Fri, 1 Nov, 2019 |
| 4.2.14 Is this a Main Commercial Registration? | * No |
| <p>Disclaimer: هل السجل التجاري الرئيسي؟</p> | ABDALH/ |
| 4.2.15 Main Commercial Registration Number | * ABDALHADI.ALSHAMMARI |
| <p>Disclaimer: رقم السجل التجاري الرئيسي</p> | |
| 4.2.16 Valid Main Commercial Registration Attachment | * Attach a file |
| <p>Disclaimer: السجل التجاري</p> | |
| 4.2.17 Main Commercial Registration Expiry Date | * [Calendar Icon] |

(*) Indicates a required field

Submit Entire Response | Reload Last Bid | Save draft | Compose Message | Excel Import

6. Click on section 4 “Company Profile”
7. Update commercial Registration Details and attach updated CR certificate.
8. Update any other sections as needed.
9. And then, click on Submit Enter Response.

Event Messages
Event Details
Response History
Response Team

ABDURAHMAN ALSUBAIE'S
Your revised response has been submitted. Thank you for participating in the event.

ABDURAHMAN ALSUBAIE'S

ABDURAHMAN ALSUBAIE'S

Section 9 of 9 Prev

Event Contents

All Content

1 Welcome to Aramco

2 Saudi Aramco
Supple...

3 Company Profile

4 In Kingdom
Question...

6 Addresses and
Contacts

8 Ownership
Questionnaire

9 Authorized
Signatory

11 Saudi Aramco
Declara...

23 Cybersecurity
Requ...

Cybersecurity Requirements

Name 1

23 Cybersecurity Requirements

23.1 Cybersecurity Compliance Certificate Issued By:

23.2 Cybersecurity Compliance Certificate Issuance Date:

23.3 Cybersecurity Compliance Certificate Reference Number:

23.4 Cybersecurity Compliance Certificate Expiry Date:

23.5 Please attach signed Cybersecurity Compliance Certificate by Saudi Aramco Authorized Auditing Firm:

23.6 Please attach the Cybersecurity Compliance Certificate Report:

23.7 Cybersecurity Classification: General Requirements

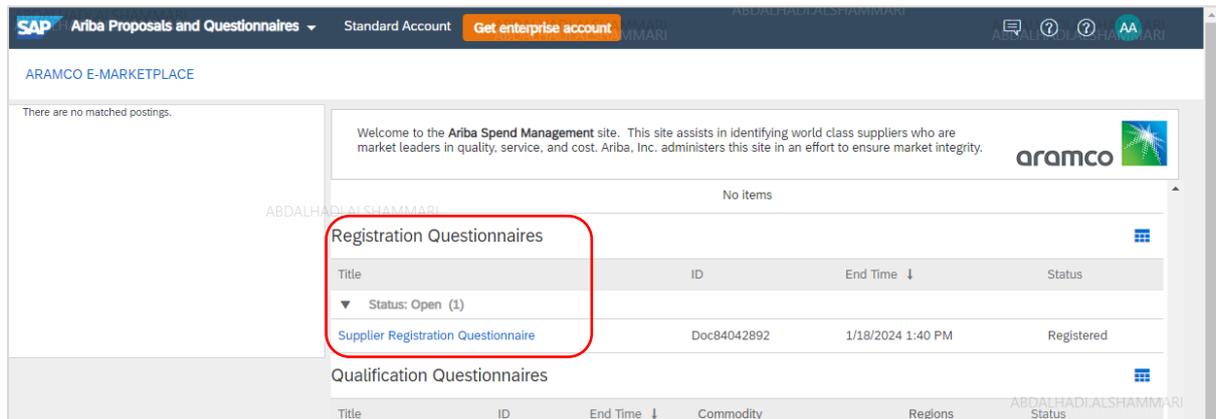
23.8 References: References

23.9 Disclaimer: Cybersecurity Compliance Certificate to be renewed every 2 years.

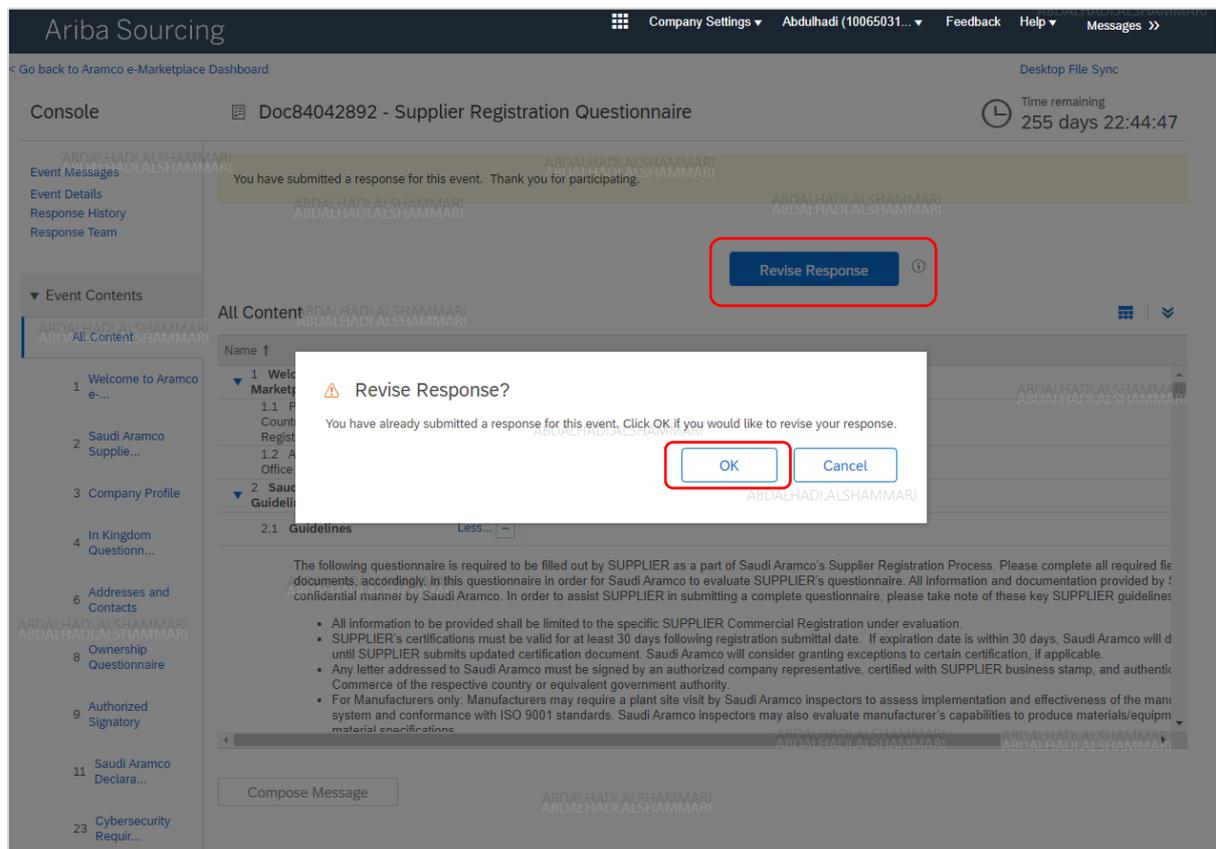
Compose Message

Submit the response and the supplier will see the successful submission popup.

Update Owners



To submit the Owners update request, click on the Supplier Registration Questionnaire under the Registration Questionnaires Section



Click on Revise Response → OK

Ariba Sourcing
 ABDALHADI ALSHAMMARI Company Settings ▾ Abdulhadi (10065031... Feedback Help Messages

Go back to Aramco e-Marketplace Dashboard Desktop File Sync

Console Doc84042892 - Supplier Registration Questionnaire Time remaining 225 days 01:03:28

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3 Company Profile

4 In Kingdom Questionn...

6 Addresses and Contacts

8 Ownership Questionnaire

9 Authorized Signatory

11 Saudi Aramco Declara...

23 Cybersecurity Requir...

Company Profile (Section 3 of 9) ⏪ Prev. | Next ⏩

3.1 Company Profile (Overview) Dummy.docx Update file Delete file

3.2 Product Catalog
 Disclaimer: Please base your selection on the activities listed in your Commercial Registration. Material Vendors and Manufacturers shall select Saudi Aramco's Material Number that start with 1000xxxxx or 6000xxxx. Service providers shall select services applicable to their CR.

6000000453 - (INSP) CONCRETE; READY MIX; 6000003661 - (INSP) PANEL; CONTROL; CHOK...; 6000003723 - (INSP) TOOLS; MUDLINE,SUSPE...

6000003615 - PILOT; MONITOR; HIGH/LOW; H... [select]

3.3 Supplier Type
 Disclaimer: Please base your selection on the activities listed in your Commercial Registration.

* Manufacturer Only

3.4 What type of service do you require from Saudi Aramco?

* General Supplier Profile Update

3.5 General Profile Update Request

* Update Owners

3.7 Briefly Describe the Service Required
 Disclaimer: Please indicate clearly which Material Numbers Services are the subject to this request

6000000453

(*) indicates a required field

Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import

Abdulhadi (10065031) Alshammari (abdalhadi.alshammari@aramco.com) last visited 7 Jun 2023 2:33:47 AM Dummy vendor to check qualification (Dummy) AN0146840025
 © 1996-2019 Ariba, Inc. All rights reserved. ABDALHADI ALSHAMMARI SAP Business Network Privacy Statement Security Disclosure Terms of Use

SAP Ariba
 Abdulhadi (10065031) Alshammari (abdalhadi.alshammari@aramco.com) last visit: 6/6/2023 3:59 PM | Aramco e-Marketplace | CL_UH4

Click on section 3 “Company Profile” → Chang the answer to question 3.5 to “update Owners”

| | | |
|---------------------------|---|------------------|
| 2 Saudi Aramco Supplie... | 4.2.4 Organization Type | * Company (شركة) |
| 3 Company Profile | 4.2.5 Please attach the article of Association Disclaimer: Attach company's bylaw along with shareholders certificates if your company legal status is Closed Joint Stock or Public Joint Stock. | * Attach a file |
| 4 In Kingdom Questionn... | 4.2.6 Company's Legal Status | * Unspecified |

Click on section 4 “In Kingdom Questionnaire” → Update Organization Type → Attach updated ownership profile → update company legal status as desired.

