

# Sadara Ariba Registration Guide

# Contents

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# Invitation To Register

You will receive below invitation email from Sadara to register in Ariba

## Sadara Chemical Company - TEST

### Register as a supplier with Sadara Chemical Company - TEST

Hello!

Abdulrahman M. Alabdullatif has invited you to register to become a supplier with Sadara Chemical Company - TEST. Start by creating an account with Ariba Network. It's free.

Sadara Chemical Company - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Supplier Company Name already has an account with Ariba Network, sign in with your username and password.

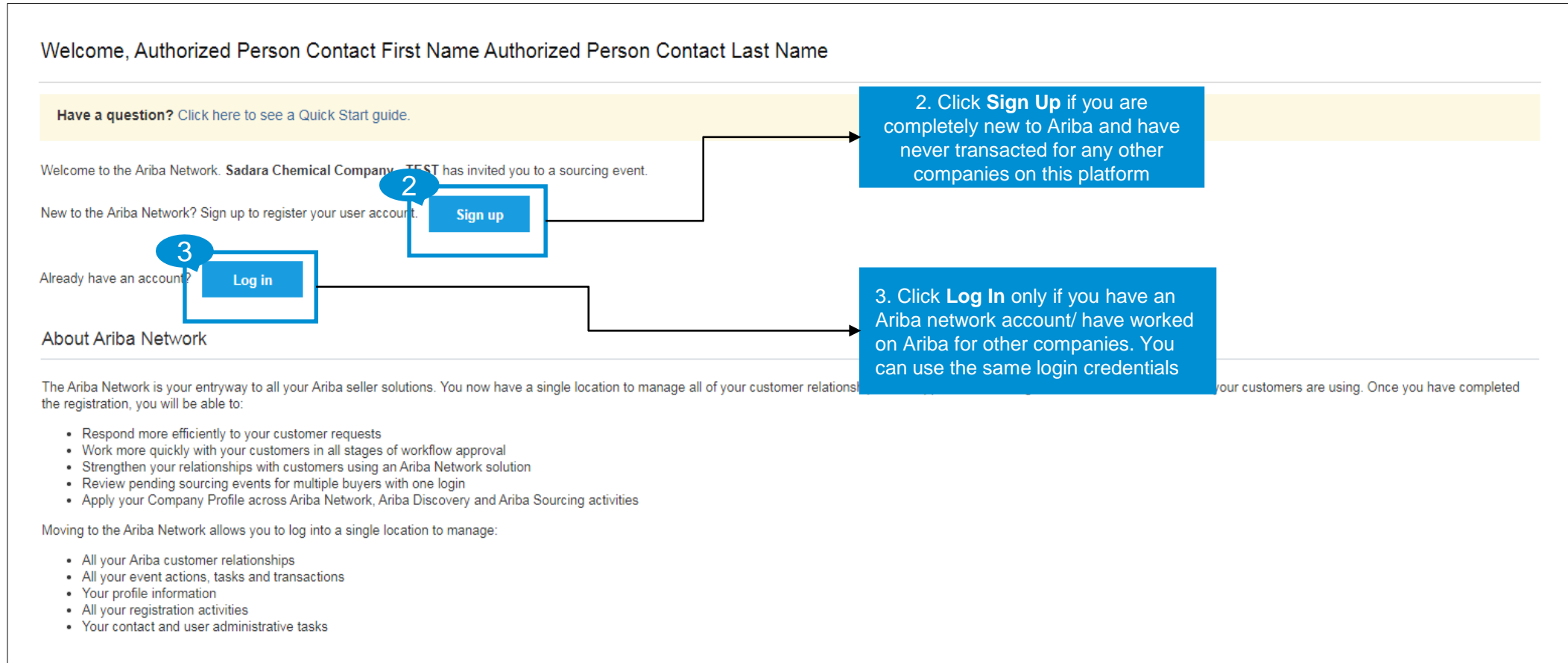
[Click Here](#) to create account now

1. Click on the highlighted link to proceed

You are receiving this email because your customer, Sadara Chemical Company - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Sadara Chemical Company - TEST.

