



SUPPLIER REGISTRATION AND PREQUALIFICATION

USER GUIDE



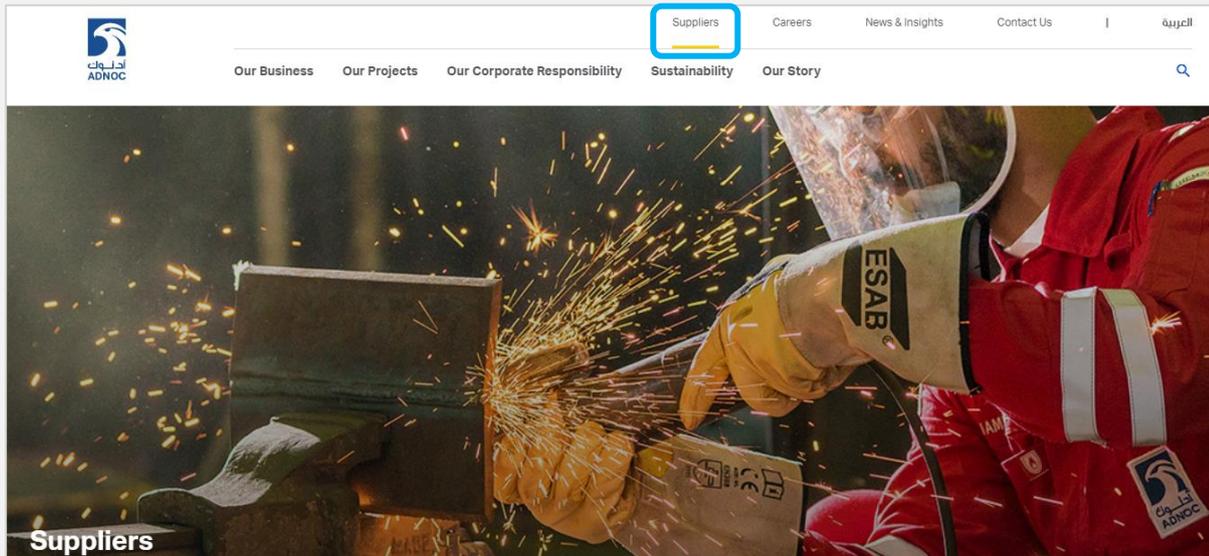
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HOW TO REGISTER

ADNOC Supplier registration and updates are online. Please visit the below ADNOC public portal:

www.adnoc.ae → Suppliers → DOING BUSINESS WITH US
<https://adnoc.ae/en/suppliers>



DEFINED TERMS

“**Supplier**” is a generic term for “Vendor”, “Manufacturer”, “Contractor” and “Associate”

“**Vendor**” means a Supplier that supplies Products

“**Manufacturer**” means a Supplier that produces or fabricates equipment or materials

“**Contractor**” means a Supplier that supplies Services

“**Associate**” means a non-Abu Dhabi based Contractor that can provide Services through an Agent

“**Agent**” means a local Supplier who represents a Manufacturer or Associate.

- Local Manufacturer (UAE based) having Industrial License can apply for Registration & Prequalification
- Overseas Manufacturer / Associate shall be represented by Abu Dhabi based Local Agent through agency relationship Exclusive “E” or Representation “R”

“**E**” type is an exclusive agency agreement, and, agent shall submit certificate issued by the UAE Ministry of Economy

“**R**” type is an agency agreement between the Manufacturer / Associate and the Agent, authorizing Service / Sale of products, and attested by the UAE Embassy in manufacturer’s home country.



GENERAL REQUIREMENTS

Vendor:

- Commercial License issued by Abu Dhabi licensing Authority
- Commercial activities in the license shall be relevant to the Products

Contractor:

- Commercial License issued by Abu Dhabi licensing Authority
- Commercial activities in the license shall be relevant to the Services

Manufacturer:

- Industrial License issued by licensing Authority in the respective Emirate
- Manufacturing activities in the license shall be relevant to the Products

1. NEW SUPPLIER REGISTRATION

1.1 SUPPLIER WITHOUT ARIBA NETWORK ID

Home / Suppliers

Doing Business With Us

- If you are registered user, login to ADNOC Commercial Directory.
- If not already registered, suppliers should register to the ADNOC Commercial Directory in order to be considered for tendering opportunities from across the Group.

[LOGIN](#) Not Registered yet? [REGISTER NOW →](#)

Note: Click “REGISTER NOW”, complete all the necessary fields as shown below and submit for creating ARIBA Network ID



SAP Ariba Proposals & Questionnaires
?

Register
Cancel

To do business with Abu Dhabi National Oil Company (ADNOC) on Ariba, you need an Ariba Commerce Cloud account. [What is the Ariba Commerce Cloud?](#)

If you already have an Ariba Commerce Cloud, Ariba Discovery or Ariba Network account, click here to log in: Login

Company information

Company Name: *

Country: * United States [USA] ▼

Address: *

City: *

State: * Alabama [US-AL] ▼

Zip: *

* Indicates a required field

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.

Ariba Network standard account is Free

Already have an account?
[Login](#)

Strengthen relationships
Collaborate with your customer on the same secure network.

Connect faster
Exchange documents electronically and

User account information

Name: *

Email: *

Use my email as my username

Username: *

Password: *

Language: English ▼

Email orders to: *

* Indicates a required field

[SAP Ariba Privacy Statement](#)

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

Must contain a minimum 8 characters including letters and numbers. ⓘ

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

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

electronically and streamline communications.

Reach more customers worldwide
Sign up with Ariba Discovery and increase sales leads.
[Learn more](#)

After registration download the SAP Ariba Supplier app from the Apple App Store or Google Play to your mobile device and manage customer orders on the go.

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 Submit 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](#)

Submit
Cancel



Tell us more about your business ▶ the go.

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 Register button, you expressly acknowledge and consent to the collection, use, and disclosure of your information by SAP Ariba, Inc. and its affiliates (collectively, "SAP Ariba") in the European Union, Russian Federation or other jurisdiction where SAP Ariba is located in various data centers globally), in accordance with the SAP Ariba Privacy Statement.

You have the right to access and modify your personal data from SAP Ariba, Inc. This consent shall be in effect from the moment it has been captured by your organization in a separate data repository.

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

I have read and agree to the [SAP Ariba Privacy Statement](#)

ⓘ Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

[Review accounts](#)

[Register](#) [Cancel](#)

SAP Ariba Network

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and [contact the account administrator](#) from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS

Note: This messages appears if there any other Ariba account is created using the same email domain. Supplier can ignore the message and continue with Account creation.

Confirm Your Email Address

ACTION REQUIRED

Check your email inbox for a message from Ariba. Click the link in the activation email sent to extern.bbhagowaty@adnoc.ae.

If you do not receive an activation email:

- Check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your inbox.
- Click Resend to have another activation email sent to you.

[Resend](#)

- If you have more than one email address, you can enter another email address and click Send. Your email address in your profile will be updated accordingly.

[Send](#)



Tue 1/8/2019 9:38 AM

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
Action Required: Activate your account

To **Mariam Alhay Al-Qubaisi** (ADNOC - GITU)

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear ADNOC TEST,

Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address and complete all required profile fields of your company profile as specified by Abu Dhabi National Oil Company (ADNOC).

[Click here to activate your Ariba account.](#)

If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=cXC9XHqr5c34373c12498703539&np=Ariba&app=Sourcing>

After your registration process is complete, use the following URL to log in to your account:
<http://proposals.seller.ariba.com>

Sincerely,
The SAP Ariba Team
<https://discovery.ariba.com>

Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA
[SAP Ariba Privacy Statement](#) | [Ariba Data Policy](#) | [Ariba Help and Support](#)
If a customer-specific privacy statement applies to this processing of personal data, you can view it when logged into your account.

Note: This email notifies the Supplier to activate the ARIBA account

If you are on the SAP ARIBA Network tab homepage, you can change the view to see the homepage to access your Sourcing Events and Pre-Qualification Surveys as shown below (Or Vice Versa):

The screenshot shows the SAP Ariba Network interface. At the top, there is a navigation bar with 'SAP Ariba Network', 'Standard Account', 'Upgrade', and 'TEST MODE'. Below this is a dropdown menu with options: 'Ariba Discovery', 'Ariba Proposals & Questionnaires', 'Ariba Contract Management', and 'Ariba Network'. The main content area shows a 'Documents' section with a table header: 'Document #', 'Document Type', 'Customer', 'Status', and 'Amount'. The table currently displays 'No Items'. On the right side, there is a 'Tasks' section with a progress bar for 'Update Profile Information' at 35%. At the bottom, there is a footer with '© 2019 SAP SE or an SAP affiliate company. All rights reserved.' and links for 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

1.2 SUPPLIER WITH ARIBA NETWORK ID

Home / **Suppliers**

Doing Business With Us

- If you are registered user, login to ADNOC Commercial Directory.
- If not already registered, suppliers should register to the ADNOC Commercial Directory in order to be considered for tendering opportunities from across the Group.

