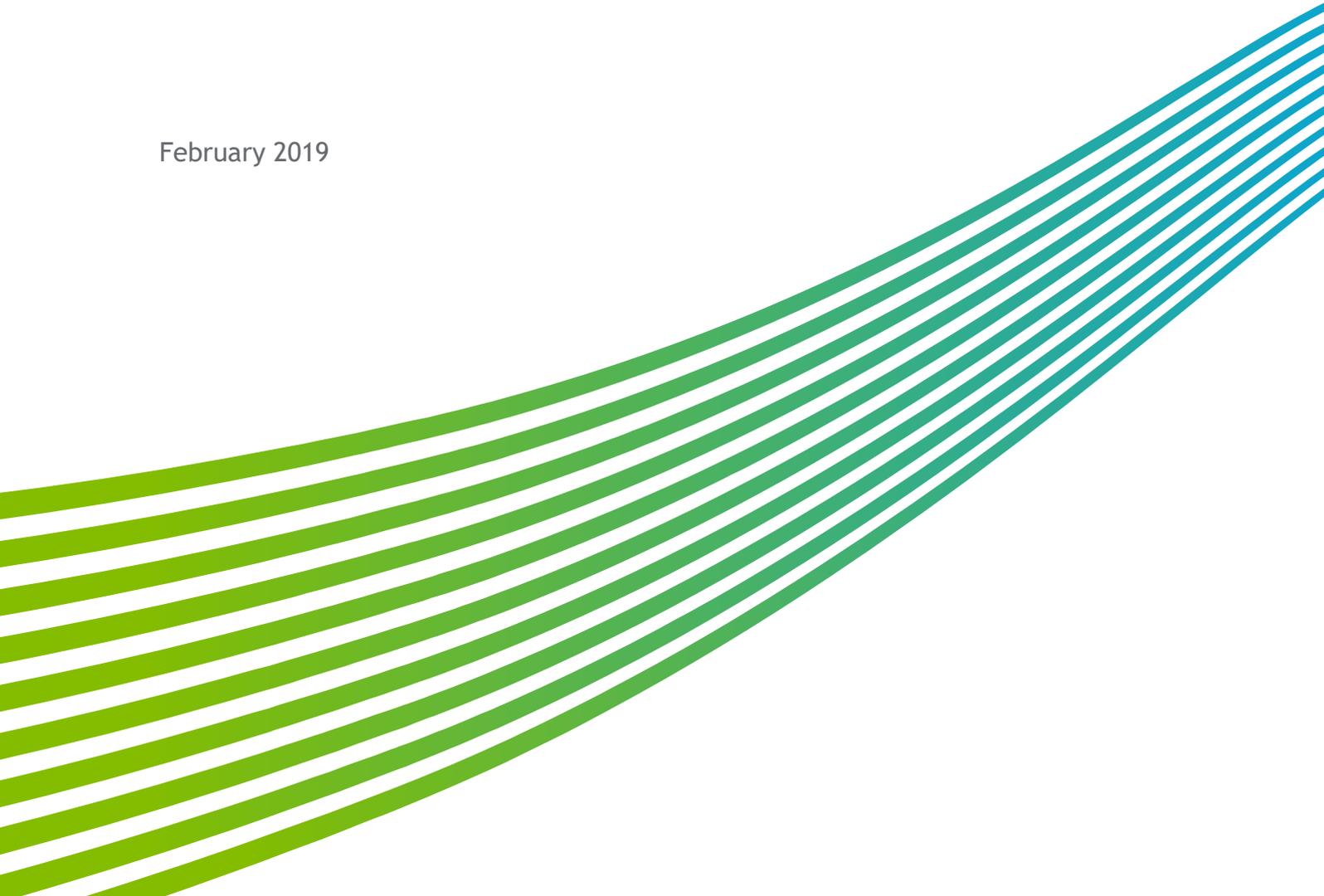


# Aramco e-Marketplace Supplier Reference Guide

Aramco Overseas Company

February 2019



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## What is the Aramco e-Marketplace?

The Aramco e-Marketplace is an SAP Ariba based tool for Supplier collaboration with Aramco Overseas Company. Suppliers may register, submit supplier questionnaires, update supplier profile (address, contacts, etc.), qualify materials to be supplied to Aramco and receive RFQs and submit proposals.

## What is SAP Ariba Network?

SAP Ariba is a leading business to business e-commerce network and it is the gateway to access the Aramco e-Marketplace. Please refer to the SAP Ariba network website for more information.

## Who should register on the Aramco e-Marketplace?

All companies interested in supplying materials to Aramco Overseas Company (AOC) are required to be registered on the Aramco e-Marketplace. There are different registration and qualification processes depending upon your company's location and the type of supplier (manufacturer, distributor, etc.).

Registration is by invite only. Please see following sections for instructions on registering on the Aramco e-Marketplace.

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

## New Supplier Registration

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

Note that the steps below are for suppliers that do not have an existing AOC Vendor ID.

### 1. Receive e-mail Invitation

Supplier registration for new suppliers on the Aramco e-Marketplace is by invitation only. Once a Supplier meets the current sourcing requirements, an e-mail invitation is sent to start the registration process on the Aramco e-Marketplace. Below is an example of this invitation e-mail.

#### Register as a supplier with Aramco e-Marketplace

Hello!