Arriba Sourcing

Go back to Aramco e-Marketplace Dashboard

Console HADIALSHAMMARI Doc84042892 - Supplier Registration Questionnaire

Desktop File Sync

Time remaining 225 days 01:00:58

Event Messages
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- 8 Ownership Questionnaire
- 9 Authorized Signatory
- 11 Saudi Aramco Declara...
- 23 Cybersecurity Requir...

Ownership Questionnaire (Section 6 of 9) < Prev. | Next >

Name ↑ ABDALHADI.ALSHAMMARI

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

Ownership Details Guidelines:

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

(*) Indicates a required field

Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import

Click on section 8 "Ownership Questionnaire" → Click on Add ownership Questionnaire

Go back to Aramco e-Marketplace Dashboard

Desktop File Sync

ABDALHADI.ALSHAMMARI

Save Cancel

Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 8 Ownership Questionnaire

Ownership Questionnaire (1)

Name ↑

Owners #1 Delete Less... []

Disclaimer: 1) The net Percentage ownership of the Supplier Company should be 100%
2) Every Direct/ Indirect Private Organization in Saudi should give their complete ownership structure. It should also add up to 100% at that organization level
3) The Ownership Information should be filled in English only

| | |
|---|--------------------------------------|
| Ownership Type | * Individual |
| Direct/Indirect Owner | * Direct Owner |
| Country of Citizenship / Primary Country of Business | * Saudi Arabia |
| First Name | * [] |
| Father's Name | * [] |
| Grandfather's Name | * [] |
| Last Name (Family Name) | * [] |
| Government ID Disclaimer: National ID/ Iqama ID for Saudi Residents or Passport ID for Non Saudi Residents | * [] |
| Government ID Disclaimer: National ID/ Iqama ID for Saudi Residents or Passport ID for Non Saudi Residents | * Dummy.docx Update file Delete file |
| Percentage of Ownership Disclaimer: Based on Article of Association | * 100% |

Add an additional Owners

Add Owners (*) Indicates a required field

Do Changes

Change existing ownership information as desired → Click on Add an additional Owner if supplier wants to add additional owners.

Ariba Sourcing | Company Settings | Abdulhadi (10065031... | Help

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

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 8 Ownership Questionnaire

Ownership Questionnaire (2)

| Name ↑ | |
|---|---|
| Father's Name | * [Redacted] |
| Grandfather's Name | * [Redacted] |
| Last Name (Family Name) | * [Redacted] |
| Government ID <small>Disclaimer: National ID / Iqama ID for Saudi Residents or Passport ID for Non Saudi Residents</small> | * [Redacted] |
| Government ID <small>Disclaimer: National ID / Iqama ID for Saudi Residents or Passport ID for Non Saudi Residents</small> | * [Dummy.docx] Update file Delete file |
| Percentage of Ownership <small>Disclaimer: Based on Article of Association</small> | * [100%] |
| Owners #2 | Delete Less... [-] |
| Disclaimer: | <ul style="list-style-type: none"> 1) The net Percentage ownership of the Supplier Company should be 100% 2) Every Direct/ Indirect Private Organization in Saudi should give their complete ownership structure. It should also add up to 100% at that organization level 3) The Ownership Information should be filled in English only |
| Ownership Type | * [Unspecified] |
| Direct/Indirect Owner | * [Unspecified] |
| Country of Citizenship / Primary Country of Business | * [Unspecified] |
| Percentage of Ownership <small>Disclaimer: Based on Article of Association</small> | * [Redacted] |

[Add an additional Owners](#) (*) indicates a required field

Owners #2 questionnaire add → fill owners #2 Questionnaire → Continue adding additional owners until the net percentage ownership of the supplier company reaches 100% → Click Save

Ariba Sourcing | Company Settings | Abdulhadi (10065031... | Feedback | Help | Messages

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

Console | Doc84042892 - Supplier Registration Questionnaire | Time remaining: 225 days 00:53:47

Ownership Questionnaire

(Section 6 of 9) << Prev | Next >>

8 Ownership Questionnaire | Add Ownership Questionnaire (1) | Less... [-]

Ownership Details Guidelines

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

(*) indicates a required field

Submit Entire Response | Reload Last Bid | Save draft | Compose Message | Excel Import

Click Submit Entire Response

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

ABDURAHMAN.ALSUBAIE.S

ABDURAHMAN.ALSUBAIE.S

Cybersecurity Requirements (Section 9 of 9) ⏪ Prev. 📄

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3 Company Profile

4 In Kingdom
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6 Addresses and
Contacts

8 Ownership
Questionnaire

9 Authorized
Signatory

11 Saudi Aramco
Declara...

23 Cybersecurity
Requi...

Name 1

23 Cybersecurity Requirements

23.1 Cybersecurity Compliance Certificate Issued By:

23.2 Cybersecurity Compliance Certificate Issuance Date:

23.3 Cybersecurity Compliance Certificate Reference Number:

23.4 Cybersecurity Compliance Certificate Expiry Date:

23.5 Please attach signed Cybersecurity Compliance Certificate by Saudi Aramco Authorized Auditing Firm:

23.6 Please attach the Cybersecurity Compliance Certificate Report:

23.7 Cybersecurity Classification: General Requirements

23.8 References: 📄 References

23.9 Disclaimer: Cybersecurity Compliance Certificate to be renewed every 2 years.

Compose Message

The Supplier will see the successful submission popup

Contact and Address

The screenshot shows the SAP Ariba Proposals and Questionnaires interface. The user is logged in as ABDALHADI ALSHAMMARI. The main content area displays a table of Registration Questionnaires. A red box highlights the 'Supplier Registration Questionnaire' link under the 'Status: Open (1)' filter. The table has columns for Title, ID, End Time, and Status.

| Title | ID | End Time ↓ | Status |
|---|-------------|-------------------|------------|
| ▼ Status: Open (1) | | | |
| Supplier Registration Questionnaire | Doc84042892 | 1/18/2024 1:40 PM | Registered |

To submit the Contact Information/Address update request, click on the Supplier Registration Questionnaire under the Registration Questionnaires Section

The screenshot shows the Ariba Sourcing interface for a 'Supplier Registration Questionnaire' (Doc84042892). A red box highlights the 'Revise Response' button. A confirmation dialog box is open, asking 'Revise Response?' with 'OK' and 'Cancel' buttons. The dialog box text reads: 'You have already submitted a response for this event. Click OK if you would like to revise your response.'

Revise Response?
You have already submitted a response for this event. Click OK if you would like to revise your response.

Click on Revise Response → OK

Ariba Sourcing | Company Settings | Abdulhadi (10065031...) | Feedback | Help | Messages

Go back to Aramco e-Marketplace Dashboard | Desktop File Sync | Time remaining: 248 days 19:10:35

Console | Doc84042892 - Supplier Registration Questionnaire (Section 3 of 9)

Company Profile

3.1 Company Profile (Overview) * Dummy.docx Update file Delete file

3.2 Product Catalog
 Disclaimer: Please base your selection on the activities listed in your Commercial Registration. Material Vendors and Manufacturers shall select Saudi Aramco's Material Number that start with 1000xxxxx or 6000xxxx. Service providers shall select services applicable to their CR.
 *6000000453 - (INSP) CONCRETE: READY MIX.; 6000003661 - (INSP) PANEL: CONTROL; CHOK.... 6000003723 - (INSP) TOOL 6000003615 - PILOT; MONITOR; HIGH/LOW; H... [select]

3.3 Supplier Type
 Disclaimer: Please base your selection on the activities listed in your Commercial Registration.
 * Materials Vendor Only

3.4 What type of service do you require from Saudi Aramco?
 * General Supplier Profile Update

3.5 General Profile Update Request
 * Update Contact Information

(*) indicates a required field

Submit Entire Response | Reload Last Bid | Save draft | Compose Message | Excel Import

Ariba Sourcing | Company Settings | Abdulhadi (10065031...) | Feedback | Help | Messages

Go back to Aramco e-Marketplace Dashboard | Desktop File Sync | Time remaining: 248 days 18:55:02

Console | Doc84042892 - Supplier Registration Questionnaire (Section 5 of 9)

Addresses and Contacts

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

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

Street 2: []
 Street 3: []
 District: []
 Postal Code: 12345 City: DHAHRAN
 Country/Region: Saudi Arabia (SA) State/Province/Region: (no value)
 Time Zone: UTC+3
 PO Box: 12345

(*) indicates a required field

Submit Entire Response | Reload Last Bid | Save draft | Compose Message | Excel Import

Click on Address and Contacts Section → Update contact information and address as desired → Click on Submit Entire Response

Event Messages
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ABDURAHMAN ALSUBAIE'S
 ✓ Your revised response has been submitted. Thank you for participating in the event.