LOGIN Not Registered yet? [REGISTER NOW →](#)

SAP Ariba  **Orders & Invoices** Powered by Ariba Network

Supplier Login

User Name

Password

Login

Having trouble logging in?

New to Ariba?
[Register Now](#) or [Learn More](#)

Support to



Note: This is for Suppliers who are new to ADNOC but already have an ARIBA Profile (ARIBA Network ID).

Access ARIBA through the ADNOC website, by clicking “[LOGIN HERE](#)” using existing credentials, go to ADNOC in the “[Customer Requested Tab](#)” under Company profile as shown below.



SAP Ariba Proposals and Questionnaires Standard Account Upgrade

ABU DHABI NATIONAL OIL COMPANY

Abu Dhabi National Oil Company requests that you complete additional profile information as part of their Supplier Profile Questionnaire. You must complete and submit the information you can access and participate in Abu Dhabi National Oil Company events.

[Complete Requested Profile Information >>](#)

- Supplier Guide
extern.kgowda9@adnoc.ae
- My Account
- Link User IDs
- Contact Administrator
- Switch To Test ID
- ABCD Comapny
ANID: AN01672217039
Standard account
- Company Profile**
- Service Subscriptions
- Settings >
- Logout

SAP Ariba Proposals & Questionnaires Standard Account Upgrade TEST MODE

The following sections need to be completed to advance profile completeness: [Short Description](#), [Website](#), [Industries](#)

Save Close

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) **Customer Requested** Additional Documents

* Indicates a required field

Overview

Company Name: *

Other names, if any:

NetworkId: AN01490333296-T ⓘ

Short Description: Characters left: 100 ⓘ

Website:

Public Profile: <http://discovery.ariba.com/profile/AN01490333296-T> | Customize URL

Privacy Statement:

Public Profile Completeness: 35%

- Short Description
- Website
- Annual Revenue
- Certifications
- D-U-N-S Number
- Business Type
- Industries
- Company Description
- Company Logo

Share Your Public Profile

SAP Ariba Proposals & Questionnaires Standard Account Upgrade TEST MODE

Company Profile

Save Close

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) **Customer Requested** Additional Documents

* Indicates a required field

Sourcing Customer List

Customer	Customer Requested Profile Information
Abu Dhabi National Oil Company - TEST	Complete

Public Profile Completeness: 35%

- Short Description
- Website
- Annual Revenue
- Certifications



2. EXISTING ADNOC SUPPLIER

2.1 EXISTING ARIBA SUPPLIER WITHOUT USERNAME & PASSWORD

Suppliers previously registered with ADNOC Group can contact Supplier Support **800 44 55** or email (suppliermanagement@adnoc.ae) to activate their account or for any further clarification. Once you receive an e-mail notification with ARIBA user ID, click to activate ARIBA account and perform the below steps to activate the account.

- Click on [Sign up](#)

SAP Ariba Proposals & Questionnaires

Welcome, Vivek Palani

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

Welcome to the Ariba Network. A password reset request was issued from **Abu Dhabi National Oil Company - TEST** site.
 Abu Dhabi National Oil Company - TEST uses SAP Ariba to manage procurement activities.
 Create an SAP Ariba supplier account and manage your response to procurement activities required by Abu Dhabi National Oil Company - TEST. [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

SAP Ariba Proposals & Questionnaires

Register [Register](#) [Cancel](#)

To do business with Abu Dhabi National Oil Company (ADNOC) on Ariba, you need an Ariba Commerce Cloud account. [What is the Ariba Commerce Cloud?](#)

If you already have an Ariba Commerce Cloud, Ariba Discovery or Ariba Network account, click here to log in: [Login](#)

Company information

Company Name: *

Country: * **United States [USA]**

Address: * Line 1
 Line 2
 Line 3

City: *

State: * **Alabama [US-AL]**

Zip: *

* Indicates a required field

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.

Ariba Network standard account is Free

Already have an account? [Login](#)

Strengthen relationships
 Collaborate with your customer on the same secure network.

Connect faster
 Exchange documents electronically and



User account information

Name: *

Email: *

Use my email as my username

Username: *

Password: *

Language: ▼

Email orders to: *

* Indicates a required field

[SAP Ariba Privacy Statement](#)

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

Must contain a minimum 8 characters including letters and numbers. ⓘ

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

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

electronically and streamline communications.

Reach more customers worldwide
 Sign up with Ariba Discovery and increase sales leads.

[Learn more](#)

After registration download the SAP Ariba Supplier app from the Apple App Store or Google Play to your mobile device and manage customer orders on the go.

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 Submit 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](#)

Note: This messages appears if there any other Ariba account is created using the same email domain. Supplier can ignore the message and continue with Account creation.

Tell us more about your business ▶

the go.

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 Register 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](#)

Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.



SAP Ariba Network

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS

Note: This email notifies the Supplier to activate the ARIBA account

Confirm Your Email Address

ACTION REQUIRED

Check your email inbox for a message from Ariba. Click the link in the activation email sent to extern.bbhagowaty@adnoc.ae.

If you do not receive an activation email:

- Check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your inbox.
- Click Resend to have another activation email sent to you.

[Resend](#)

- If you have more than one email address, you can enter another email address and click Send. Your email address in your profile will be updated accordingly.

[Send](#)



Tue 1/8/2019 9:38 AM

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
Action Required: Activate your account

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.
 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear ADNOC TEST,

Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address and complete all required profile fields of your company profile as specified by Abu Dhabi National Oil Company (ADNOC).

[Click here to activate your Ariba account.](#)

If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=cXC9XHqr5c34373c12498703539&app=Ariba&app=Sourcing>

After your registration process is complete, use the following URL to log in to your account:
<http://proposals.seller.ariba.com>

Sincerely,
The SAP Ariba Team
<https://discovery.ariba.com>

Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA
[SAP Ariba Privacy Statement](#) | [Ariba Data Policy](#) | [Ariba Help and Support](#)

If a customer-specific privacy statement applies to this processing of personal data, you can view it when logged into your account.

Note: Please ensure to register company official email address, which shall be used for all future registration-related notifications.

Login using ARIBA network username & password and perform the below steps to complete ADNOC Supplier Profile Questionnaire (SPQ)

The screenshot shows the SAP Ariba interface. At the top, there is a navigation bar with 'SAP Ariba Proposals and Questionnaires', 'Standard Account', and an 'Upgrade' button. Below this, the user is logged in as 'ABU DHABI NATIONAL OIL COMPANY'. A dropdown menu is open, showing options like 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch To Test ID', 'ABCD Comapny', 'Service Subscriptions', 'Settings', and 'Logout'. The 'Company Profile' option is highlighted with a red box.



SAP Ariba Proposals & Questionnaires Standard Account Upgrade TEST MODE

The following sections need to be completed to advance profile completeness: **Short Description**, **Website**, **Industries**

Save Close

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) **Customer Requested** Additional Documents

* Indicates a required field

Overview

Company Name: *

Other names, if any:

NetworkId: AN01490333296-T ⓘ

Short Description: ⓘ Characters left: 100

Website:

Public Profile: <http://discovery.ariba.com/profile/AN01490333296-T> | Customize URL

Privacy Statement: SAP Ariba Privacy Statement ▾

Public Profile Completeness: 35%

- Short Description
- Website
- Annual Revenue
- Certifications
- D-U-N-S Number
- Business Type
- Industries
- Company Description
- Company Logo

Share Your Public Profile

SAP Ariba Proposals & Questionnaires Standard Account Upgrade TEST MODE

Company Profile

Save Close

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) **Customer Requested** Additional Documents

* Indicates a required field

Sourcing Customer List

Customer	Customer Requested Profile Information
Abu Dhabi National Oil Company - TEST	Complete

Public Profile Completeness: 35%

- Short Description
- Website
- Annual Revenue
- Certifications

3. ARIBA SUPPLIER PROFILE QUESTIONNAIRE(SPQ)

Complete Supplier Profile Questionnaire (SPQ) sections 4, 5, & 6.