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

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

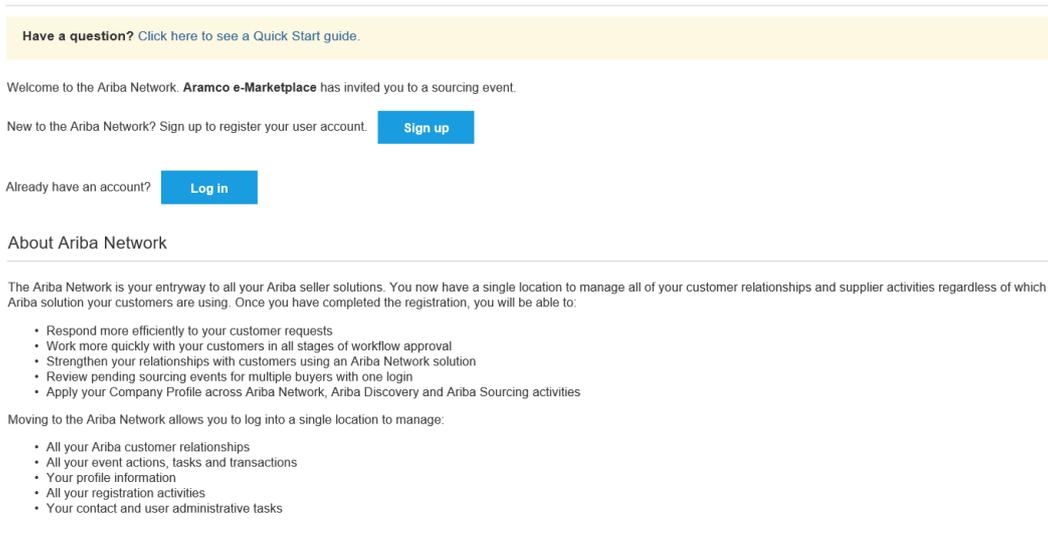
[Click Here](#) to create account now

#### Note:

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

- Click the above link
- Check the Privacy Statement
- If you have an existing Ariba Network Account, please select **Log in**
- If you are new to the Ariba Network, please select **Sign up**
- Fill in the requested information and then select **Create account and continue**
- Verify basic information such as vendor ID, Company Name, etc.
- Select **Submit entire response**, to activate your company account on Aramco e-Marketplace
- You will receive notification via email that the account is Registered
- The activation step will allow suppliers to receive RFQ/RFI via Aramco e-Marketplace in the future
- To update your company profile after activation, click on **Revise Response**

2. Click on the link received in the e-mail to see the following screen:



3. If an SAP Ariba network account already exists, use the existing user ID and password to log in.

If not, click ‘Sign up’ to start the registration process. Complete the form as shown below and click ‘Create account and continue’.

Password: \*  Must contain a minimum 8 characters including letters and numbers.  
 HABIBULLAH.SIDDIQUI  
 Language: English   
 Email orders to: \*  The language used when Ariba sends you configurable notifications. This is different than your web browser's language.  
Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Tell us more about your business ▶

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.  
 By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.  
 You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian Federation.

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

- Once the information in the previous step is submitted, the next page will display the AOC Supplier Registration Questionnaire. An e-mail is also received confirming the SAP Ariba registration as shown below. This e-mails shows your organization’s SAP Ariba account ID and username.

### Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for AOC Test is now complete.

Your organization's account ID: **AN01437391133**

Your username: [afroditi.grammenou@aramcooverseas.com](mailto:afroditi.grammenou@aramcooverseas.com)

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

- Note that the invitation link expires after the first login. The following link may be used to access the SAP Ariba network for subsequent logins:  
<https://service.ariba.com/Supplier.aw>

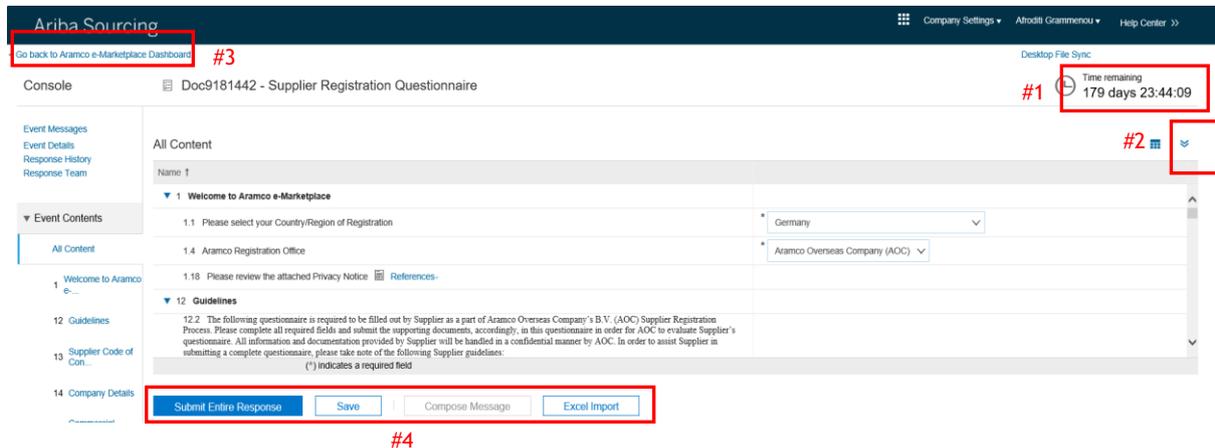
Please refer to section ‘Existing AOC Suppliers’ for details on accessing the Supplier Registration Questionnaire.

- The next section discusses filling out and submitting the Supplier Registration Questionnaire.

# AOC Supplier Registration Questionnaire

## Navigating the Supplier Questionnaire

The screenshot below shows the landing page for AOC’s Supplier Registration Questionnaire. Instructions below explain how to navigate the questionnaire.



1. Questionnaire Timeframe: Suppliers have 180 days to complete their initial registration. If the application is not submitted before the end of the period, the questionnaire will be “Closed”.
2. Click to maximize/minimize the questionnaire.
3. Click to go back to the main network page.
4. Supplier Action Tabs: Following four actions are available.
  - a. Save - Save the questionnaire and resume later. Questionnaire should be saved periodically to avoid losing the completed information. Note, there is no auto-save feature.
  - b. Compose Message feature - NOT AVAILABLE.
  - c. Excel Import - Export the questionnaire as an Excel file.
  - d. Submit Entire Response - Submit the questionnaire for evaluation to AOC SRM (Supplier Relationship Management group).

## Supplier Registration Questionnaire Sections

The Supplier Questionnaire contains the following sections:

1. Welcome to Aramco e-Marketplace
2. Guidelines
3. Supplier Code of Conduct
4. Company Details
5. Commercial Requirement
6. Financial Details
7. Bank Details

- 8. Addresses & Contacts
- 9. Trade Compliance
- 10. Compliance & Ethics
- 11. Privacy Notice

## Welcome to Aramco e-Marketplace

Once the supplier selects the appropriate country of registration, one of Aramco’s affiliated offices will be assigned to handle the registration. Aramco offices are only allowed to assist with registration of suppliers located within their respective area of responsibility.