ABDURAHMAN ALSUBAIE'S

ABDURAHMAN ALSUBAIE'S

ABDURAHMAN ALSUBAIE'S

Section 9 of 9 ◀ Prev

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3 Company Profile

4 In Kingdom
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6 Addresses and
 Contacts

8 Ownership
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9 Authorized
 Signatory

11 Saudi Aramco
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23 Cybersecurity
 Requi...

Cybersecurity Requirements

Name 1

23 Cybersecurity Requirements

23.1 Cybersecurity Compliance Certificate Issued By:

23.2 Cybersecurity Compliance Certificate Issuance Date:

23.3 Cybersecurity Compliance Certificate Reference Number:

23.4 Cybersecurity Compliance Certificate Expiry Date:

23.5 Please attach signed Cybersecurity Compliance Certificate by Saudi Aramco Authorized Auditing Firm:

23.6 Please attach the Cybersecurity Compliance Certificate Report:

23.7 Cybersecurity Classification: General Requirements

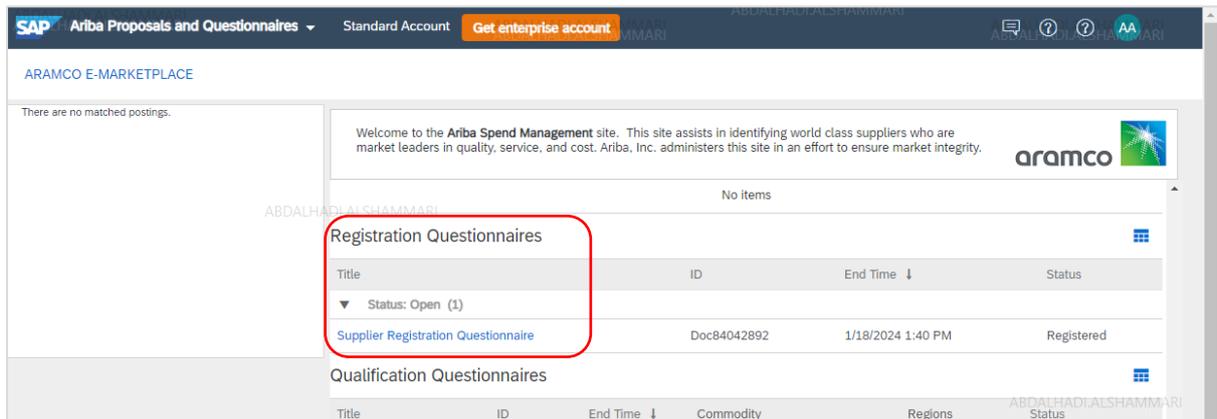
23.8 References: References

23.9 Disclaimer: Cybersecurity Compliance Certificate to be renewed every 2 years.

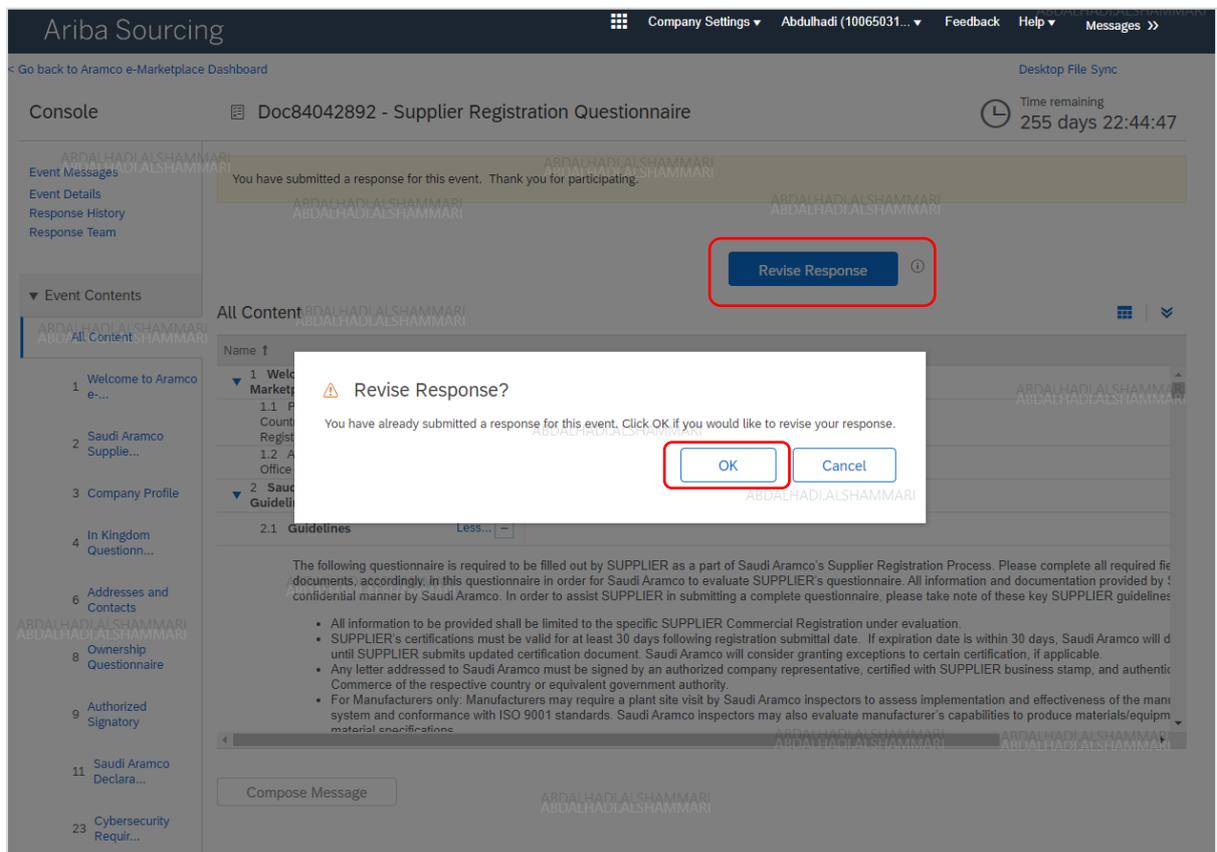
Compose Message

Submit the response and the supplier will see the successful submission popup

Add a Warehouse



To add a new warehouse, click on Supplier Registration Questionnaire under Registration Questionnaires Section



Click on Revise Response → OK

Ariba Sourcing Company Settings ▾ Abdulhadi (10065031... ▾ Feedback Help ▾ Messages >>

< Go back to Aramco e-Marketplace Dashboard Desktop File Sync

Console Doc84042892 - Supplier Registration Questionnaire (Section 3 of 9) ⏪ Prev. | Next ⏩

Time remaining 225 days 00:37:28

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- Ownership Questionnaire
- Authorized Signatory
- Saudi Aramco Declara...
- Cybersecurity Requir...

Company Profile (Section 3 of 9) ⏪ Prev. | Next ⏩

| Name ↑ | |
|--|--|
| 3 Company Profile | |
| 3.1 Company Profile (Overview) | + Dummy.docx ▾ Update file Delete file |
| 3.2 Product Catalog | ABDALHADI.ALSHAMMARI |
| 3.3 Supplier Type | * Manufacturer Only ▾ |
| 3.4 What type of service do you require from Saudi Aramco? | * General Supplier Profile Update ▾ |
| 3.5 General Profile Update Request | * Add a Warehouse ▾ |
| 3.7 Briefly Describe the Service Required | * 6000000453 |

(*) indicates a required field

Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import

Click on section 3 “Company Profile” → Chang the answer to question 3.5 to “Add a Warehouse”

Ariba Sourcing Company Settings ▾ Abdulhadi (10065031... ▾ Feedback Help ▾ Messages >>

< Go back to Aramco e-Marketplace Dashboard Desktop File Sync

Console Doc84042892 - Supplier Registration Questionnaire (Section 5 of 9) ⏪ Prev. | Next ⏩

Time remaining 225 days 00:27:39

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- Addresses and Contacts**
- Ownership Questionnaire
- Authorized Signatory
- Saudi Aramco Declara...
- Cybersecurity Requir...

Addresses and Contacts (Section 5 of 9) ⏪ Prev. | Next ⏩

| Name ↑ | |
|--|--|
| 6.1.11 Will you supply materials from the Sales Office location? | * No ▾ |
| 6.1.12 Sales Office Contact Details | |
| 6.1.12.1 Sales Executive Details | |
| 6.1.12.2 Sales Person Details | |
| 6.2 Warehouse Location Details | |
| 6.2.1 Warehouse Address Details | |
| 6.2.1.1 Warehouse Name | * <input type="text"/> |
| 6.2.1.2 Municipality License Number | * <input type="text"/> |
| 6.2.1.3 Municipality License | * Attach a file |
| 6.2.1.4 Municipality License Expiry Date | * <input type="text"/> |
| 6.2.1.5 Civil Defense License Number | * <input type="text"/> |
| 6.2.1.6 Civil Defense License | * Attach a file |
| 6.2.1.7 Civil Defense License Expiry Date | * <input type="text"/> |
| 6.2.1.8 Warehouse Type | * Unspecified ▾ |
| 6.2.1.9 Address | * Street: <input type="text"/> City: <input type="text"/> State/Province/Region: <input type="text"/> Postal Code: <input type="text"/> |

Click on section 6 “Address and Contacts” → Chang the answer to question 6.1.11 to “No” → Fill out “Warehouse Address Detials” section

Ariba Sourcing ABDALHADI. ALSHAMMARI

Company Settings ▾ Abdulhadi (10065031... ▾ Feedback Help ▾ Messages

Go back to Aramco e-Marketplace Dashboard Desktop File Sync

Console **Doc84042892 - Supplier Registration Questionnaire** Time remaining: 225 days 00:22:30

ABDALHADI. ALSHAMMARI

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23 Cybersecurity Requir...

Addresses and Contacts ABDALHADI. ALSHAMMARI ABDALHADI. ALSHAMMARI (Section 5 of 9) ⏪ Prev. | Next ⏩

Name 1

▼ 6 Addresses and Contacts

▶ 6.1 Sales Office Address Details

▼ 6.2 Warehouse Location Details

▶ 6.2.1 Warehouse Address Details

▶ 6.3 Manufacturer Location Details

▶ 6.4 General Contact Details

(*) indicates a required field

Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import

ABDALHADI. ALSHAMMARI

Click Submit Entire Response

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8 Ownership Questionnaire

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11 Saudi Aramco Declara...