Abu Dhabi National Oil Company - TEST Requested Profile

* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Save as Draft
Submit

Changes you make below may be subject to approval before they are accepted.

Question

▼ **4 Annexure**

A. Complete and Submit Supplier Profile Questionnaire for ADNOC review. Profile Registration assessment outcome will be notified through an email.

B. Upon approval of Supplier Profile Registration, You will receive Supplier Qualification Management questionnaire requesting for further information / documentation based on applied Product / Services.

C. It is Supplier responsibility to maintain accurate and valid data in ADNOC Commercial Directory.

D. You need to agree the "Supplier Declaration" to proceed further with Registration & Pre-Qualification process. Please Read and attach Supplier Declaration duly signed by Authorized Signatory.

E. Supplier shall AGREE to Supplier Declaration, else Profile will be Rejected

4.1 Do You Agree to Supplier Declaration? * ▼

4.3 Attach Power of Attorney for Authorized Signatory OR Signature Specimen in case Signed by owner * ▼

4.4 Sample Attachment [Sample Attachment.txt](#) ▼

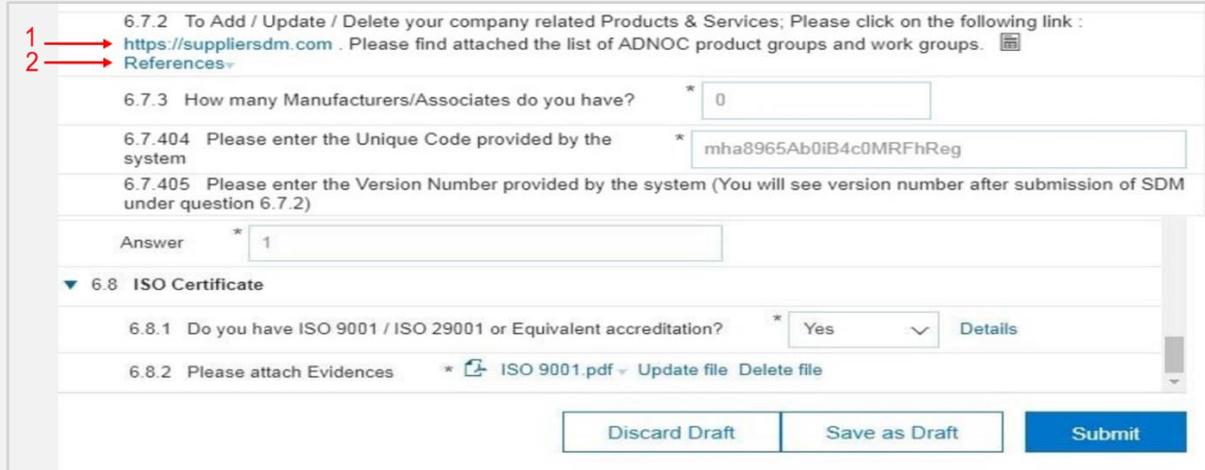
- Click on “Save as Draft” then “Submit”

5.9	Please attach the License Evidences	Attach a file
5.10	Availability of Onshore & Offshore Oil & Gas Fields Service Activity	Unspecified ▾
5.11	How many other Government Licenses / Certificates do you have?	<input type="text"/>
5.87	Please select Supplier type	<input type="checkbox"/> Vendor <input type="checkbox"/> Manufacturer <input checked="" type="checkbox"/> Contractor
5.88	Supplier Introduction	<input type="text" value="Ranks 5th in UAE in IT sector"/>
5.89	Corporate Website	<input type="text"/>
5.90	Long Description	* <input type="text" value="Temporary for ADNOC RFT"/>

Note:

1. Choose a Supplier Type based on your trade license business activity
2. If you are a UAE based Manufacturer, you may select both Vendor and Manufacturer as applicable
3. Company name in section 6.1.1 should be as per the Commercial License

4. SUPPLIER DATA MANAGEMENT



1 → 2 →

6.7.2 To Add / Update / Delete your company related Products & Services; Please click on the following link : <https://suppliersdm.com> . Please find attached the list of ADNOC product groups and work groups. 

References ▾

6.7.3 How many Manufacturers/Associates do you have? *

6.7.404 Please enter the Unique Code provided by the system *

6.7.405 Please enter the Version Number provided by the system (You will see version number after submission of SDM under question 6.7.2)

Answer *

▼ 6.8 ISO Certificate

6.8.1 Do you have ISO 9001 / ISO 29001 or Equivalent accreditation? * Yes ▾ Details

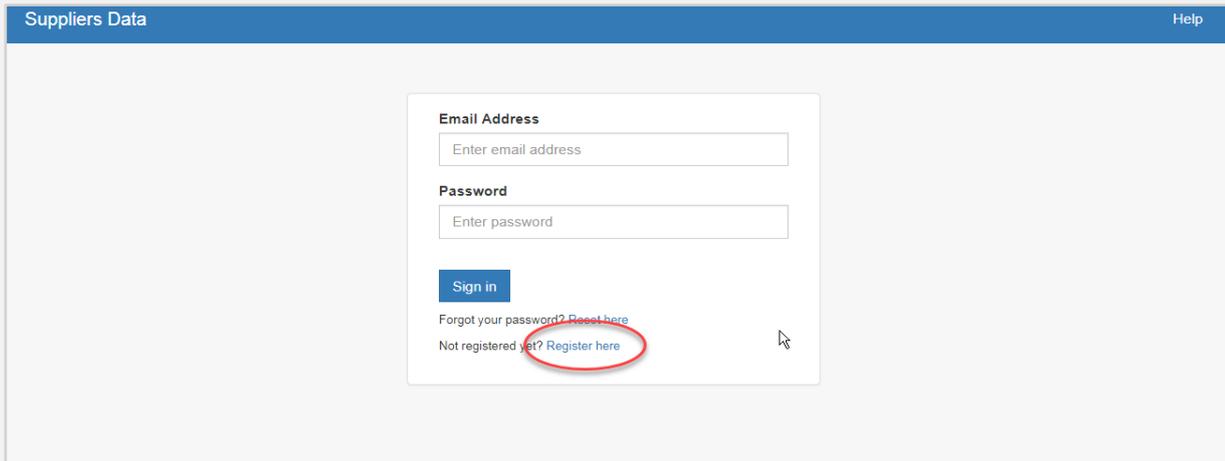
6.8.2 Please attach Evidences *  ISO 9001.pdf ▾ Update file Delete file

Discard Draft Save as Draft Submit

- Click on the link in section 6.7.2 to access SDM (1) to add Work Groups or Product Groups seeking to pre-qualify and submit.
- For Work Groups/Product Groups list, download the documents available in 6.7.2 (2) for reference.

STEPS TO ACCESS AND UPDATE SDM

1) Click on “Register Here”



Suppliers Data Help

Email Address

Password

Sign in

Forgot your password? [Reset here](#)

Not registered yet? [Register here](#)

2) Fill your valid email, put a new password and click “Register”

Suppliers Data Help

Email Address

Password

Confirm Password

[Register](#)

Already registered? [Sign In](#)

3) You will receive an email with confirmation link

Suppliers Data Help

An email with the confirmation has been sent to your email

[Return to Main page](#)

4) Check your email, click on the link to validate your email and activate your account.