# Creating Ariba Network Account

The first step is to create and Ariba Network account (if you have never transacted on Ariba with an other company before)



# Creating Ariba Network Account



## Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by Sadara Chemical Company - TEST.

### Company information

إدارة

\* Indicates a required field

Company Name:\*

Country:\*

Address:\*

City:\*

State:\*

Zip:\*

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.

### User account information

\* Indicates a required field

Name:\*

Email:\*

☐ Use my email as my username

Username:\*

Password:\*

SAP Ariba Privacy Statement

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

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

6

Create account and continue

Cancel


6. Click **create account and continue** once

4. Fill up the Main office Address here. You can add multiple addresses later in your Company Profile once an account is created

5. Create a username (in email format) and a new Password with minimum 8 characters including numbers. Click 'i' for more info

# Welcome Email

Once your Ariba Network Account is created, you will receive the below email with the details of the AN ID (Ariba Network ID) and username you created

**SAP Ariba** 

**Welcome to the Ariba Commerce Cloud**

Your registration process on the Ariba Commerce Cloud for Supplier Company Name is now complete.

Your organization's account ID: **AN01428766935-T**

Your username: [test-vendor\\_registration@sadara.com](mailto:test-vendor_registration@sadara.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.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

**Good to Know:**

Your Ariba Commerce Cloud account provides a central access point to the seller-facing capabilities of the following Ariba solutions:

- Ariba Discovery™ (Leads)
- Ariba Sourcing™ (Proposals)
- Ariba Contract Management™ (Contracts)
- Ariba® Network (Orders & Invoices)

## Key Points:

- The creator of the account is designated as the Administrator
- After account creation you can create more user(s), transfer administrative role and complete your AN company profile
- All Sadara registration forms, Qualification forms, Sourcing proposals and Contracts can be accessed from this account

# Sadara Supplier Registration Form



After account creation, you will be directed to fill up and submit the Sadara Supplier Registration form. All questions marked with a star are mandatory

Ariba Sourcing Test Mode Company Settings Legacy Test f name ... Help Center >>

Go back to Sadara Chemical Company - TEST Dashboard

Click here to go to your main dashboard

Doc7290139 - SADARA Supplier Registration Form - Normal Regis...

Desktop File Sync

Time remaining 6 days 23:34:56

Console

Event Messages  
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Response Team

Event Contents

All Content

1 GENERAL GUIDELINES

General Guidelines:

The following questionnaire is required to be filled out by the SUPPLIER as a part of Sadara's Supplier Registration Process. Please complete all required fields and submit the supporting documents, accordingly to enable Sadara evaluates SUPPLIER's questionnaire. All information and documentation provided by SUPPLIER will be treated confidentially by Sadara. Therefore, please take note of the following SUPPLIER guidelines:

- All information to be provided shall be limited to the specific SUPPLIER Commercial Registration/government registration license
- SUPPLIER's certifications must be valid for at least 30 days following registration submittal date. If expiration date is within 30 days, Sadara will hold the SUPPLIER's registration until SUPPLIER submits an updated certification document.
- Any letter addressed to Sadara must be signed by an authorized company representative, certified with SUPPLIER business stamp and when required, authenticated by a government entity.
- Recommend SUPPLIER periodically saves data entries in this process in order to avoid data re-entry in the event of a disruption in connectivity.

For assistance with Sadara Supplier questionnaire, please contact Sadara's SRM Team at vendor\_registration@sadara.com.