23 Cybersecurity Requir...

Cybersecurity Requirements ABDURAHMAN. ALSUBAIE'S ABDURAHMAN. ALSUBAIE'S (Section 9 of 9) ⏪ Prev. ⏩

Name 1

▼ 23 Cybersecurity Requirements

23.1 Cybersecurity Compliance Certificate Issued By:

23.2 Cybersecurity Compliance Certificate Issuance Date:

23.3 Cybersecurity Compliance Certificate Reference Number:

23.4 Cybersecurity Compliance Certificate Expiry Date:

23.5 Please attach signed Cybersecurity Compliance Certificate by Saudi Aramco Authorized Auditing Firm:

23.6 Please attach the Cybersecurity Compliance Certificate Report:

23.7 Cybersecurity Classification: General Requirements

23.8 References: References ▾

23.9 Disclaimer: Cybersecurity Compliance Certificate to be renewed every 2 years.

Compose Message

ABDURAHMAN. ALSUBAIE'S

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

Supplier will see the successful submission popup

Link Agent

| Title | ID | End Time | Event Type | Participated |
|--|--------------------|-------------------------|-------------------|--|
| ▶ Status: Completed (4) | | | | |
| Risk Assessments | | | | |
| ▶ Status: Open (1) | | | | |
| Registration Questionnaires | | | | |
| ▶ Status: Completed (8) | | | | |
| ▶ Status: Open (1) | | | | |
| Questionnaires | | | | |
| ▶ Status: Completed (2) | | | | |
| ▼ Status: Open (8) | | | | |
| Supplier Industrial License Certificate | Doc72621340 | 5/9/6106 3:42 AM | (no value) | SAO-Dhahran SAO-Dhahran Approved |
| Supplier VAT Certificate | Doc75464794 | 5/9/6106 3:42 AM | (no value) | SAO-Dhahran SAO-Dhahran Approved |
| Supplier Investment License | Doc72679870 | 5/9/6106 3:41 AM | (no value) | SAO-Dhahran SAO-Dhahran Approved |
| Supplier GOSI Certificate | Doc69282042 | 4/12/6106 8:44 PM | (no value) | SAO-Dhahran SAO-Dhahran Approved |
| Supplier Saudization Certificate | Doc72621319 | 4/12/6106 8:44 PM | (no value) | SAO-Dhahran SAO-Dhahran Approved |
| Supplier Commercial Agency Registration (CAR) Certificate | Doc98422892 | 6/6/2024 1:30 PM | (no value) | SAO-Dhahran SAO-Dhahran Not Responded |
| Supplier Banking Details | Doc87882514 | 3/20/2024 12:59 PM | (no value) | SAO-Dhahran SAO-Dhahran Not Responded |
| External Questionnaire (no response required) | Doc62809753 | 8/31/2023 12:46 PM | (no value) | SAO-Dhahran SAO-Dhahran Approved |

To link your company vendor ID as an agent to Saudi Aramco Approved source(s), click on the Supplier Commercial Agency Registration (CAR) Certificate Questionnaire under Questionnaires Section.

Company Settings ▾ Abdulhadi (10065031... ▾ Feedback Help ▾ Messages >>

Go back to Aramco e-Marketplace Dashboard Desktop File Sync

Console Doc98422892 - Supplier Commercial Agency Registration (CAR) ... Time remaining 364 days 23:36:28

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1 Company General Info...

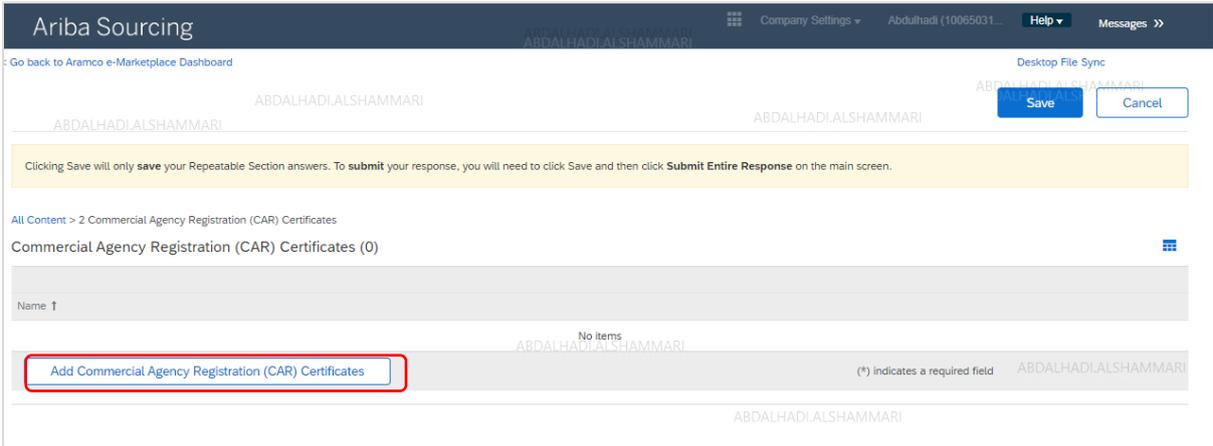
2 Commercial Agency Re...

All Content

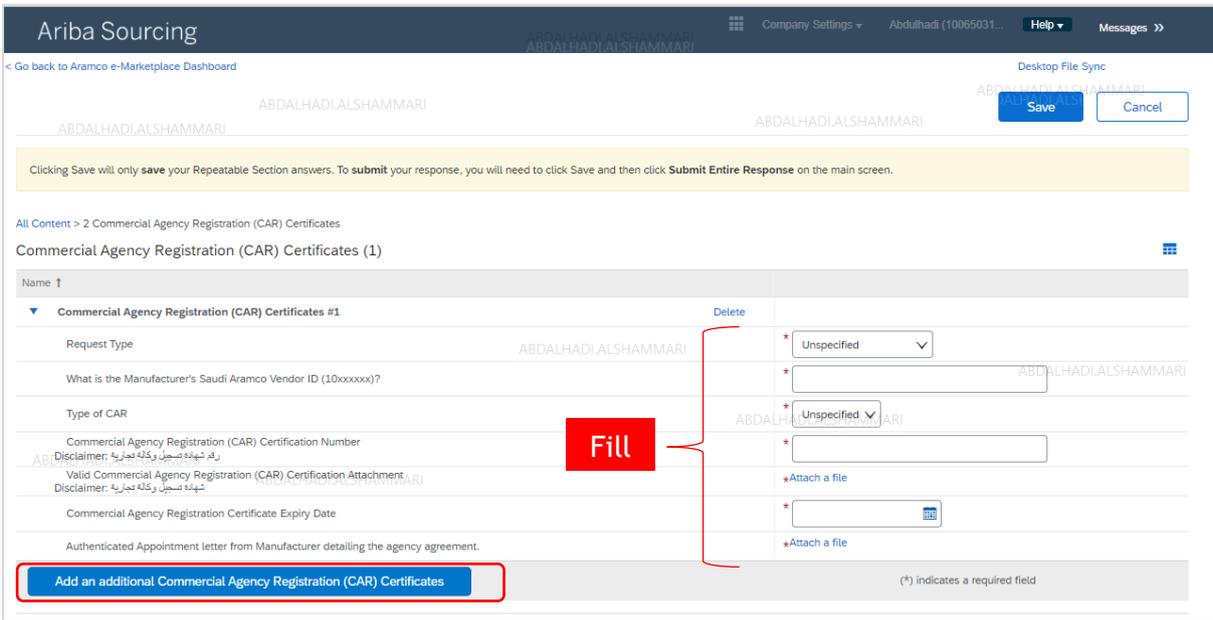
| Name | |
|---|-------------------------------------|
| ▼ 1 Company General Information | |
| 1.1 Vendor Number | 10065031 |
| 1.2 Company Name | DUMMY VENDOR TO CHECK QUALIFICATION |
| 1.3 Supplier Type | Manufacturer Only |
| 1.4 Commercial Registration (CR) Number | 1234512345 |
| 1.5 Main Commercial Registration Number | |
| 1.6 CAR Number | |
| 2 Commercial Agency Registration (CAR) Certificates | |
| Add Commercial Agency Registration (CAR) Certificates (0) | |

(*) indicates a required field

Submit Entire Response
Save draft
Compose Message
Excel Import



Click on the Add Commercial Agency Registration (CAR) Certificate



Fill out the Commercial Agency Registration (CAR) Questionnaire → click on Add additional commercial Registration Agency Registration (CAR) Certificate to request another agency linkage in one request

Ariba Sourcing

Go back to Aramco e-Marketplace Dashboard

Desktop File Sync

Save Cancel

Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

Commercial Agency Registration (CAR) Certificates (2)

| Name | ABDHALHADI. ALSHAMMARI | ABDHALHADI. ALSHAMMARI | ABDHALHADI. ALSHAMMARI |
|---|------------------------|------------------------|------------------------|
| Type of CAR | ABDHALHADI. ALSHAMMARI | * Unspecified | |
| Commercial Agency Registration (CAR) Certification Number Disclaimer: رقم شهادة تسجيل وكالة تجارية | | * | |
| Valid Commercial Agency Registration (CAR) Certification Attachment Disclaimer: شهادة تسجيل وكالة تجارية | | * Attach a file | |
| Commercial Agency Registration Certificate Expiry Date | | * | |
| Authenticated Appointment letter from Manufacturer detailing the agency agreement. | | * Attach a file | |
| Commercial Agency Registration (CAR) Certificates #2 | | | |
| Request Type | | * Unspecified | Delete |
| What is the Manufacturer's Saudi Aramco Vendor ID (L0xxxxxx)? | | * | |
| Type of CAR | | * Unspecified | |
| Commercial Agency Registration (CAR) Certification Number Disclaimer: رقم شهادة تسجيل وكالة تجارية | | * | |
| Valid Commercial Agency Registration (CAR) Certification Attachment Disclaimer: شهادة تسجيل وكالة تجارية | | * Attach a file | |
| Commercial Agency Registration Certificate Expiry Date | | * | |
| Authenticated Appointment letter from Manufacturer detailing the agency agreement. | | * Attach a file | |

Add an additional Commercial Agency Registration (CAR) Certificates

(*) indicates a required field

Fill out the second Commercial Agency Registration (CAR) Certificate Questionnaire, Save and submit the entire response

Event Messages

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23 Cybersecurity Requirements

Section 9 of 9

23.1 Cybersecurity Compliance Certificate Issued By:

23.2 Cybersecurity Compliance Certificate Issuance Date:

23.3 Cybersecurity Compliance Certificate Reference Number:

23.4 Cybersecurity Compliance Certificate Expiry Date:

23.5 Please attach signed Cybersecurity Compliance Certificate by Saudi Aramco Authorized Auditing Firm:

23.6 Please attach the Cybersecurity Compliance Certificate Report:

23.7 Cybersecurity Classification:

23.8 References: References

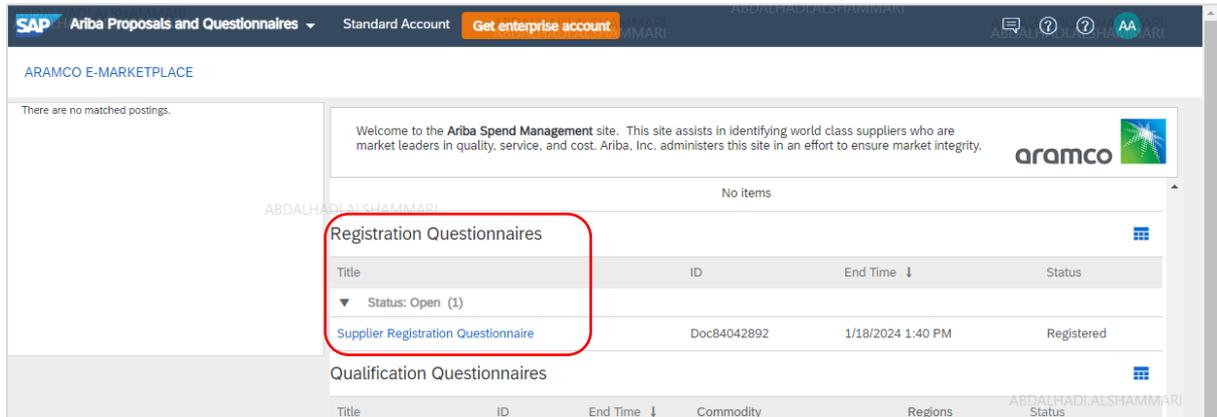
23.9 Disclaimer: Cybersecurity Compliance Certificate to be renewed every 2 years.

