

Supplier Lifecycle Management System

Vendor Guide V. 1

May 2017

Vendor Registration Process

Vendor Portal – Vendor Registration Steps



STEP 1
Access here

Access URL:

<http://sadara.com/en/Suppliers>

Home About Sadara Careers Products Newsroom Plaschem Park Contact Us العربية

SUPPLIER PORTAL

Sadara Supplier Portal

Welcome to Sadara's Supplier Portal. This Portal serves as the main communication channel for collaboration between our suppliers and Sadara's Procurement department. Here you can update your profile and respond to certain requests from Sadara, including qualification questionnaires, RFPs and order confirmations.

We aim to maintain successful strategic partnerships with our suppliers, facilitated by effective communication and collaboration through this portal.

Vendor Registration

Create Account

Register as a potential supplier.

Vendor Profile & Qualification

Proceed to your profile

Maintain your profile and respond to qualification questionnaires.

Supplier E-Learning

Click here

to learn online how to use Sadara Supplier Portal

Vendor Registration Process

Access the "Vendor Registration" Section



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Supplier E-Learning



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Welcome to the Sadara Supplier Registration Page

* Fields marked with an asterisk are mandatory

General Company Information

Company Name*
 Name of Parent Company:
 Name of Subsidiaries:
 Type of Company: Public Co.
 No of Employees*
 Years in Present Business*
 D-U-N-S No (Overseas only):
 CR ID / Business Permit*
 Comm. Reg. From Date*
 Comm. Reg. Valid To Date*
 Registration City*
 Website address:

Company Address
 Country*
 Region:
 District:
 City / Postal Code:
 Company Postal Code:
 Bldg No. / Street:
 Building / Floor. / Room:

Company PO Box Address
 PO Box:
Company Communication
 Phone Number* / Extension:
 Fax Number* / Extension:
 E-Mail*:

Contact Details

Title*
 First Name*
 Last Name*
 Mobile phone number:
 Department:

Phone Number* / Extension:
 Fax Number* / Extension:
 E-Mail*
 Language*
 Country*
 English

Owner Contact Detail*

Title*
 First Name*
 Last Name*
 Mobile phone number:
 Department / Position:

Phone Number* / Extension:
 Fax Number* / Extension:
 E-Mail*
 Language*
 Country*
 English

Data Privacy Statement

The submitter/provider of this registration application whose name and contact information appear above, hereby confirm that I am authorized to submit this application on behalf of the subject company and that all information I am submitting in this application is accurate and does not include any misrepresentation of the subject company's information. I am aware that any such inaccurate information or misrepresentation, even if inadvertently provided, will have a serious negative impact on the subject company's chances of doing business with Sadara and its subsidiaries and may subject me and subject company to legal prosecution.

STEP 2
Complete the form

STEP 3
Read, acknowledge and send

Vendor Registration Process

Receive user ID & password via email



Dear Prospective Supplier,

Page 1

Thank you for your interest in becoming a Sadara registered supplier. Your registration form has been successfully submitted. A user ID XXXXXXXXXX has been generated for you to complete the registration process. Your password will follow in a separate e-mail. Once received, please click on the below link to complete the required documents for registration:

URL:(<http://www.sadara.com/suppliers>).

Below are the minimum required registration documents:

For In-Kingdom Suppliers:

Company profile (providing information about the company including your business activities, size, business in the region, etc.)

Technical data and specifications of products/services for which you have registered (if any)

Copy of valid commercial registration/government license

Copy of valid Chamber of Commerce and Industry membership

Copy of valid zakat and income certificate

Copy of valid Nitaqat certificate

Copy of valid industrial license (if necessary - applicable only for manufacturers)

Valid General Organization for Social Insurance (GOSI) certificate

Copy of ISO or equivalent certificate (if available)

Copy of valid registered agency certificate stamped by Chamber of Commerce

and/or recent representation letter from manufacturer(s)/your principal(s)

local/foreign source(s) (if the supplier is a sole/authorized agent)

Designated authorized person letter (signed and stamped)

A map showing location or directions to your main office/company location

[Signed Sadara Code of Conduct](#)

Page 2

For Out-of-Kingdom Suppliers:

Company profile (providing information about the company including your business activities, size, business in the region etc.)