2 GENERAL INFORMATION

3 CONTACT DETAILS

4 COMPANY DOCUMENTS

5 BANKING DETAILS

6 I confirm that the information given in this questionnaire is true, complete and accurate

\* Unspecified

(\*) indicates a required field

Submit Entire Response Save Compose Message Excel Import

Remaining time to Fill and submit the form. The maximum days to submit are 10 days

Click to enlarge the form content

Navigate through different sections here. Section 1 id only for information purpose

# Registration Form-General Info Section

GENERAL INFORMATION		(Section 2 of 5) < Prev.   Next >
Name 1		
▼ 2 GENERAL INFORMATION		
2.1 Country	* [SA] Saudi Arabia	
Disclaimer: Please base your answer on the Nationality listed on your Commercial Registration/Government Registration Certificate.		
2.2 Full Company Legal Name In English	*	
(If you are short of characters, please continue in the next question)		
Disclaimer: Please base your answer on your official translated company name, as per your company name listed on the Commercial Registration/government registration Certificate.		
2.3 Full Company Legal Name In English (continued)		
2.4 Full Company Legal Name In Arabic	*	
(If you are short of characters, please continue in the next question)		
Disclaimer: Please base your answer on your Commercial Registration.		
2.5 Full Company Legal Name In Arabic (continued)		
2.6 Are you a subsidiary company for a parent company? If yes, please provide us with the parent company name	* Unspecified	
2.9 Are you a parent company for a subsidiary company(s)? If yes, please provide us with subsidiary companies' names	* Unspecified	
2.11 Establishment Date of Company	*	
2.12 Legal Form of Company	* Limited Liability Company (LLC)	
2.14 Type of Company (Please Select as per Company Registration Certificate)	* <input type="checkbox"/> Trader <input type="checkbox"/> Government <input type="checkbox"/> Manufacturer <input type="checkbox"/> Service Provider <input type="checkbox"/> Agent <input type="checkbox"/> Distributor	
2.15 Number of Employees	*	
2.16 Saudization Percentage	*	
2.17 Registration city	*	
Disclaimer: Please base your answer on your Commercial Registration.		
2.18 D.U.N.S. Number		
*Show More		
Street: Cornich Khobar street House Number:		
Street 2:		

## Key Points:

- The types of questions in this section are:
  - Single select
  - Text
  - Multiple select
  - Yes/No
  - Number
  - Date Type
  - Address
- Length of Organization name (2.2 & 2.4) is limited to 40 characters. You may continue in the optional spaces (2.3 & 2.5)
- Commodity supplied must be selected to the lowest level (based on Commercial Registration/Government Business License)



# Registration Form-Contact Details Section

CONTACT DETAILS		(Section 3 of 5) <a href="#">Prev.</a>   <a href="#">Next</a> <a href="#">⌵</a>
Name ↑		
▼ 3 CONTACT DETAILS		
▼ 3.1 Authorized Person Details		
3.1.1 Title	*	Unspecified ▾
3.1.2 First Name	*	<input type="text"/>
3.1.3 Last Name	*	<input type="text"/>
3.1.4 Position Title	*	<input type="text"/>
3.1.5 Phone Number/ Extension	*	<input type="text"/>
<b>Disclaimer:</b> Please enter a phone number in the format starting with the country code (ex. +966xxxxxxxx)		
3.1.6 Mobile Number		<input type="text"/>
<b>Disclaimer:</b> Please enter a phone number in the format starting with the country code (ex. +966xxxxxxxx)		
3.1.7 Fax Number / Extension		<input type="text"/>
3.1.8 E-mail	*	<input type="text"/>
▼ 3.2 Owner or Partner Contact Details		More... <a href="#">+</a>
3.2.1 Is owner an Entity?	*	Unspecified ▾
3.2.7 Phone Number/ Extension	*	<input type="text"/>
<b>Disclaimer:</b> Please enter a phone number in the format starting with the country code (ex. +966xxxxxxxx)		
3.2.8 Mobile Number		<input type="text"/>
<b>Disclaimer:</b> Please enter a phone number in the format starting with the country code (ex. +966xxxxxxxx)		
3.2.9 Fax Number / Extension		<input type="text"/>
3.2.10 E-mail	*	<input type="text"/>
3.3 Add more Owner details?	*	Unspecified ▾
(*) indicates a required field		

