ADNOC Classification: Public

أدنـوك
ADNOC

SUPPLIER REGISTRATION AND PREQUALIFICATION

USER GUIDE

ص ب 898، أبوظبي، الإمارات العربية المتحدة
PO Box 898, Abu Dhabi, UAE
adnoc.ae

شركة بترول أبوظبي الوطنية
Abu Dhabi National Oil Company

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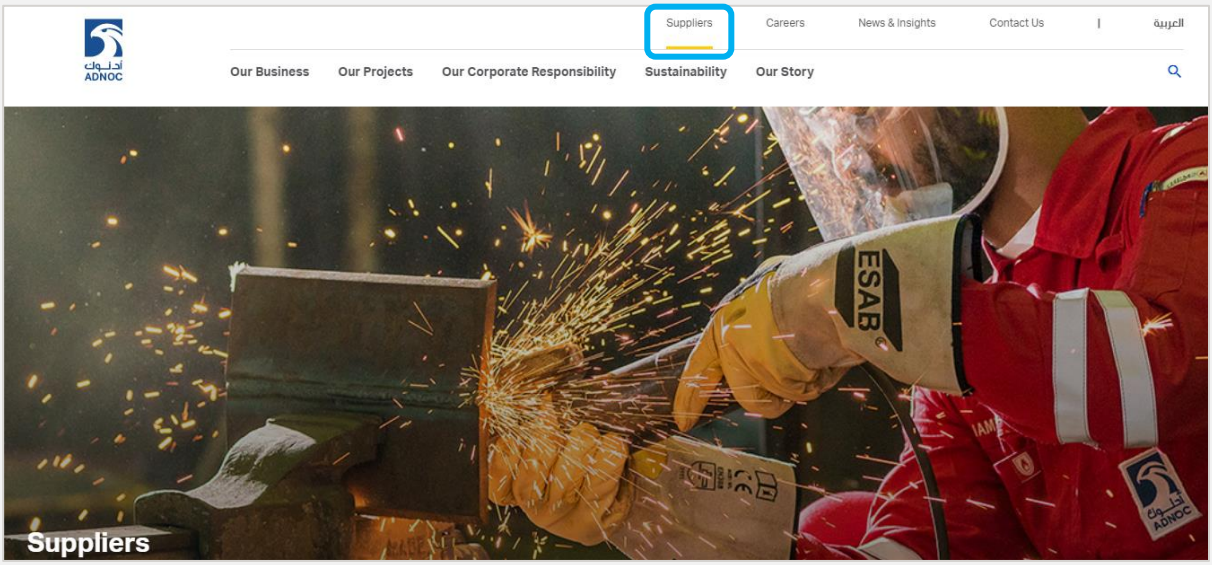
HOW TO REGISTER

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:

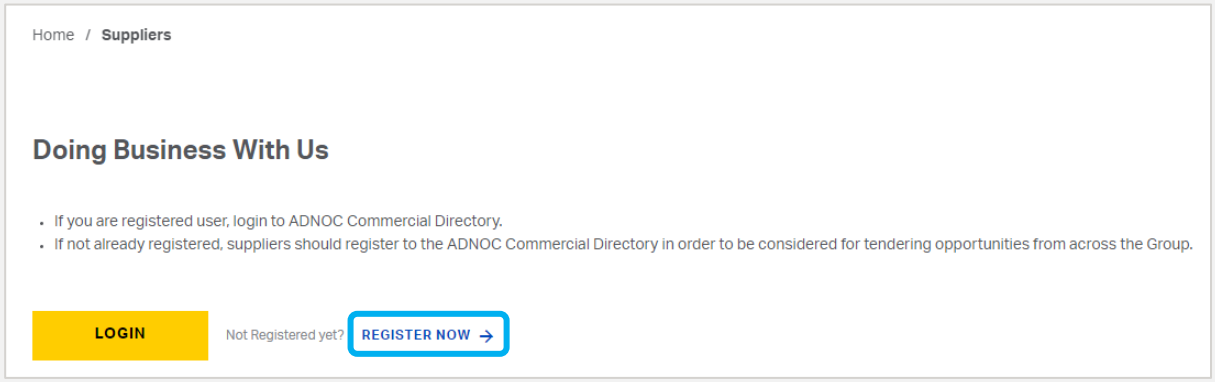
- Commercial License issued by Abu Dhabi licensing Authority
- Commercial activities in the license shall be relevant to the Services

Manufacturer:

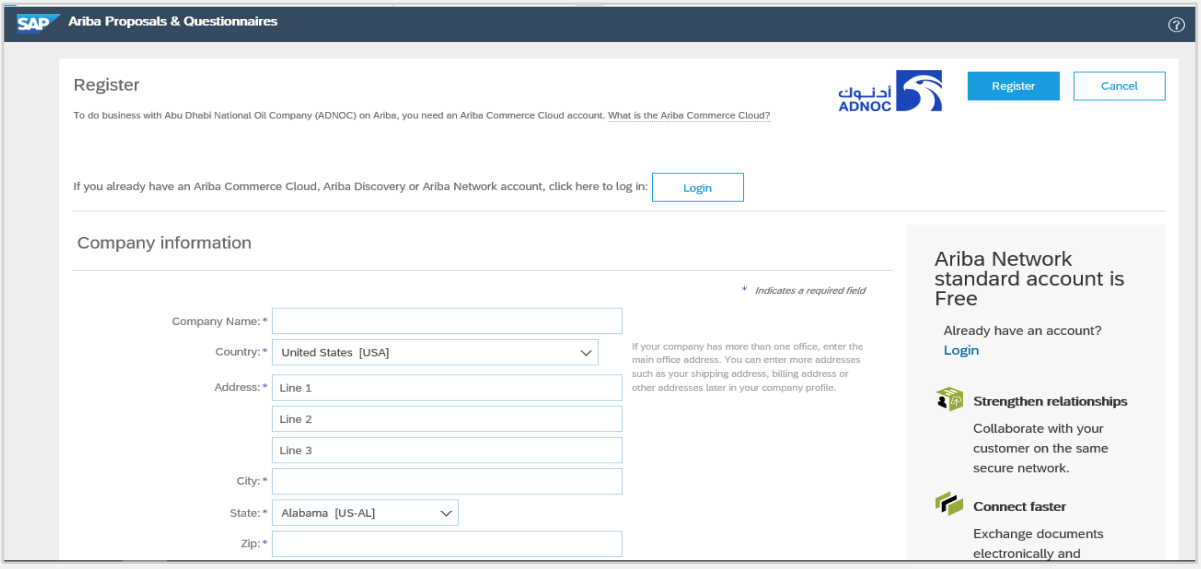
- Industrial License issued by licensing Authority in the respective Emirate
- Manufacturing activities in the license shall be relevant to the Products

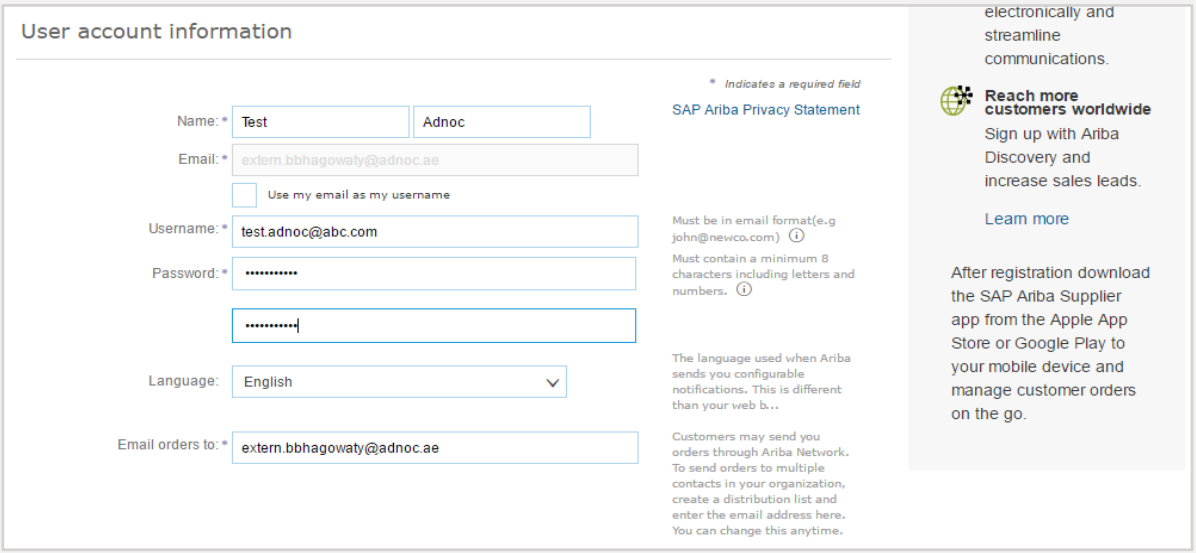
1. NEW SUPPLIER REGISTRATION

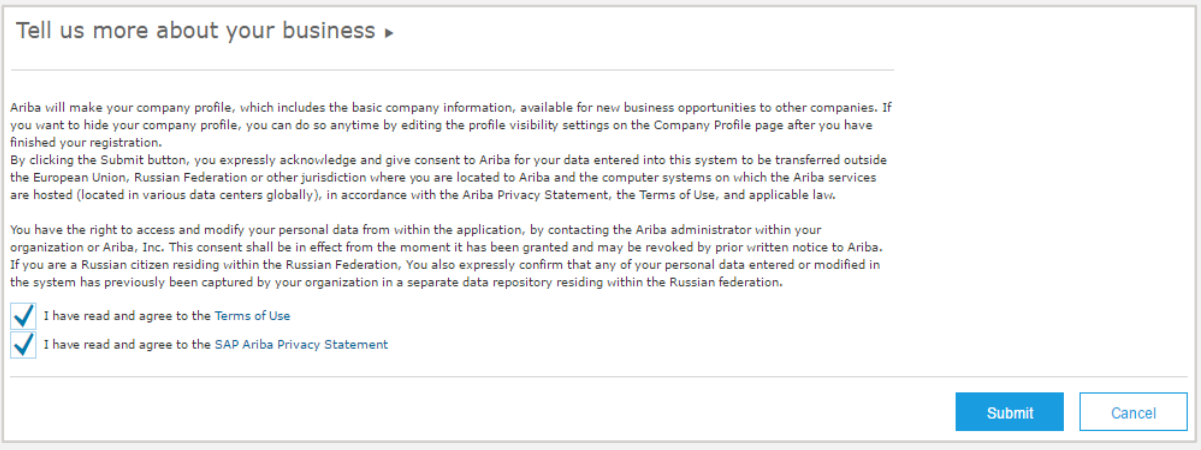
1.1 SUPPLIER WITHOUT ARIBA NETWORK ID

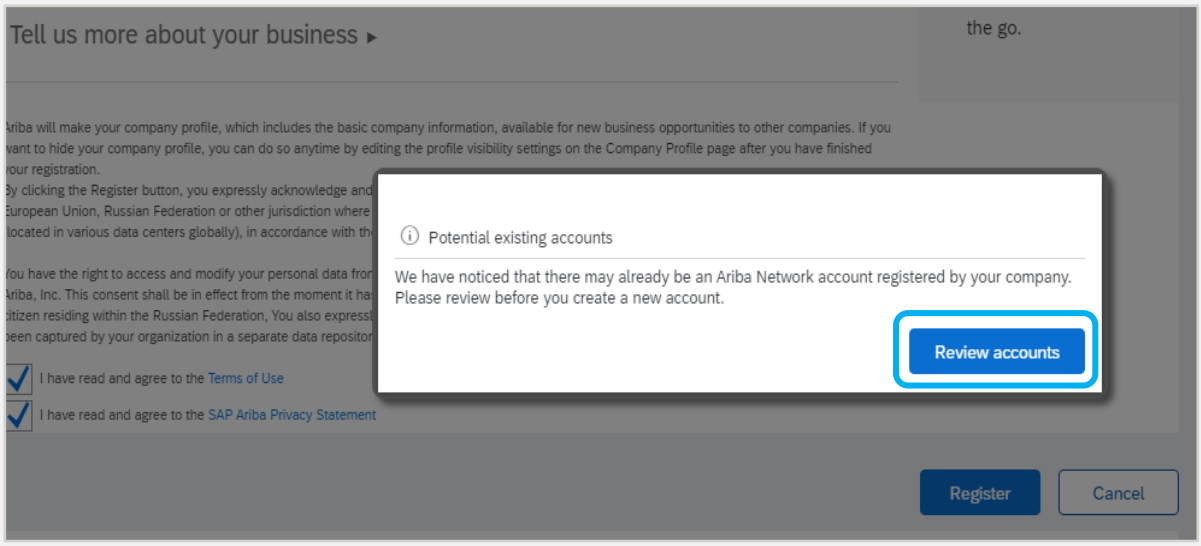


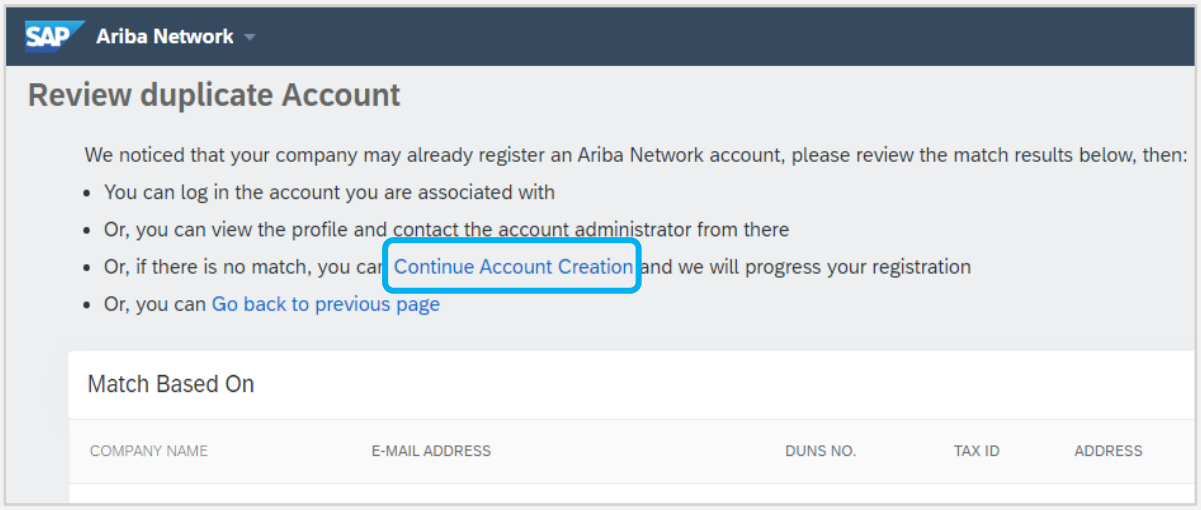
Note: Click "REGISTER NOW", complete all the necessary fields as shown below and submit for creating ARIBA Network ID


SAP Ariba Proposals & Questionnaires
Register
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?
Register
Cancel
If you already have an Ariba Commerce Cloud, Ariba Discovery or Ariba Network account, click here to log in:
Login
Company information
* Indicates a required field
Company Name: *
Country: * United States [USA]
Address: * Line 1
Line 2
Line 3
City: *
State: * Alabama [US-AL]
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.
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

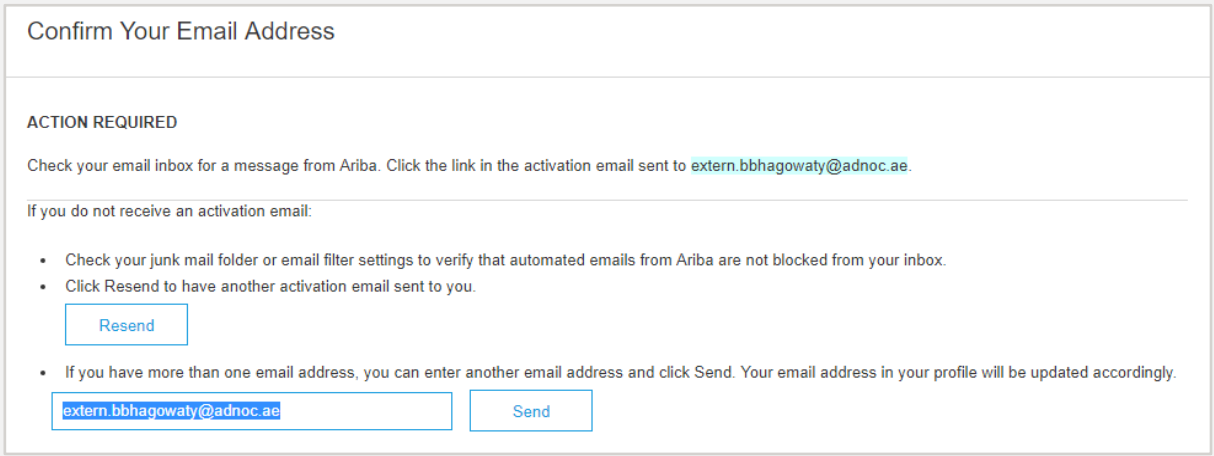

User account information
* Indicates a required field
SAP Ariba Privacy Statement
Name: * Test Adnoc
Email: * extern.bbhagowaty@adnoc.ae
Use my email as my username
Username: * test.adnoc@abc.com
Must be in email format(e.g john@newco.com)
Password: *
Must contain a minimum 8 characters including letters and numbers.
Language: English
The language used when Ariba sends you configurable notifications. This is different than your web b...
Email orders to: * extern.bbhagowaty@adnoc.ae
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.