Compose Message

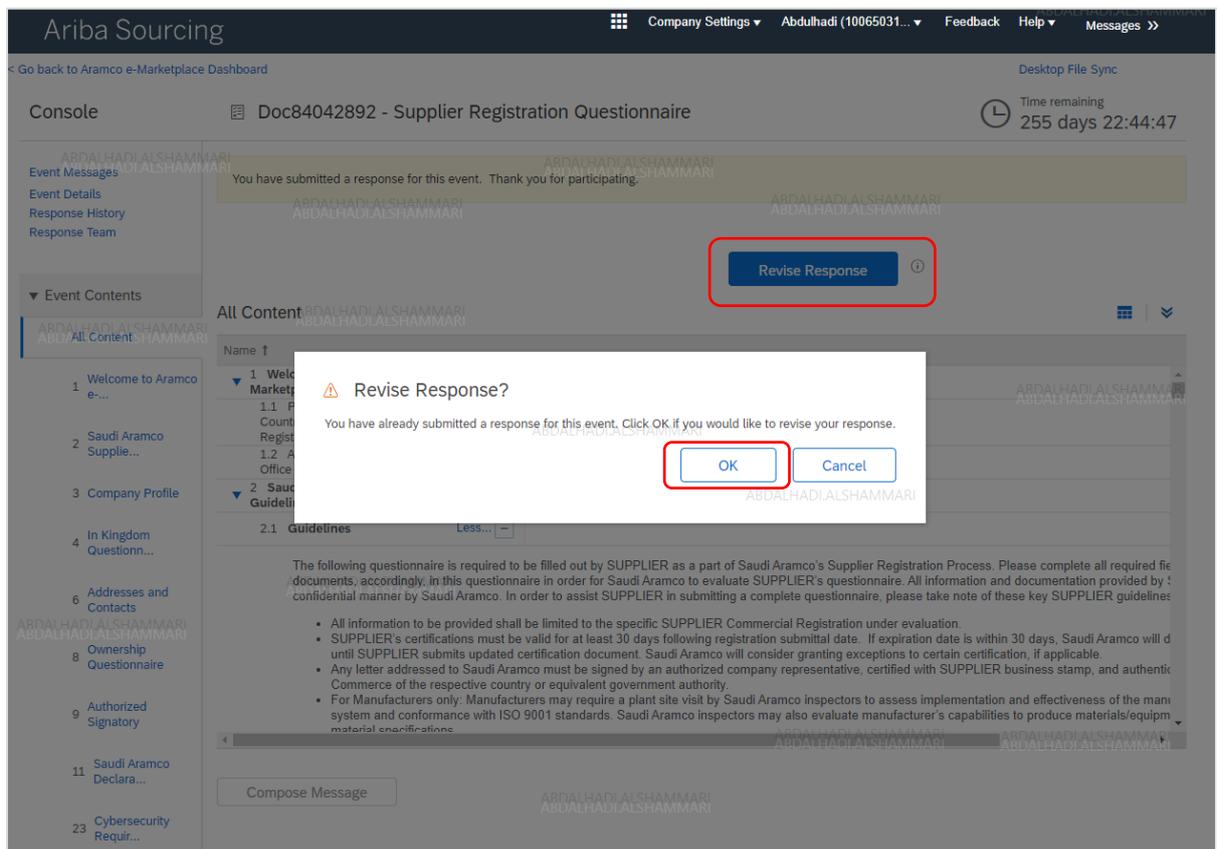
Your revised response has been submitted. Thank you for participating in the event.

Supplier will see the successful submission popup

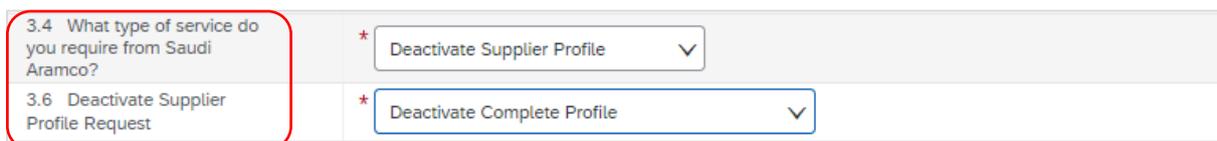
Supplier Deactivation



To deactivate (delete) your company profile, click on the Supplier Registration Questionnaire under the Registration Questionnaires Section



Click on Revise Response → OK



Click on section 3 “Company Profile” → Chang answer to question 3.4 to “Deactivate Supplier Profile” → Select your deactivation request type → Attach deactivation official request letter.

Certifications Management

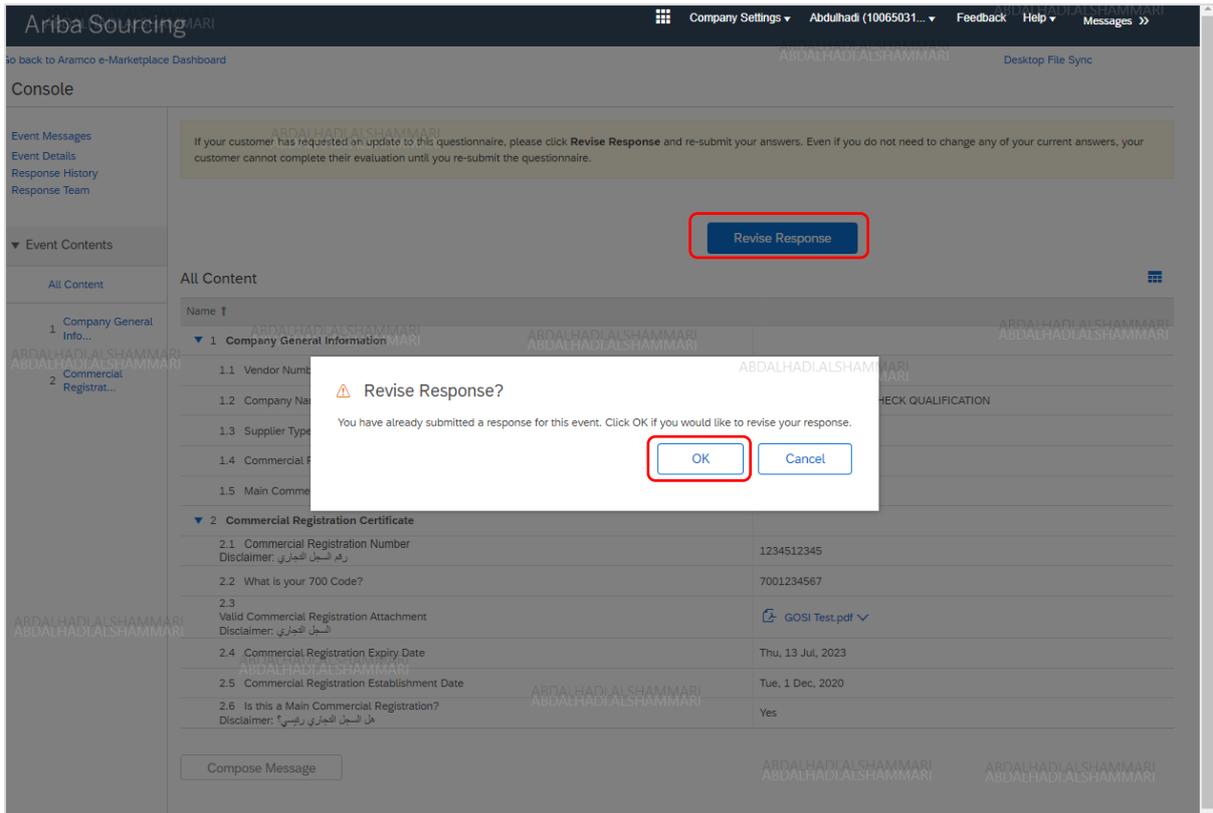
To update your company certificate, go to the certificates section after login.

| Certificate Info | Effective | Expiration | Attachment | Questionnaire | Status |
|--------------------------|------------|------------|----------------------|--|---------|
| GOSI | | 3/31/2023 | GOSI Certificate.PNG | Supplier GOSI Certificate | Expired |
| Saudization | | 4/7/2023 | GOSI Test.pdf | | Expired |
| SAGIA | | 1/4/2024 | GOSI Test.pdf | Supplier Investment License | Valid |
| Industrial License | | 11/12/2026 | GOSI Test.pdf | Supplier Industrial License Certificate | Valid |
| VAT | | | GOSI Test.pdf | Supplier VAT Certificate | Valid |
| Commercial Registration | 12/1/2020 | 7/13/2023 | GOSI Test.pdf | Supplier Commercial Registration Certificate | Valid |
| Supplier Code of Conduct | 12/21/2022 | | GOSI Test.pdf | Supplier Code of Conduct (SCOC) | Valid |