Console Doc9181442 - Supplier Registration Questionnaire Time remaining 179 days 23:51:12

Event Messages  
Event Details  
Response History  
Response Team

Event Contents  
All Content

1 Welcome to Aramco

12 Guidelines

13 Supplier Code of Con...

14 Company Details

All Content

Name: ↑

▼ 1 Welcome to Aramco e-Marketplace

1.1 Please select your Country/Region of Registration \* Germany

1.4 Aramco Registration Office \* Aramco Overseas Company (AOC)

1.18 Please review the attached Privacy Notice [References](#)

▼ 12 Guidelines

12.2 The following questionnaire is required to be filled out by Supplier as a part of Aramco Overseas Company's B.V. (AOC) Supplier Registration Process. Please complete all required fields and submit the supporting documents, accordingly, in this questionnaire in order for AOC to evaluate Supplier's questionnaire. All information and documentation provided by Supplier will be handled in a confidential manner by AOC. In order to assist Supplier in submitting a complete questionnaire, please take note of the following Supplier guidelines:  
(\*) indicates a required field

Submit Entire Response Save Compose Message Excel Import

## Privacy Notice and Guidelines Section

Please read through the Privacy Notice and the General Guidelines carefully before filling out the questionnaire. The General Guidelines provide important information that will help in completing the Supplier Registration Questionnaire. Once read, the Guidelines section can be hidden by clicking the blue triangle on the left as shown below.

Console Doc9181442 - Supplier Registration Questionnaire Time remaining 179 days 23:51:12

Event Messages  
Event Details  
Response History  
Response Team

Event Contents  
All Content

1 Welcome to Aramco

12 Guidelines

13 Supplier Code of Con...

14 Company Details

All Content

Name: ↑

▼ 1 Welcome to Aramco e-Marketplace

1.1 Please select your Country/Region of Registration \* Germany

1.4 Aramco Registration Office \* Aramco Overseas Company (AOC)

1.18 Please review the attached [Privacy Notice](#) [References](#)

12 Guidelines

12.2 The following questionnaire is required to be filled out by Supplier as a part of Aramco Overseas Company's B.V. (AOC) Supplier Registration Process. Please complete all required fields and submit the supporting documents, accordingly, in this questionnaire in order for AOC to evaluate Supplier's questionnaire. All information and documentation provided by Supplier will be handled in a confidential manner by AOC. In order to assist Supplier in submitting a complete questionnaire, please take note of the following Supplier guidelines:  
(\*) indicates a required field

Submit Entire Response Save Compose Message Excel Import

## AOC Supplier Code of Conduct Section

All registered suppliers are required to have an acknowledged AOC Supplier Code of Conduct on file with AOC prior to issuance of any Purchase Order or Contract. Please agree to the guidelines and policies as outlined in AOC’s Supplier Code of Conduct.

## All Content

Name ↑	
manufacturers' quality management system and compliance with ISO 9000 standards. AOC inspectors may also evaluate manufacturer's capabilities to produce materials/equipment which meets AOC's material specifications. • <b>Recommend Supplier periodically saves data entries in this process in order to avoid data re-entry in the event of a disruption in connectivity.</b>	
For assistance with AOC Supplier Questionnaire, please contact AOC's Supplier Relationship Management Group at srm@aramcooverseas.com	
▼ 13 Supplier Code of Conduct	
13.3 Please review, sign and upload the attached Supplier Code of Conduct <a href="#">References</a>	<a href="#">AOC SCOC REV 3 2019 A4.pdf</a> Update file Delete file
13.13 Aramco Supplier Code of Conduct Signed Date	Fri, 1 Mar, 2019
▼ 14 Company Details	

## Company Details

Fill in the company details including:

1. Supplier Type: Select the appropriate supplier type.
  - a. Manufacturer Only - An organization that manufactures or assembles products at a facility owned and operated by the organization.
  - b. Materials Vendor Only: An organization that sells products manufactured by another entity (Example: Distributor, Stockist or Jobber).
  - c. Service Provider Only: An organization whose primary business is to perform standalone services, or perform services on existing products or property.
2. Sourcing List Materials: Select the product supplied from the product catalog. If the 9COM or 9CAT number is known, select 'ID' from the dropdown, enter the 9COM or 9CAT number and click search.
3. Sourcing List Services: Service providers should select products that start with 7 or 8 or 9

The screenshot displays the 'Supplier Registration Questionnaire' interface. The main section is 'Company Details', which includes fields for Company Name, Parent/Group Company Name, Legal Entity/Registered Name, and Supplier Type. A 'Sourcing List' section is also visible, with a 'Commodities Supplied' field. A dialog box titled 'Choose Values for Commodity' is open, showing a search for '6000002365'. The dialog has two columns: 'Add to Currently Selected' and 'Currently Selected'. The 'Add to Currently Selected' column shows a search result for '6000002365 - (INSP) PUMP, VACUUM, API 681, HIGH POWER'. The 'Currently Selected' column is empty. The dialog also includes a 'Done' button.

## Commercial Requirement

Fill in required information. Attach audited financial statements for the past two years.

<b>▼ 15 Commercial Requirement</b>	
15.1 Commercial/Business/Company Registration Number	* <input type="text" value="6754323"/>
15.2 Commercial/Business/Company Registration Attachment	* <a href="#">📎 exports and sanctions.pdf</a> <a href="#">Update file</a> <a href="#">Delete file</a>
15.3 DUNS Number	<input type="text"/>
15.19 Do you have an Agent/Distributor in Saudi Arabia?	* <input type="text" value="No"/>

## Financial Details

Provide VAT ID, if not applicable (exempted), please contact [srm@aramcooverseas.com](mailto:srm@aramcooverseas.com).