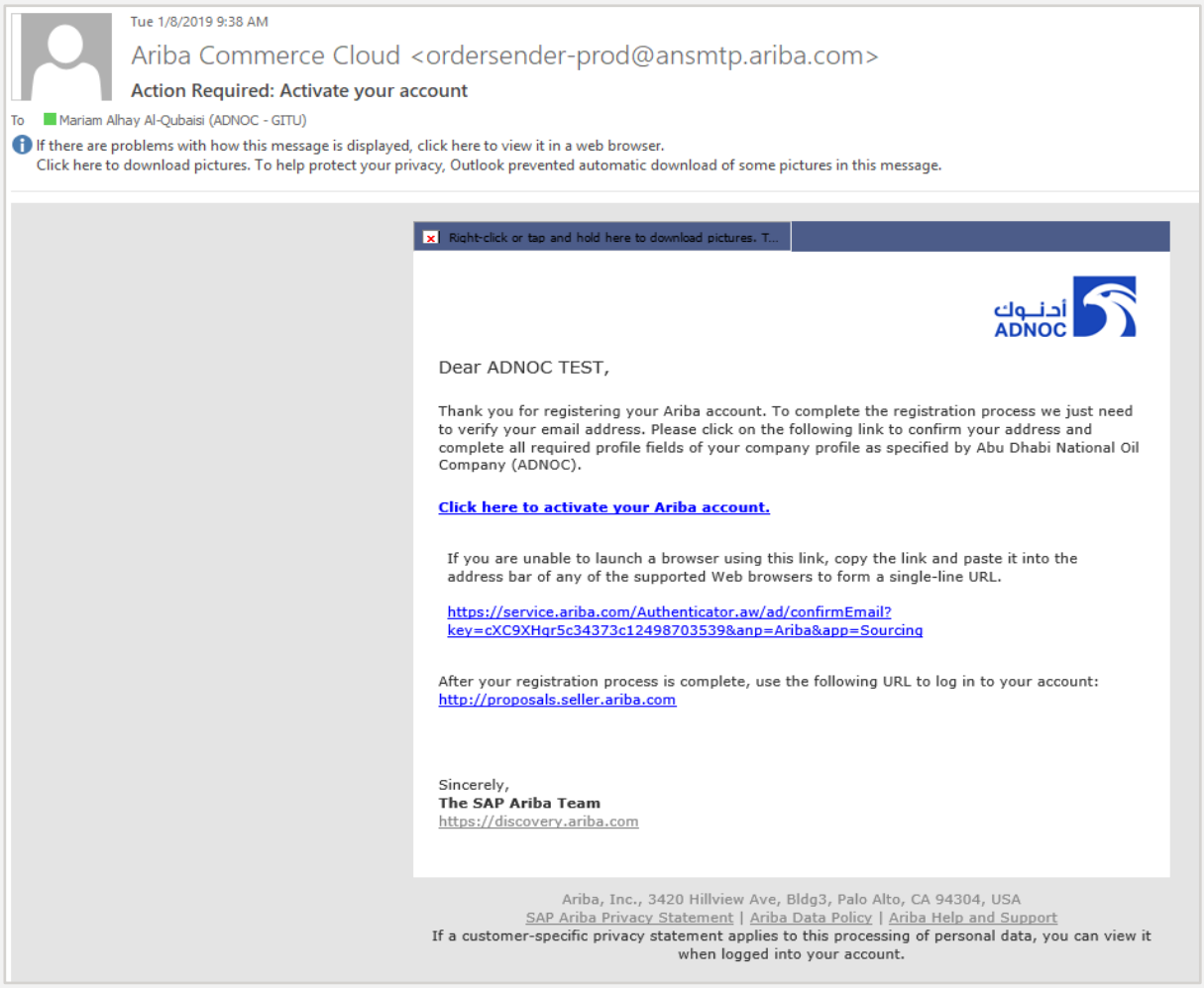

Tell us more about your business ▸
Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company 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





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.





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.

Right-click or tap and hold here to download pictures. T...

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&anp=Ariba&app=Sourcing

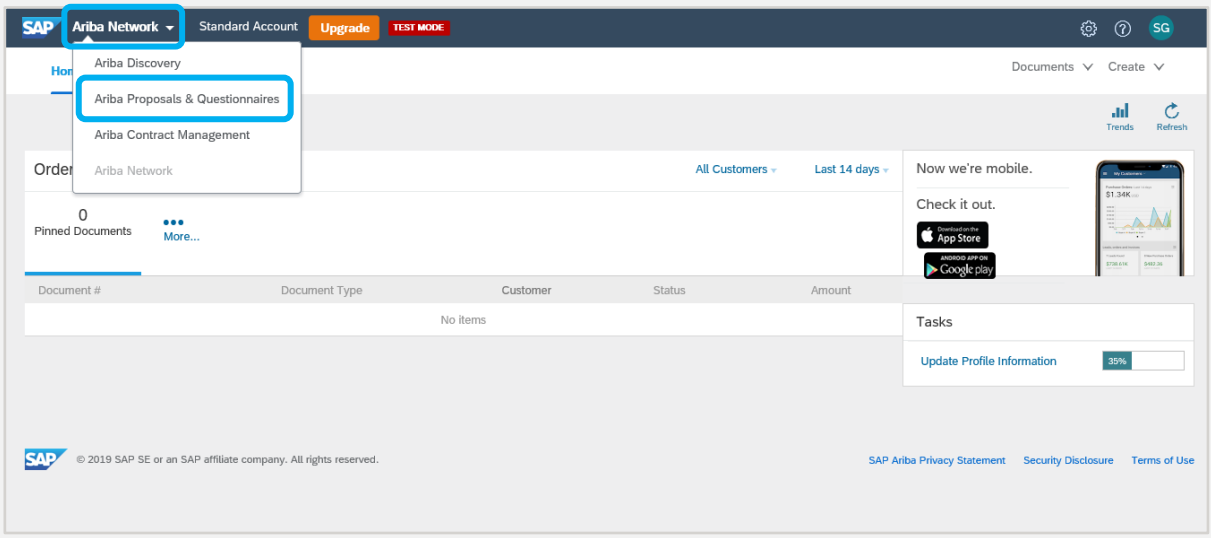
After your registration process is complete, use the following URL to log in to your account:
http://proposals.seller.ariba.com

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

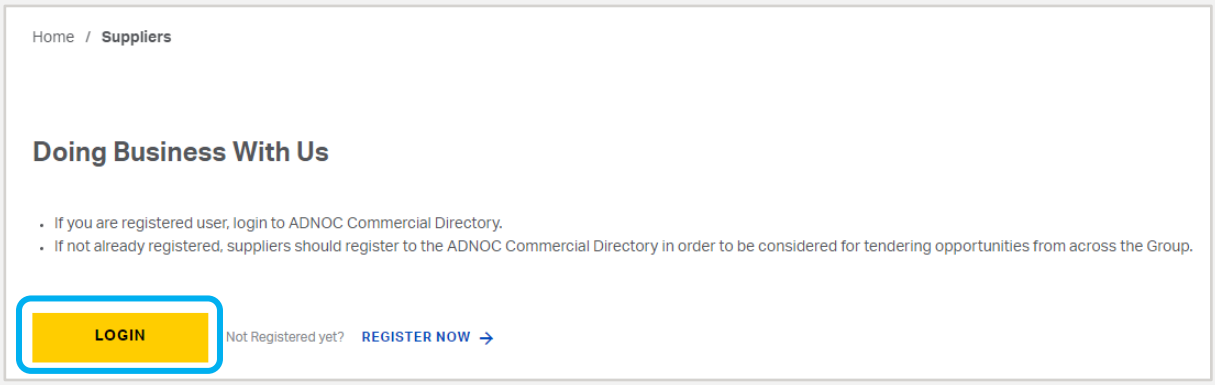
Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA
SAP Ariba Privacy Statement | Ariba Data Policy | Ariba Help and Support
If a customer-specific privacy statement applies to this processing of personal data, you can view it when logged into your account.

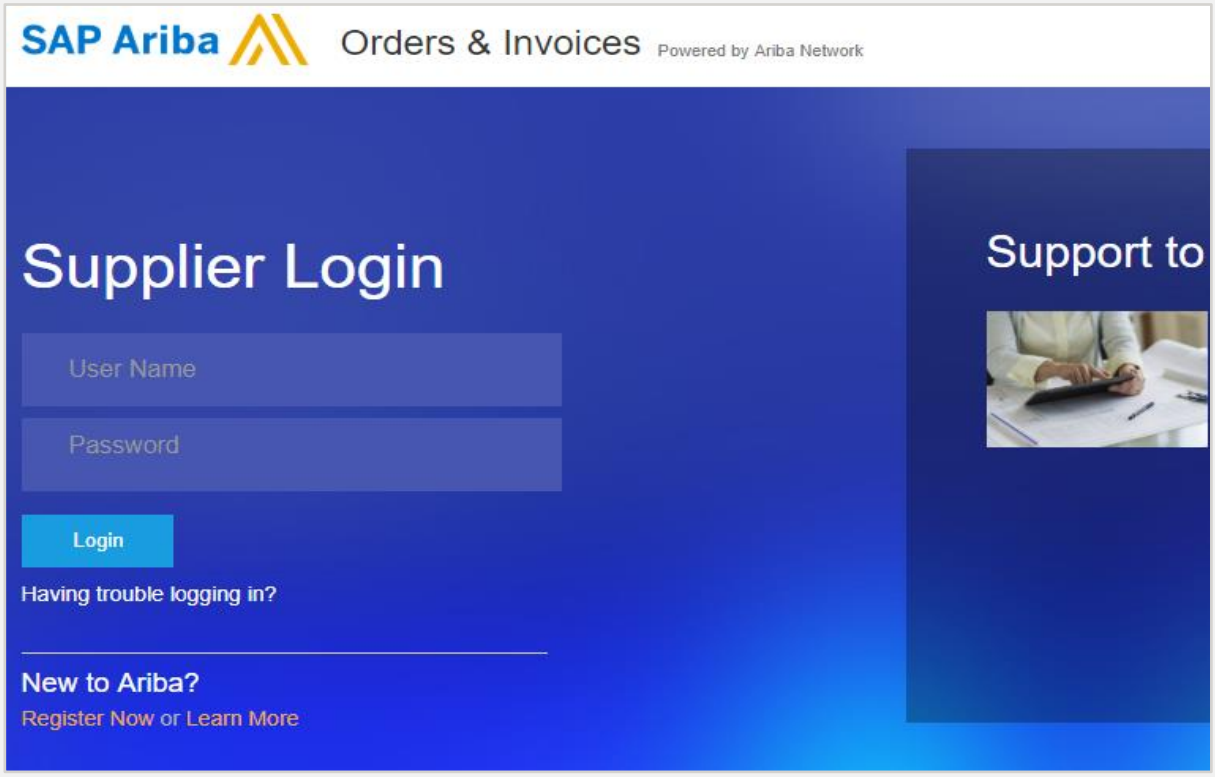
Note: This email notifies the Supplier to activate the ARIBA account

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):



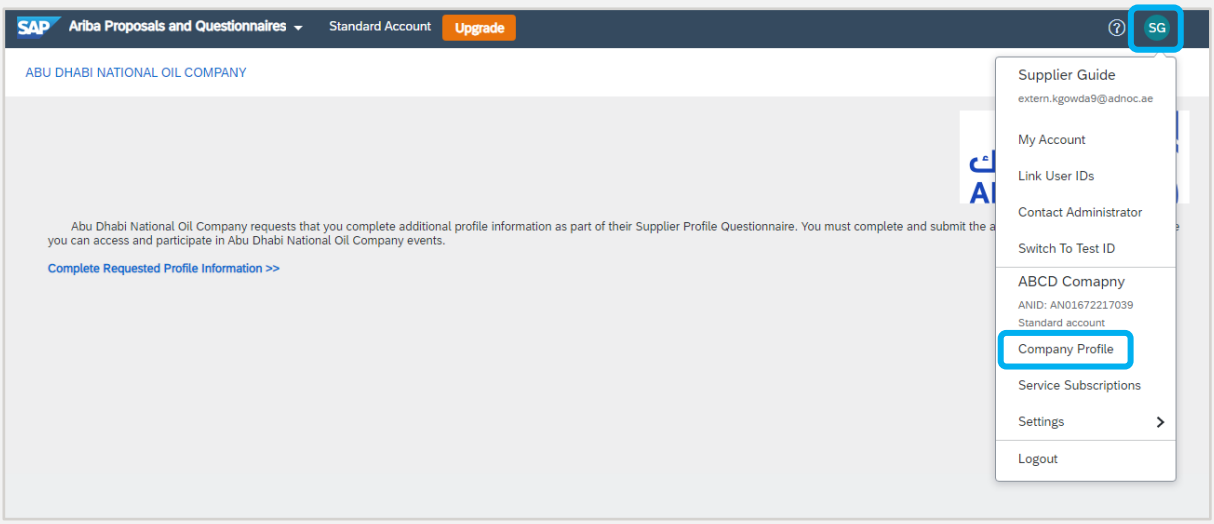
1.2 SUPPLIER WITH ARIBA NETWORK ID

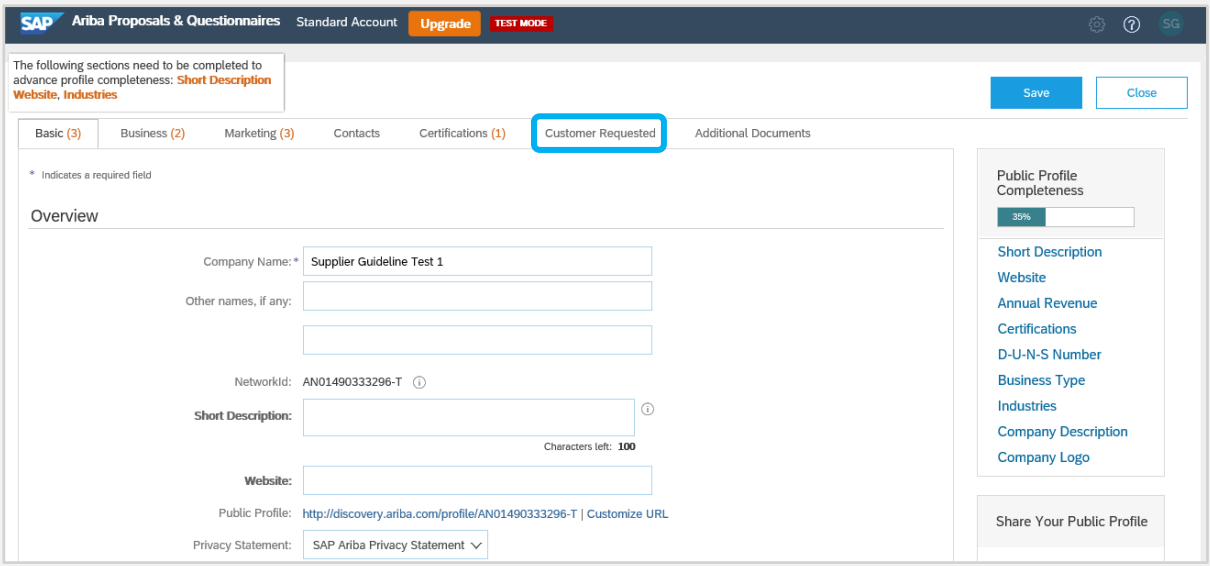


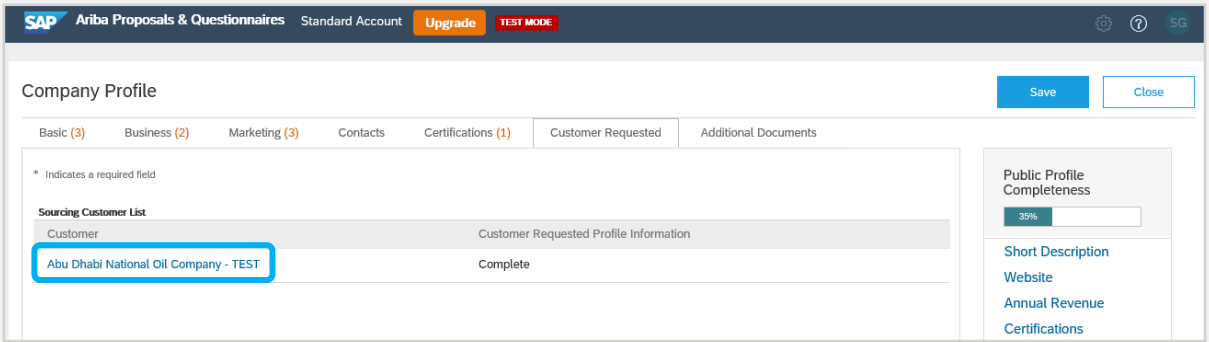


Note: This is for Suppliers who are new to ADNOC but already have an ARIBA Profile (ARIBA Network ID).

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
SG
ABU DHABI NATIONAL OIL COMPANY
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
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 a
you can access and participate in Abu Dhabi National Oil Company events.
Complete Requested Profile Information >>


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: *
Supplier Guideline Test 1
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

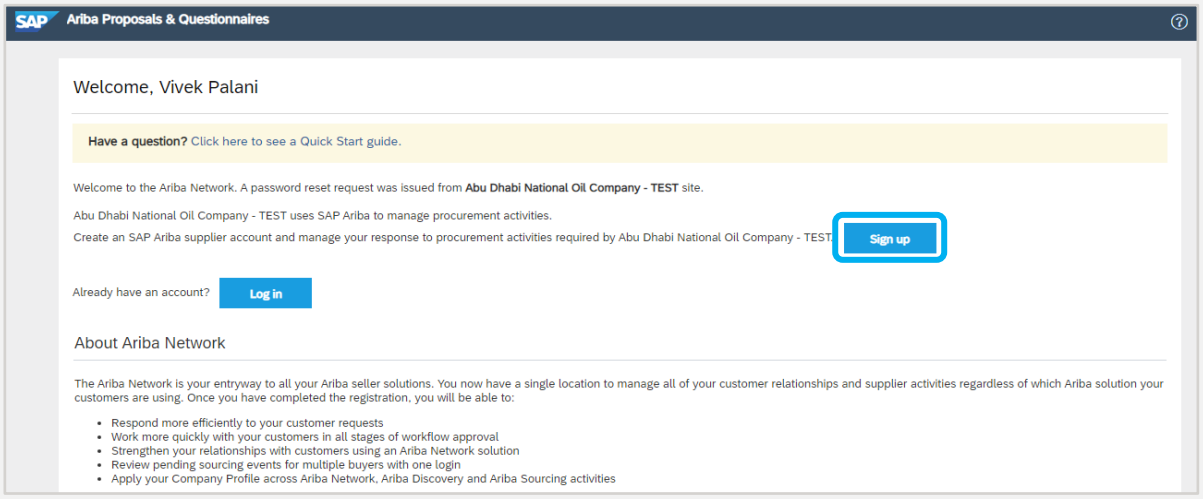

SAP Ariba Proposals & Questionnaires
Standard Account
Upgrade
TEST MODE
Company Profile
Save
Close
Basic (3)
Business (2)
Marketing (3)
Contacts
Certifications (1)
Customer Requested
Additional Documents
* Indicates a required field
Sourcing Customer List
Customer
Customer Requested Profile Information
Abu Dhabi National Oil Company - TEST
Complete
Public Profile Completeness
35%
Short Description
Website
Annual Revenue
Certifications