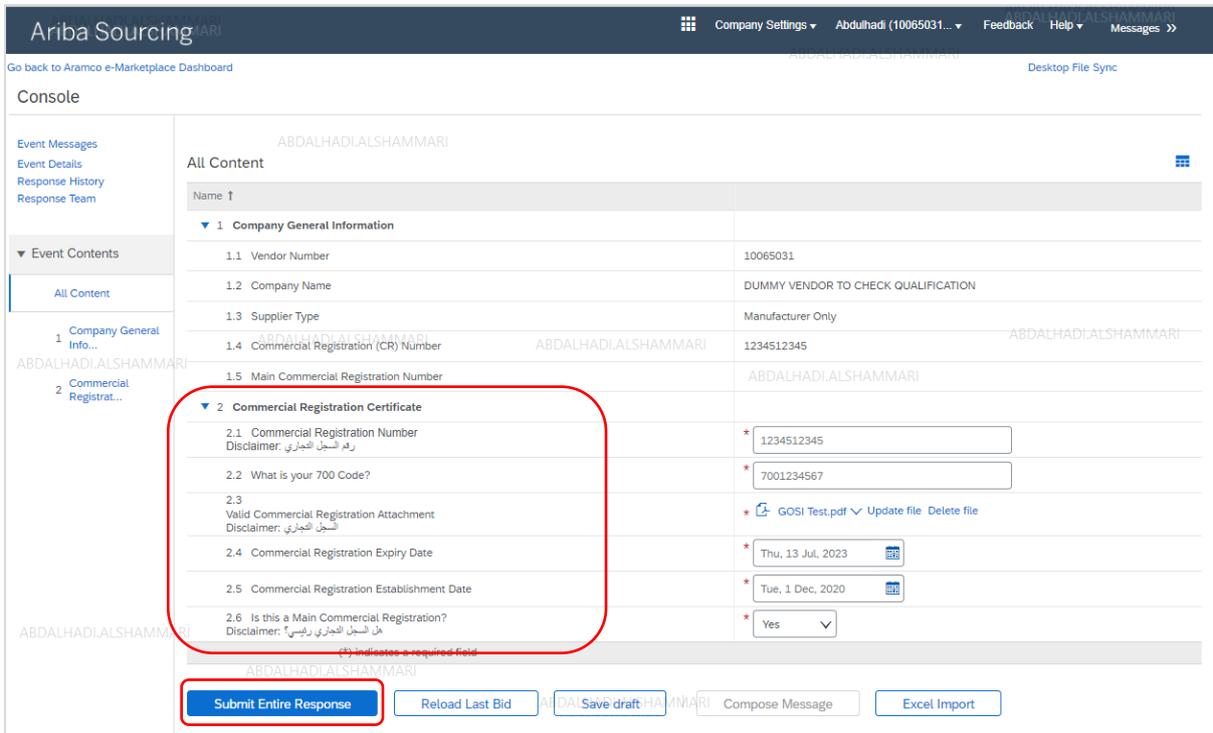
Pay attention to the certificate expiration dates and update any that have expired.

| Certificate Info | Effective | Expiration | Attachment | Questionnaire | Status |
|--------------------------|------------|------------|----------------------|--|---------|
| GOSI | | 3/31/2023 | GOSI Certificate.PNG | Supplier GOSI Certificate | Expired |
| Saudization | | 4/7/2023 | GOSI Test.pdf | | Expired |
| SAGIA | | 1/4/2024 | GOSI Test.pdf | Supplier Investment License | Valid |
| Industrial License | | 11/12/2026 | GOSI Test.pdf | Supplier Industrial License Certificate | Valid |
| VAT | | | GOSI Test.pdf | Supplier VAT Certificate | Valid |
| Commercial Registration | 12/1/2020 | 7/13/2023 | GOSI Test.pdf | Supplier Commercial Registration Certificate | Valid |
| Supplier Code of Conduct | 12/21/2022 | | GOSI Test.pdf | Supplier Code of Conduct (SCOC) | Valid |

To update an expired certificate, click on certificate under questionnaire.



Click on Revise Response → OK



Update certificate details, attach new files and then click on Submit Enter Response.

Ariba Sourcing

Company Settings ▾ Abduhad (10065031... ▾ Feedback Help ▾ Messages >>

< Go back to Aramco e-Marketplace Dashboard Desktop File Sync

Console

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Company General Information

1.1 Vendor Number 10065031

1.2 Company Name DUMMY VENDOR TO CHECK QUALIFICATION

1.3 Supplier Type Manufacturer Only

1.4 Commercial Registration (CR) Number 1234512345

1.5 Main Commercial Registration Number

2 Commercial Registration Certificate

2.1 Commercial Registration Number
Disclaimer: رقم السجل التجاري 1234512345

2.2 What is your 700 Code? 7001234567

2.3 Valid Commercial Registration Attachment
Disclaimer: السجل التجاري GOSI Test.pdf ✓ Update file Delete file

2.4 Commercial Registration Expiry Date Thu, 13 Jul, 2023

2.5 Commercial Registration Establishment Date Tue, 1 Dec, 2020

2.6 Is this a Main Commercial Registration?
Disclaimer: هل السجل التجاري رئيسي? Yes ▾

(*) indicates a required field

Submit Entire Response | Reload Last Bid | Save draft | Compose Message | Excel Import

Abduhad (10065031) Alshammari (abdahadi.alshammari16@aramco.com) last visited 7 Jun 2023 9:31:38 AM Dummy vendor to check qualification (Dummy) AN01468400025
© 1996–2019 Ariba, Inc. All rights reserved. SAP Business Network Privacy Statement | Security Disclosure | Terms of Use

SAP Ariba
Abduhad (10065031) Alshammari (abdahadi.alshammari@aramco.com) last visit 6/9/2023 2:59 PM | Aramco e-Marketplace | C1_184
© 1996 - 2023 Ariba Inc. All Rights Reserved

✓ Submit this response?

Click OK to submit.

OK Cancel

Click OK to submit

Ariba Sourcing

Company Settings ▾ Abduhad (10065031... ▾ Feedback Help ▾ Messages >>

< Go back to Aramco e-Marketplace Dashboard Desktop File Sync

Console

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Company General Information

1.1 Vendor Number 10065031

1.2 Company Name DUMMY VENDOR TO CHECK QUALIFICATION

1.3 Supplier Type Manufacturer Only

1.4 Commercial Registration (CR) Number 1234512345

1.5 Main Commercial Registration Number

2 Commercial Registration Certificate

2.1 Commercial Registration Number
Disclaimer: رقم السجل التجاري 1234512345

2.2 What is your 700 Code? 7001234567

2.3 Valid Commercial Registration Attachment
Disclaimer: السجل التجاري GOSI Test.pdf ✓

2.4 Commercial Registration Expiry Date Thu, 13 Jul, 2023

2.5 Commercial Registration Establishment Date Tue, 1 Dec, 2020

2.6 Is this a Main Commercial Registration?

Compose Message

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

The supplier will see the successful submission popup

STEP 3: Aramco Review and Approval

System Validation

S1

Dear Supplier,

This is to inform you that your company profile update request has been submitted successfully.

Approval Process Details:
System Validation: Under Processing
SRMD Analyst Evaluation:
Final Approval:
Profile Update:

Note: your request will be processed to SRMD Analyst evaluation upon completing the System Validation, if it is found acceptable. Otherwise, it will be returned back to you with clear instructions.

For further information or assistance please contact the Saudi Aramco Supplier Help Desk by forwarding a request to SupplierHelpDesk@aramco.com or via the unified call center 800-116-1168.

Regards,
Aramco Supplier Relationship Management (SRM)

S2

Dear Supplier,

This is to inform you that your company profile update request has been processed successfully to the next approval step.

Approval Process Details:
System Validation: Completed
SRMD Analyst Evaluation: Under Processing
Final Approval:
Profile Update:

Note: your request will be processed to Final Approval upon completing the SRMD Analyst Evaluation, if it is found acceptable. Otherwise, it will be returned back to you with clear instructions.

For further information or assistance please contact the Saudi Aramco Supplier Help Desk by forwarding a request to SupplierHelpDesk@aramco.com or via the unified call center 800-116-1168.

Regards,
Aramco Supplier Relationship Management (SRM)

S3

Aramco e-Marketplace

Hello Abdalhadi Alshammari,

Aramco e-Marketplace - has approved the updates to Supplier Registration Questionnaire that you submitted on Mon, 12 June, 2023.

Best Regards,

SAP Ariba team

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

Offices | Data Policy | Contact Us | Customer Support

Powered by 

Congratulations

You have completed all supplier profile management steps. Your company profile is now active in the Saudi Aramco Supplier Management System

Supplier Support

Saudi Aramco has setup a supplier support system to help and assist suppliers connected to the SAP Ariba network.

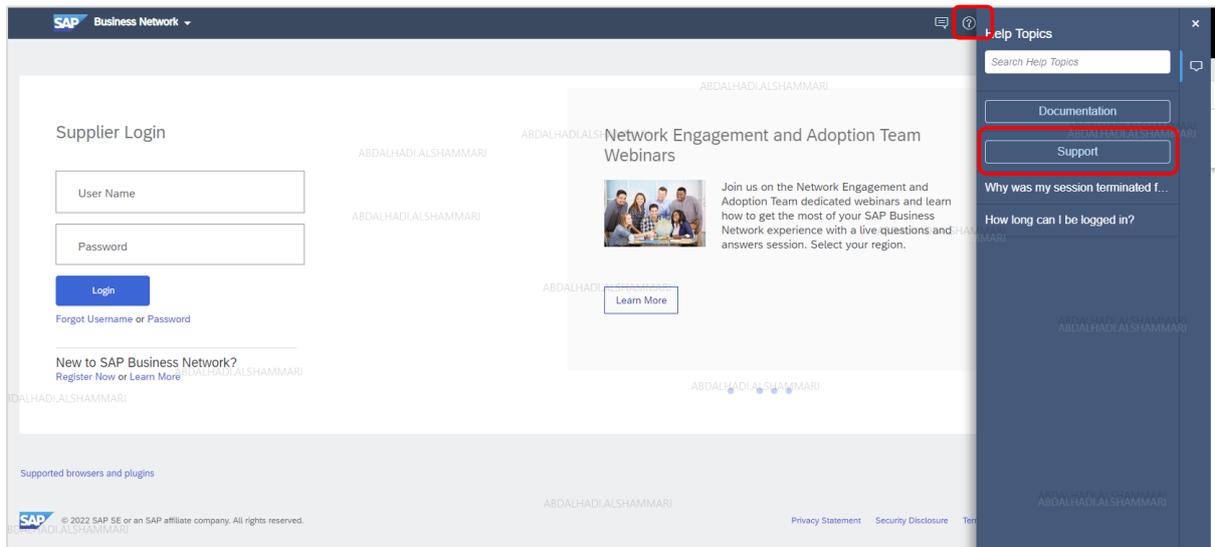
For support (questionnaires, link not working, timeline, additional info, documents, certificates etc.), please contact the [Saudi Aramco Help Desk](#) by phone or email.