## Key Points:

- The types of questions in this section are:
  - Single select
  - Yes/No
  - Number
  - Date Type
  - Address
  - Attachment type
- Length of First name and Last name is restricted to 40 characters
- Phone number must be in format +966xxxxxxxxxxwith NO SPACES (+CountryCodePhoneNumber)
- Email address should be a company domain. Personal domains like Gmail, Yahoo, Hotmail etc. will not be accepted
- You can up to 4 Owner or Partner Contact Details and up to 1 Authorized Person Details
- For Establishments, attaching owners government ID is a must

# Registration Form-Company Documents Section

COMPANY DOCUMENTS		(Section 4 of 5) < Prev.   Next >
Name ↑		
▼ 4 COMPANY DOCUMENTS		
▼ 4.1 Certificate Data <span>More... +</span>		
4.1.1 Commercial Registration/Government License Certificate	* Yes ▾	<a href="#">Details</a>
4.1.2 Chamber of Commerce & Industry Membership	* Yes ▾	<a href="#">Details</a>
4.1.3 VAT Registration Certificate	* Yes ▾	<a href="#">Details</a>
4.1.4 TAX Certificate	* Yes ▾	<a href="#">Details</a>
4.1.5 Zakat and Income Certificate	* Yes ▾	<a href="#">Details</a>
4.1.6 Zakat Unique Number	*	
4.1.7 Saudization Certificate	* Yes ▾	<a href="#">Details</a>
4.1.8 Nitaqat Level	* Unspecified ▾	
4.1.9 GOSI Certificate	* Yes ▾	<a href="#">Details</a>
▼ 4.2 OTHER REQUISITE DOCUMENTS AND DETAILS (IK)		
4.2.1 Do you have a company profile? If yes, please attach	Unspecified ▾	
4.2.3 Do you have a technical data and specifications of products/services profile? If yes, please attach.	* Unspecified ▾	
4.2.5 Do you have a valid article of association? If yes, please attach	* Unspecified ▾	
4.2.16 Please provide us with a designated authorized person letter approved by Chamber of Commerce	✚ Attach a file	
4.2.17 Please provide the Location Map (Link) of your company. Please follow below instructions: 1. Open maps: <a href="https://www.google.com/maps/">https://www.google.com/maps/</a> 2. Search for your company name using the search space on top left of the page 3. If prompted, allow the browser to use your location 4. Copy the Link that shows in your browser URL Bar with your Office's coordinates. It should be similar to this- ( <a href="https://www.google.com/maps/@27.0861758,49.5525144,17z">https://www.google.com/maps/@27.0861758,49.5525144,17z</a> ) 5. Paste it in the space provided here		
4.2.26 Do you have a valid permit to operate within the Royal Commission for Jubail and Yanbu area? If yes, please attach	* Unspecified ▾	
4.2.28 Please provide a list of key companies you have dealt with		
4.2.29 Do you acknowledge & accept the Sadara Supplier Code of Conduct? <a href="#">References</a>	* Unspecified ▾	

## Key Points:

- The types of questions in this section are:
  - Single select
  - Yes/No
  - Number
  - Date Type
  - Certificate Type
  - Attachment Type
- The number and type of questions presented to you shall be dependent on your country; In Kingdom (IK) for Saudi Arabia based and Out Of Kingdom (OOK) for non local vendors
- Multiple attachments anywhere can be attached as a ZIP/RAR file