<b>▼ 16 Financial Details</b>	
16.3 VAT ID <small><b>Disclaimer:</b> Please add the Country Code to your VAT ID (ex: NLxxxxxxx or ATxxxxxxx)</small>	* <input type="text"/>
<b>▼ 17 Bank Details</b>	
17.1 Bank Name	* <input type="text"/>
	* Street: <input type="text"/>
	City: * <input type="text" value="HAMBURG"/>

## Bank Details

Provide Bank Address details, Bank Account details and attached signed copy of Bank details Confirmation.

17.11 Bank Address	State/Province/Region: <input type="text"/> ⓘ
	Postal Code: * <input type="text"/>
	Country: * <input type="text" value="Germany"/>
17.15 Account Holder's Name	* <input type="text" value="AOC TEST 3 BV"/>
17.20 Bank Account Number	* <input type="text"/>
17.21 Currency	* <input type="text" value="EUR"/>
17.23 Remittance Email	* <input type="text"/>
17.25 Swift/BIC Code	* <input type="text" value="AARBDE5W200"/>
17.27 Sort Code	<input type="text"/>
17.28 IBAN	* <input type="text" value="DE"/>
17.31 Signed Bank details Confirmation	* <a href="#">📎</a> <a href="#">.pdf</a> <a href="#">Update file</a> <a href="#">Delete file</a>

## Addresses and Contacts

Provide Sales Office address and Sales Personnel along with any other facility address or contact person.

**Ariba Sourcing** | Company Settings | Angela Edwards | Help Center

Go back to Aramco e-Marketplace Dashboard | Desktop File Sync | Time remaining: 179 days 22:21:5

Console | Doc8443456 - Supplier Registration Questionnaire

Event Messages | Event Details | Response History | Response Team

Event Contents

18 Addresses and Contacts (Section 8 of 11) | Prev | Next

18.1 Sales Office Address Details

18.1.1 Address  
**Disclaimer:** Please fill in the following information:  
 1. Street  
 2. City  
 3. Postal Code  
 4. Region  
 5. Country

Street:  House Number:   
 Street 2:   
 Street 3:   
 District:   
 Postal Code:  City:   
 Country: (no value) | Region: (no value)

(\*) indicates a required field

Submit Entire Response | Save | Compose Message | Excel Import

## Trade Compliance

Answer the questions as applicable.

**Ariba Sourcing** | Company Settings | Angela Edwards | Help Center

Go back to Aramco e-Marketplace Dashboard | Desktop File Sync | Time remaining: 179 days 22:20:41

Console | Doc8443456 - Supplier Registration Questionnaire

Event Messages | Event Details | Response History | Response Team

Event Contents

19 Trade Compliance (Section 9 of 11) | Prev | Next

19.1 Is your company an Authorized Economic Operator, Trusted Trader, C-TPAD certified? \* Unspecified

19.2 Does your company have an internal Trade control and Customs Control management and compliance program to ensure adherence to customs and export control laws and regulations? \* Unspecified

19.3 Does your company screen employees, end users and other parties involved in a business transaction against the international lists of sanctioned parties and embargoed countries? \* Unspecified

19.6 Does your company have an IT system for managing Trade controls & Customs? \* Unspecified

19.7 Is there dedicated personnel designated with the tariff and export control classification of the items, export licensing and the overall responsibility for the Trade control and Customs compliance program or procedures? \* Unspecified

19.9 Do you have written Trade control and Customs policies and standard operating procedures for the following topics

19.9.1 Export Control classification \* Unspecified

19.9.2 Customs Tariff classification \* Unspecified

19.9.3 Sanction Screening \* Unspecified

(\*) indicates a required field

Submit Entire Response | Save | Compose Message | Excel Import

## Compliance & Ethics

Answer the questions as applicable.

Ariba Sourcing

Go back to Aramco e-Marketplace Dashboard

Company Settings | Angela Edwards | Help Center

Doc8443456 - Supplier Registration Questionnaire

Time remaining: 179 days 22:19:20

Event Messages  
Event Details  
Response History  
Response Team

Compliance & Ethics (Section 10 of 11) | Prev | Next

20 Compliance & Ethics

20.1 Has your organization ever been the target or subject of an investigation conducted by any governmental agency, court, committee, grand jury or investigative body? \* Unspecified

20.3 Is your company currently under investigation by a government authority or a court? \* Unspecified

20.5 Has your organization ever been found to be in violation of FCPA anti-bribery, accounting or other provisions? \* Unspecified

20.7 Has your organization ever been made subject to trade or financial sanctions, or been denied export privileges, by any governmental authority? \* Unspecified

20.9 Has your organization ever been found to be in violation of applicable export control or trade/financial sanctions rules or requirements, or has it settled any allegations of violations of such rules or requirements? \* Unspecified

20.11 Has your company ever been cited for violations resulting in monetary penalties and/or formal corrective actions mandated by a government authority or a court? Has it ever settled any allegations of violations of such rules or requirements? \* Unspecified

20.13 Does your organization or any of its key agents or employees have any relationship or association (including but not limited to familial, personal, business or financial) with Saudi Aramco (including its financial subsidiary companies) or any of its employees? \* Unspecified

20.15 Has your organization or any of its officers, directors, employees or agents ever had any relationship or other identified ties to anyone connected to a racketeering enterprise or organized crime? \* Unspecified

(\* indicates a required field)

Submit Entire Response | Save | Compose Message | Excel Import

## Privacy Notice

Review the privacy notice and select 'Yes' to proceed.

Ariba Sourcing

Go back to Aramco e-Marketplace Dashboard

Company Settings | Angela Edwards | Help Center

Doc8443456 - Supplier Registration Questionnaire

Time remaining: 179 days 22:15:13

Event Messages  
Event Details  
Response History  
Response Team

Privacy Notice (Section 11 of 11) | Prev

21 Privacy Notice

21.1 Please review and agree to the attached privacy notice \* Yes

(\* indicates a required field)

Submit Entire Response | Save | Compose Message | Excel Import

## Submitting the AOC Supplier Questionnaire

Once the questionnaire is completed, click on "Submit Entire Response" to submit the questionnaire for AOC evaluation. The Supplier Questionnaire will be closed and the response will be submitted, as seen below.