Seeking help for technical support (access, browser, user name & password, performance etc.), please contact the [Saudi SAP Ariba Help Desk](#) by filling up and submitting an online form for phone call and/or email.

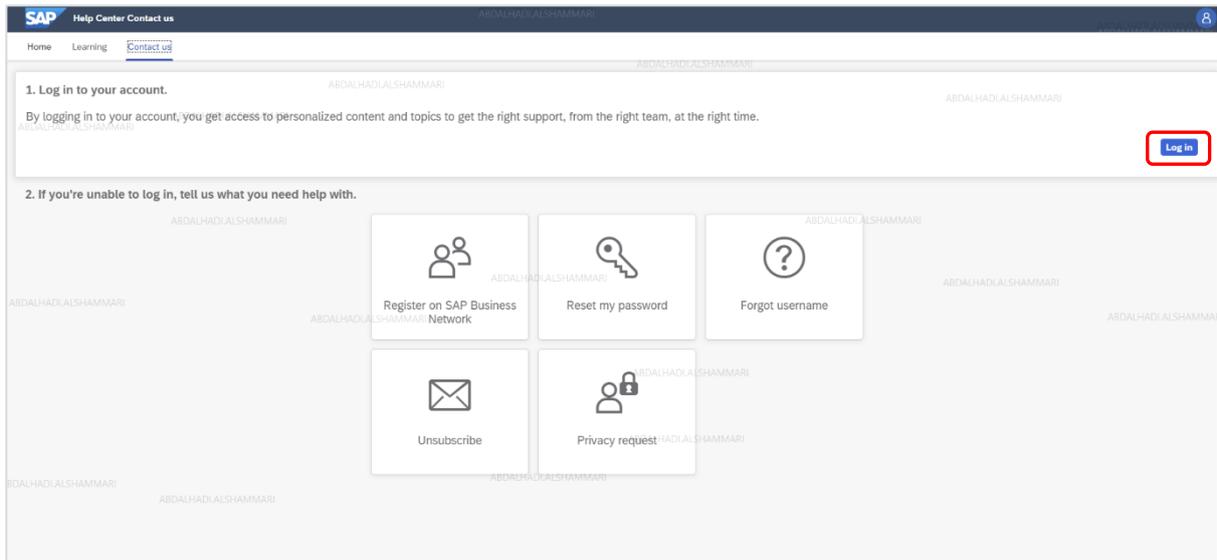
The Supplier Support System will also provide self-service options, such as a Technical Guide, Tutorials or an FAQ section to empower suppliers to find solutions on their own.

SAP Ariba Help Desk

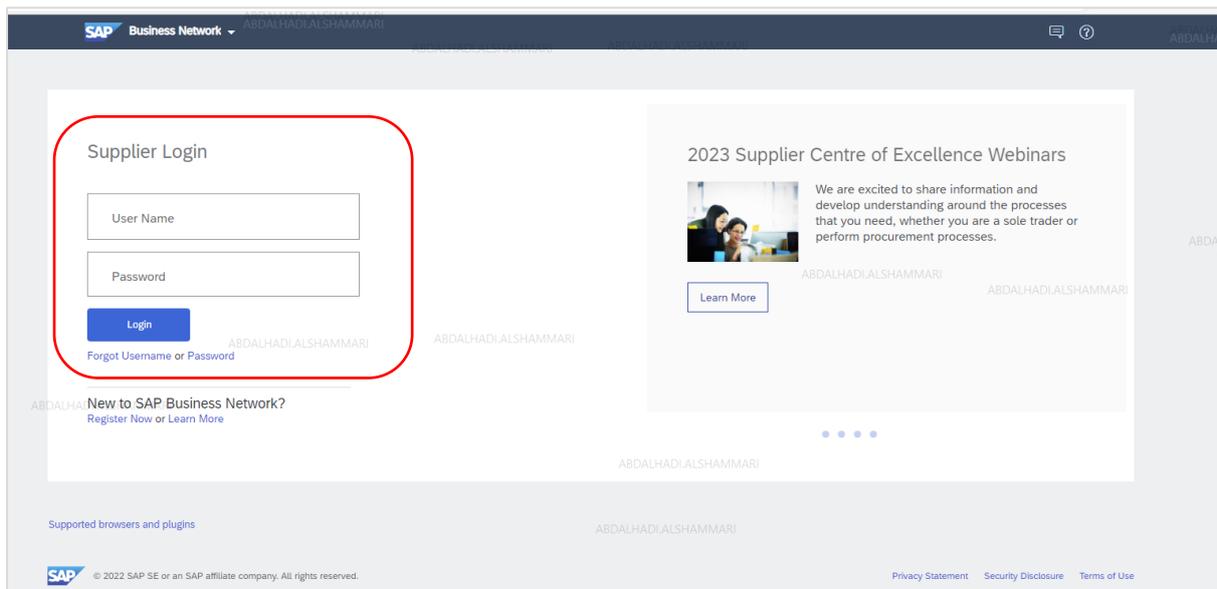
A Supplier connected to the SAP Ariba network can receive technical support from within that network through the SAP Ariba Help Center Home.



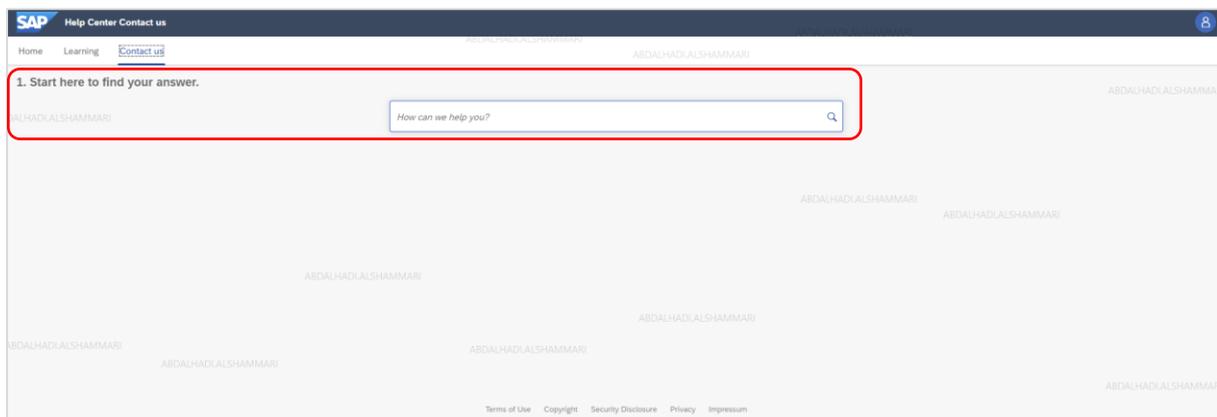
To access the help center, hover over the question mark icon → Click on help → Support



By logging in to your account, you get access to personalized content and topics to get the right support, from the right team, at the right time.



User your credentials to access your account



Start by using the search box to find your answer

Example: Support related to account administrator

The screenshot shows the SAP Help Center search interface. At the top, a search box contains the text 'account administrator'. Below the search box, a red box highlights the heading '2. Browse below for our AI-based recommendations*'. The main content area displays several FAQ items related to account administration, such as 'How do I change the administrator user in my SAP Business Network supplier account?' and 'How do I access and change the former administrator's account?'. At the bottom of this section, another red box highlights the heading '3. Choose from the options below to continue.' followed by a question: 'Do you need to reassign the account administrator?'. Below this question are three buttons: 'Yes', 'No', and 'Don't know'.

Browse AI-based recommendations or choose from the available options below to continue

This screenshot shows a more detailed view of the SAP Help Center interface. It features the SAP logo and navigation links like 'Home', 'Learning', and 'Contact us'. The main content area is titled '3. Choose from the options below to continue.' and contains a series of questions with corresponding buttons: 'Do you need to reassign the account administrator?' (Yes, No, Don't know), 'Is your current administrator still with your company?' (Yes, No, Don't know), and 'Do you have access to retrieve emails sent to the listed administrator's email?' (Yes, No, Don't know the email). Below these questions, there is a list of required information for support, including ANID number, administrator name, and email address. A large red arrow points downwards from the bottom of the question section towards a blue 'Create a Case' button located at the bottom right of the page. The text 'Can't find what you're looking for?' is visible at the bottom left.

If required, the supplier has the option to create a case “Support Request”

SAP Help Center Contact us

Requested language of support: English Change?

1. Tell us what you need help with.

Subject: account administration

Full description: The user left the company and I want support to change it.

Attachment: [Add]

Next type: Administration

Next area: Company profile

FD Number: [Empty]

Tap Recommendations:

- How do I change the administrator user in my SAP Business Network supplier account?
- How do I access and change the former administrator's account?

2. How does this impact your normal business processes?

Business Impact: Not stopping my work

3. Please review your contact information for correctness:

First name: Abdulhadi

Last name: Alshammari

Username: [Empty]

Company: Aramco

Email: abdulhadi.alshammari@aramco.com

Phone: +966 54 552 5136 Saudi Arabia (الرياض)

Extension: [Empty]

Carrier phone: 050522138

Arabic Network ID: [Empty]

My phone number is correct.

Arabic Network ID: [Empty]

To see how your data is used by SAP Arriba, you can visit the SAP Arriba Privacy Statement.

Recommendations:

- How do I change the administrator user in my SAP Business Network supplier account?
- How do I access and change the former administrator's account?
- How do I contact the account administrator for my company?
- How do I update administrative information on SAP Business Network?
- How do I change a sub user's permissions and the role assigned to a sub user?
- How do I use the Link User ID's option?
- How do I change or update my email address or username in my supplier account?
- Where do I find my SAP Business Network ID (SBNID) number?
- How do I delete a user from my account?
- How to change supplier company contact person
- Why do I still receive email notifications after leaving my supplier company?
- How to change the default disabled on a supplier user
- How to receive messages only for my department
- How can I change the language on my supplier user account?
- How do I request supplier administrator access when there is no current administrator?
- How supplier can configure their instance to manage the buyer according to size
- I do not know my supplier administrator and I need a new user account
- How do I update my supplier company name?
- How can I view my buyer companies?
- How do I update a company name?
- How can I view changes made to my Company profile?
- Access denied error (ERR41): Your right has been denied due to attempted access from a client region in which SAP does not provide products and services. Any attempt to circumvent this may result in your account being permanently closed
- How can I change who approves my time sheet?
- Information for new Supplier Administrators
- How to update the contact details of my supplier company

One Last Step

Complete the required fields and click on the One Last step button

SAP Help Center Contact us

Choose this contact method for the fastest resolution of your issue:

Phone

A support engineer will respond to your case by phone.