From: "Suppliers Data Management Team" <commercialdirectory@suppliersdm.com>
Date: January 7, 2019 at 5:15:01 PM GMT+4
To: test.adnoc@abc.com
Subject: Validate your Email Address

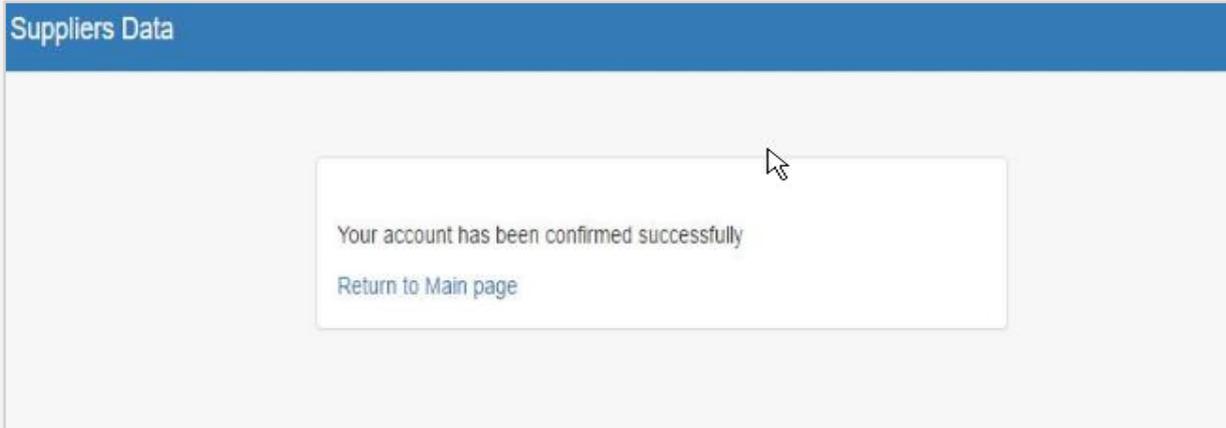
Dear Supplier,

In order to proceed in submitting your information, you need to validate your email address, please [click here](#) or copy and paste this URL into your browser's address book:
<https://suppliersdm.com/Home/ValidateEmailAddress?email=khoori662@hotmail.com&activationCode=43fkZWk0LESbDwIAg4iT0g>

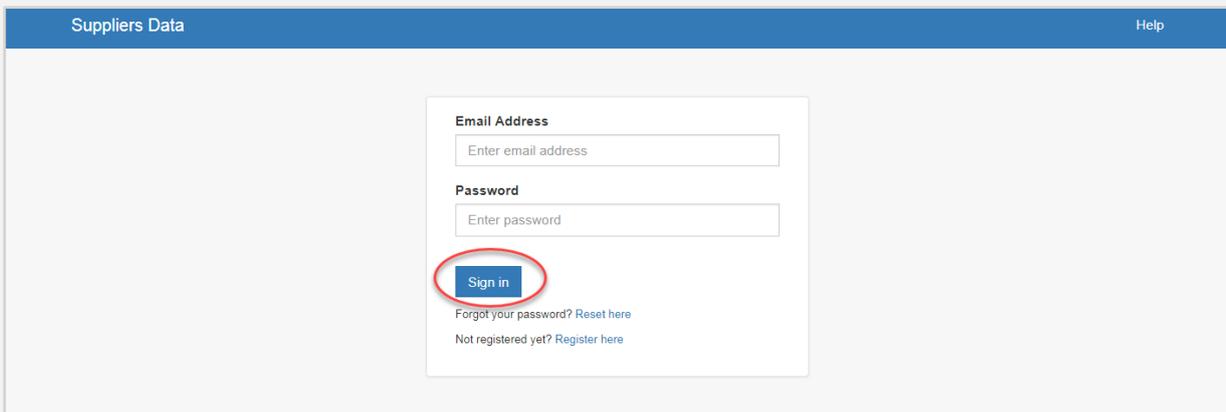
Best Regards,
 Suppliers Data Management Team

Note:

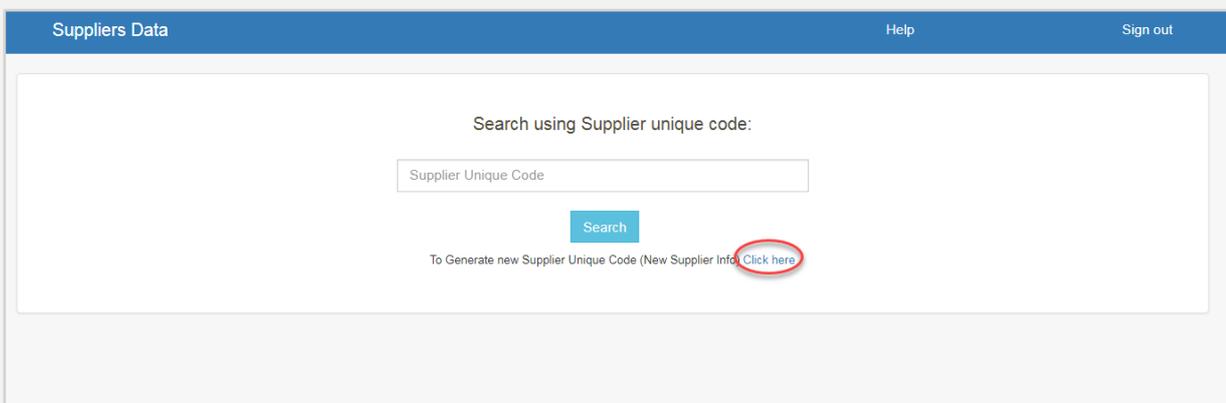
- If you did not receive the activation email, contact Supplier Support 8004455 or suppliermanagement@adnoc.ae



5) Your account is activated; use your credentials to login



6) If you are an existing supplier your unique code is available in ARIBA section 6.7.404, else "[Click here](#)" to generate new unique code.



Note: If you are an existing supplier and your unique code is not available under 6.7.404, contact Supplier Support 8004455 or suppliermanagement@adnoc.ae



7) Fill the Supplier Name and the Contact Person Name, then click **SAVE**

Suppliers Data Help Sign out

Supplier Name

Contact Person Name

[Go back](#)

8) A unique code will be generated and emailed to you, and needs to be shared under ARIBA section 6.7.404

Suppliers Data Help Sign out

An email has been sent to your email. Here is the unique identifier for these records: **S3fQ4qLhGUGi67XCfflnw**

Please keep this unique identifier as you will use it to view or edit your records.

[Return to Main page](#)

9) Use your unique code to search and manage your data

Suppliers Data Help Sign out

Search using Supplier unique code:

[To Generate new Supplier Unique Code \(New Supplier Info\) Click here](#)

Suppliers Data Help Sign out

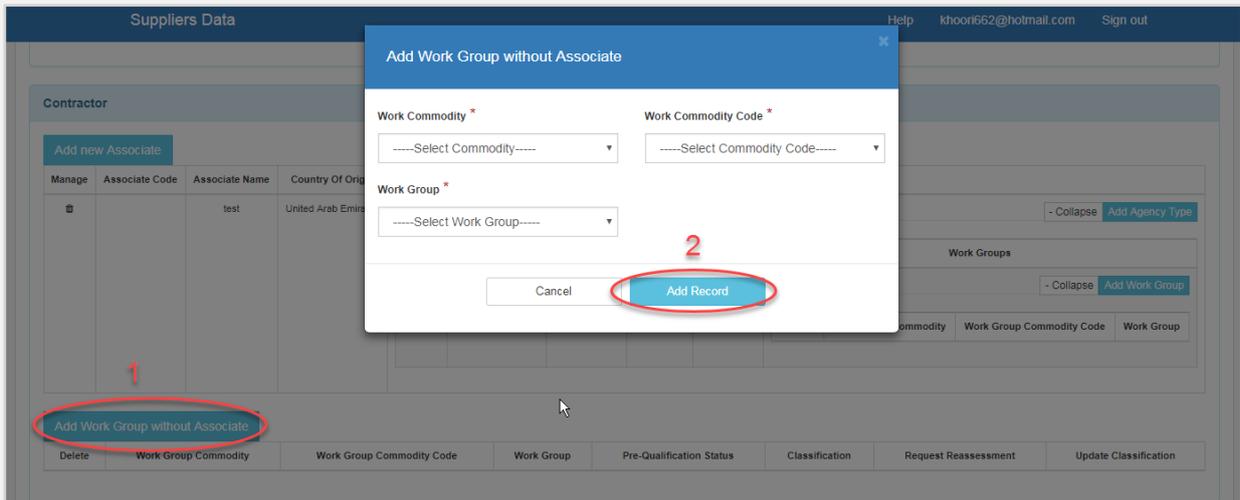
Search using Supplier unique code:

[To Generate new Supplier Unique Code \(New Supplier Info\) Click here](#)

Supplier Name	Supplier Contact person Name	Supplier Contact person Email	Supplier Unique Code	
ABCABC	Test ABC		S3fQ4qLhGUGi67XCfflnw	<input type="button" value="Manage"/>

