

SUPPLIER REGISTRATION AND PREQUALIFICATION USER GUIDE

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HOW TO REGISTER

ADNOC Supplier registration and updates are online, visit below ADNOC public portal:

www.adnoc.ae \rightarrow OUR BUSINESS \rightarrow DOING BUSINESS WITH US \rightarrow Under Procurement section click on more details

https://www.adnoc.ae/en/doing-business-with-us/procurement

CONTACT US العربية Q مرث HOME ABOUT US Y OUR BUSINESS Y CORI	PORATE RESPONSIBILITY Y NEWS & MED	DIA Y CAREERS	الدنيو DNOC
We aim to create long-term value for stakeholders by helping meet the growing demand for energy in a safe and responsible way.	PROCESSING & REFINING DOING	RODUCTS BUSINESS WITH US DLEUM PORTS DRITY	

DOING BUSINESS WITH US
Procurement
Flocalement
We are committed to developing and maintaining a competitive and sustainable chain of partners and service
providers.
More Details

REGISTRATION GUIDE VIDEO

Click on the video icon or the link to watch the video

https://www.adnoc.ae/-/media/adnoc/videos/procurement/ adnoc-commercial-directory-720p.ashx?la=en



DEFINED TERMS

Supplier is 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 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

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 respective Emirates
- Manufacturing activities in the license shall be relevant to the Products

NEW SUPPLIER REGISTRATION

Supplier without ARIBA Network ID

If you have not registered yet, you can do so via our online registration

If you are registered user, login to ADNOC Commercial Directory

REGISTER NOW \rightarrow

LOGIN HERE \rightarrow

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

Register		أحنبوك ADNOC	Register Cancel
	Oil Company (ADNOC) on Ariba, you need an Ariba Commerce Cloud acc	ount. What is the Ariba Commerce	-
Cloud?			
If you already have an Ariba Comm	nerce Cloud, Ariba Discovery or Ariba Network account, click h	ere to log in: Login	
Company information	on		Ariba Network
		* Indicates a required field	standard account is Free
Company Name:*	ADNOC Test Supplier		Already have an account?
Country:*	United Arab Emirates [ARE]	 If your company has more than one office, enter the main office address. 	Login
Address: *	Hamdan Street	You can enter more addresses such as your shipping address, billing address or other addresses later in your	Strengthen relationships
	Line 2	company profile.	Collaborate with your
Postal Code:*	76543		customer on the same secure network.
City: *	Abu Dhbai		
State:			Connect faster Exchange documents
User account inform	ation		electronically and streamline
		* Indicates a required field	communications.
Name:*	Test ADNOC	SAP Ariba Privacy Statement	Reach more customers worldwide
Email:*			Sign up with Ariba
Linan. ·	Use my email as my username		Discovery and increase sales leads.
Username:*	lest.adnoc@abc.com	Must be in email format(e.g	Learn more
		john@newco.com) (i) Must contain a minimum 8	
Password:*	••••••	characters including letters and numbers.	After registration download
			the SAP Ariba Supplier app from the Apple App Store or
Language:	English ~	The language used when Ariba sends you configurable notifications.	Google Play to your mobile
		This is different than your web b	device and manage customer orders on the go.
		Customers may send you orders	customer orders on the go.

you want to hide your company profile, you ca	cludes the basic company information, available for new business opportunities to other companies. If n do so anytime by editing the profile visibility settings on the Company Profile page after you have	
the European Union, Russian Federation or oth	acknowledge and give consent to Ariba for your data entered into this system to be transferred outside er jurisdiction where you are located to Ariba and the computer systems on which the Ariba services bally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.	
organization or Ariba, Inc. This consent shall b If you are a Russian citizen residing within the	personal data from within the application, by contacting the Ariba administrator within your e in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. Russian Federation, You also expressly confirm that any of your personal data entered or modified in our organization in a separate data repository residing within the Russian federation.	
✓ I have read and agree to the Terms of Us	e .	
I have read and agree to the SAP Ariba P	rivacy Statement	