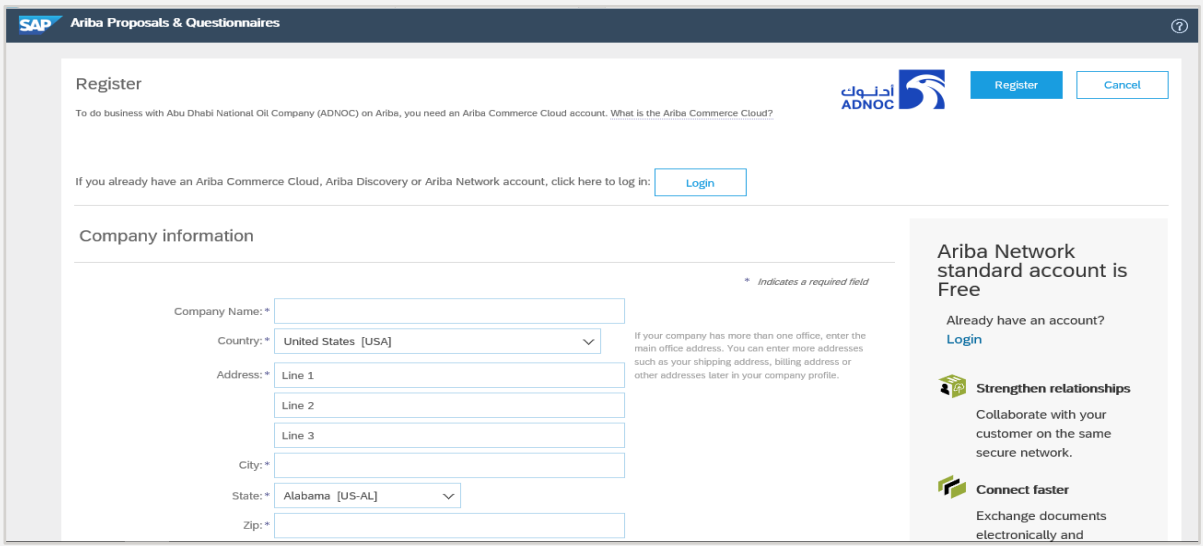
2. EXISTING ADNOC SUPPLIER

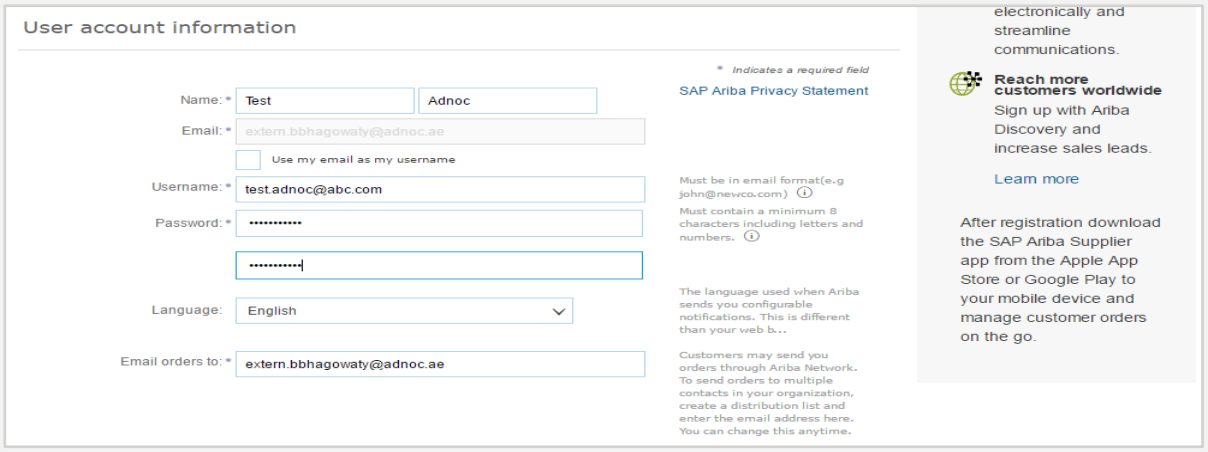
2.1 EXISTING ARIBA SUPPLIER WITHOUT USERNAME & PASSWORD

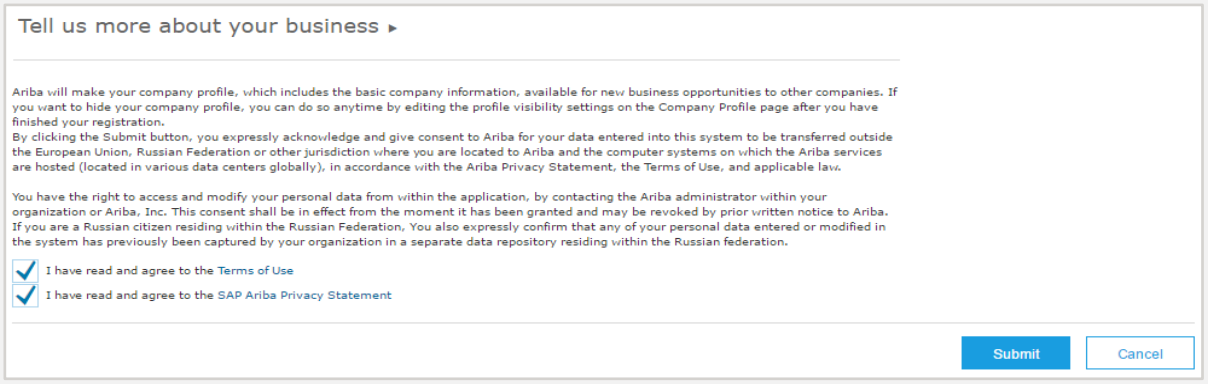
Suppliers previously registered with ADNOC Group can contact Supplier Support 800 44 55 or email (suppliermanagement@adnoc.ae) to activate their account or for any further clarification. Once you receive an e-mail notification with ARIBA user ID, click to activate ARIBA account and perform the below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

- Click on Sign up









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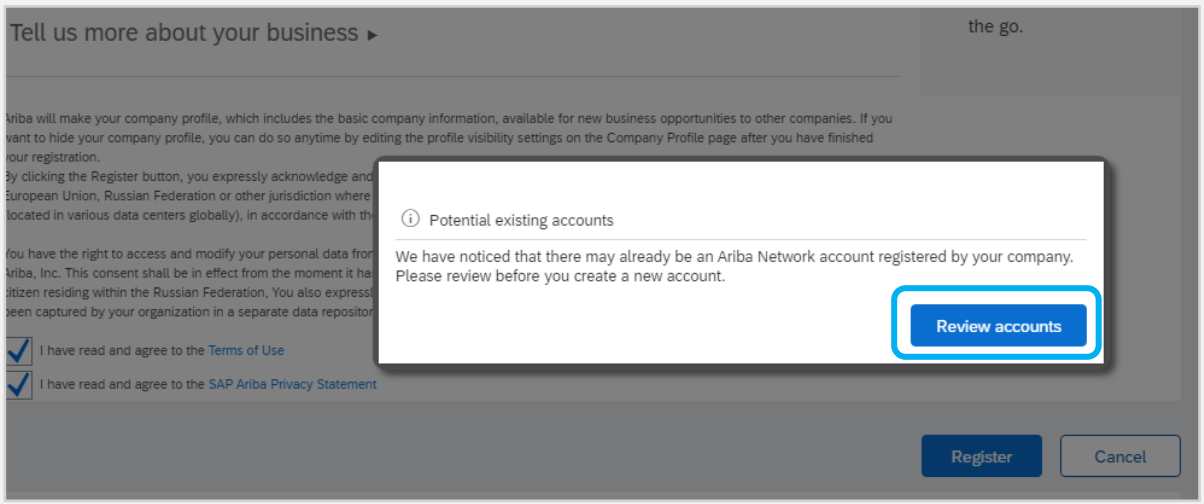
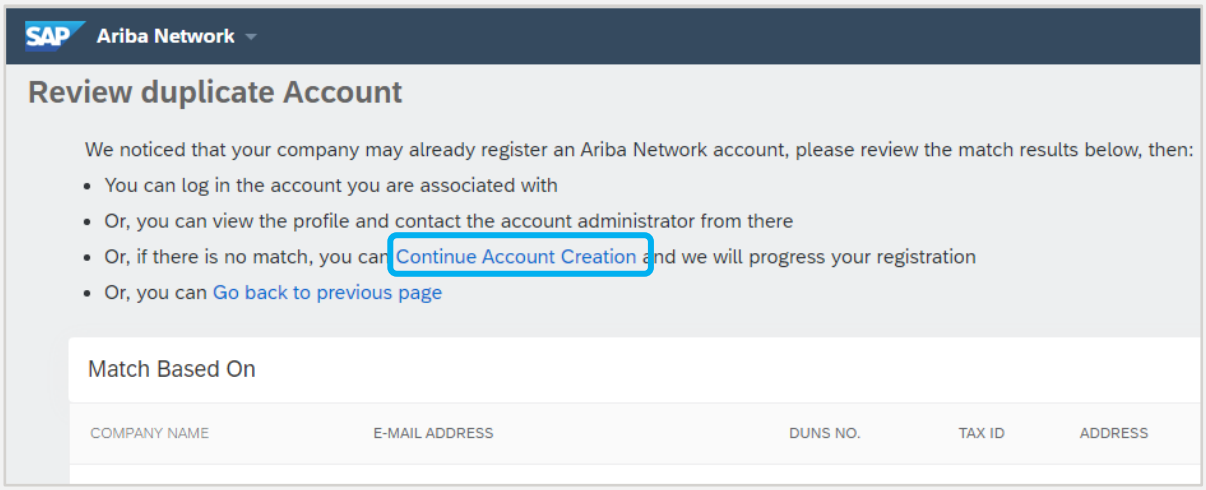
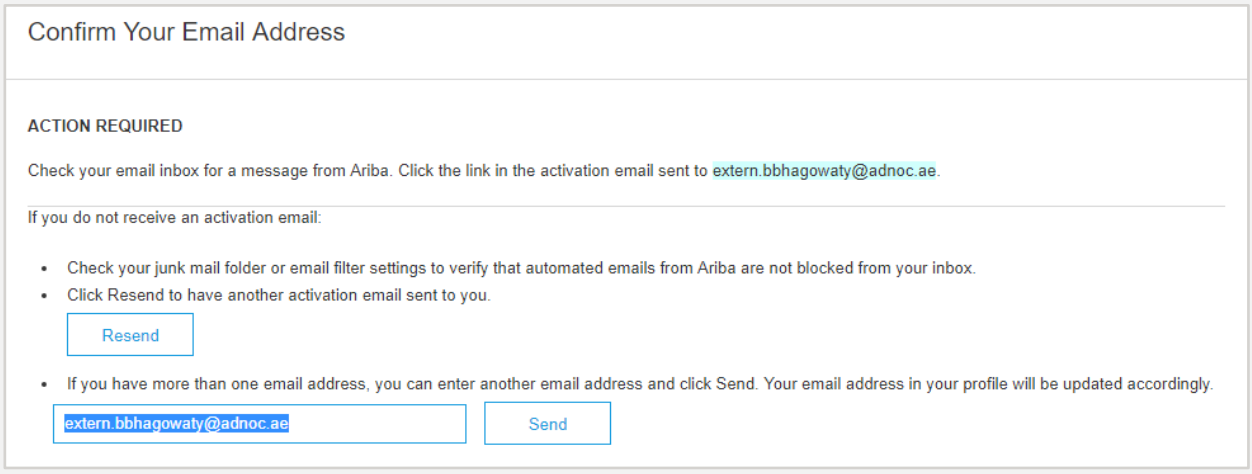
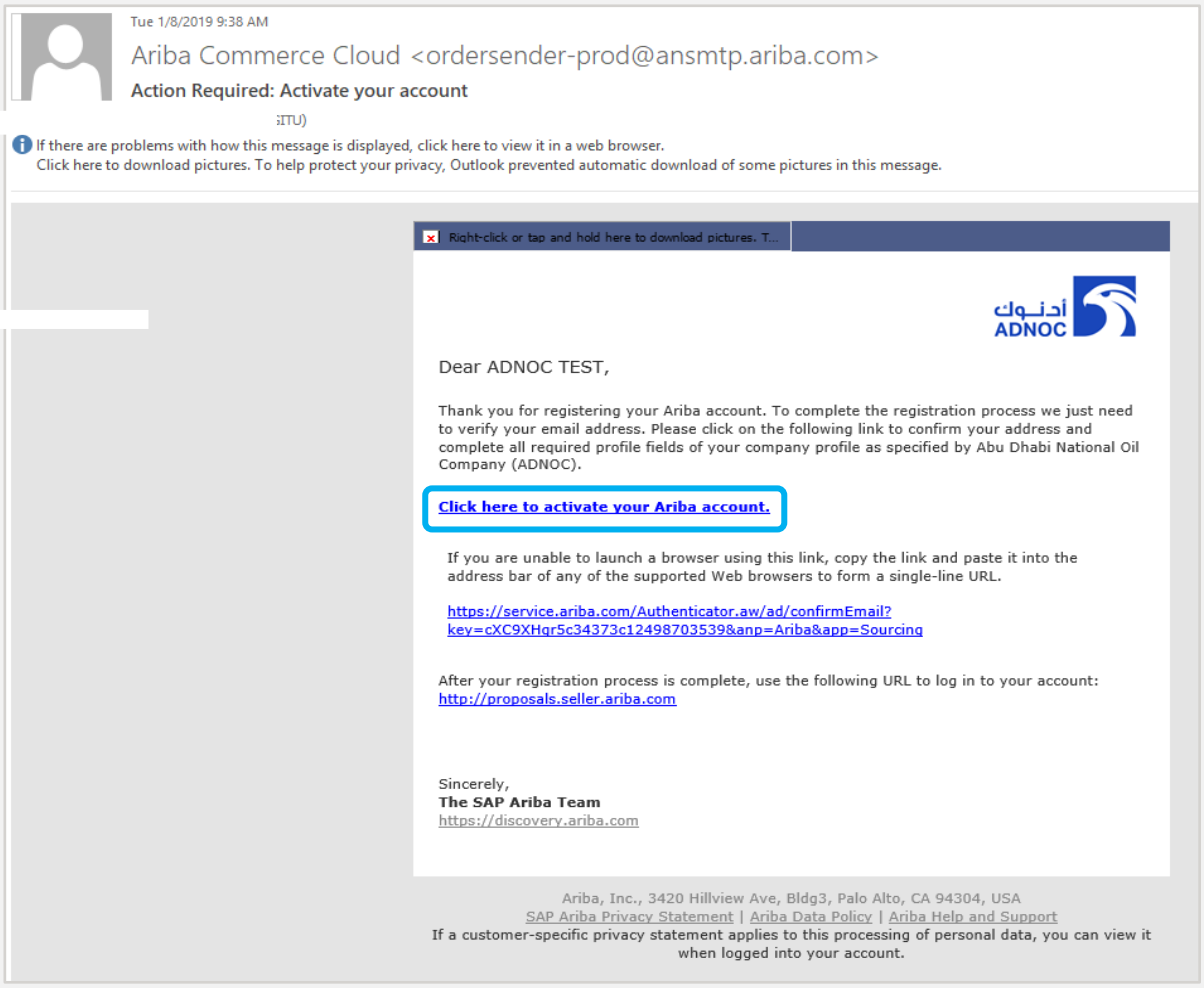




Note: This email notifies the Supplier to activate the ARIBA account





Tue 1/8/2019 9:38 AM

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>

Action Required: Activate your account

;ITU)

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.

Right-click or tap and hold here to download pictures. T...

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).

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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&anp=Ariba&app=Sourcing

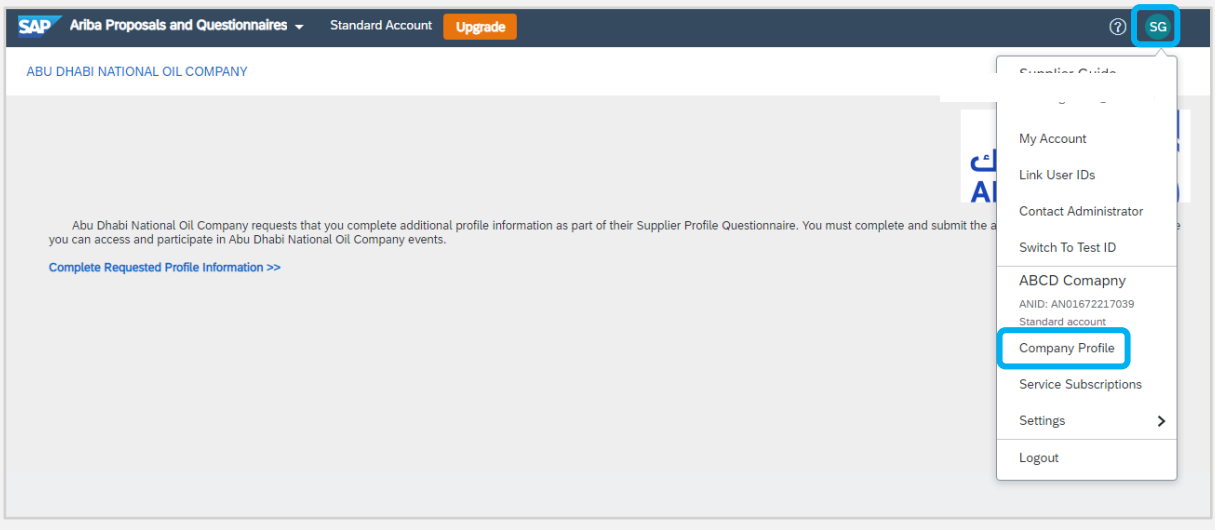
After your registration process is complete, use the following URL to log in to your account:
http://proposals.seller.ariba.com

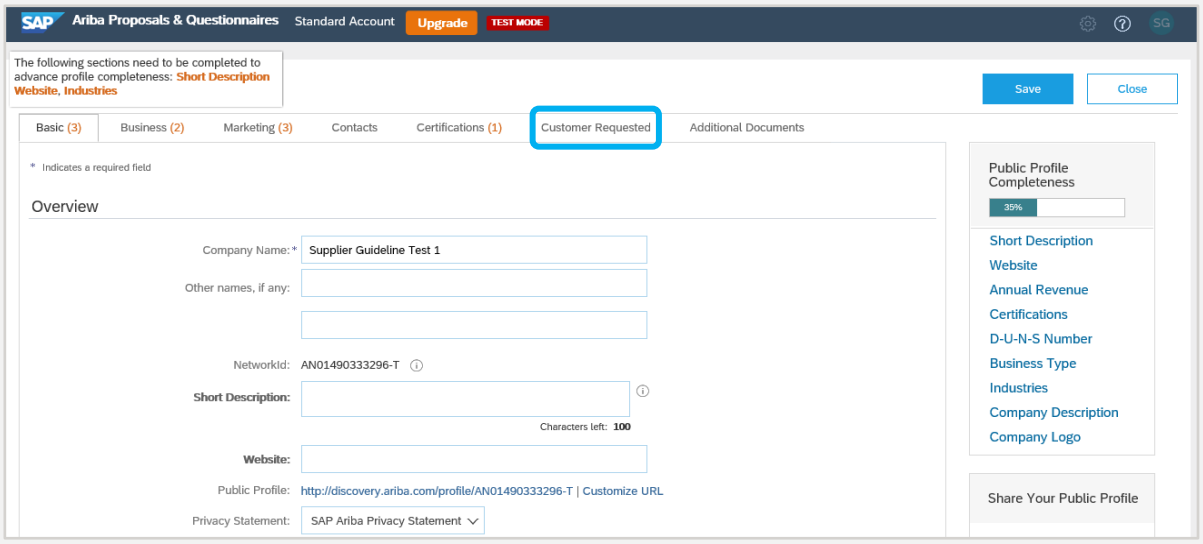
Sincerely,
The SAP Ariba Team
https://discovery.ariba.com