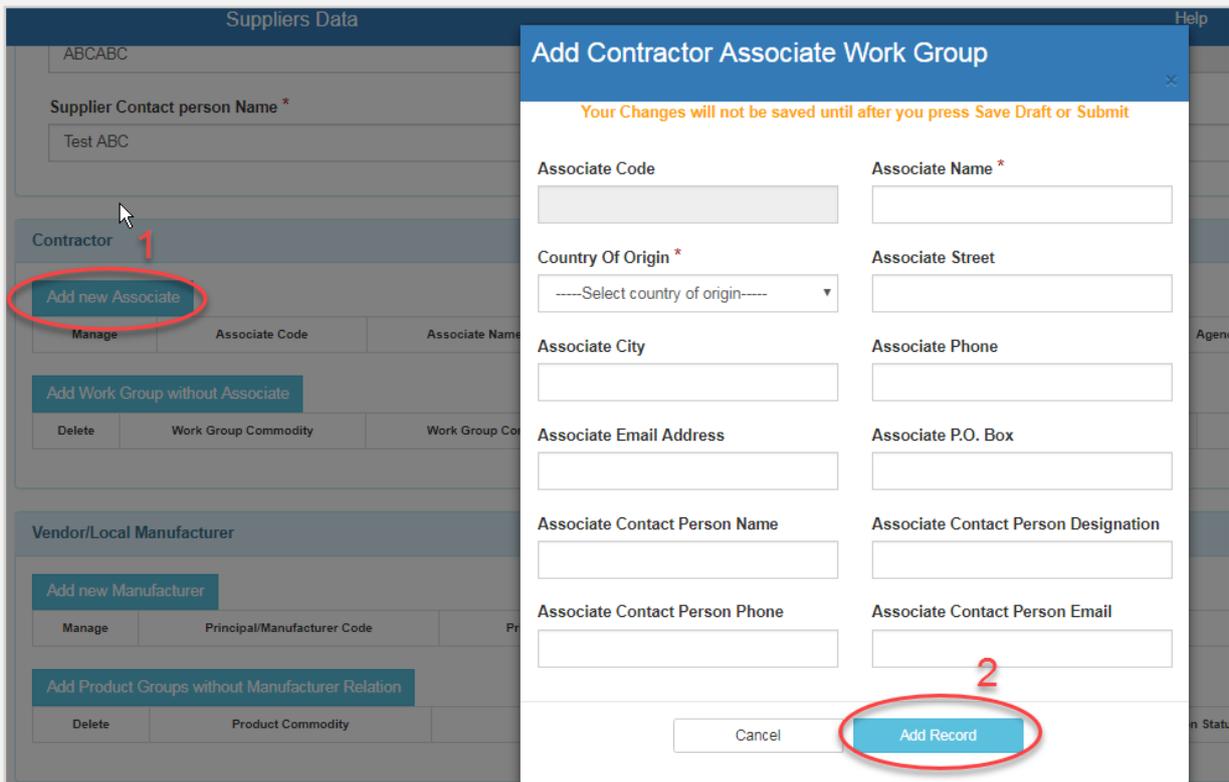
CONTRACTORS

- 1) To add Work Groups you are seeking to prequalify without Associate, click “Add Work Group without Associate” (1), select the desired work group and click “Add Record” (2)



- To add Work Groups you are seeking to prequalify through Associate, follow the steps below:

- 1) Click “Add New Associate” (1), fill in Associate details and click “Add Record” (2)





2) Click “Add Agency Type” (1), fill in agency type details and click “Save” (2)

Note: Select the agency type based on the following:

- **“Exclusive (E)”**: Certificate issued by the Abu Dhabi Ministry of Economy legalizing exclusivity as well as an agency agreement. Attach both in SPQ section 6.7.3
- **“Representation (R)”**: Attested Agency agreement by the UAE Embassy in the representative country and includes the scope of Product / Service with start and expiry date. Attach in SPQ section 6.7.3

3) Click “Add New Work Group” (1), select the desired workgroup and click “Add Work Group” (2)



4) Click “Save Draft” (1), and click “Submit” (2) to submit the updated SDM profile.

The screenshot shows the 'Suppliers Data' interface. It has a blue header with 'Suppliers Data', 'Help', and 'Sign out'. Below the header are two main sections: 'Contractor' and 'Vendor/Local Manufacturer'. Each section has a table with various columns and buttons. At the bottom right, there are two buttons: a red 'SUBMIT' button and a green 'Save Draft' button. The 'SUBMIT' button is circled in red with a '2' above it, and the 'Save Draft' button is circled in green with a '1' above it.

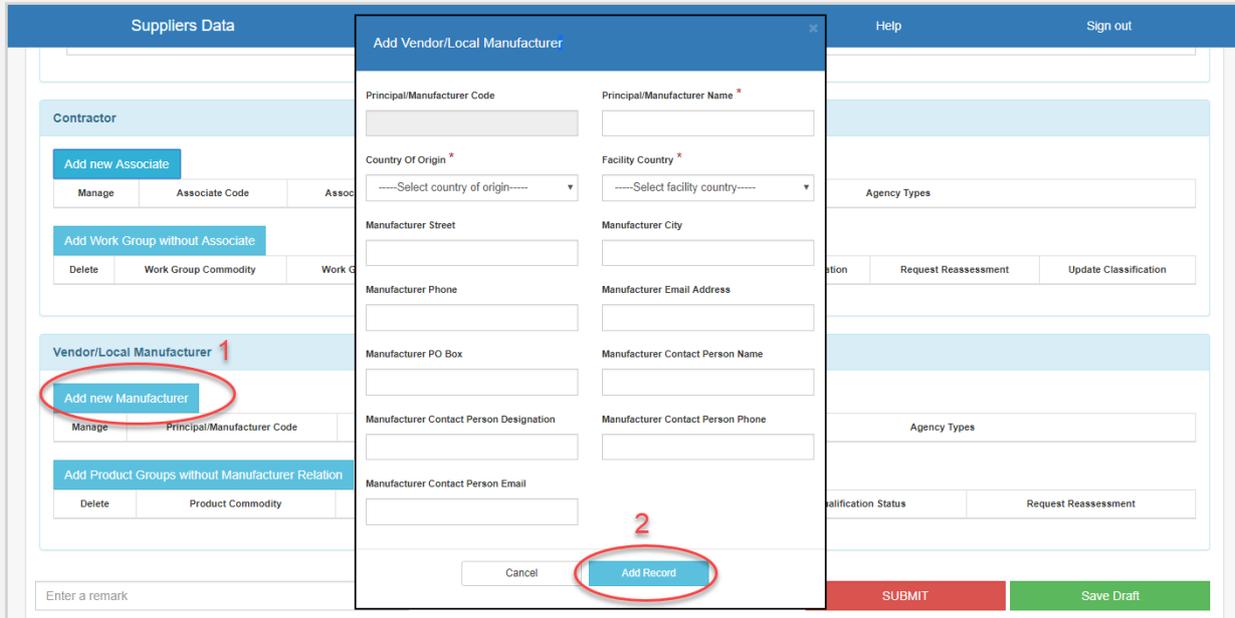
MANUFACTURER

1) To add Product Groups you are seeking to prequalify without Agent, click “Add Product Groups without Manufacturer Relation” (1), select the desired product groups and click “Add Record” (2)

The screenshot shows the 'Suppliers Data' interface with a modal window open. The modal is titled 'Add Vendor/Local Manufacturer Without PG Relation'. It has fields for 'Product Commodity *', 'Product Commodity Code *', and 'Product Group *'. At the bottom of the modal, there are 'Cancel' and 'Add Record' buttons. The 'Add Record' button is circled in red with a '2' above it. In the background, the 'Add Product Groups without Manufacturer Relation' button in the 'Vendor/Local Manufacturer' section is circled in red with a '1' above it.