Technical data and specifications of products/services for which you have registered (if any)

Recent representation letter from manufacturer(s)/your principal(s) local/foreign source(s) (if any)

Copy of valid industrial license (applicable only for manufacturers)

Copy of valid business permit

Copy of ISO or equivalent certificate (if available)

Designated authorized person letter (signed and stamped)

A map showing location or directions to your main office/company location

[Signed Sadara Code of Conduct](#)

Please note: for any support, refer to the training material which you can find once you log in to: <http://www.sadara.com/suppliers/e-learning>

best regards,

Vendor Registration Team

NOTICE

This information is considered accurate and reliable as of the date appearing above and is presented in good faith. Because use conditions and applicable laws may differ from one location to another and may change with time, recipient is responsible for determining whether the information in this document is appropriate for recipient's use. Since Sadara has no control over how this information may ultimately be used, all liability is expressly disclaimed and Sadara assumes no obligation or liability therefore. No warranty, express or implied is given nor is freedom from any patent owned by Sadara Chemical Company or others to be inferred.

Vendor Registration Process

Access Vendor Profile & Qualification



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Create Account 
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- Supplier E-Learning**
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to learn online how to use Sadara Supplier Portal

STEP 2

Enter received User ID & Password from earlier emails



SAP NetWeaver

User:

Password:

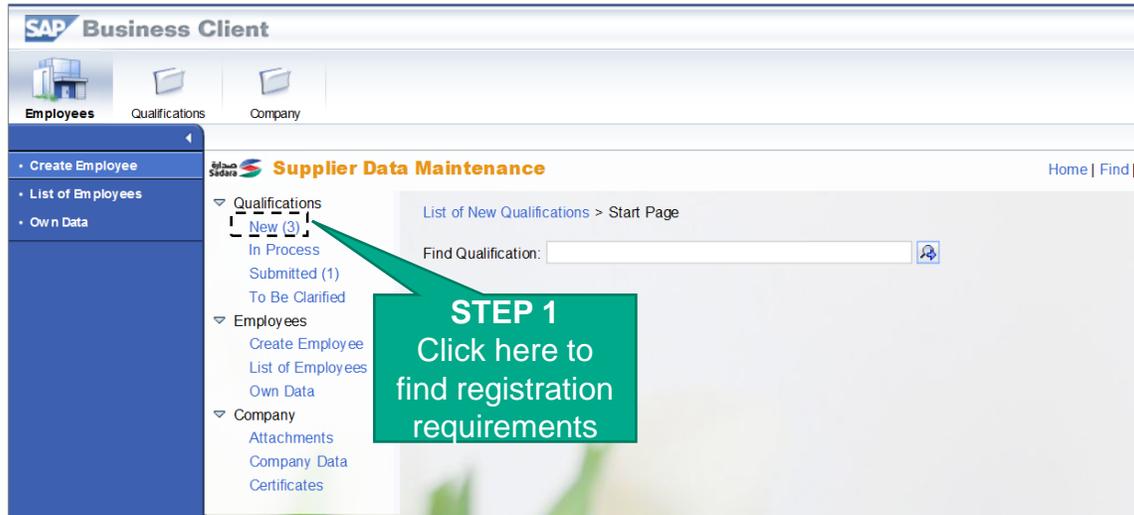
Language: English

[Change Password](#)