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)




SAP Ariba Proposals & Questionnaires
Standard Account
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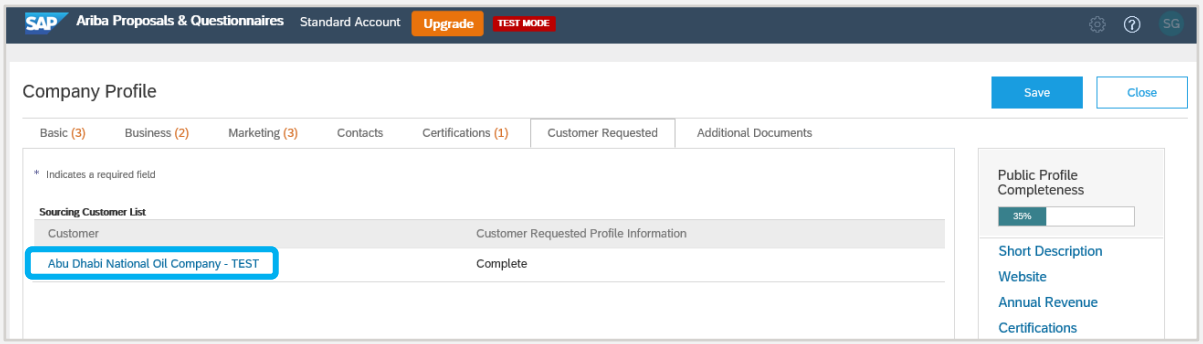
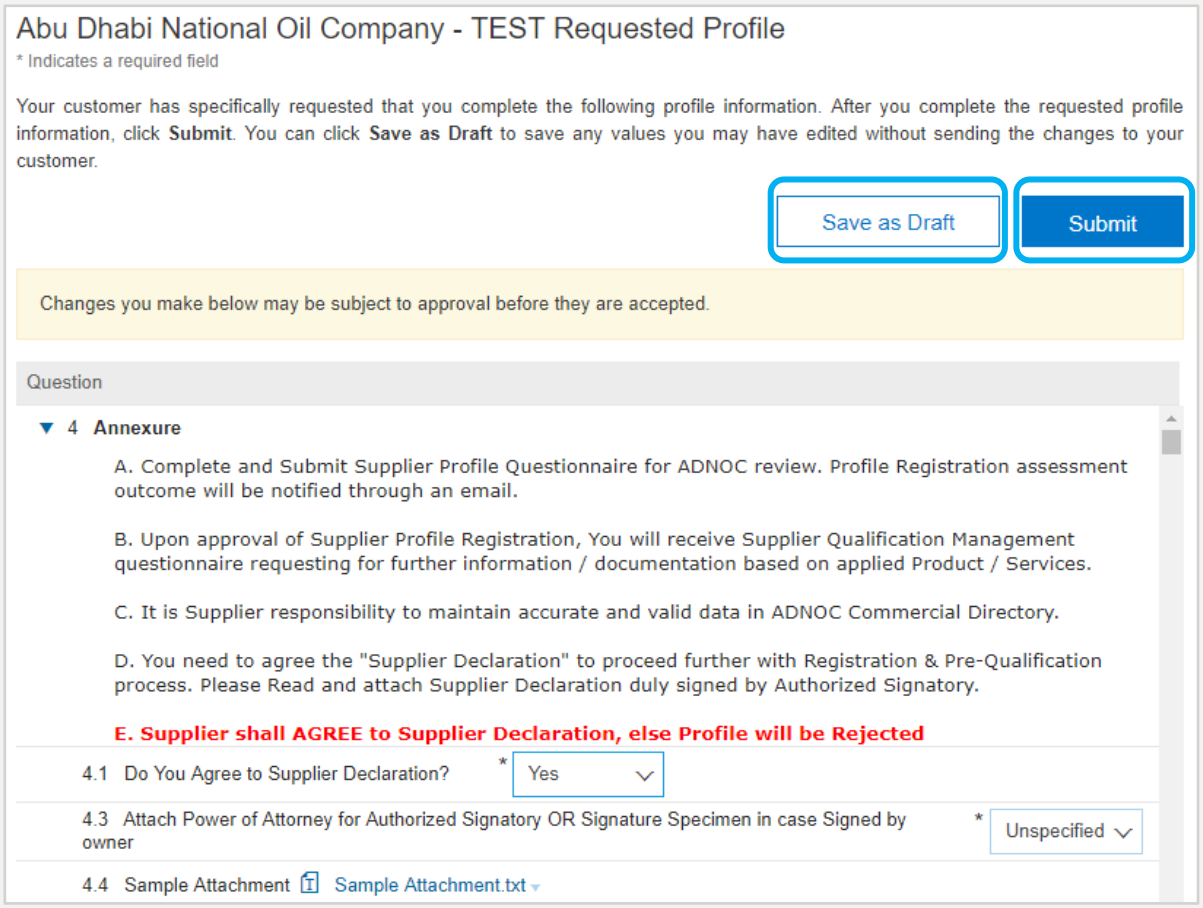
The following sections need to be completed to advance profile completeness: Short Description Website, Industries
Save
Close
Basic (3)
Business (2)
Marketing (3)
Contacts
Certifications (1)
Customer Requested
Additional Documents
* Indicates a required field
Overview
Company Name:*
Supplier Guideline Test 1
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.



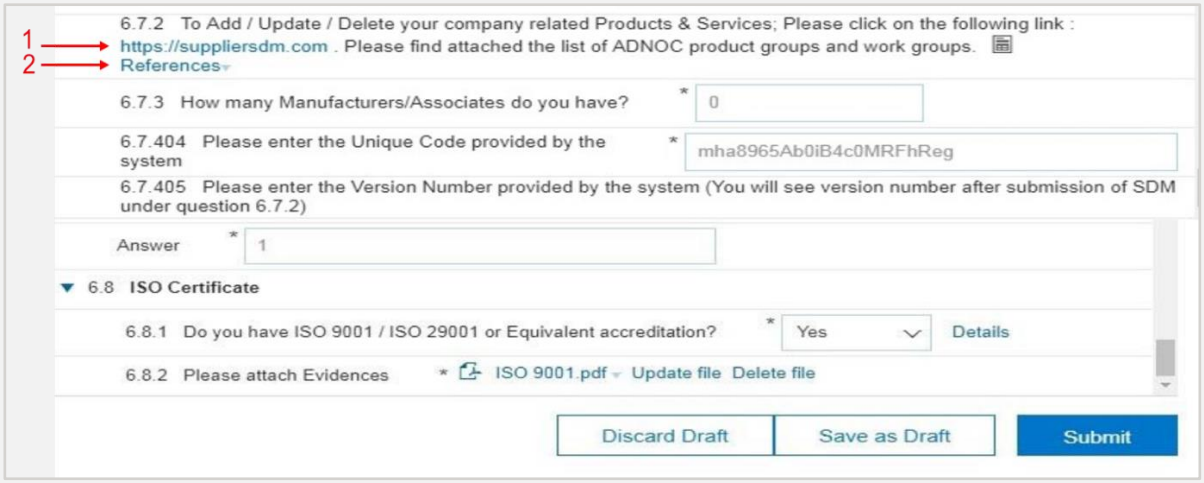
- Click on “Save as Draft” then “Submit”

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?	
5.87	Please select Supplier type	☐ Vendor ☐ Manufacturer ☑ Contractor
5.88	Supplier Introduction	Ranks 5th in UAE in IT sector
5.89	Corporate Website	
5.90	* Long Description	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

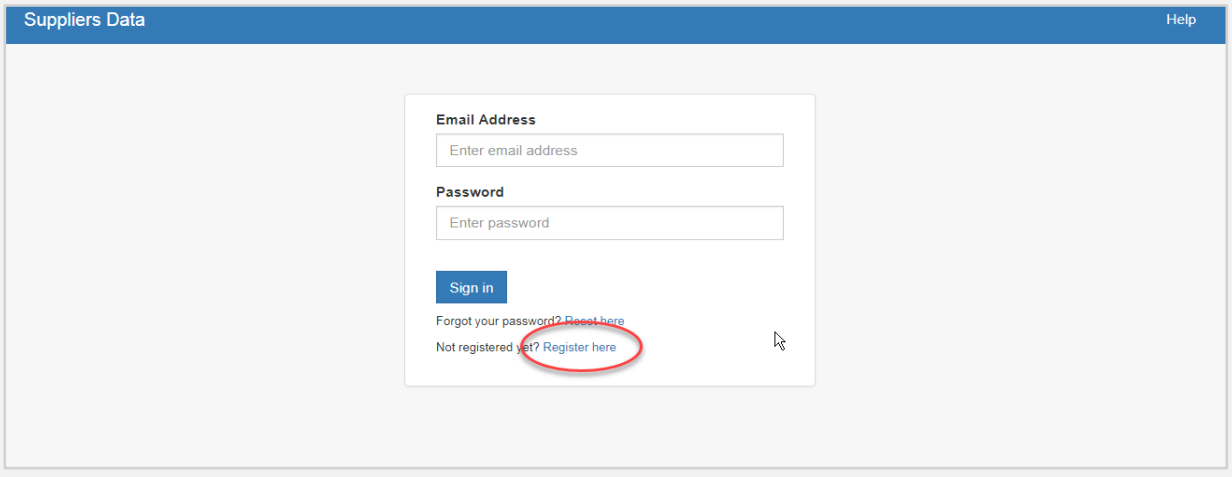
4. SUPPLIER DATA MANAGEMENT



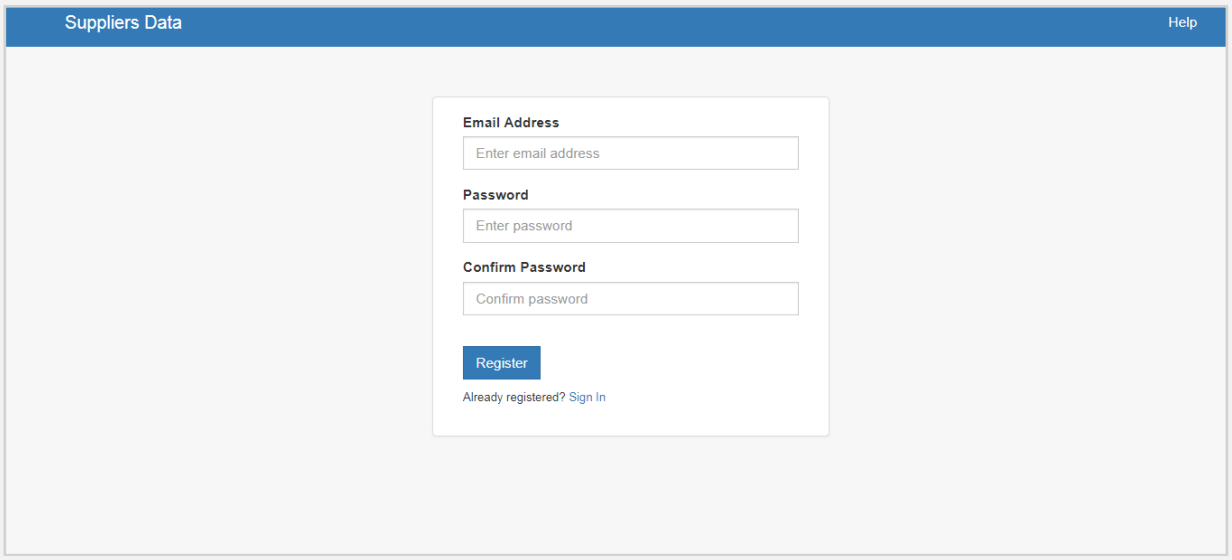
- Click on the link in section 6.7.2 to access SDM (1) to add Work Groups or Product Groups seeking to pre-qualify and submit.
- For Work Groups/Product Groups list, download the documents available in 6.7.2 (2) for reference.

STEPS TO ACCESS AND UPDATE SDM

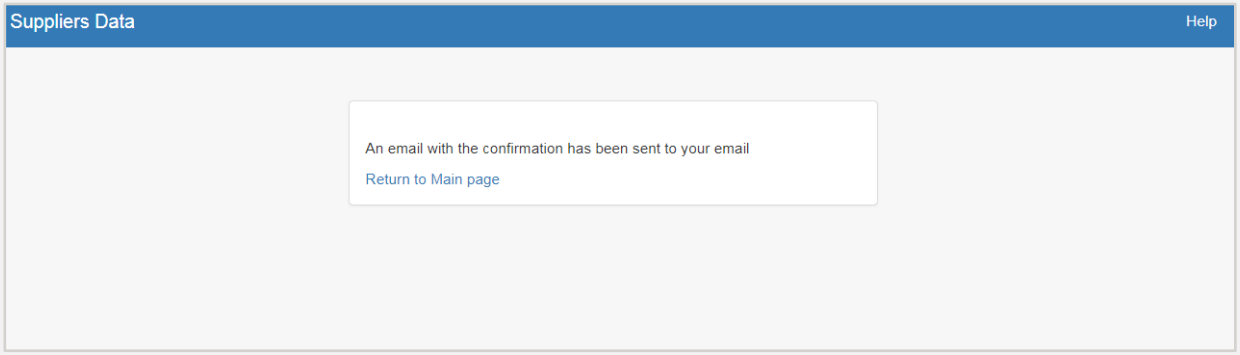
1) Click on "Register Here"



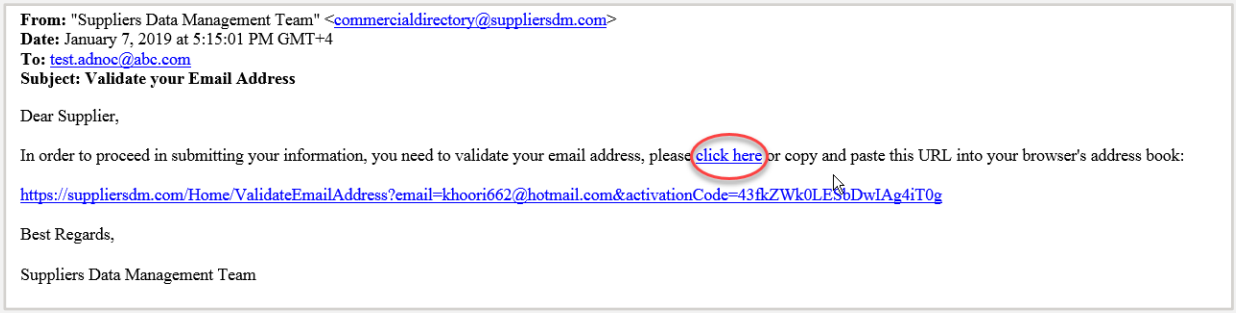
2) Fill your valid email, put a new password and click "Register"



3) You will receive an email with confirmation link

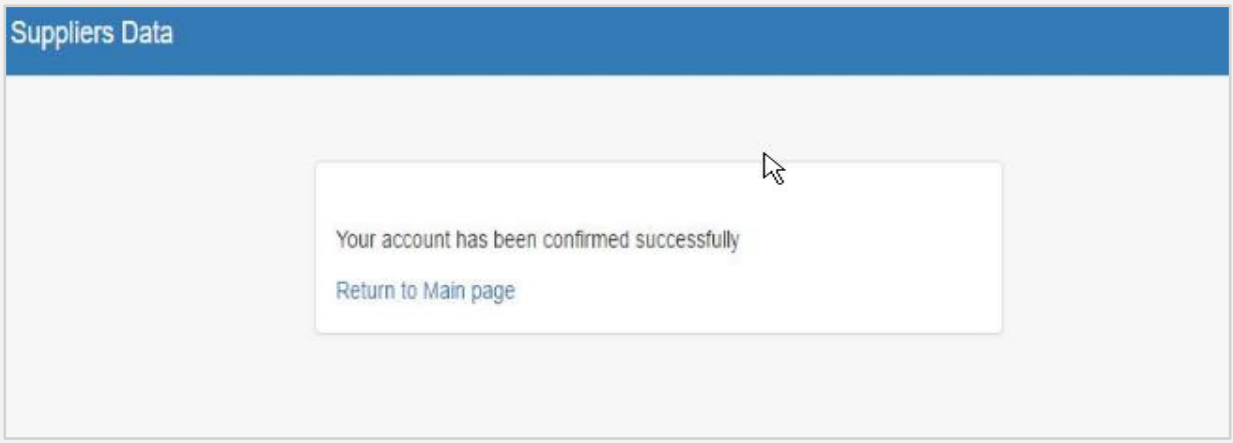


4) Check your email, click on the link to validate your email and activate your account.