Tue 1/8/2019 9:38 AM	
Ariba Commerce Cloud <ordersender-prod@ansmtp.< th=""><th>.ariba.com></th></ordersender-prod@ansmtp.<>	.ariba.com>
Action Required: Activate your account	
To	
If there are problems with how this message is displayed, click here to view it in a web browser.	
	SAP Ariba 🎊
	المناجعة الم
	ADNOC
	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
	adverses bar of any of the supported Web browsers to form a single-line URL.
	https://service.ariba.com/Authenticator.aw/ad/confirmEmail? key=cXC9XHgr5c34373c12498703539&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

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

Supplier with ARIBA Network ID



SAP Ariba Morders & Invoices Powered by Ariba Network	Help Center >>
Supplier Login	Supplier Success Day Highlights
	Check out the demos from our recent Supplier Success Day.
Login Having trouble logging in?	Learn More
New to Ariba? Register Now or Learn More	

Note: New to ADNOC but already have an ARIBA Profile (ARIBA Network ID). Access ARIBA through ADNOC website, by clicking **"LOGIN HERE"** using existing credentials, go to ADNOC in the **"Customer Requested Tab"** under Company profile as shown below.

Ariba Sourcing	Company Settings 🔻	Supplier Test2019 ▼	Help Center >>
ABU DHABI NATIONAL OIL COMPANY - TEST	Adnoc test supplier ANID: AN014322058		
	Company Profile		
	Account Settings		
	Users		
	Notifications		
Abu Dhabi National Oil Company - TEST requests that you complete additional profile informa and submit the additional profile information before you can access and participate in Abu Dhabi N			ou must complete
Complete Requested Profile Information >>	Sourcing & Contracts	Settings	
	Sourcing & Contracts	Notifications	
	View All		

Ariba Network Test Mode	Company Settings ▼	Logout Supplier Test2019 Help Center >>
Company Profile		Save Close
Basic (4) Business (2) Marketing (3) Contacts Certifications (1) Customer Requested	Additional Documents	
* Indicates a required field Overview		Public Profile Completeness
Company Name:* Adnoc test supplier Other names, if any: Networkld: AN01432205814-T ① Short Description:		Commodities Short Description Website Annual Revenue Certifications D-U-N-S Number Business Type Industries
Characters left: 100 Website:		Company Description Company Logo
Public Profile: http://discovery.ariba.com/profile/AN01432205814-T Customize URL Privacy Statement: SAP Ariba Privacy Statement		Share Your Public Profile

Ariba	Networl	K Test M	lode		III Company Setti	ngs ▼ Supplier Test2019	Logout Help Center >>
Company	Profile					S	ave Close
Basic (2)	Business	Marketing <mark>(3)</mark>	Contacts	Certifications	Customer Requested	Additional Documents	
* Indicates a re- Sourcing Cust							Public Profile Completeness
Customer				Customer Requ	ested Profile Information		Short Description
Abu Dhabi	National Oil Com	ipany - TEST		Incomplete			Website
							D-U-N-S Number Company Description Company Logo

EXISTING ADNOC SUPPLIER

Existing ARIBA Supplier without Username & Password

Suppliers previously Registered with ADNOC Group contact Supplier Support **800 44 55** or email (commercialdirectory@adnoc.ae) to activate your account or for any further clarification.

Once you receive an e-mail notification with ARIBA user ID, click to activate ARIBA account and perform below steps to activate the account.

Click on Sign up

Note: Register company official email address, which will be used for registration related notifications.

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

Ariba Sourcing	Company Settings ▼ Supplier Test2019 ▼ Help Center >>	
ABU DHABI NATIONAL OIL COMPANY - TEST	Adnoc test supplier ANID: AN01432205814-T	
	Company Profile Account Settings	
	Users	
Abu Dhabi National Oil Company - TEST requests that you complete additional profile informa and submit the additional profile information before you can access and participate in Abu Dhabi N	Notifications View All Du must complete)
Complete Requested Profile Information >>	Sourcing & Contracts Settings	
	Sourcing & Contracts Notifications	