Ariba Sourcing

Go back to Aramco e-Marketplace Dashboard

Help Center >>

Doc2988463 - Supplier Registration Questionnaire

Time remaining: 44 days 03:04:01

Event Messages  
Event Details  
Response History  
Response Team

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

All Content

The following confirmation e-mail is received after submitting the questionnaire.

**AOC Test submitted registration info.**

For your information, AOC Test submitted registration info to become a supplier with Aramco e-Marketplace. The information will be reviewed for approval of the registration. You will be notified when next steps require your attention.

## Closed Supplier Questionnaire

The Supplier Registration Questionnaire may be closed due to the following reasons:

1. Supplier submitted their questionnaire and it is pending AOC Evaluation & Approval
2. Supplier did not complete and submit the questionnaire in the allowed timeframe period.

Suppliers who did not submit the questionnaire on time can re-access their questionnaire by emailing AOC Supplier Relationship Management team at [srm@aramcooverseas.com](mailto:srm@aramcooverseas.com) and requesting a time extension. Note, supplier will be granted a time extension only if they have gathered all missing requirements and are ready to upload and submit the questionnaire.

## Returned Questionnaire for Additional Information

Incomplete questionnaires will be returned back to the Supplier either automatically or by an AOC representative. The Supplier will receive the below email notification detailing the required additional information to be submitted.

### Aramco e-Marketplace

---

**Additional registration information needed.**

HABIBULLAH.SIDDIQUI

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

Comments: //PO Box is missing in section 6.1

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

HABIBULLAH.SIDDIQUI

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

## Registration Notification

Suppliers will receive an e-mail informing the supplier about the registration decision once AOC Evaluates the submitted questionnaire. Please note that application for, or acceptance of supplier registration does not guarantee any business.

**Your request to add AOC TEST 2 as a supplier was approved.**

Your request from Sun, 03 Mar, 2019 to add AOC TEST 2 as a supplier to Aramco e-Marketplace was approved. You will be notified when next steps require your attention.

[Click Here](#) to review the new supplier information, including any comments from approvers.

## Migrated AOC Supplier Profiles

1. Previously approved AOC suppliers have been migrated to the SAP Ariba network. Existing suppliers will receive the below invitation from SAP Ariba to access SAP Ariba and link their migrated AOC profile to their newly created SAP Ariba Network ID.

### Register as a supplier with Aramco e-Marketplace

Hello!

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

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

[Click Here](#) to create account now

#### Note:

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

- Click the above link
- Check the Privacy Statement
- If you have an existing Ariba Network Account, please select **Log in**
- If you are new to the Ariba Network, please select **Sign up**
- Fill in the requested information and then select **Create account and continue**
- Verify basic information such as vendor ID, Company Name, etc.
- Select **Submit entire response**, to activate your company account on Aramco e-Marketplace
- You will receive notification via email that the account is Registered
- The activation step will allow suppliers to receive RFQ/RFI via Aramco e-Marketplace in the future
- To update your company profile after activation, click on **Revise Response**

2. Click on the link received in the e-mail to see the following screen:

**Have a question?** [Click here to see a Quick Start guide.](#)

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

New to the Ariba Network? Sign up to register your user account. [Sign up](#)

Already have an account? [Log in](#)

### 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

3. If an SAP Ariba network account already exists, use the existing user ID and password to log in. If not, click 'Sign up' to start the registration process. Complete the form as shown below and click 'Create account and continue'.

Create account

Create account and continue

Cancel

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

HABIBULLAH.SIDDIQI

Company information

\* Indicates a required field

Company Name:

Country:  ▼ 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.

Address:

City:

HABIBULLAH Postal Code:

State:

User account information

\* Indicates a required field

Name:   SAP Ariba Privacy Statement

Email:  Use my email as my username

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

Password:   
 Must contain a minimum 8 characters including letters and numbers.

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

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

Tell us more about your business >

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

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

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

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

Create account and continue

Cancel

- Once the information in the previous step is submitted, the migrated Aramco Supplier Registration Questionnaire is displayed. An e-mail is also received confirming the SAP Ariba registration as shown below. This e-mails shows your organization’s SAP Ariba account ID and username.

**Welcome to the Ariba Commerce Cloud**

Your registration process on the Ariba Commerce Cloud for AOC Test is now complete.

Your organization's account ID: **AN01437391133**

Your username: **[afrodit.grammenou@aramcooverseas.com](mailto:afrodit.grammenou@aramcooverseas.com)**

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

8. Note, the invitation link expires after the first login. The following link may be used to access the SAP Ariba network for subsequent logins:

<https://service.ariba.com/Supplier.aw>

Please refer to section ‘Existing AOC Suppliers’ for details on accessing the Supplier Registration Questionnaire.

9. Suppliers are required to review basic information (supplier name & vendor ID) and submit the questionnaire by clicking ‘Submit Entire Response’ to activate their account. Once the questionnaire is submitted, the migrated company profile is activated and the status of the request changes to “Registered”.
10. A confirmation e-mail is received confirming registration on the Aramco e-Marketplace. Please note that application for, or acceptance of supplier registration does not guarantee any business.

**Your request to add ASC SSPU TEST SUPPLER as a supplier was approved.**

Your request from Sun, 16 Dec, 2018 to add ASC SSPU TEST SUPPLER as a supplier to Aramco e-Marketplace was approved. You will be notified when next steps require your attention.

[Click Here](#) to review the new supplier information, including any comments from approvers.