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Vendor Registration Process

Find registration requirements in Inbox



SAP Business Client

Supplier Data Maintenance

Qualifications

- New (3)
- In Process
- Submitted (1)
- To Be Clarified

Employees

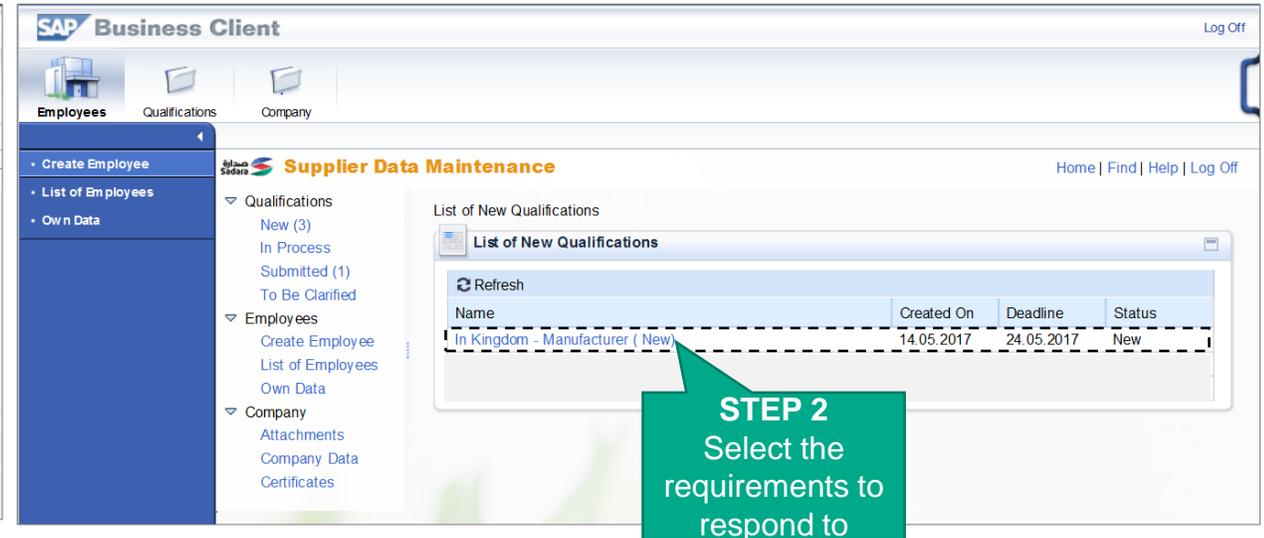
- Create Employee
- List of Employees
- Own Data

Company

- Attachments
- Company Data
- Certificates

Find Qualification:

STEP 1
Click here to find registration requirements



SAP Business Client

Supplier Data Maintenance

List of New Qualifications

Name	Created On	Deadline	Status
In Kingdom - Manufacturer (New)	14.05.2017	24.05.2017	New

STEP 2
Select the requirements to respond to

Vendor Registration Process

Respond to registration requirements



Sadara In Kingdom - Manufacturer (New)

Previous Next Display Save Close

Qualification: In Kingdom - Manufacturer (New)
Supplier: For Example Company

Response Status: New
Deadline: 24.05.2017
Submission Date:

STEP 1
Click Next

1 Introduction → 2 IK - Manufacturer (New) → 3 Data Privacy Statement

Note: Suppliers will be required to submit prior to deadline

Introduction

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1 1.Registration Requirements

STEP 2
Answer questionnaire & submit relevant document

1.1 attach Bank Account Information Letter
letter should be include all bank info like account number, swift code and any

Yes
 No
 Not Applicable

File Name * File Description
To add attachments, click the icon "Add Attachment"

1.2 attach Chamber of Commerce and Industry Membership certificate

Yes
 No
 Not Applicable

File Name * File Description
To add attachments, click the icon "Add Attachment"

2 2.Pre-Qualification Requirements

2.1 Provide behavior management process

Yes
 No
 Not Applicable

File Name * File Description
To add attachments, click the icon "Add Attachment"

2.2 Provide identification of the EH&S Focal Point

Yes
 No

File Name * File Description
To add attachments, click the icon "Add Attachment"

Previous Next Display Save Close

Data Privacy Statement

Yes, I have read the data privacy statement and accept the terms.

The submitter/provider of this information, hereby confirm that I am authorized to submit this Qualification Response on behalf of the subject company and that all information I am submitting in this application is accurate and does not include any misrepresentation of the subject company's information. I am aware that any such inaccurate information or misrepresentation, will have a serious negative impact on the subject company's chances of doing business with Sadara and its subsidiaries and may subject me and company to legal prosecution.

Submit

Note: Questionnaire are only used for illustration purposes. Actual questionnaire may vary

STEP 3
Click Next

STEP 4
Read, accept and submit

Vendor Registration Process

Receive Sadara feedback via email



Next Step: Vendor to be directed as per the received feedback from the Vendor Registration Team

Action....

Thank you