Ariba Network	Company Settings ▼	Logout Supplier Test2019 Help Center >>
Company Profile		Save Close
Basic (4) Business (2) Marketing (3) Contacts Certifications (1) Customer Requested	Additional Documents	
* Indicates a required field Overview Company Name: * Admos fest supplier Other names, if any: Networkld: AN01432205814-T ①		Public Profile Completeness Commodities Short Description Website Annual Revenue Certifications D-U-N-S Number Business Type
Short Description:		Industries Company Description
Characters left: 100		Company Logo
Website:		
Public Profile: http://discovery.ariba.com/profile/AN01432205814-T Customize URL Privacy Statement: SAP Ariba Privacy Statement V		Share Your Public Profile

Ariba Network		Company Settings ▼		Logo Help Center >>
Company Profile			Sav	e Close
Basic (2) Business Marketing (3) Contac	s Certifications Custon	ner Requested Ad	ditional Documents	
* Indicates a required field Sourcing Customer List				Public Profile Completeness
Customer Abu Dhabi National Oil Company - TEST	Customer Requested Profil	le Information		Short Description Website
				D-U-N-S Number Company Description Company Logo

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.					
Status: Saved as draft by Supplier Test2019 at 01/17/2019 02:30 PM 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? * Unspecified ~					

• Click on "Save as Draft" then "Submit"

Question	
* 5.87 License Expiry Date * Effective Date: * Expiration Date:	
5.88 Please attach the License Evidences *Attach a file	9
* Vendor 5.89 Please select Supplier type Contractor	
* 5.90 Supplier Introduction	
	Save as Draft Submit

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.

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 document available in 6.7.2 (2) for reference.

Steps to access and update SDM

1. Click on "Register Here"

Suppliers Data		Help
Suppliers Data	Email Address Enter email address Password Enter password Sign in Forgot your password? Reset here	Нер
	Not registered yet? Register here	

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

Email Address Enter email address Password Enter password Confirm Password Confirm password	Help
Enter email address Password Enter password Confirm Password Confirm password Register	
Password Enter password Confirm Password Confirm password	
Enter password Confirm Password Confirm password Register	
Confirm Password Confirm password Register	
Confirm password Register	
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.

⊟ 5 0 ↑ ♥ =	Fwd: Validate your Email Address - Message (HTML)	œ – œ ×
File Message ENTERPRISE CONNECT Q T	ell me what you want to do	
Rely Reply Forward More -	Monoretz ? Torm finant Done Bore Ponetket Monoret Ponetket Ponetket<	
Delete Respond	Quick Steps rs Move Tags rs Editing Zoom	^
Fwd: Validate your Email Address	vacy, Dutlook prevented automatic download of some pictures in this message.	3:41 PM
Click here to download pictures. To help protect your priv	racy, Juniook preventes automatic downioal of some picture in this message.	×
Sent from my iPhone		
Begin forwarded message:		
Date: February 11, 2019 at 3 To: Subject: Validate your Ema		
Dear Supplier,		
In order to proceed in submitt	ting 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/Hom	ne/ValidateEmailAddress?email=thalikkaran@gmail.com&activationCode=nkmxE79Ftky4xhQNoJ1BUA	
	e vandatelmanAddressteman mankkarannogman.comeaeuvanoneode nkmkl/77tky4knQtostDOA	
Best Regards,		
Suppliers Data Management	Team	

Note: If you did not receive the activation email, contact Supplier Support 8004455 or commercialdirectory@adnoc.ae

Suppliers Data		Help
	Your account has been confirmed successfully Return to Main page	

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

Suppliers Data		t.	lelp
	Email Address Enter email address Password Enter password Sign in Forgot your password? Reset here Not registered yet? Register here		

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.