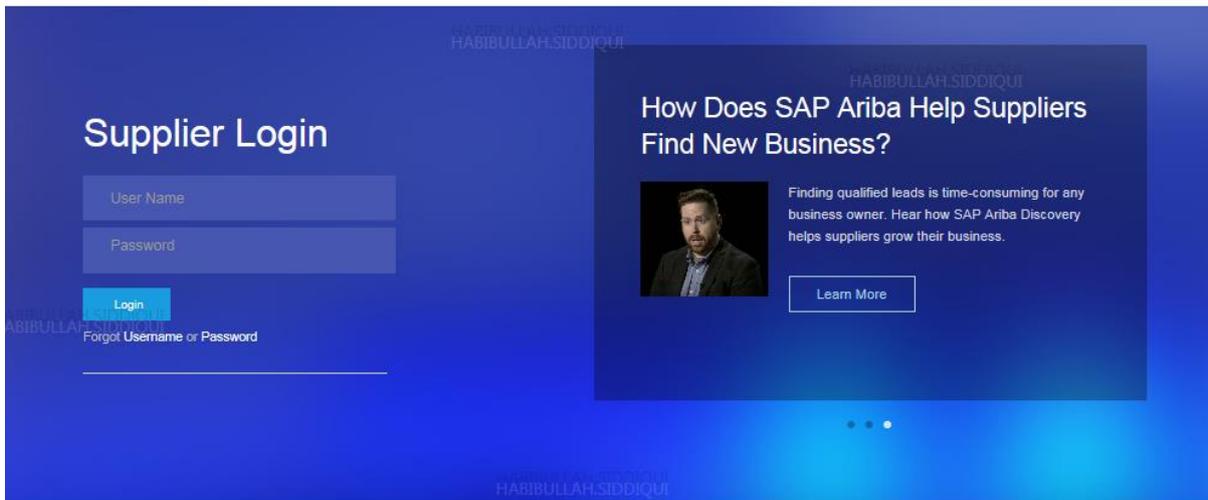
11. All migrated suppliers must complete a mandatory full update to their profile. Please follow the steps detailed below under “Existing AOC Suppliers” for instructions on updating the company profile.

## Existing AOC Suppliers (Update Supplier Profile)

Existing supplier may access the Aramco e-Marketplace at the following link:

<https://service.ariba.com/Supplier.aw>

1. Use your existing user name and password to login.



Supported browsers and plugins

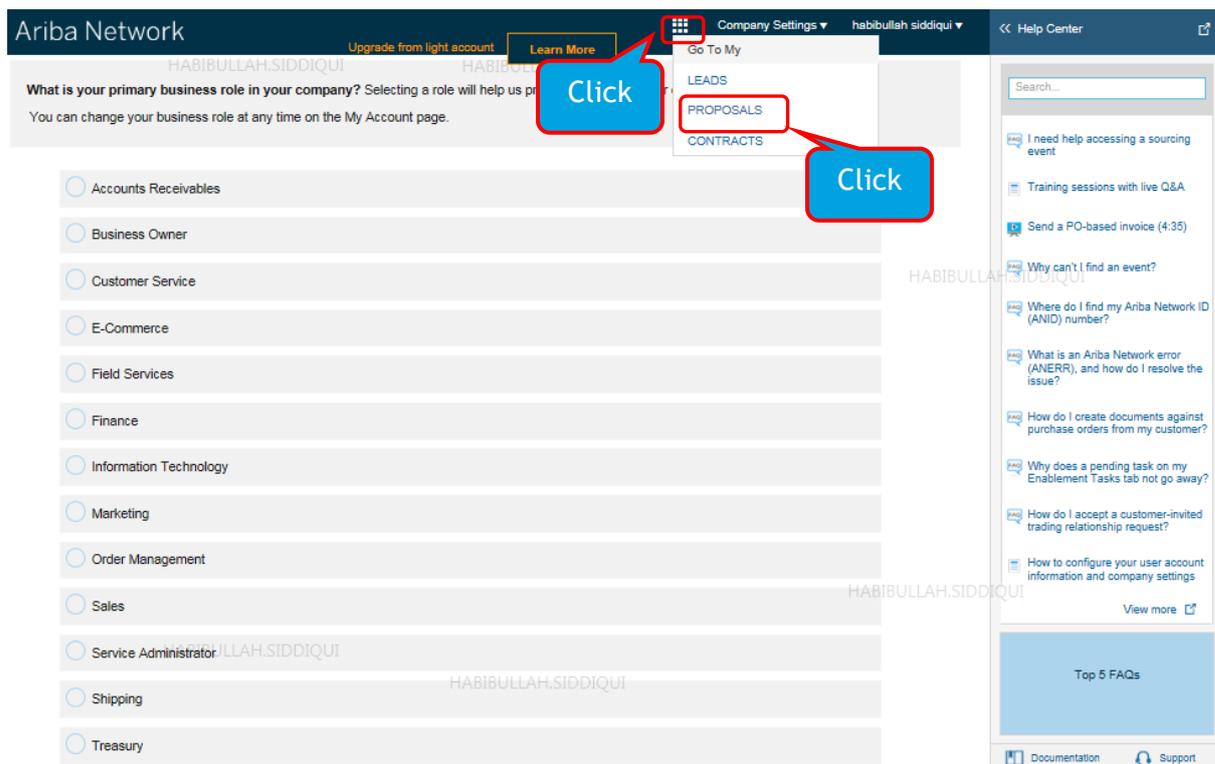


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HABIBULLAH.SIDDIQUI

2. After login, the page below is displayed. To access your company profile, click on the “Apps” button and select “Proposals”.



3. Note, if “Proposals” is not available in the “Apps” list, then you have already landed on the “Proposals” page.
4. Click on “Supplier Registration Questionnaire” link to access the questionnaire.

**Ariba Sourcing** HABIBULLAH.SIDDIQUI Company Settings habibullah.siddiqui Help Center

ARAMCO E-MARKETPLACE

12029 leads match your company profile  
[View Matched Leads](#)

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

**Events** HABIBULLAH.SIDDIQUI

Title	ID	End Time	Event Type
No items			

**Registration Questionnaires** HABIBULLAH.SIDDIQUI

Title	ID	End Time	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc2988463	7/18/2019 4:00 PM	Pending Resubmission

**Qualification Questionnaires** HABIBULLAH.SIDDIQUI

Title	ID	End Time	Status
No items			

**Tasks**

Name	Status	Due Date	Completion Date	Alert
No items				

5. Click “Revise Response” to edit and update any section of the questionnaire.

**Ariba Sourcing** HABIBULLAH.SIDDIQUI Company Settings habibullah.siddiqui

Go back to Aramco e-Marketplace Dashboard Desktop File Sync

Console Doc2988463 - Supplier Registration Questionnaire Time remaining 364 days 08:11:53

You have submitted a response for this event. Thank you for participating.