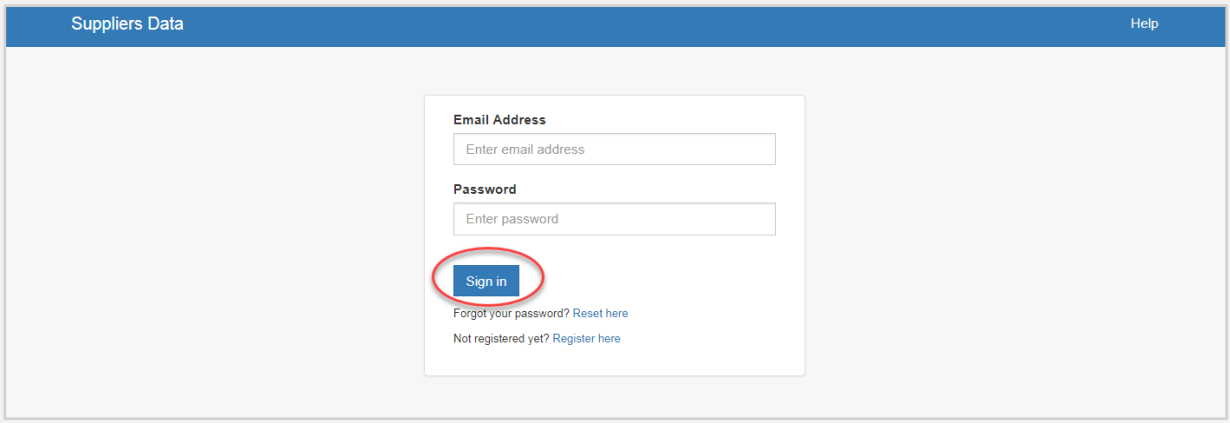


Note:

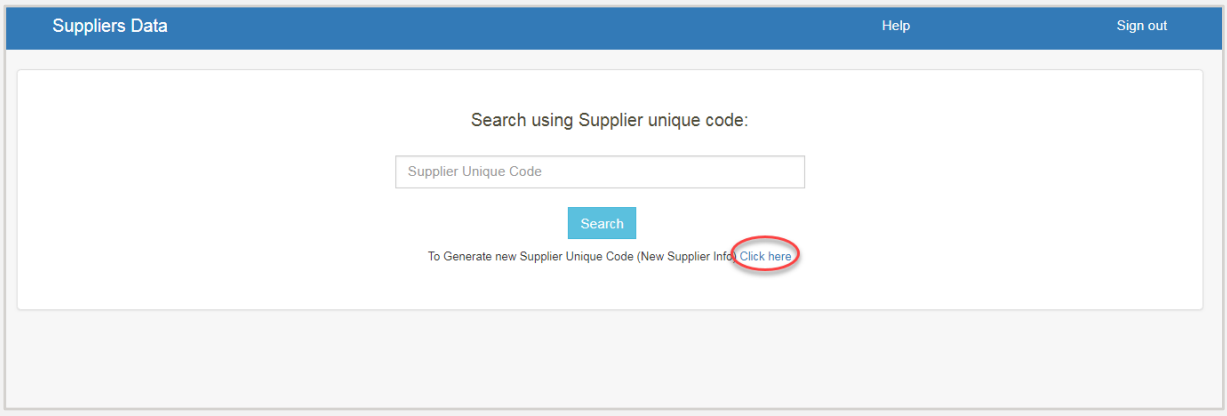
- If you did not receive the activation email, contact Supplier Support 8004455 or suppliermanagement@adnoc.ae



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

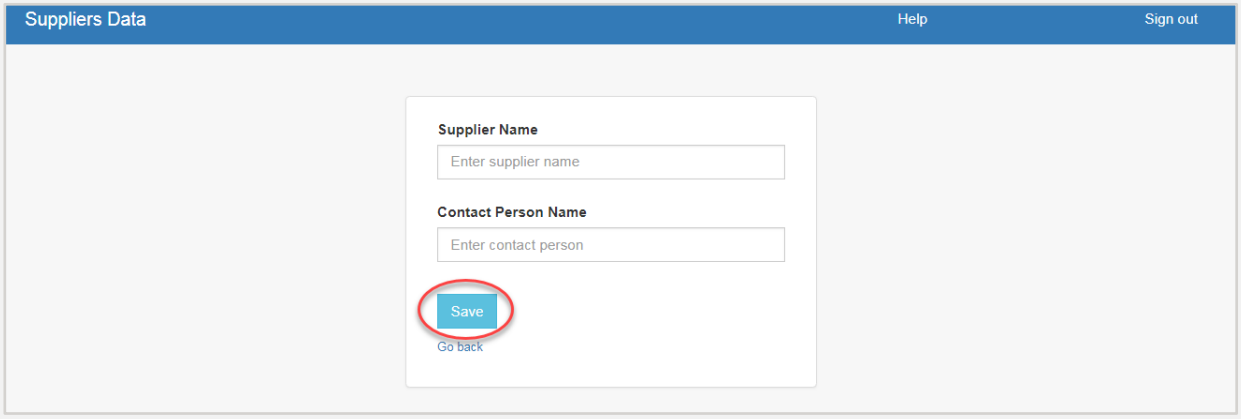


6) If you are an existing supplier your unique code is available in ARIBA section 6.7.404, else "Click here" to generate new unique code.

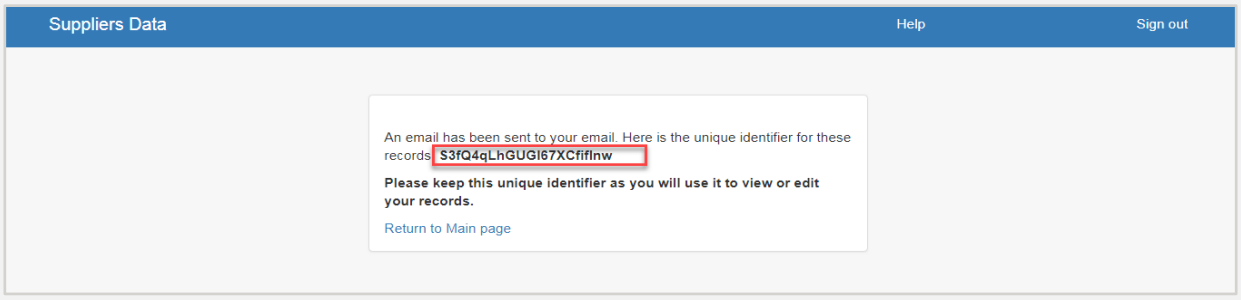


Note: If you are an existing supplier and your unique code is not available under 6.7.404, contact Supplier Support 8004455 or suppliermanagement@adnoc.ae

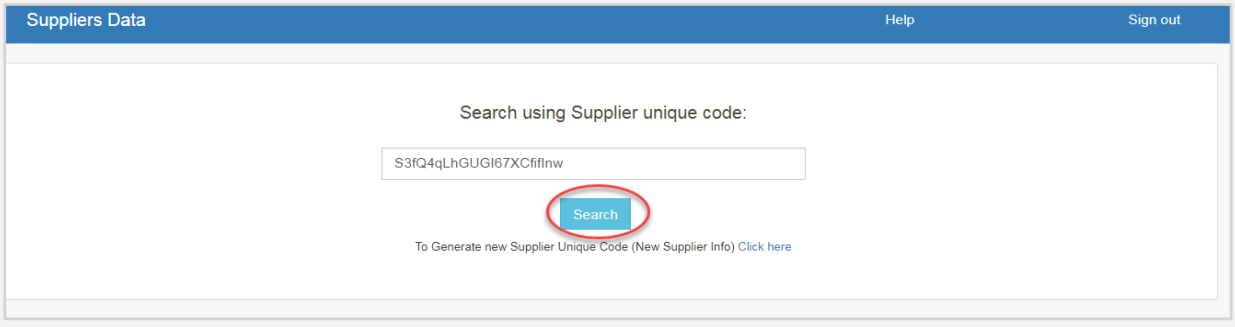
7) Fill the Supplier Name and the Contact Person Name, then click SAVE

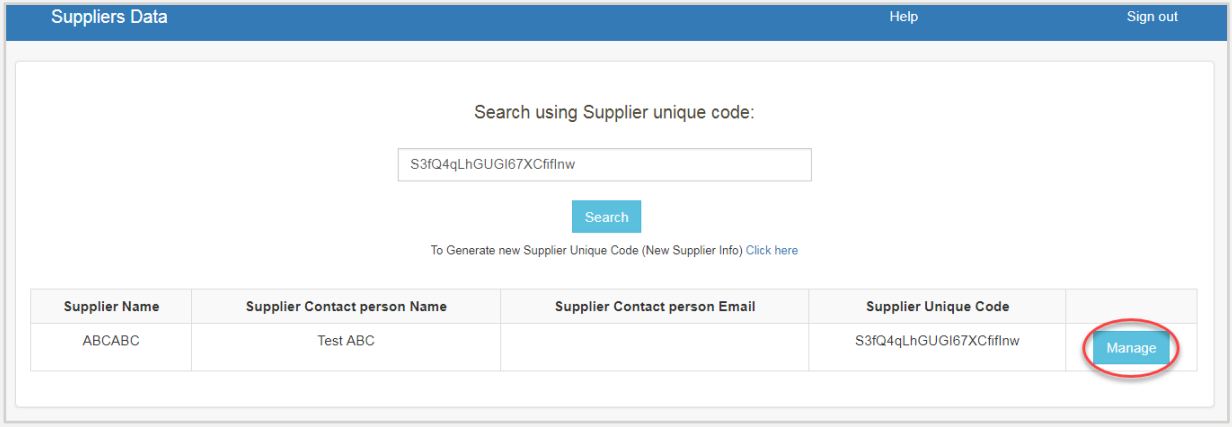


8) A unique code will be generated and emailed to you, and needs to be shared under ARIBA section 6.7.404



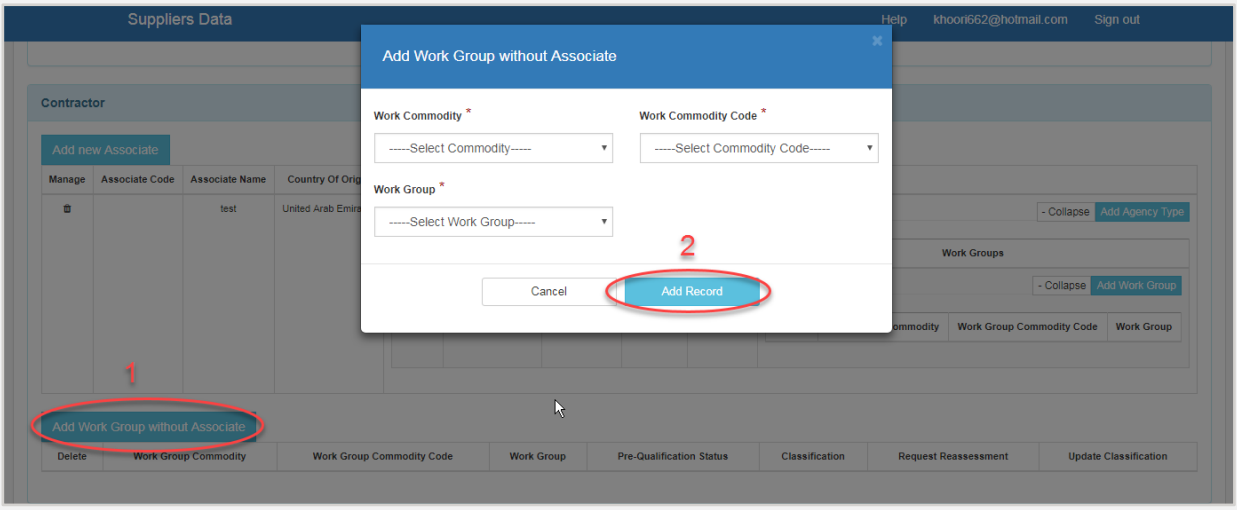
9) Use your unique code to search and manage your data





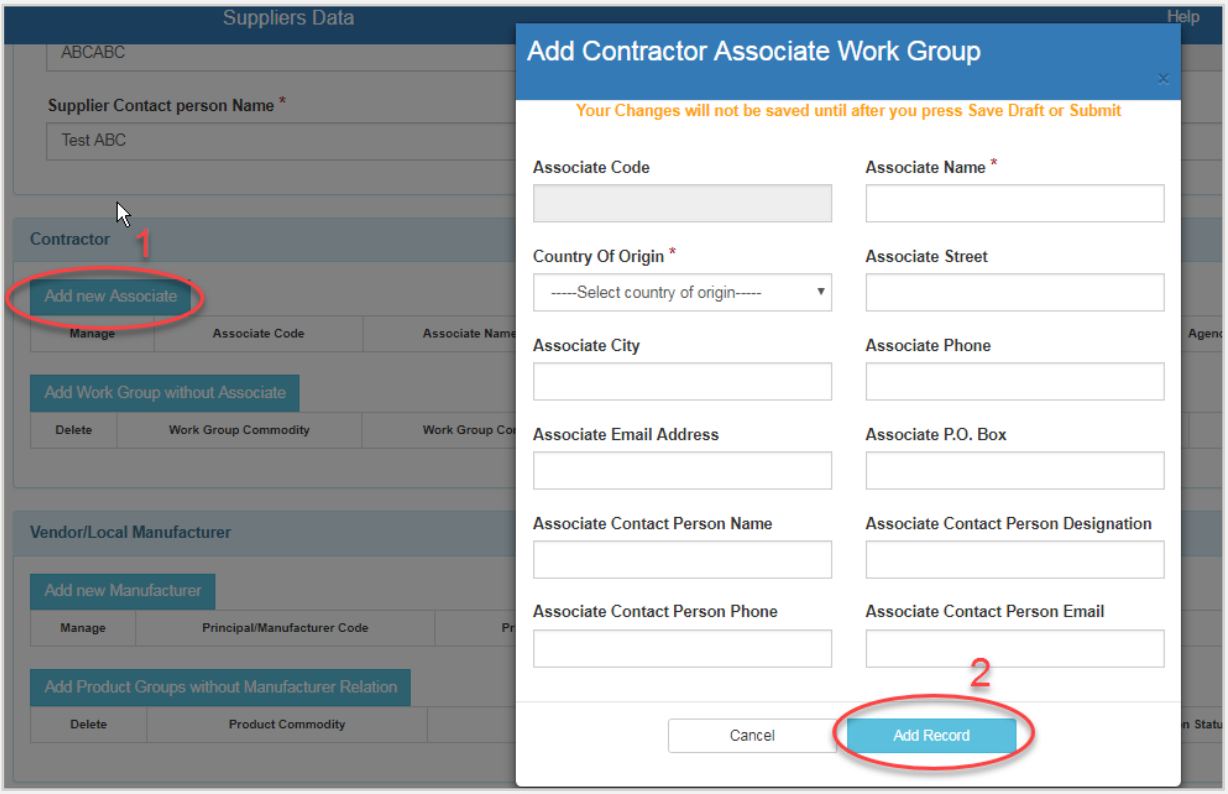
CONTRACTORS

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)

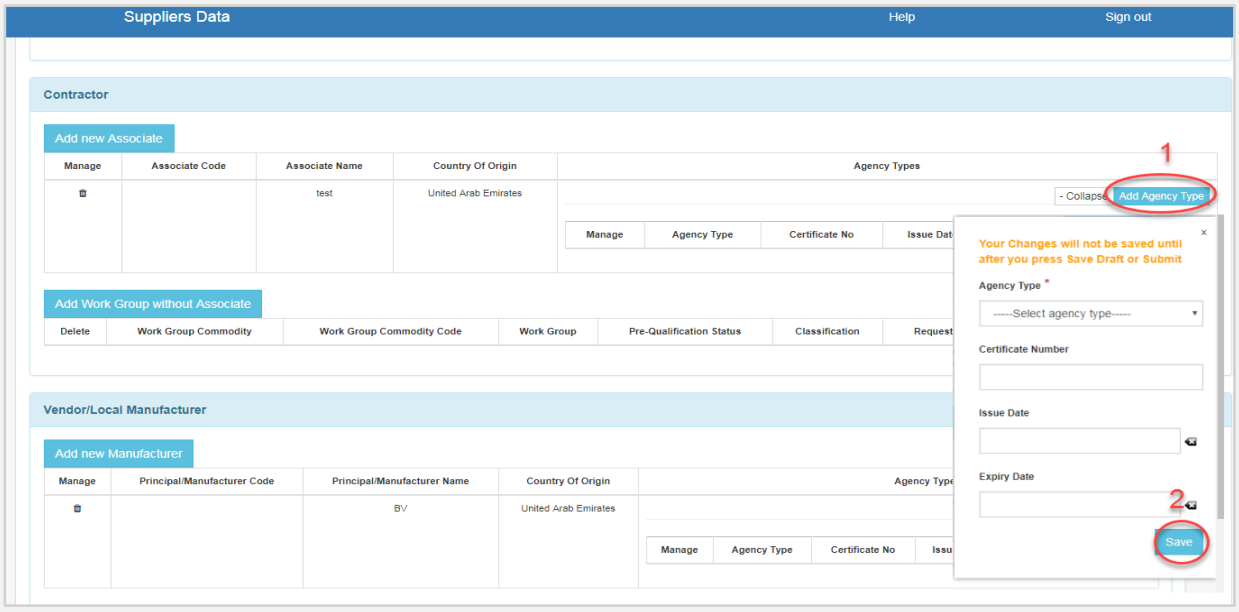


- To add Work Groups you are seeking to prequalify through Associate, follow the steps below:

1) Click "Add New Associate" (1), fill in Associate details and click "Add Record" (2)



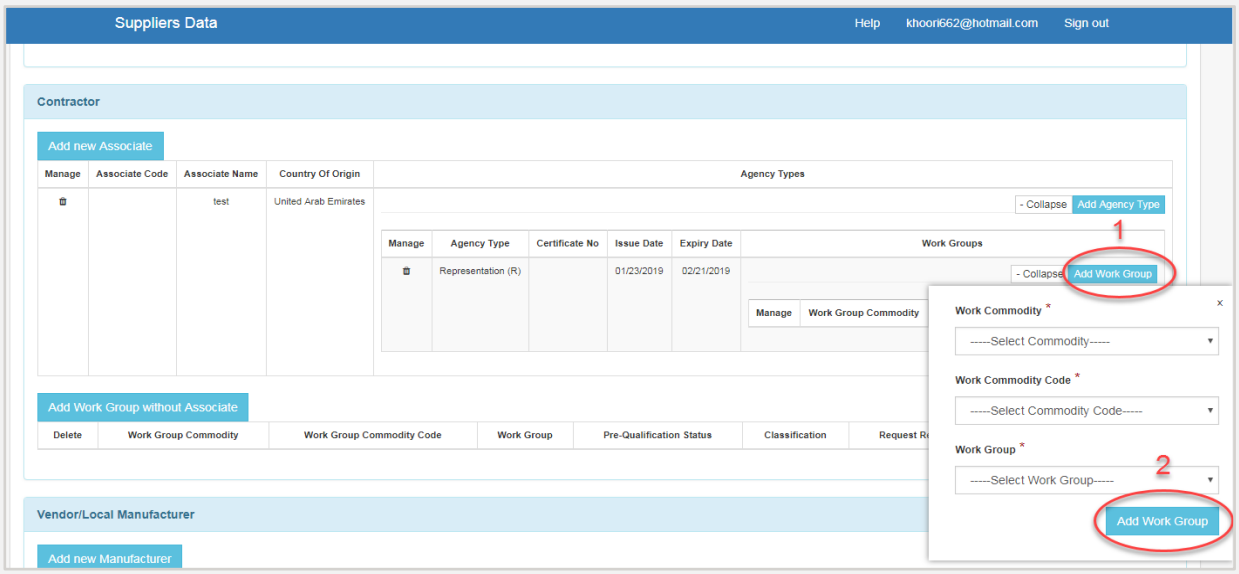
2) Click “Add Agency Type” (1), fill in agency type details and click “Save” (2)