Estimated wait time in minutes: 2

Do not record my phone call.

Other methods you may choose:

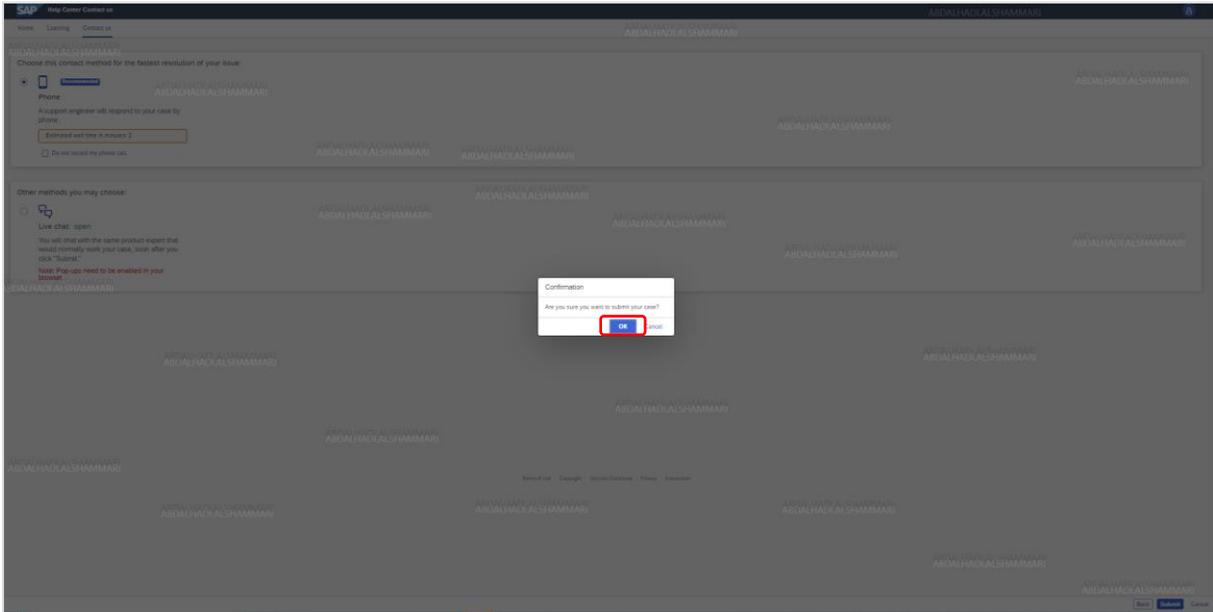
Live chat: open

You will chat with the same product expert that would normally work your case, soon after job click "Submit".

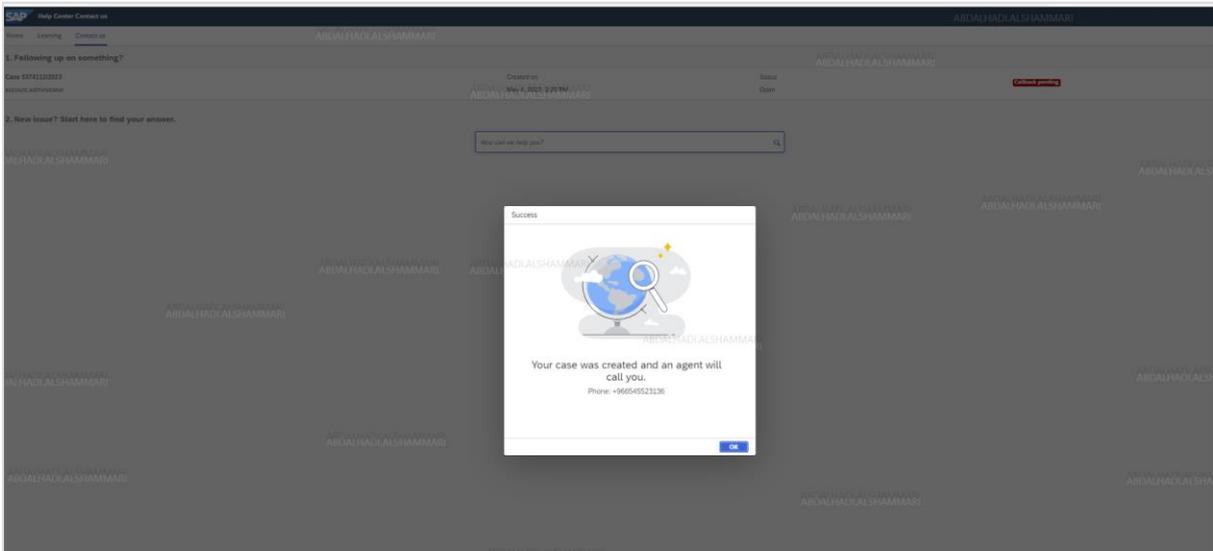
Note: Pop-ups need to be enabled in your browser.

Back Submit Cancel

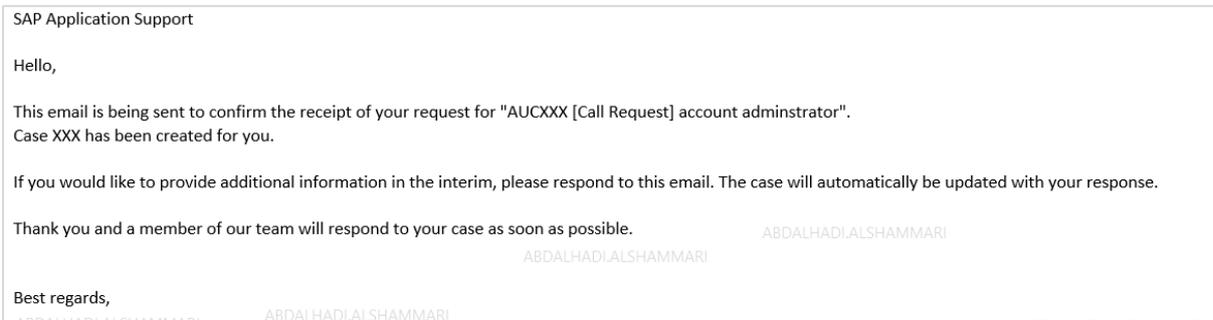
Chose the preferred contact method and click on the submit button



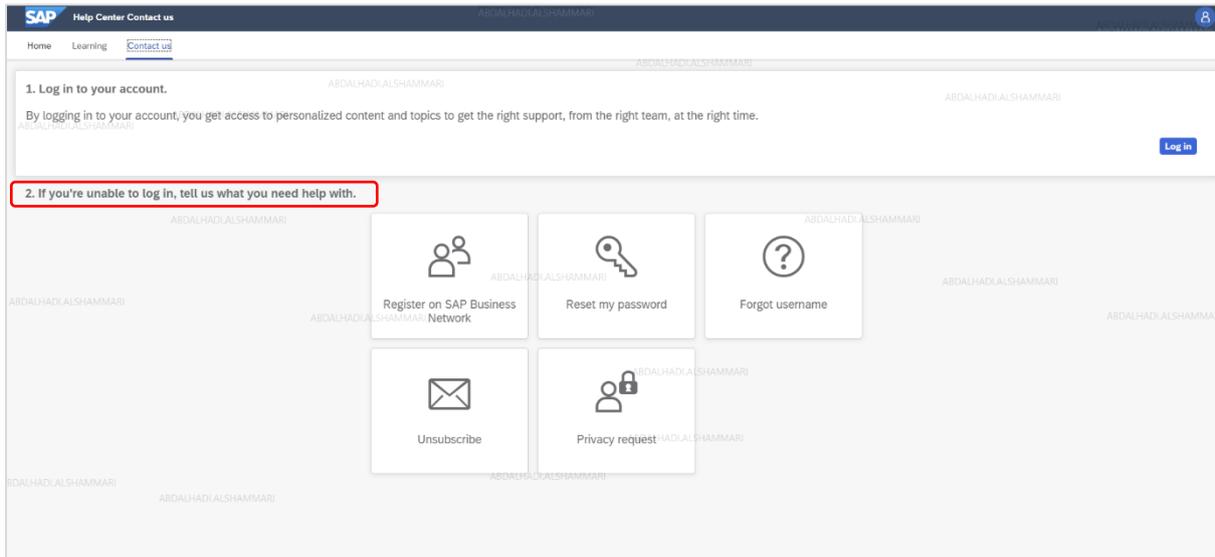
Click on the OK Button



Submit the request and the supplier will see the successful submission popup



The supplier will receive a successful submission confirmation email



If you are unable to log in, click on one of the help options as desired till you find the help that you need.

Tutorials

Introduction to the Dashboard

Here is the SAP Ariba provided video link to guide you on how to access and use leads, proposals, contracts, orders and invoices, inbox, outbox, catalog, account setting, change password, link user Id and company profile, etc.

[Introduction to the Dashboard \(11:47\)](#)

Supplier Basics

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

[Supplier Basics \(4:33\)](#)

Forget Password

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

[Having Trouble Logging In \(2:03\)](#)

Saudi Aramco Help Desk

In case the question or inquiry is a business question, the supplier may connect Saudi Aramco Supplier help Desk by email or phone call.

e-mail: SupplierHelpDesk@aramco.com

Phone: 800-116-1168 for in-Kingdom Suppliers

Or +966-11-290-8950 for out-of-Kingdom Suppliers

Tutorials

New Supplier Registration

For guidance on how to register with Saudi Aramco, including submitting a registration questionnaire through Saudi Aramco e-Marketplace Platform, please watch a short tutorial on how to register with Saudi Aramco.

[New Supplier Registration Tutorial](#)

Supplier Profile activation

For guidance on how to activate your migrated profile on the Saudi Aramco e-Marketplace Platform, please watch a short tutorial on how to activate your profile.

[Migrated Supplier Activation Tutorial](#)

Supplier Profile Update

For guidance on how to maintain and update the supplier profile on the Saudi Aramco e-Marketplace Platform, please watch a short tutorial on how to update your profile.

[Supplier General Registration Update Tutorial](#)