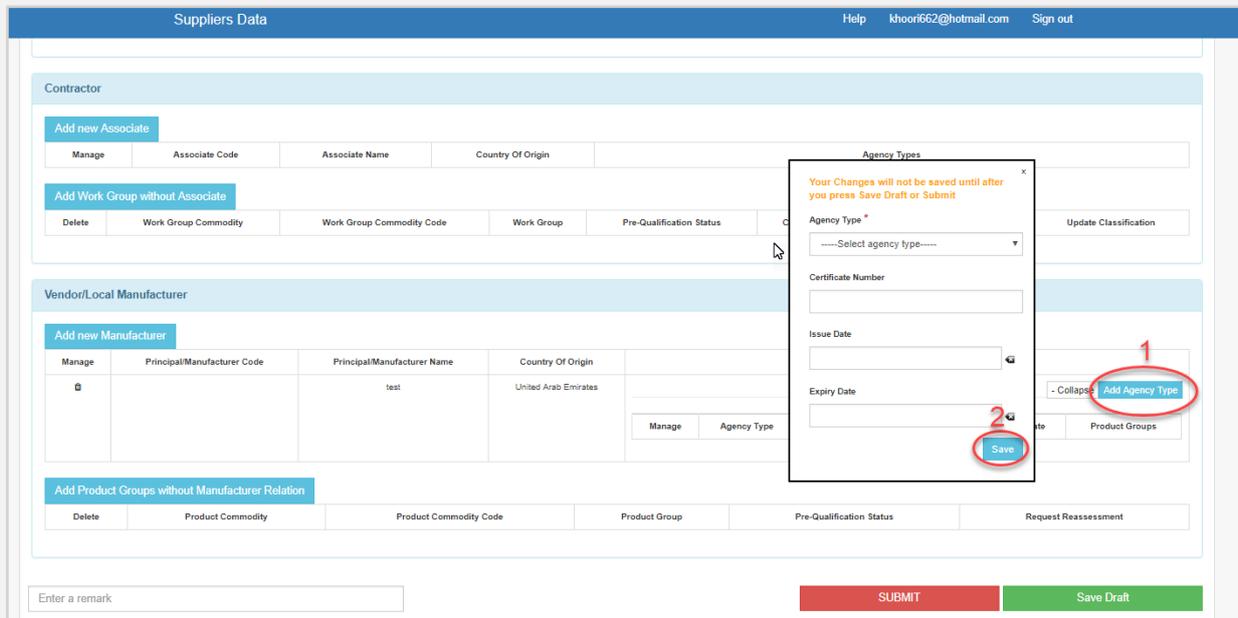
- To add Product Groups you are seeking to prequalify through Manufacturer, follow steps below:

1) Click “Add New Manufacturer” (1), fill in Manufacturer details and click “Add Record” (2)



The screenshot shows the 'Add Vendor/Local Manufacturer' form. The 'Add new Manufacturer' button is circled in red and labeled '1'. The 'Add Record' button at the bottom is also circled in red and labeled '2'.

2) Click “Add Agency Type” (1), fill in agency type details and click “Save” (2)



The screenshot shows the 'Add Agency Type' form. The 'Add Agency Type' button is circled in red and labeled '1'. The 'Save' button at the bottom is also circled in red and labeled '2'.

Note: Select the agency type based on the following:

- “Exclusive (E)”: Certificate issued by the Abu Dhabi Ministry of Economy legalizing exclusivity as well as an agency agreement. Attach both in SPQ section 6.7.3
- “Representation (R)”: Attested Agency agreement by the UAE Embassy in the representative country and includes the scope of Product / Service with start and expiry date. Attach in SPQ section 6.7.3



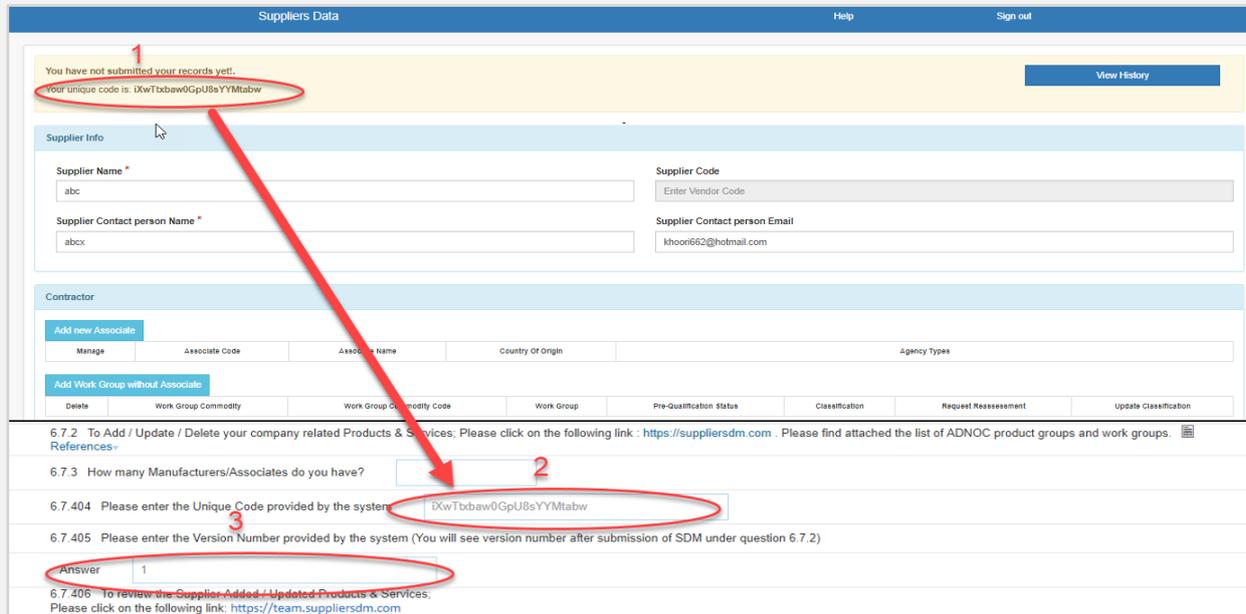
3) Click “Add New Product Group” (1), select the desired product group and click “Save” (2)

The screenshot shows the 'Suppliers Data' interface. A modal dialog is open with the following fields: Agency Type (dropdown), Certificate Number, Issue Date, and Expiry Date. A red circle with the number '2' highlights the 'Save' button in the dialog. In the background, the 'Add Product Group' button is circled with a red '1'. At the bottom of the form, there are 'SUBMIT' and 'Save Draft' buttons.

4) Click “Save Draft” (1), and click “Submit” (2) to submit the updated SDM profile.

The screenshot shows the 'Suppliers Data' interface. At the bottom of the form, there are two buttons: 'SUBMIT' (red) and 'Save Draft' (green). The 'SUBMIT' button is circled with a red '2' and the 'Save Draft' button is circled with a red '1'. There is also an 'Enter a remark' text box above the buttons.

- 5) COPY your unique code (1), PASTE in ARIBA Profile section 6.7.404 (2) and update the Version Number under section 6.7.405



Suppliers Data Help Sign out

You have not submitted your records yet. View History

Your unique code is: IXwTxbaw0GpU8sYYMtabw

Supplier Info

Supplier Name *
abc

Supplier Code
Enter Vendor Code

Supplier Contact person Name *
abcx

Supplier Contact person Email
khoori62@hotmail.com

Contractor

Add new Associate

Manage	Associate Code	Associate Name	Country Of Origin	Agency Types			
Add Work Group without Associate							
Delete	Work Group Commodity	Work Group Commodity Code	Work Group	Pre-Qualification Status	Classification	Request Reassessment	Update Classification

6.7.2 To Add / Update / Delete your company related Products & Services; Please click on the following link : <https://suppliersdm.com> . Please find attached the list of ADNOC product groups and work groups. [References](#)

6.7.3 How many Manufacturers/Associates do you have?

6.7.404 Please enter the Unique Code provided by the system

6.7.405 Please enter the Version Number provided by the system (You will see version number after submission of SDM under question 6.7.2)

Answer

6.7.406 To review the Supplier Added / Updated Products & Services, Please click on the following link: <https://team.suppliersdm.com>

COMMUNICATION IN CASE OF SUPPORT NEED

For business-related enquiries, please contact ADNOC Supplier Relations Team through