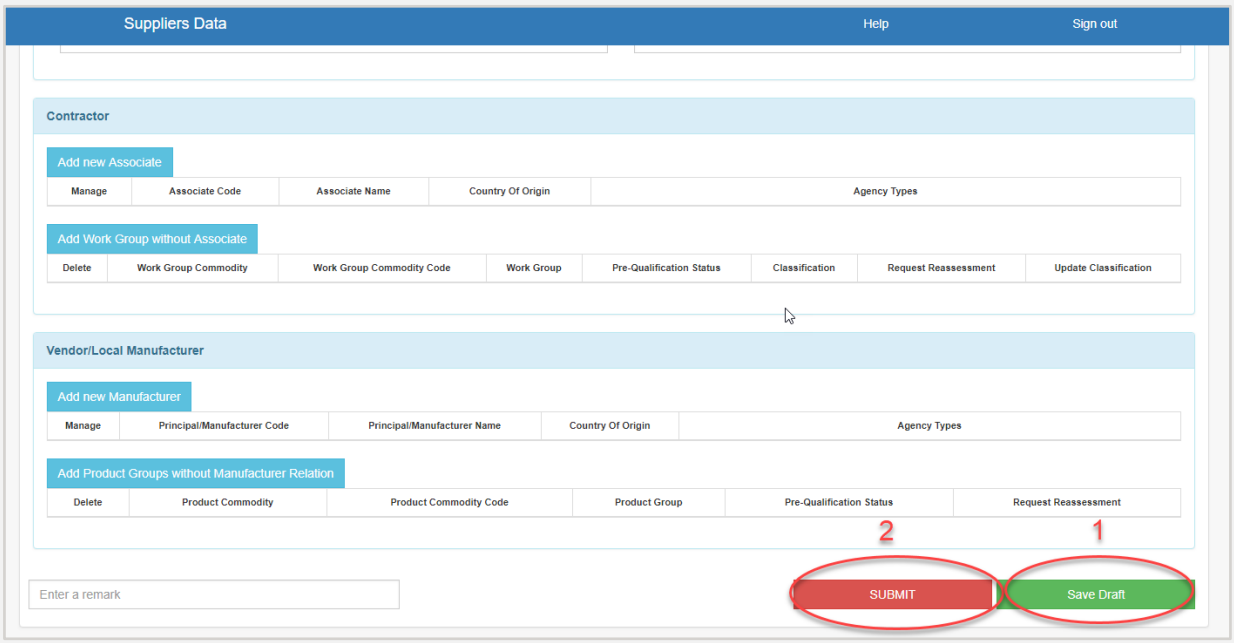
Note: Select the agency type based on the following:

- **“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)

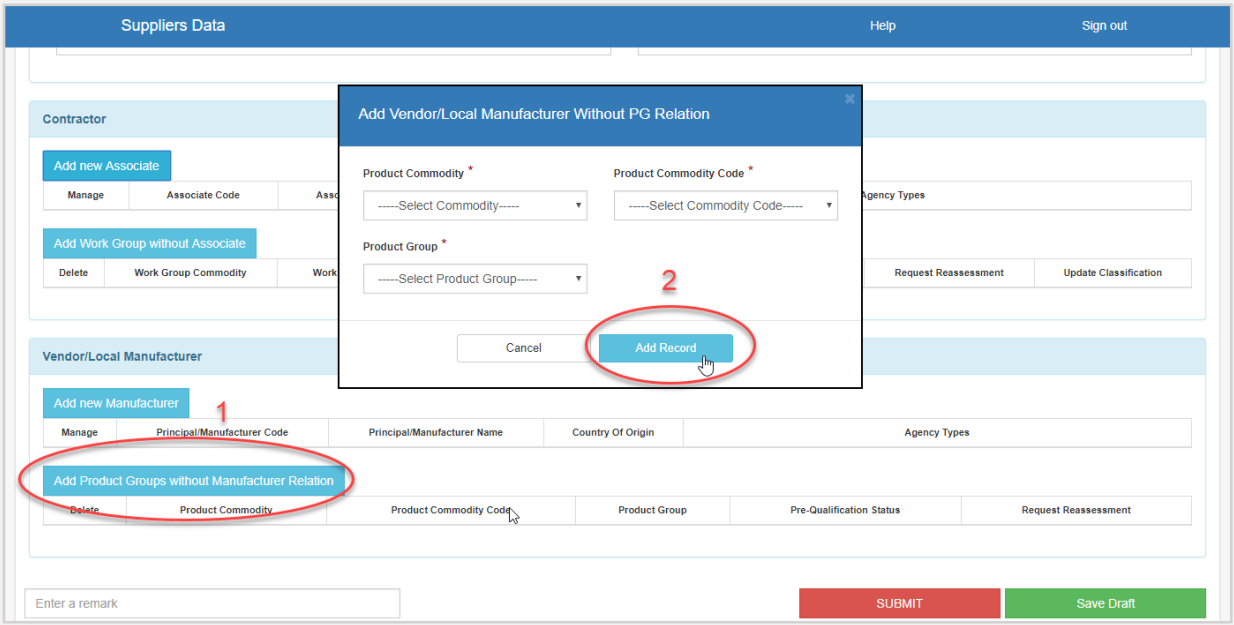


4) Click “Save Draft” (1), and click “Submit” (2) to submit the updated SDM profile.



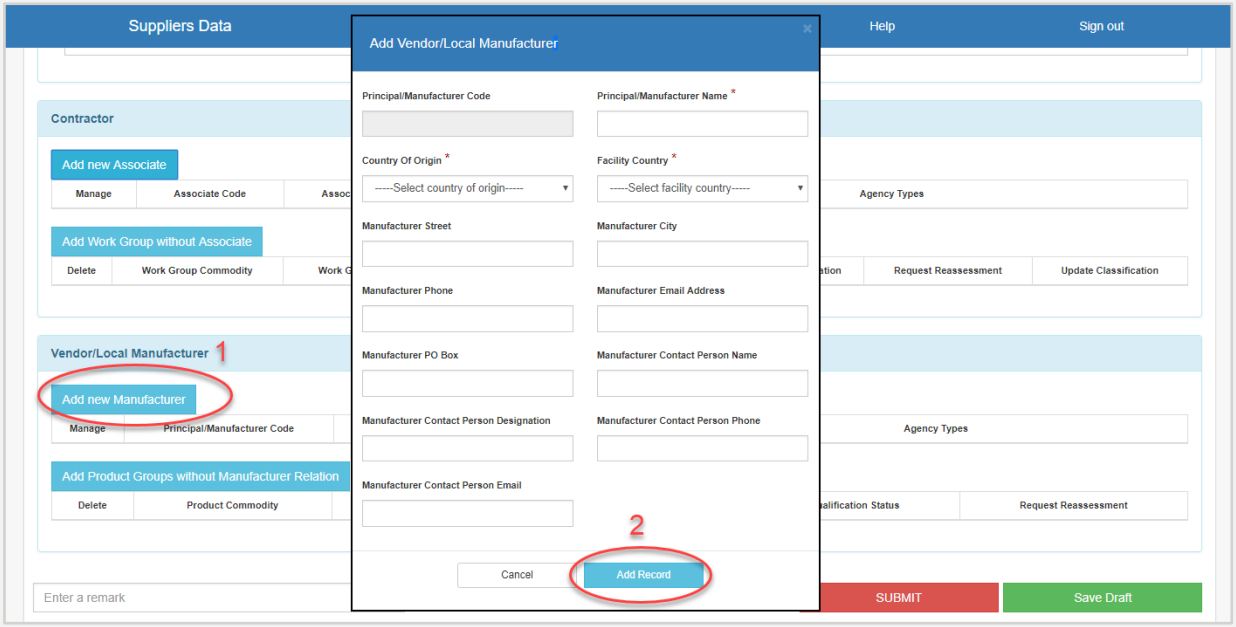
MANUFACTURER

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)

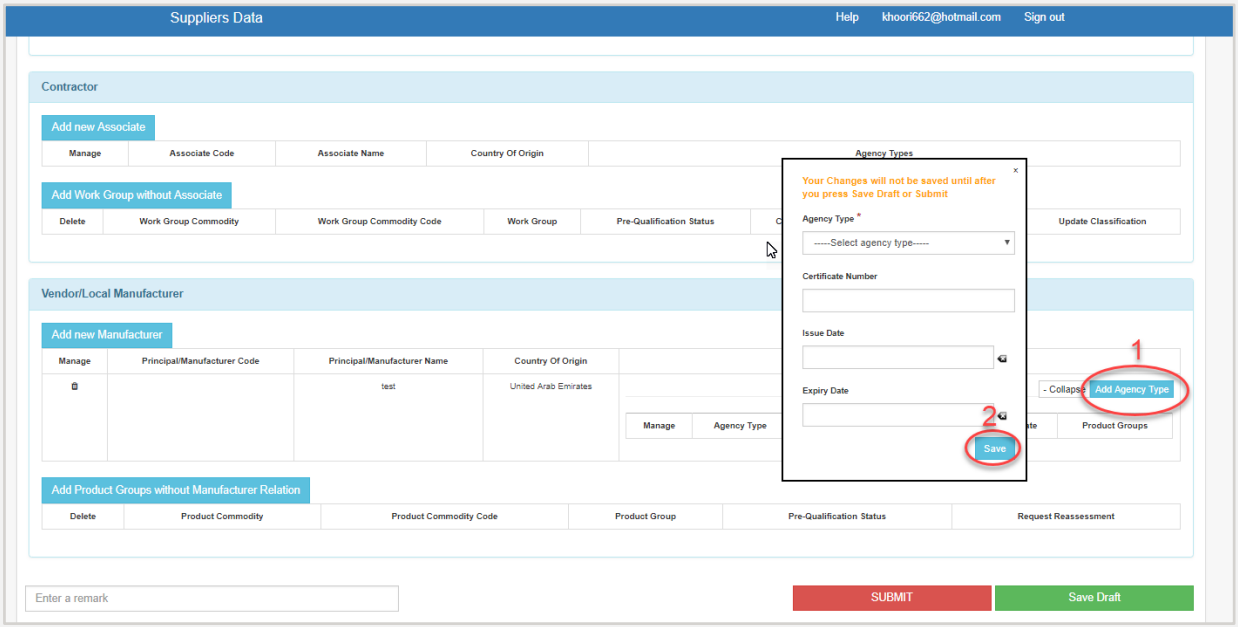


- To add Product Groups you are seeking to prequalify through Manufacturer, follow steps below:

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



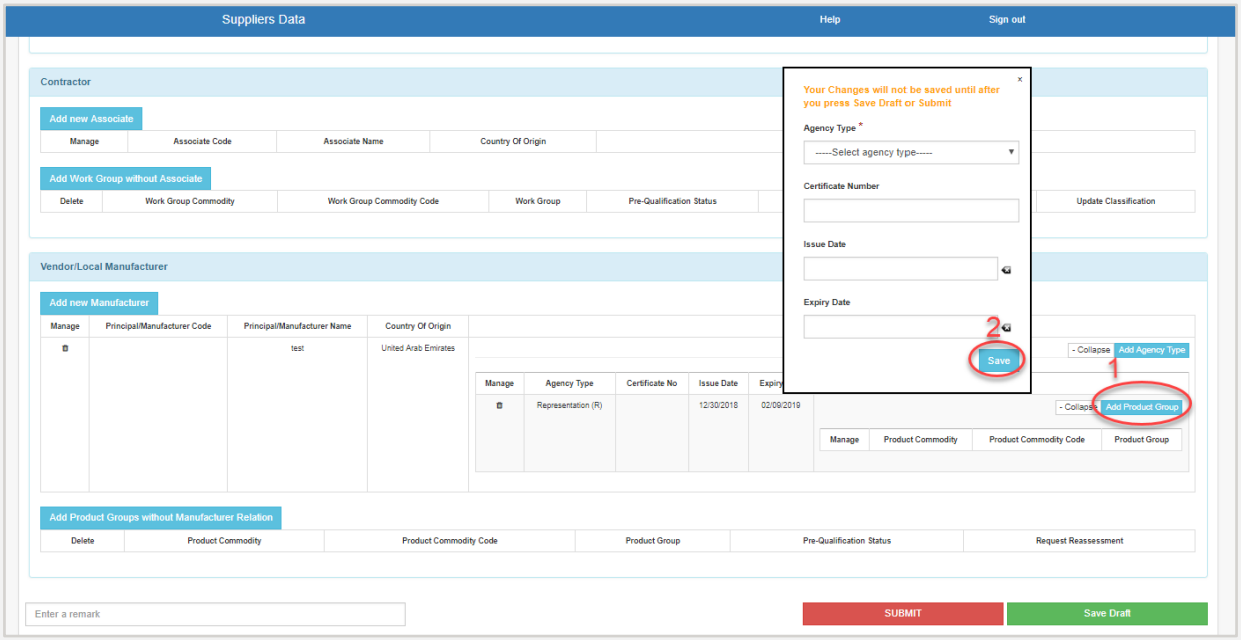
2) Click "Add Agency Type" (1), fill in agency type details and click "Save" (2)



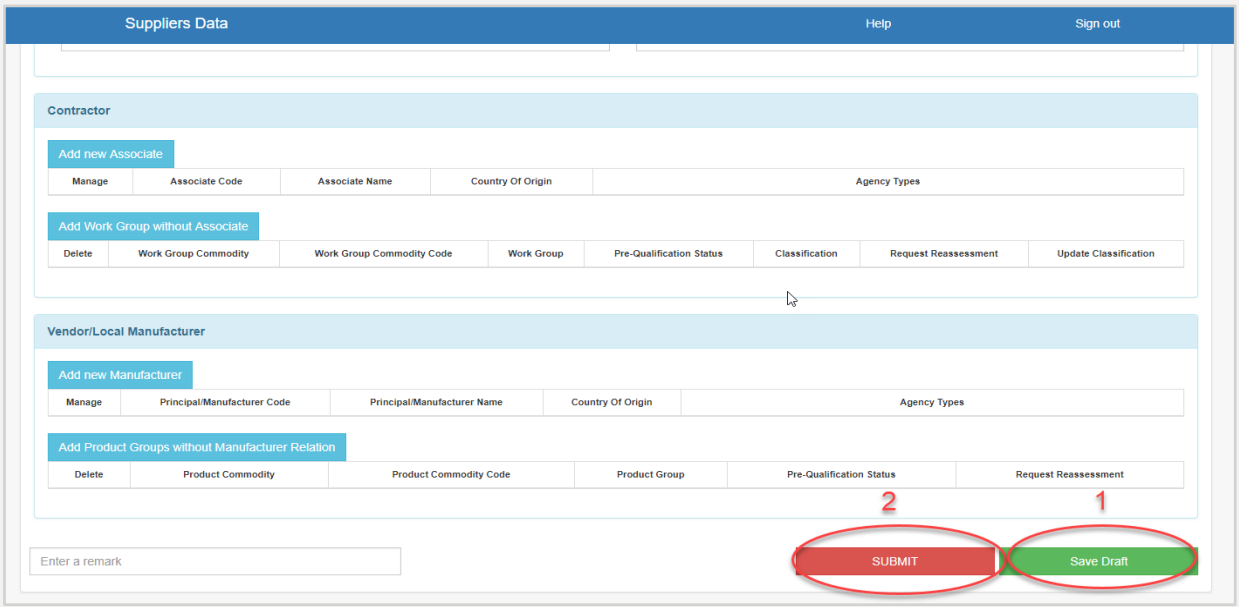
Note: Select the agency type based on the following:

- "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

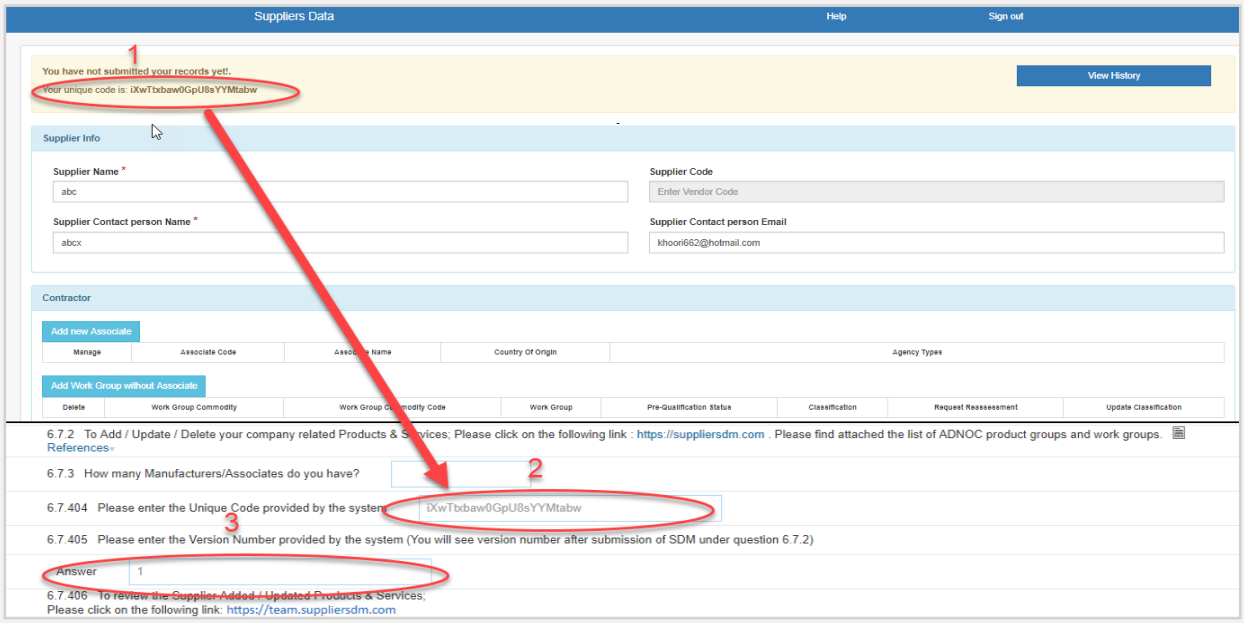
3) Click “Add New Product Group” (1), select the desired product group and click “Save” (2)



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



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



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.