[Revise Response](#)

**Event Contents**

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

**All Content**

**1 General Guidelines** Less...

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

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

[Compose Message](#)

Ariba Sourcing HABIBULLAH.SIDDIQI Company Settings habibullah.siddiqi Help Center

Go back to Aramco e-Marketplace Dashboard Desktop File Sync

Console Doc2988463 - Supplier Registration Questionnaire Time remaining 364 days 08:05:56

You have submitted a response for this event. Thank you for participating.

Revise Response

Event Messages  
Event Details  
Response History  
Response Team

Event Contents  
All Content

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

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

OK Cancel

Compose Message

6. After revising the questionnaire, submit the revised profile for AOC approval.

Ariba Sourcing HABIBULLAH.SIDDIQI Company Settings habibullah.siddiqi Help Center

Go back to Aramco e-Marketplace Dashboard Desktop File Sync

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

Event Messages  
Event Details  
Response History  
Response Team

Event Contents  
All Content

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

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

4.4 General Organisation for Social Insurance (GOSI) Details

4.4.1 GOSI Membership Number  
رقم الاشتراك \* 347580048

4.4.2 Valid GOSI Certificate Attachment  
شهادة المؤسسة العامة للتأمينات الإجتماعية \* GOSI certificate.docx Update file Delete file

4.4.3 GOSI Certificate Expiry Date \* Thu, 18 Jul, 2019

4.4.4 GOSI Certificate Expiry Date (Hijri)  
Disclaimers: Please enter a Hijri date in the form \* 18/10/1439

4.4.5 Number of Saudi Employees  
عدد الشركتين السعوديين \* 150 person

4.4.6 Number of Non Saudi Employees  
Disclaimers: عدد الشركتين غير السعوديين \* 50 person per unit

4.4.7 Total Number of Employees  
المجموع \* 200 person

4.4.8 Saudization Percentage (Number of Saudi Employees / Total Number of Employees) \* 75%

4.5 Ministry of Labor Saudization Details

4.5.1 Ministry of Labor Registration Number  
رقم الاشتراك \* 23456789935464

4.5.2 Valid Saudization Certificate (Decision 50) from the Labor Office  
شهادة المعودة من مكتب العمل \* Labour registration no.docx Update file Delete file

4.5.3 Nitaqat Level \* Green

4.5.4 Size of Enterprise \* Small

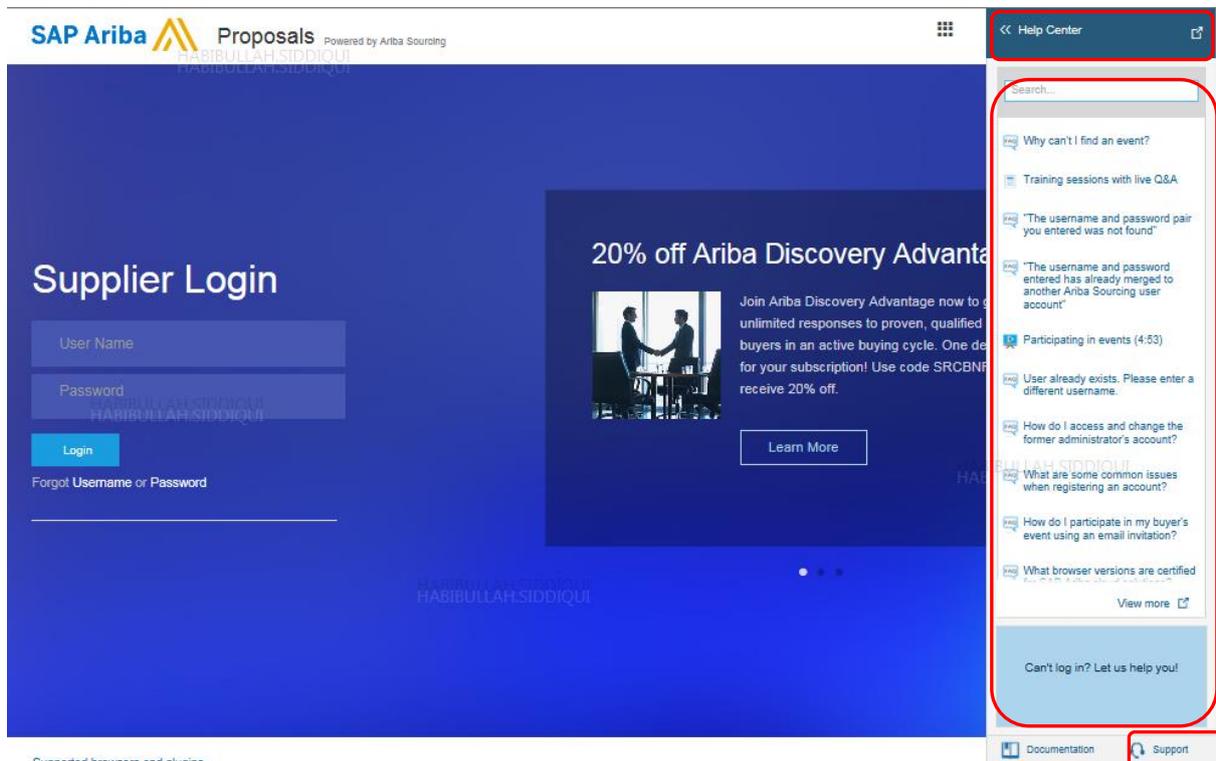
**Submit this response?**  
Click OK to submit.