- Email: suppliermanagement@adnoc.ae
- Toll Free number: 8004455

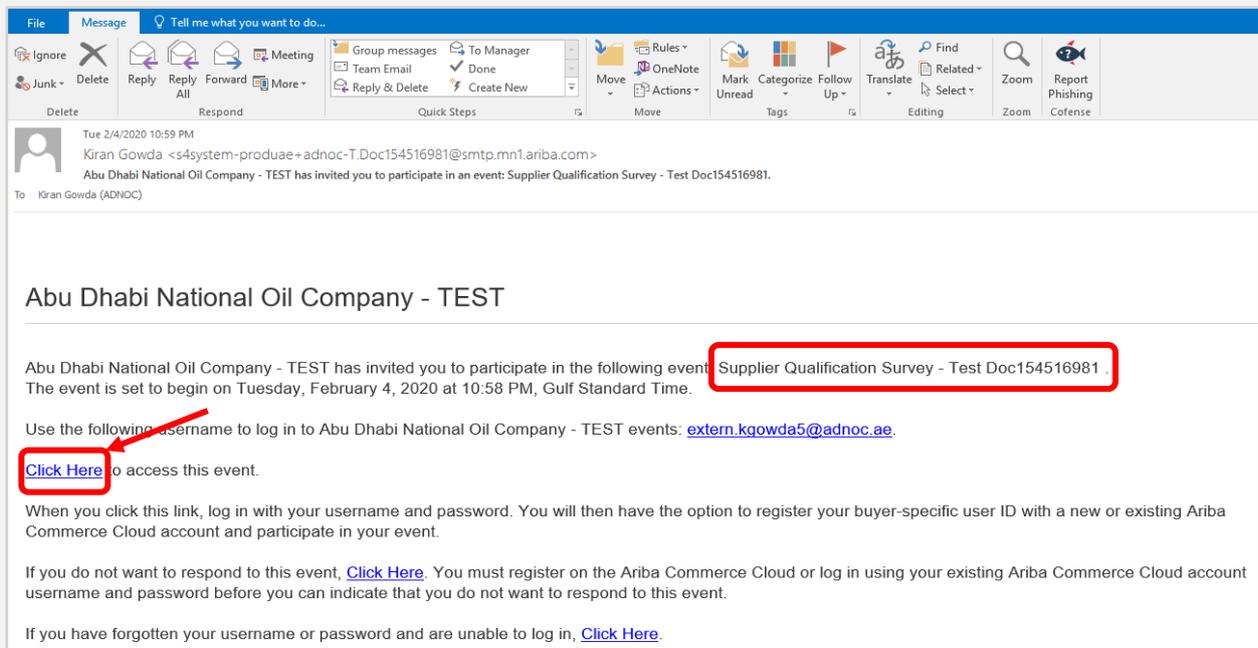
5. PREQUALIFICATION

- Upon acceptance of Registration profile, a Prequalification Questionnaire will be initiated through ARIBA based on Supplier Type and applied Products and Services.
- To extend the pre-qualification questionnaire submission timing, send a request through the composed message available under the respective questionnaire or contact your focal point.
- For further clarification regarding the prequalification questionnaire, please contact the respective Focal Point/Account Owner.

REQUIRED DOCUMENTS FOR PREQUALIFICATION:

- Experience in successfully supplying / delivering applied Products / Services
- Relevant International standards such as ASME, API or equivalent
- Quality & HSE Manuals / Certifications such as ISO or equivalent
- Adequate resources including but not limited to manpower, skills, equipment and software etc.

Supplier receives invitation email notifying the prequalification survey and clicks the link as shown in the screenshot.



After clicking the link, supplier shall then login to their SAP ARIBA account.



Ariba Sourcing

SAP Ariba Proposals & Questionnaires

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New to Ariba? [Register Now](#)

Supplier will be able to access the survey by clicking on the survey to open.

Ariba Sourcing

SAP Ariba Proposals & Questionnaires Standard Account Upgrade TEST MODE

ABU DHABI NATIONAL OIL COMPANY - TEST

Abu Dhabi National Oil Company - TEST Requested Profile
All required customer requested fields have been completed.
[View customer requested fields >](#)

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.

Public Profile Completeness
35%
[Enter a short description to reach 45% >](#)

Events

Title	ID	End Time ↓	Event Type
▼ Status: Open (1)			
Supplier Qualification Survey - Test	Doc154516981	2/6/2020 4:58 AM	Survey
▼ Status: Pending Selection (2)			

Supplier provides response – based on the applied product / services, below is example of [Manufacturer Questionnaire](#) [Manufacturer Details Section](#)



Console Doc154749054 - Supplier Qualification Survey Time remaining
29 days 23:56:00

Event Messages
Event Details
Response History

▼ Event Contents

All Content

1 Manufacturer Details
2 Manufacturer Capability
3 Resources
4 Organization & Manpower
5 Financial Information
6 Quality

All Content

Name ↑

▼ 1 Manufacturer Details

1.1 Manufacturer Name *

1.2 Manufacturer Facility Country as per Agency Agreement *

1.3 Manufacturer Facility City as per Agency Agreement *

1.4 Attach Valid Agency Agreement *Attach a file

▶ 2 Manufacturer Capability

▶ 3 Resources

▶ 4 Organization & Manpower

▶ 5 Financial Information

▶ 6 Quality

(*) indicates a required field

Submit Entire Response Save draft **Compose Message** Excel Import

Click on Compose Message to ask for clarifications

MANUFACTURER CAPABILITY SECTION

All Content

▼ 2 Manufacturer Capability

2.1 Number of Product Groups applied by Supplier (1 to 5) 1

▼ 2.2 Product Group 1

2.2.1 Applied Product Group Number and Product Group Description : 1 182408-VALVES - BALL (PIPELINES)

2.2.2 Please attach your Product Group Catalogue *Attach a file

2.2.3 Please complete the attached Template for list of Completed projects in Last three Years [References](#) *Attach a file

2.2.4 Please attach the Completed Experience Evidence relevant to applied Product such as LPO / PO / Contract / Agreement with Oil & Gas Sector's Government / Private Entities *Attach a file

2.2.5 Please attach the Product Performance report from previous clients within the last 5 years *Attach a file

2.2.6 Availability of Stock / Sourcing? * Unspecified

MANUFACTURER RESOURCES SECTION

▼ Event Contents

All Content

1 Manufacturer Details
2 Manufacturer Capability
3 Resources
4 Organization & Manpower
5 Financial Information
6 Quality

▼ 3.1 Facilities

▼ 3.1.1 Infrastructure

3.1.1.1 Total site Area in m² *

3.1.1.2 Area Covered By Workshops in m² *

3.1.1.3 Yard Space Area in m² *

3.1.1.4 Storage Area in m² *

3.1.1.5 Limitations on Access To Site, If Any Applicable (Weight, Size, Etc.) *

▼ 3.1.2 After Sales Support

3.1.2.1 Availability of manufacturer Warranty Policy? * Unspecified

3.1.2.3 Availability of Spare Parts policy? * Unspecified

(*) indicates a required field



MANUFACTURER ORGANIZATION & MANPOWER SECTION

1 Manufacturer Details	▼ 4 Organization & Manpower	
	▼ 4.1 Organization Structure	
2 Manufacturer Capability	4.1.1 Please attach Organization chart	*Attach a file
3 Resources	4.1.2 Please provide list of Manpower from facility location (Overseas Manufacturer) OR the list of Manpower issued by UAE Ministry of Labor(Local Manufacture).	*Attach a file
4 Organization & Manpower	4.1.3 How many technical manpower / key personnel with minimum of 5 years related experiences to the company activities.	* <input type="text"/>

MANUFACTURER FINANCIAL INFORMATION SECTION

1 Manufacturer Details	▼ 5 Financial Information	
	▼ 5.1 Financial Statements Less... [-]	
2 Manufacturer Capability	Availability of Financial Statement Audited by chartered accountant for the last one/two years. Or internal financial statement if the company is established for less than one year (1/2)	
3 Resources	5.1.1 Paid Up Capital (AED):	* <input type="text"/>
4 Organization & Manpower	5.1.2 Current Liability (AED):	* <input type="text"/>
	5.1.3 Long term Liability (AED):	* <input type="text"/>
5 Financial Information	▼ 5.2 Annual Revenue	
	5.2.1 Revenue (AED):	* <input type="text"/>
6 Quality	5.2.2 Net Income (AED):	* <input type="text"/>
	5.2.3 Please attach Evidences	*Attach a file

MANUFACTURER QUALITY SECTION

Upon providing response for all mandatory questions, submit response.

Note :

2 Manufacturer Capability	▼ 6 Quality	
3 Resources	6.1 Do you have Quality Policy Statement / Objectives?	* Unspecified ▾
4 Organization & Manpower	6.2 Please attach Evidences of Quality Policy Statement/Objectives	*Attach a file
	6.3 Do you have Valid ISO 9001 (29001) Certification (or equivalent)?	* Unspecified ▾
5 Financial Information	6.4 Please attach evidences of ISO 9001 (29001) Certification (or equivalent)?	*Attach a file
	6.5 Do you have Scope of the QMS Manual?	* Unspecified ▾
6 Quality	6.7 Do you have Local Office / Corporate organization chart reflecting Quality functions & positions?	* Unspecified ▾
	6.9 Do you have list of ISO Mandatory Procedures (SOPs) relevant to the applied activities?	* No ▾
	6.10 Please attach Evidence	*Attach a file
(*) indicates a required field		
<input type="button" value="Submit Entire Response"/> <input type="button" value="Save draft"/> <input type="button" value="Compose Message"/> <input type="button" value="Excel Import"/>		



Console Doc154749054 - Supplier Qualification Survey Time remaining 29 days 23:40:34

Event Messages
Event Details
Response History

▼ Event Contents

- All Content
- 1 Manufacturer Details
- 2 Manufacturer Capability
- 3 Resources
- 4 Organization & Manpower

All Content

Name ↑	
▶ 1 Manufacturer Details	
▶ 2 Manufacturer Capability	
▶ 3 Resources	
▶ 4 Organization & Manpower	
▶ 5 Financial Information	
▶ 6 Quality	

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

✔ Submit this response?
Click OK to submit.