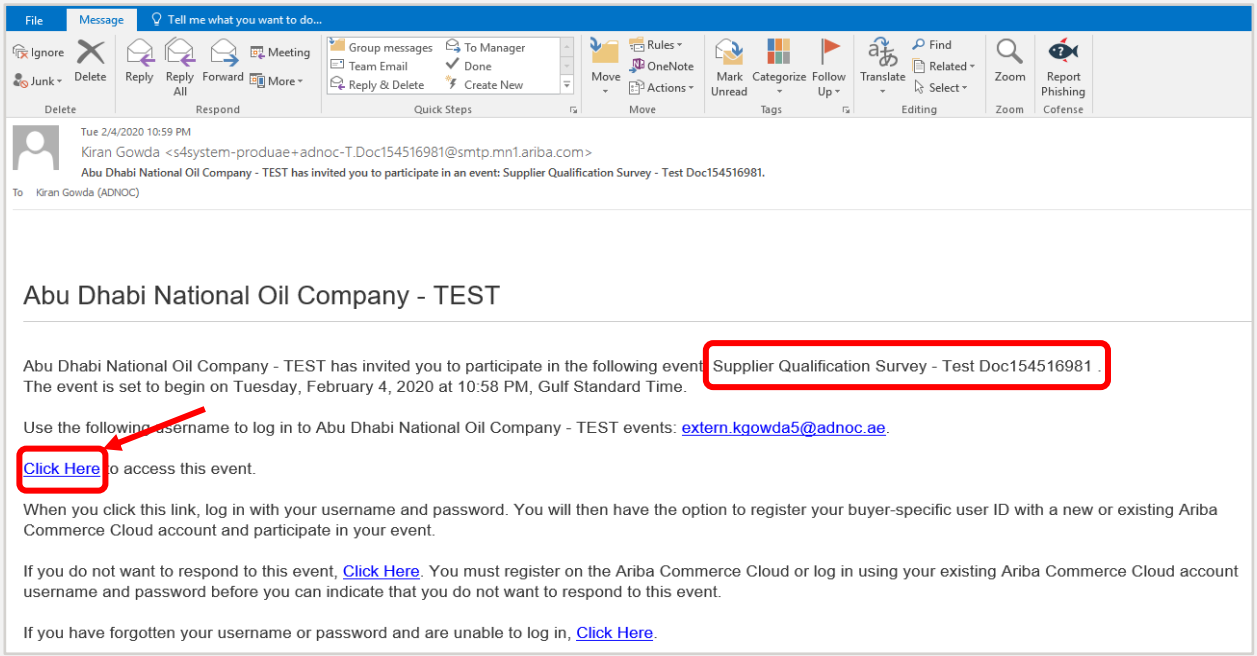
- To extend the pre-qualification questionnaire submission timing, send a request through the composed message available under the respective questionnaire or contact your focal point.

- For further clarification regarding the prequalification questionnaire, please contact the respective Focal Point/Account Owner.

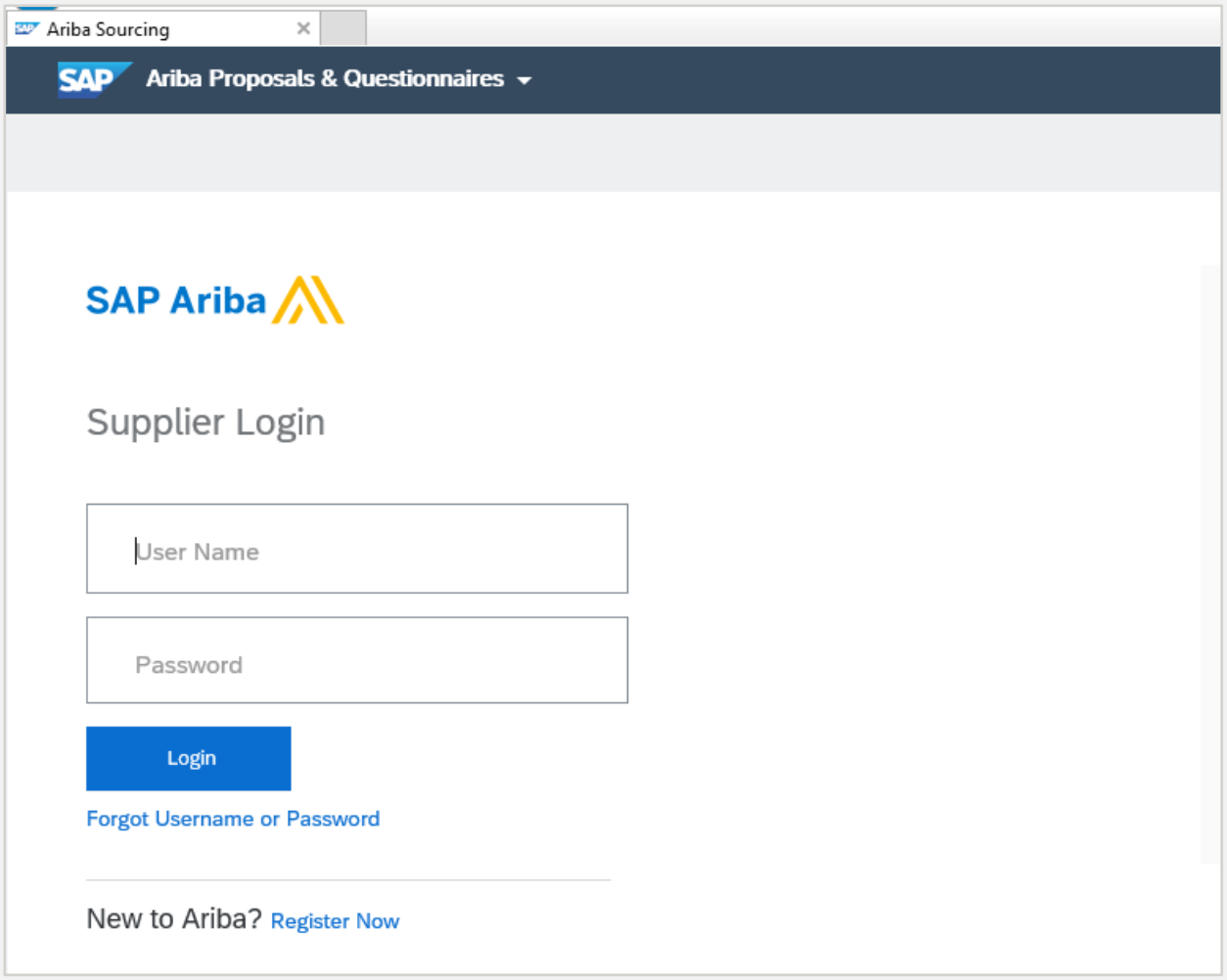
REQUIRED DOCUMENTS FOR PREQUALIFICATION:

- 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.

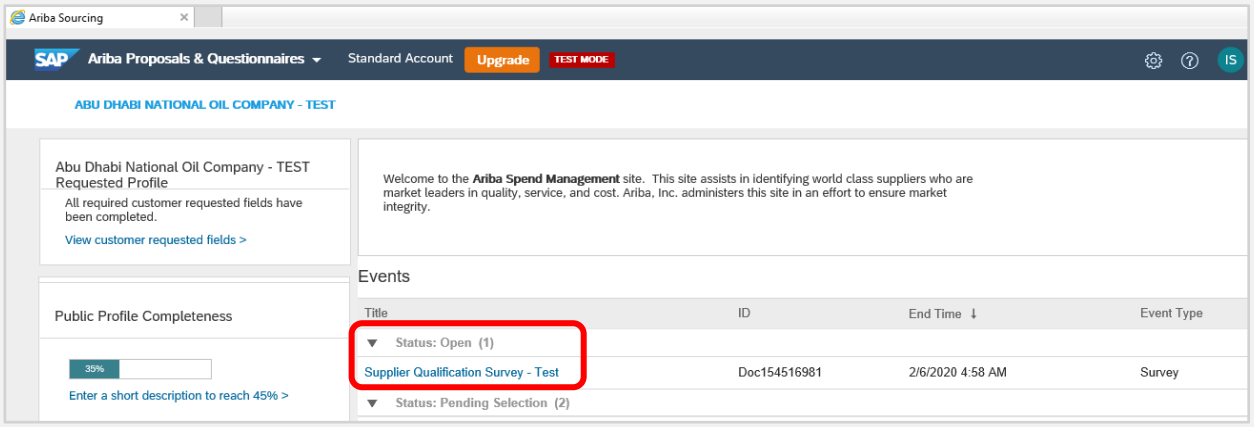
Supplier receives invitation email notifying the prequalification survey and clicks the link as shown in the screenshot.



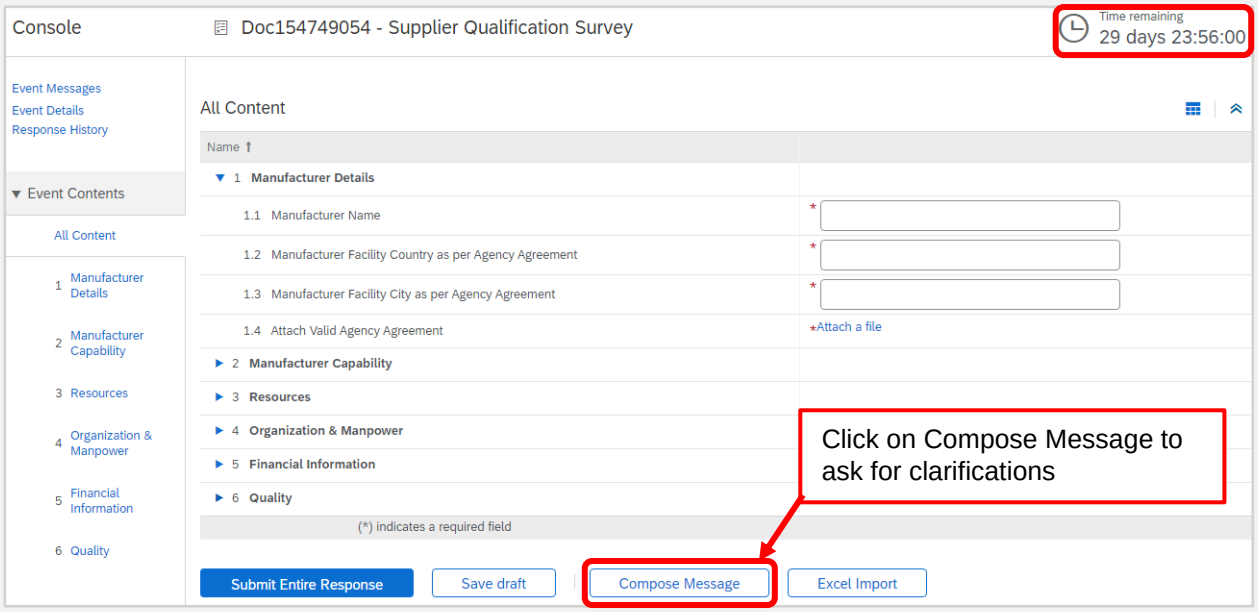
After clicking the link, supplier shall then login to their SAP ARIBA account.



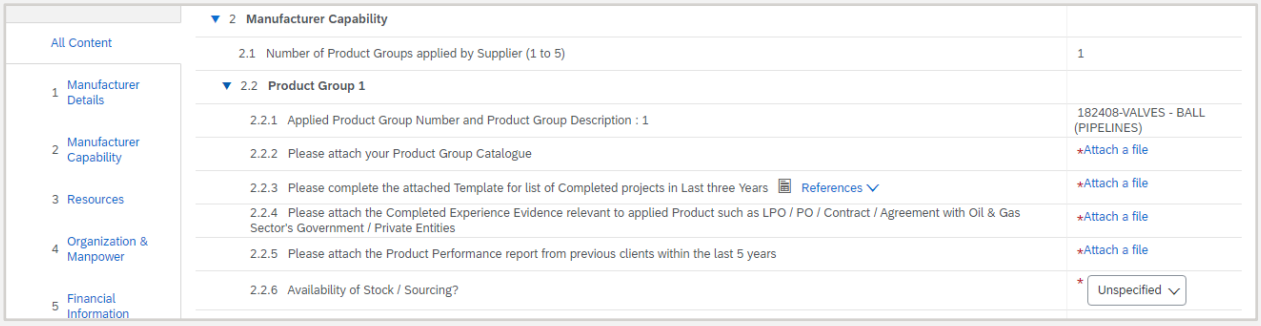
Supplier will be able to access the survey by clicking on the survey to open.



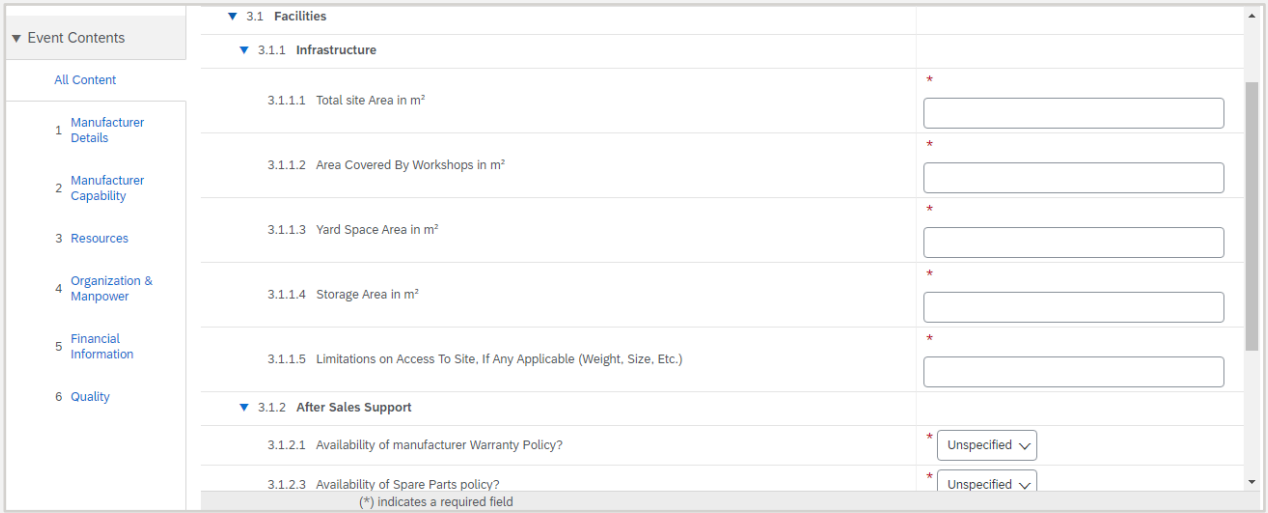
Supplier provides response – based on the applied product / services, below is example of
Manufacturer Questionnaire
Manufacturer Details Section