OK Cancel

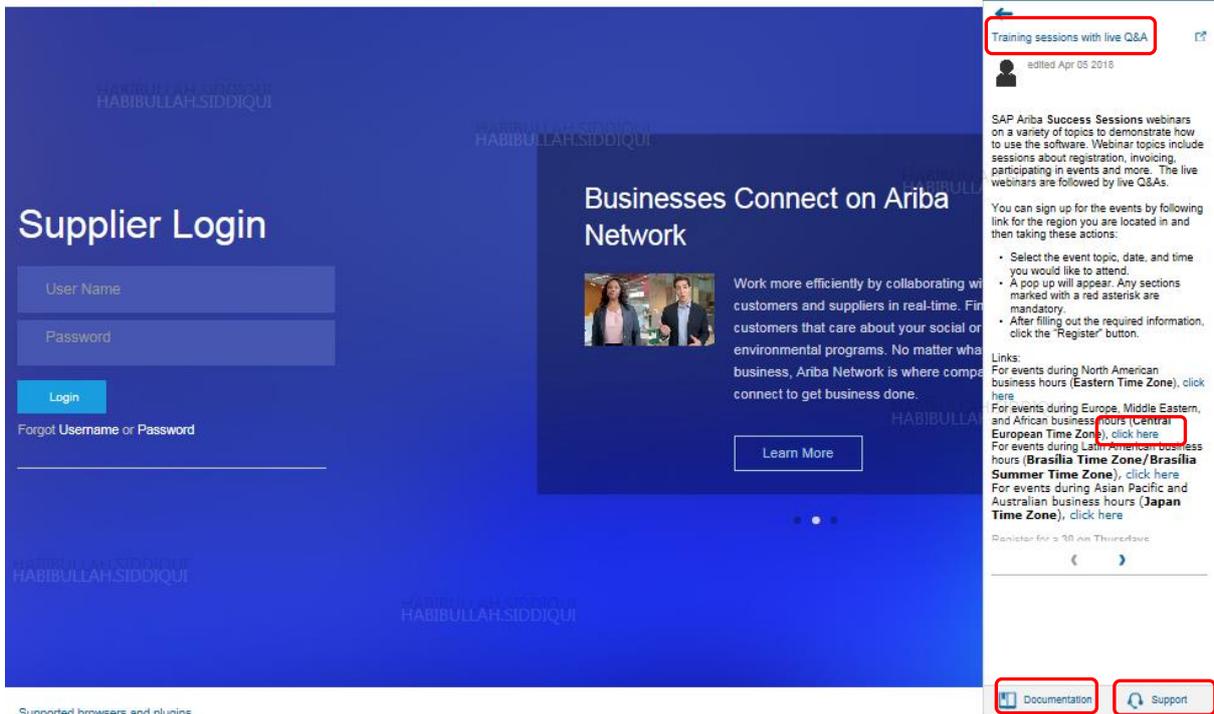
# SAP Ariba Support

## SAP Ariba Training and Tutorials

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



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



SAP Ariba also provides online video links to guide suppliers on how to access and use following topics:

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

Online product documentation have technical support guidance, which can be access at: <https://uex.ariba.com/auc/node/6033>

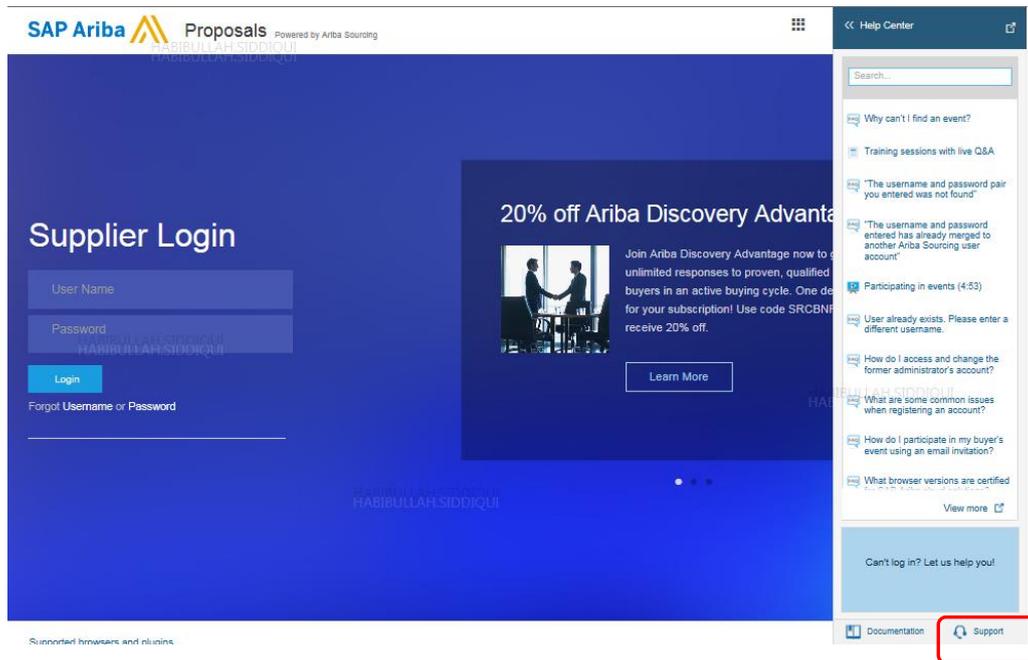
## AOC Help Desk

Seeking help for business support regarding AOC Supplier Registration Questionnaire (unclear questions, link not working, expired timeline, and additional information), please contact AOC Supplier Relationship Management Team at [SRM@aramcooverseas.com](mailto:SRM@aramcooverseas.com).

## SAP Ariba Help Desk

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

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



SAP Ariba Customer support is available by email or phone. Type “Support” in the search bar and the three options will appear:

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

Ariba Exchange User Community

Search... Home | Learning | Support

**Support Center** HABIBULLAH.SIDDIQUI

I need help with

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

Common Troubleshooting Tags

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

trust.ariba.com  
 Information and latest notifications about product issues and planned downtime.  
 Check status

Can't find what you are looking for? Let us help you.  
 Choose your communication preference:

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

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## Support Scenarios

Below are some quick links to different supplier tutorial topics. You can access the full list of topics introduced by the learning center at:

<https://uex.ariba.com/auc/learning-center>

## Introduction to the SAP Ariba Dashboard

Please refer link below for tutorials on accessing SAP Ariba Apps (Leads, Proposals, Contracts, and Orders & Invoices), inbox, outbox, catalog, account setting, change password, link user Id and company profile etc.

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

## Supplier Basics

This tutorial provides guidance on registration, password reset, dashboard, and how to link multiple accounts.

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

## Forgot Password

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

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

## Adding Secondary Users

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

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