OK Cancel

Console Doc154749054 - Supplier Qualification Survey Time remaining 29 days 23:39:31

Event Messages
Event Details
Response History

▼ Event Contents

- All Content
- 1 Manufacturer Details
- 2 Manufacturer Capability
- 3 Resources
- 4 Organization & Manpower
- 5 Financial Information
- 6 Quality

All Content

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

[Revise Response](#)

Name ↑	
▶ 1 Manufacturer Details	
▶ 2 Manufacturer Capability	
▶ 3 Resources	
▶ 4 Organization & Manpower	
▶ 5 Financial Information	
▶ 6 Quality	

[Compose Message](#)

Supplier submits response based on the applied product / services, below is example of

Contractor Questionnaire Contractor Introduction Section

Console Doc154749072 - Supplier Qualification Survey Time remaining 29 days 22:19:35

Event Messages
Event Details
Response History

▼ Event Contents

- All Content
- 1 Introduction
- 2 Capability
- 3 Resources
- 4 Organization & Manpower

All Content

Name ↑	
▼ 1 Introduction	
1.1 Supplier Name	<input style="width: 100%;" type="text"/>
1.2 Brief Company Introduction	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
1.3 Attach Valid License Copy	Attach a file
▶ 2 Capability	



CONTRACTOR CAPABILITY SECTION

▼ Event Contents	▼ 2 Capability	
All Content	2.1 Number of Work Groups applied by Supplier (1 to 5)	1
1 Introduction	▼ 2.2 Work Group 1	
2 Capability	2.2.1 Applied Work Group Number and Work Group Description : 1	PIPELINE MAINTENANCE SERVICES - ONSHORE
3 Resources	2.2.2 Please fill the attached experience template and provide three completed jobs evidence for the above work group References ▼	*Attach a file
4 Organization & Manpower	2.2.3 Please attach 3 Completed Experience documents (as detailed in 1.3) such as Contracts / Agreements / Work Service orders / Local Purchase orders that covers the form of Contract, Project / Purchase Order Reference, Scope of Work, Service / Job value, Signature Pages along with Customer Reference Letters, Final Acceptance / Provisional Acceptance Certificates.	*Attach a file
5 Financial Information	2.2.4 Please complete the attached Template for list of Completed projects in Last Five Years References ▼	*Attach a file
6 Supplier Compliance	▼ 3 Resources	
7 Quality	▼ 3.1 Facilities	
	3.1.1 Please Attach evidences of Inspection, Testing, Design, Research and Development Facilities details	*Attach a file
	3.1.2 Please attach list of major equipment/software available	*Attach a file

CONTRACTOR ORGANIZATION & MANPOWER SECTION

▼ Event Contents	▼ 4 Organization & Manpower	
All Content	▼ 4.1 Organization Structure	
1 Introduction	4.1.1 Please attach Organization chart (with names)	*Attach a file
2 Capability	▼ 4.2 Manpower	
3 Resources	4.2.1 Please attach the list of personnel under your company's visa issued by Ministry of Labor of UAE Government, Abu Dhabi.	*Attach a file
4 Organization & Manpower	4.2.2 How many technical manpower / key personnel with minimum of 5 years related experiences to the company activities (from 1 to 3)	* <input type="text"/>
5 Financial Information	▼ 5 Financial Information	
6 Supplier Compliance	▶ 5.1 Financial Statements Less... [-]	
7 Quality	Availability of Financial Statement Audited by chartered accountant for the last one/two years. Or internal financial statement if the company is established for less than one year (1/2)	
8 HSE	▼ 5.2 Annual Revenue	
	5.2.1 Revenue (AED):	* <input type="text"/>
	5.2.2 Net Income (AED):	* <input type="text"/>
	5.2.3 Please attach Evidences	*Attach a file

CONTRACTOR COMPLIANCE & QUALITY SECTION

All Content	▼ 6 Supplier Compliance	
1 Introduction	▼ 6.1 Services (Contractor / Associate)	
2 Capability	6.1.1 Do you have Anti-bribery and Corruption policies / standards?	* Unspecified ▼
3 Resources	6.1.3 Do you have Supplier Labor standards which prohibit the use of child or forced labor in any of your facilities?	* Unspecified ▼
4 Organization & Manpower	▼ 7 Quality	
5 Financial Information	7.1 Do you have Quality Policy Statement / Objectives?	* Unspecified ▼
6 Supplier Compliance	7.2 Please attach Evidences of Quality Policy Statement/Objectives	*Attach a file
7 Quality	7.3 Do you have Valid ISO 9001 (29001) Certification (or equivalent)?	* Unspecified ▼
	7.5 Do you have Scope of the QMS Manual?	* Unspecified ▼
	7.7 Do you have Local Office / Corporate organization chart reflecting Quality functions & positions?	* Unspecified ▼
	7.9 Do you have list of ISO Mandatory Procedures (SOPs) relevant to the applied activities?	* Unspecified ▼



CONTRACTOR HEALTH SAFETY & ENVIRONMENT (HSE) SECTION

Upon providing response for all mandatory questions, submit response.

<ul style="list-style-type: none"> 3 Resources 4 Organization & Manpower 5 Financial Information 6 Supplier Compliance 7 Quality 8 HSE 	<p>▼ 8 HSE</p> <p>8.1 Do you have HSE Policy? * Unspecified ▾</p> <p>8.3 Do you have HSEMS Manual? * Unspecified ▾</p> <p>8.5 Do you have HSE Organization Chart? * Unspecified ▾</p> <p>8.7 Do you have Certificates for the local offices ISO 14001 / OHSAS 18001 (ISO 45001) or equivalent, as applicable * Unspecified ▾</p> <p>8.9 Do you have HSE Statistics & Records of Incidents (Including Investigation Reports of past 3 years) * Unspecified ▾</p> <p>8.11 Do you have Risk Register (Assessment records & Aspect Impact Assessment records focusing on Occupational Health, Safety and Environmental Aspect) ? * Unspecified ▾</p> <p>8.13 Do you have the List of Safe Operating Procedures ? * Unspecified ▾</p> <p style="text-align: center;">(*) indicates a required field</p>
--	---

Submit Entire Response
Save draft
Compose Message
Excel Import

Console
Doc154749072 - Supplier Qualification Survey
Time remaining
29 days 22:09:20

Event Messages

Event Details

Response History

▼ Event Contents

- All Content
- 1 Introduction
- 2 Capability
- 3 Resources
- 4 Organization & Manpower
- 5 Financial Information

All Content

Name ↑
▶ 1 Introduction
▶ 2 Capability
▶ 3 Resources
▶ 4 Organization & Manpower
▶ 5 Financial Information
▶ 6 Supplier Compliance
▶ 7 Quality
▶ 8 HSE

(*) indicates a required field

✓ **Submit this response?**

Click OK to submit.

OK
Cancel

Submit Entire Response
Save draft
Compose Message
Excel Import

Console
Doc154749072 - Supplier Qualification Survey
Time remaining
29 days 22:08:06

Event Messages

Event Details

Response History

▼ Event Contents

- All Content
- 1 Introduction
- 2 Capability
- 3 Resources
- 4 Organization & Manpower
- 5 Financial Information
- 6 Supplier Compliance
- 7 Quality

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

Revise Response

All Content

Name ↑
▶ 1 Introduction
▶ 2 Capability
▶ 3 Resources
▶ 4 Organization & Manpower
▶ 5 Financial Information
▶ 6 Supplier Compliance
▶ 7 Quality
▶ 8 HSE

Compose Message



GENERAL NOTES

1. Upon successful pre-qualification a notification email will be sent with the details of the pre-qualified work/product groups.
2. Unified ADNOC Supplier ID will appear in SDM
3. In case you want to delete work / product group or delink any pre-qualified Manufacturer / Associate, you can do the changes through your SDM profile