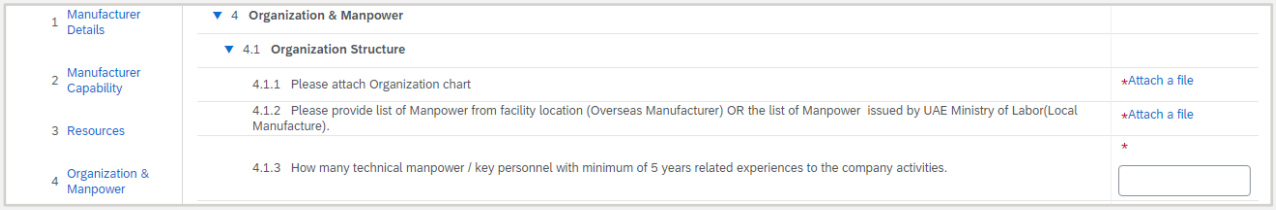
MANUFACTURER CAPABILITY SECTION



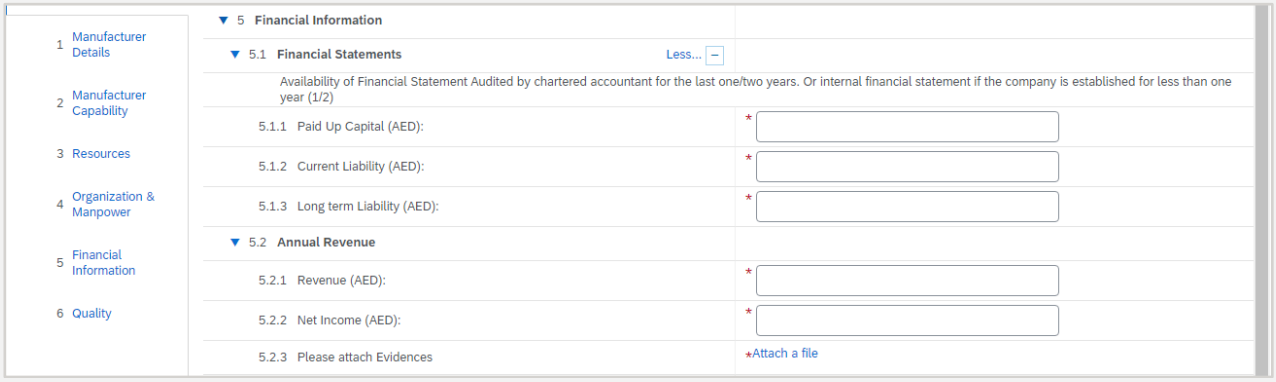
MANUFACTURER RESOURCES SECTION



MANUFACTURER ORGANIZATION & MANPOWER SECTION

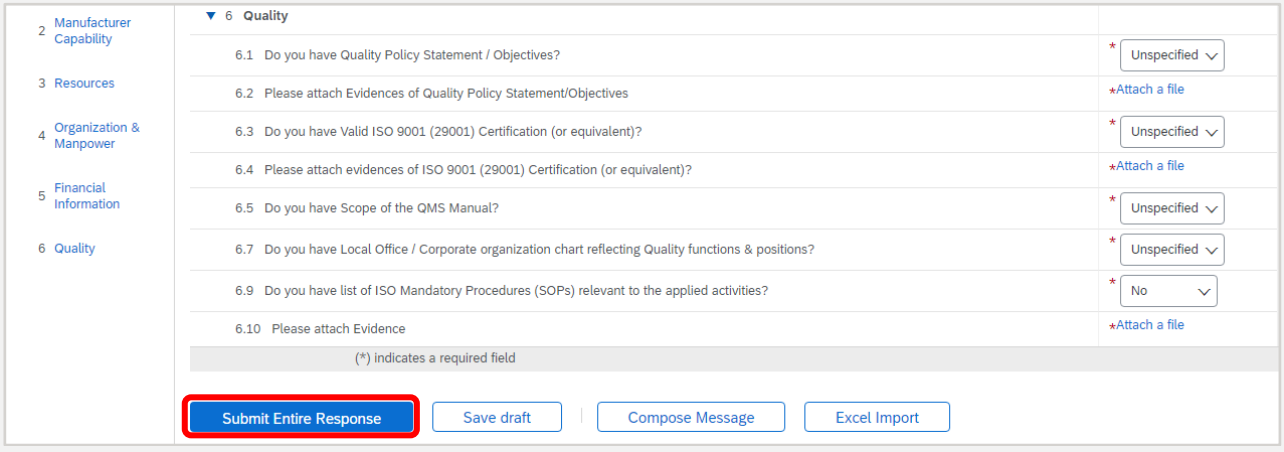


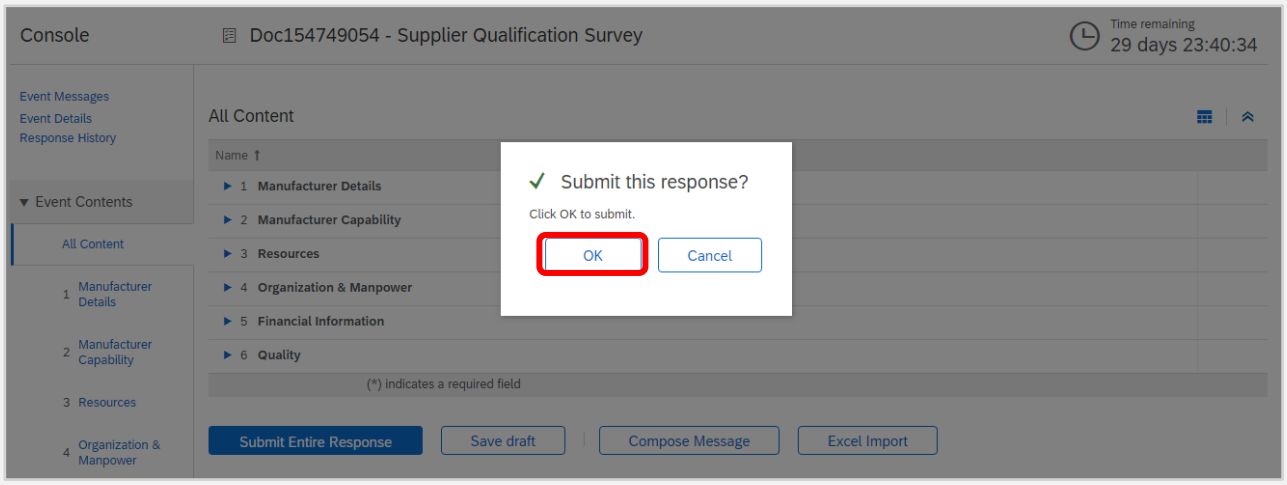
MANUFACTURER FINANCIAL INFORMATION SECTION

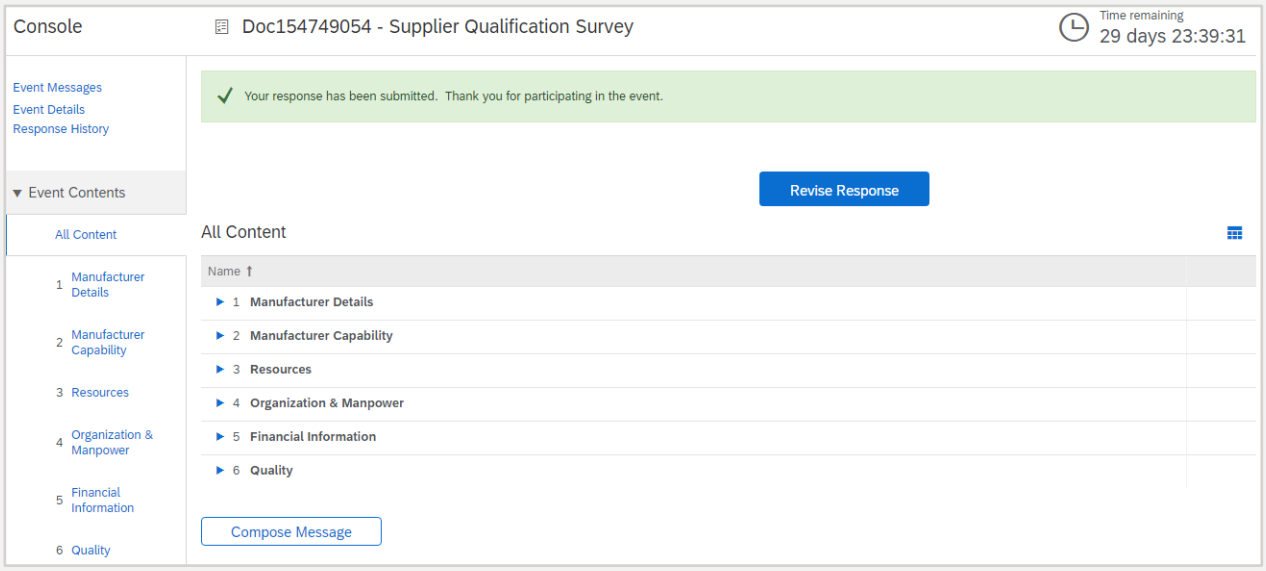


MANUFACTURER QUALITY SECTION

Upon providing response for all mandatory questions, submit response.
Note :

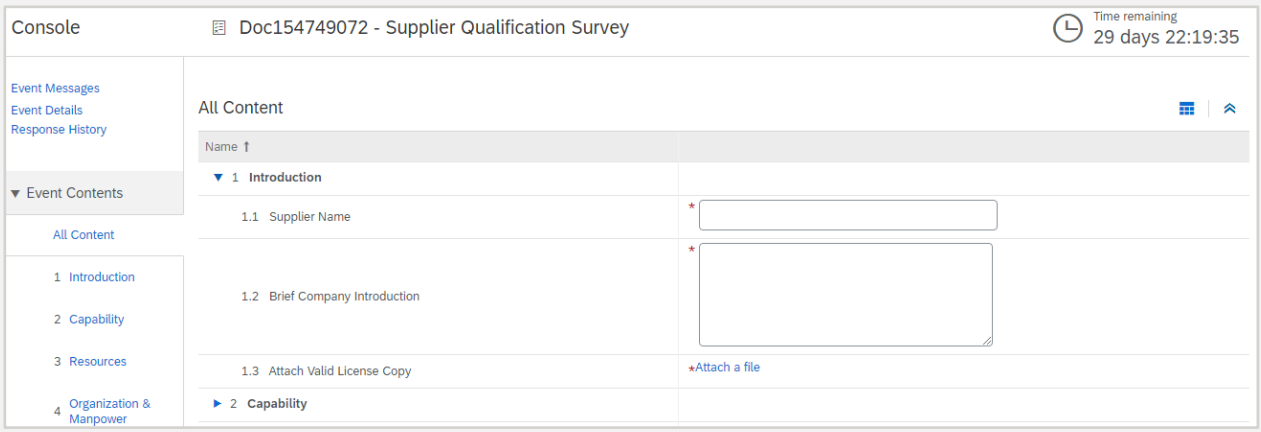




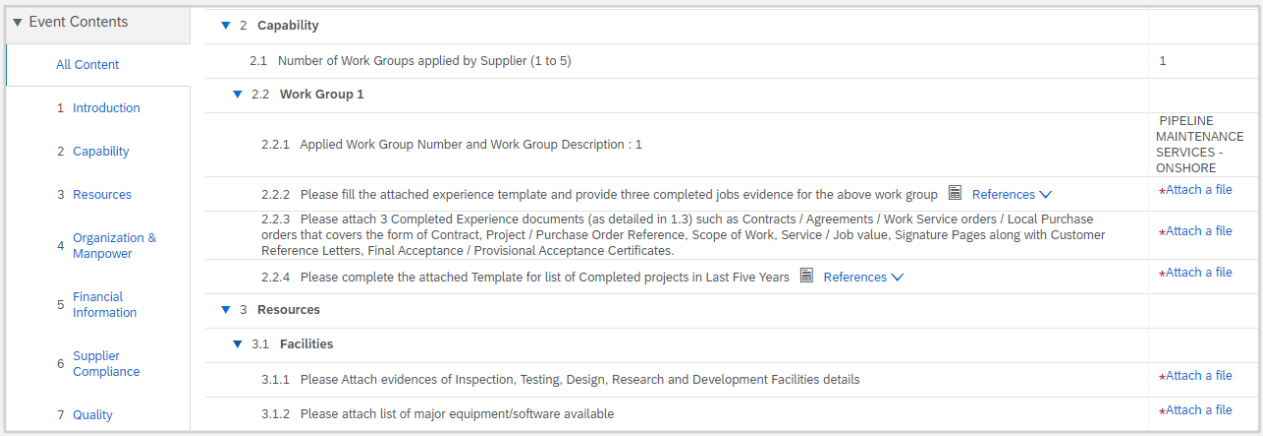


Supplier submits response based on the applied product / services, below is example of

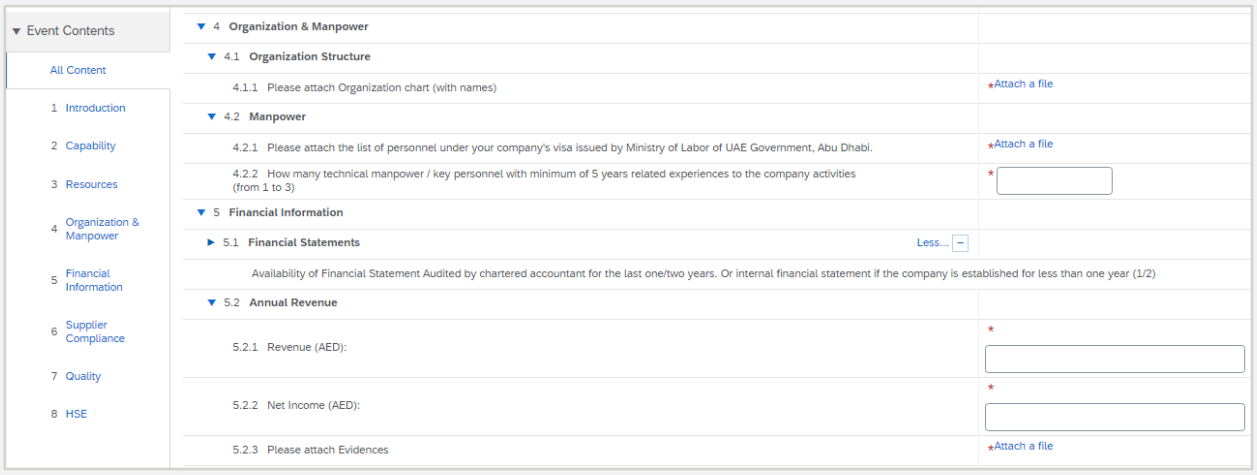
Contractor Questionnaire
Contractor Introduction Section



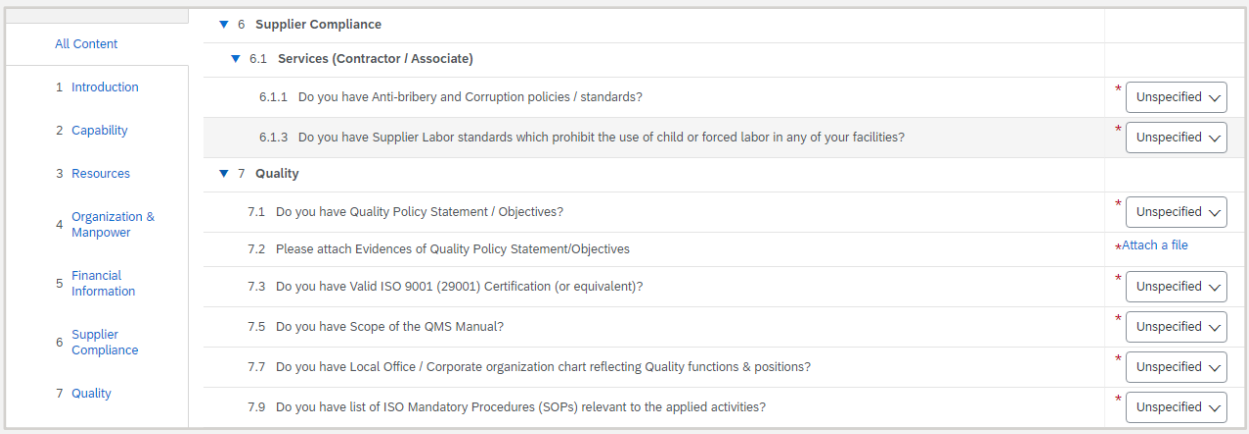
CONTRACTOR CAPABILITY SECTION



CONTRACTOR ORGANIZATION & MANPOWER SECTION

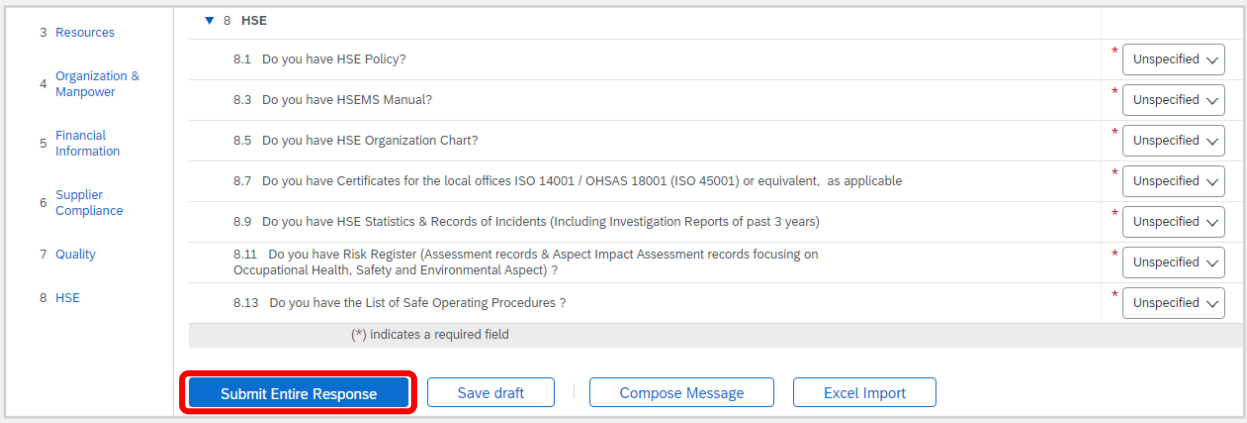


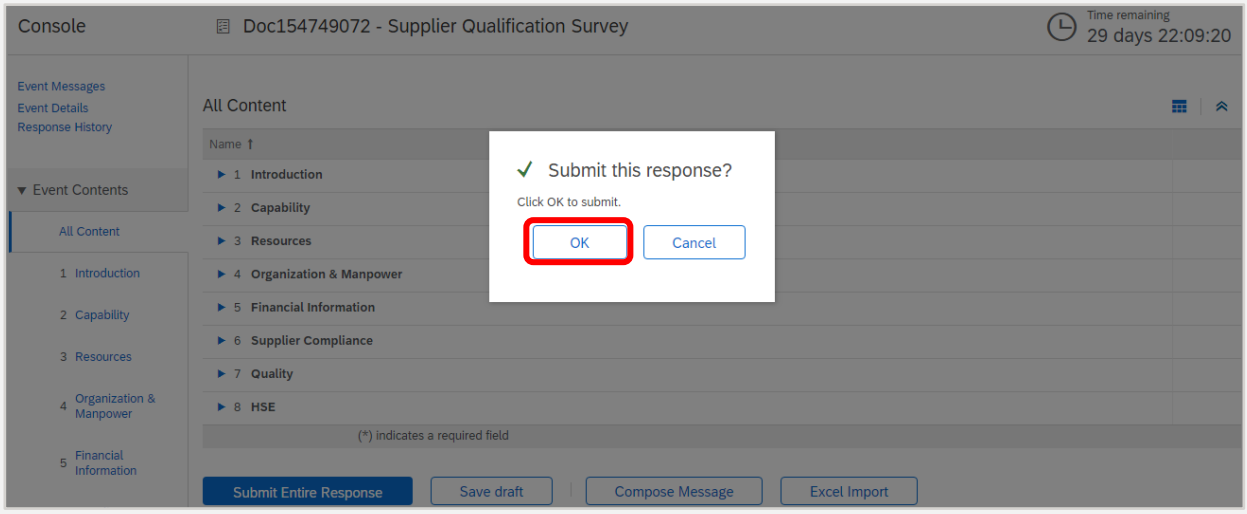
CONTRACTOR COMPLIANCE & QUALITY SECTION

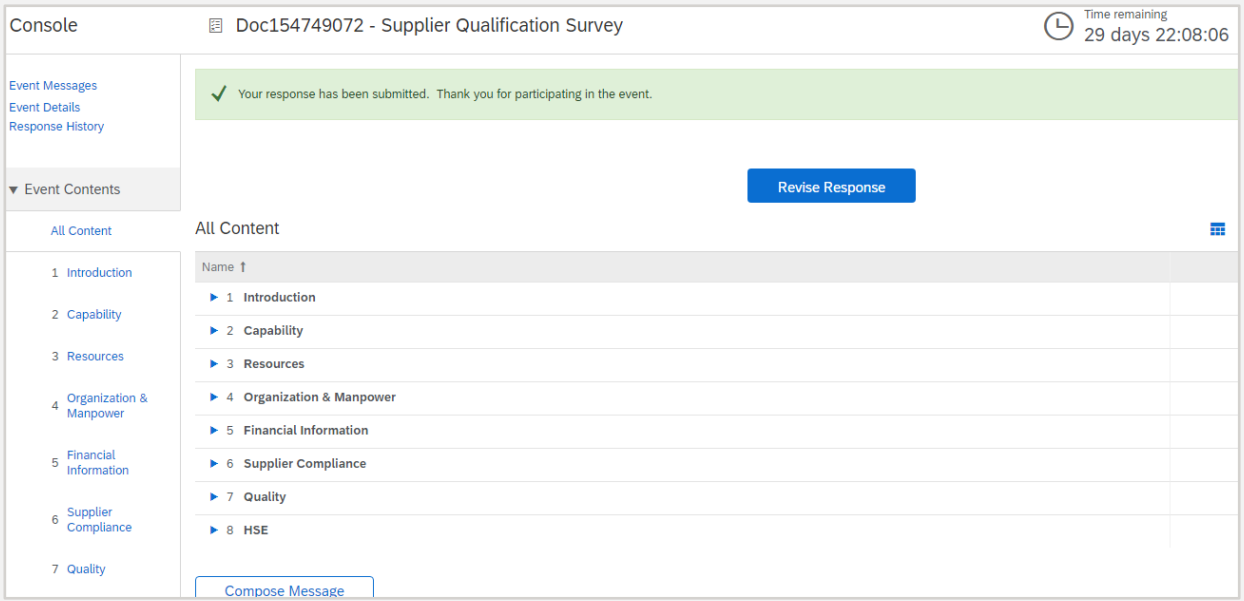


CONTRACTOR HEALTH SAFETY & ENVIRONMENT (HSE) SECTION

Upon providing response for all mandatory questions, submit response.







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