# Registration Form-Company Documents Section

COMPANY DOCUMENTS (Section 4 of 5) < Prev. | Next >

Name ↑

▼ 4 COMPANY DOCUMENTS

▼ 4.1 Certificate Data More... +

4.1.1 Commercial Registration/Government License Certificate	* Yes ▾ Details
4.1.2 Chamber of Commerce & Industry Membership	* Yes ▾ Details
4.1.3 VAT Registration Certificate	* Yes ▾ Details
4.1.4 TAX Certificate	* Yes ▾ Details
4.1.5 Zakat and Income Certificate	* Yes ▾ Details
4.1.6 Zakat Unique Number	* <input type="text"/>
4.1.7 Saudization Certificate	* Yes ▾ Details
4.1.8 Nitaqat Level	* Unspecified ▾
4.1.9 GOSI Certificate	* Yes ▾ Details
▼ 4.2 OTHER REQUISITE DOCUMENTS AND DETAILS (IK)	
4.2.1 Do you have a company profile? If yes, please attach	Unspecified ▾
4.2.3 Do you have a technical data and specifications of products/services profile? If yes, please attach.	* Unspecified ▾
4.2.5 Do you have a valid article of association? If yes, please attach	* Unspecified ▾
4.2.16 Please provide us with a designated authorized person letter approved by Chamber of Commerce	✚ Attach a file
4.2.17 Please provide the Location Map (Link) of your company. Please follow below instructions: 1. Open maps: <a href="https://www.google.com/maps/">https://www.google.com/maps/</a> 2. Search for your company name using the search space on top left of the page 3. If prompted, allow the browser to use your location 4. Copy the Link that shows in your browser URL Bar with your Office's coordinates. It should be similar to this- ( <a href="https://www.google.com/maps/@27.0861758,49.5525144,17z">https://www.google.com/maps/@27.0861758,49.5525144,17z</a> ) 5. Paste it in the space provided here	<input type="text"/>
4.2.26 Do you have a valid permit to operate within the Royal Commission for Jubail and Yanbu area? If yes, please attach	* Unspecified ▾
4.2.28 Please provide a list of key companies you have dealt with	<input type="text"/>
4.2.29 Do you acknowledge & accept the Sadara Supplier Code of Conduct? <a href="#">References</a>	* Unspecified ▾

## Key Points:

- In Certificate Data:
  - Click [More+] besides 4.1 for procedure to fill certificate type questions
  - All details are mandatory
  - **Do Not Change** Certificate Type Field
- 4.2.29 contains the **Sadara Code of Conduct** which needs to be downloaded from References, signed and stamped with company stamp and attached back as a scanned copy

# Registration Form-Bank Details Section

BANKING DETAILS	
Name ↑	
▼ 5 BANKING DETAILS	
▼ 5.1 Bank Details	
5.1.1 Bank Type	Unspecified ▾
5.1.2 Country	* [SA] Saudi Arabia ▾
5.1.3 Name Of the Bank	* <input type="text"/>
5.1.4 Bank Branch	<input type="text"/>
5.1.5 Street	<input type="text"/>
5.1.6 City	<input type="text"/>
5.1.7 State/Province	<input type="text"/>
5.1.8 Postal Code	<input type="text"/>
5.1.9 Account Holder Name	* <input type="text"/>
5.1.10 ABA Routing Number	<input type="text"/>
5.1.11 Account Number	* 333344444111
5.1.12 IBAN Number	AB12340000001011234345671
5.1.13 SWIFT Code	* ABCDXYZA
5.1.14 Bank Account Type	Unspecified ▾
5.1.15 Bank Letter	* <a href="#">Attach a file</a>
5.2 Add Another Bank?	* Unspecified ▾
5.8 Add Intermediary Bank?	* Unspecified ▾

(\*) indicates a required field

## Key Points:

- The types of questions in this section are:
  - Single select
  - Text
  - Yes/No
  - Number
  - Attachment Type
- Please make sure there are no spaces/special characters in bank Number
- Please make sure there are **no spaces/special characters** in IBAN Number
- Please make sure there are **no spaces** on SWIFT Code
- You can add up to 4 bank details
- You can provide 1 Intermediary Bank details associated with the main bank

# Registration Form-Final Steps

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

All Content

1 GENERAL GUIDELINES

2 GENERAL INFORMATION

3 CONTACT DETAILS

4 COMPANY DOCUMENTS

5 BANKING DETAILS

All Content

1. Click in All Content and Verify all data

All Content		
Name ↑		
1 GENERAL GUIDELINES	More... +	
▼ 2 GENERAL INFORMATION		
2.1 Country		* [SA] Saudi Arabia
2.2 Full Company Legal Name In English		* JARIR BOOKSTORE
(If you are short of characters, please continue in the next question)		
2.3 Full Company Legal Name In English (continued)		
2.4 Full Company Legal Name In Arabic		*
(If you are short of characters, please continue in the next question)		
2.5 Full Company Legal Name In Arabic (continued)		
2.6 Are you a subsidiary company for a parent company? If yes, please provide us with the parent company name		* Unspecified
2.9 Are you a parent company for a subsidiary company(s)? If yes, please provide us with subsidiary companies' names		* Unspecified
2.11 Establishment Date of Company		*
2.12 Legal Form of Company		* Limited Liability Company (LLC)
2.14 Type of Company (Please Select as per Company Registration Certificate)		* <input type="checkbox"/> Trader <input type="checkbox"/> Government <input type="checkbox"/> Manufacturer <input type="checkbox"/> Service Provider <input type="checkbox"/> Agent <input type="checkbox"/> Distributor
2.15 Number of Employees		*

2. Click on table options and select Collapse all

# Registration Form-Final Steps

All Content

Name ↑

1 GENERAL GUIDELINES	More... +
▶ 2 GENERAL INFORMATION	
▶ 3 CONTACT DETAILS	
▶ 4 COMPANY DOCUMENTS	
▶ 5 BANKING DETAILS	
6 I confirm that the information given in this questionnaire is true, complete and accurate	* Unspecified ▾

(\*) indicates a required field

Submit Entire Response | Save | Compose Message | Excel Import

3. Complete Question 6 by answering Yes/No

5. Submit the response by clicking Submit Entire Response for Sadara's review

4. Click on Save if you DO NOT wish to submit now.  
**Note: Sadara cannot view a saved response**

Click Compose Message if you wish to interact with Sadara Supplier management team

✓ Submit this response?

Click OK to submit.

OK Cancel

6. Click ok to submit final response for review to Sadara. You cannot revise your response once it has been submitted until approved by Sadara or asked for additional details

# Registration Form-Dashboard

[Go back to Sadara Chemical Company - TEST Dashboard](#)

Desktop File Sync

Console

Doc7290139 - SADARA Supplier Registration Form- Normal Regis...

Closed

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

[All Content](#)

1 GENERAL GUIDELINES

2 GENERAL INFORMATION

3 CONTACT DETAILS

4 COMPANY DOCUMENTS

5 BANKING DETAILS

You have submitted a response to the questionnaire.

You should see this message after response submission

All Content

Name ↑

1 GENERAL GUIDELINES

2 GENERAL INFORMATION

3 CONTACT DETAILS

4 COMPANY DOCUMENTS

5 BANKING DETAILS

6 I confirm that the information given in this questionnaire is true, complete and accurate

More... +

Yes

Compose Message

Click on the Go back link to return to the dashboard

# Registration Form-Dashboard



Ariba Sourcing

Test Mode

Company Settings Legacy Test f name ... Help Center >>

SADARA CHEMICAL COMPANY - TEST

There are no matched postings.

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers and administrators this site in an effort to ensure market integrity.

Go To My  
LEADS  
CONTRACTS  
ORDERS & INVOICES

ANID: AN01429962173-T  
Company Profile  
Account Settings  
Users  
Notifications  
View All  
Sourcing & Contracts Settings  
Sourcing & Contracts Notifications  
View All

Logout  
My Account  
My Community Profile  
Switch To  
Legacy Test f name 1 Legacy Test  
I name 1  
testlegacy1-  
com  
Link User IDs  
Contact Administrator

Events

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Status
Status: Completed (1)			
SADARA Supplier Registration Form- Normal Registration	Doc7290139	12/26/2018 1:49 PM	Pending Approval

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Certificates

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
No items					

Tasks

Name	Status	Due Date	Completion Date	Alert
------	--------	----------	-----------------	-------

Navigate to  
Proposals or  
Contracts or  
change your  
company/Account  
details from here

This is where  
your Registration  
Questionnaire  
,with status,  
appears



# Thank you