Suppliers Data		Help	thalikkaran@gmail.com	Sign out
	Search using Supplier unique code: Supplier Unique Code Search To Generate new Supplier Unique Code (New Supplier Irro) Click here	ð		

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

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

Suppliers Data		Help	thalikkaran@gmail.com	Sign out
	Supplier Name Enter supplier name Contact Person Name Enter contact person Save Go back]		

8. A unique code will be generated and emailed

Suppliers Data	He	elp	thalikkaran@gmail.com	Sign out
	An email has been sent to your email. Here is the unique identifier for t records 4lky2D3ETUCs1op39nPg 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	thalikkaran@gmail.com	Sign out
		Search u	sing Supplier unique code:			
		4lky2D3ETUCs1op	39nPg			
		To Constant Sur	Search			
		to Generate new Sup	plier Unique Code (New Supplier Info) Click here			
Suppliers Data				Help	b thalikkaran@gmail.co	m Sign o
Suppliers Data				Help	o thalikkaran@gmail.co	ım Sign o
Suppliers Data		Search	n using Supplier unique code:	Help) thalikkaran@gmail.co	ım Sign (
Suppliers Data		Search		Help) thalikkaran@gmail.co	m Sign (
Suppliers Data				Help) thalikkaran@gmail.co	ım Sign (
Suppliers Data		4lky2D3ETUCs	1op39nPg) thalikkaran@gmail.co	m Sign o
Suppliers Data	Supplier Contact	4lky2D3ETUCs To Generate new	1op39nPg Search	here	thalikkaran@gmail.co	m Sign (

Contractors

 To add Work Groups you are seeking to prequalify without Associate Click "Add Work Group without Associate" (1), select the desired workgroup and click "Add Record" (2)

Suppliers Data	Add Work Gro	up without Associa	ate	Sign out
Contractor				
Add new Associate	Work Commodity	*	Work Commodity Code *	
Manage Associate Code Associate Name	Select Cor	mmodity	Select Commodity Code	V
	Work Group *			
Add Work Group without Associate 1 Delete Work Group Commodity Work Group Comm	Select Wo	rk Group 🔨	/	Update Classificatio
		Cancel	Add Record 2	
Vendor/Local Manufacturer				
Add new Manufacturer				
Manage Principal/Manufacturer Code Principal	Manufacturer Name	Country Of Origin	Agency Ty	pes
Add Product Groups without Manufacturer Relation				
Delete Product Commodity Product	uct Commodity Code	Product Group	Pre-Qualification Status	Request Reassessment

To add Work Groups you are seeking to prequalify through Associate follow steps below:
1. Click "Add New Associate" (1), fill in Associate details and click "Add Record" (2)

	Suppliers Data			Add Contractor Associate	Work Group	Sign out
Contractor				Your Changes will not be saved unti	il after you press Save Draft or Submit	
Add new Assoc	siate			Associate Code	Associate Name *	
Manage		ssociate Name	Country Of Origin			
				Country Of Origin *	Associate Street	
Add Work Grou Delete	up without Associate	ork Group Commodity Code	Work Gro	Select country of origin V		Update Classification
				Associate City	Associate Phone	
Vendor/Local Ma	anufacturer			Associate Email Address	Associate P.O. Box	
Add new Manut	facturer					
Manage	Principal/Manufacturer Code	Principal/Manufacturer	Name	Associate Contact Person Name	Associate Contact Person Designation	
Add Product Gr	roups without Manufacturer Relation					
Delete	Product Commodity	Product Commodity	y Code	Associate Contact Person Phone	Associate Contact Person Email	est Reassessment
				₽ ₽		
Enter a remark				Cancel	Add Record 2	Save Draft

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

	Suppliers Data					Your Changes will not be saved until after	x Sign out
Add new Ass	sociate					you press Save Draft or Submit Agency Type *	1
Manage	Associate Code	Associate Name	Country Of Origin			Select agency type	
Û		Test associate	United Arab Emirates			Certificate Number	ollapse Add Agency Ty
				Manage	Agency Type		Work Groups
						Issue Date	
Add Work Gr	roup without Associate					6	
Delete	Work Group Commodity	Work Group C	ommodity Code Wor	k Group	Pre-Qualification Status	Expiry Date	Update Classification
/endor/Local	Manufacturer					2 Save	
Add new Mar	nufacturer						
Manage	Principal/Manufacturer	Code Pr	incipal/Manufacturer Name	Country O	f Origin	Agency Types	
	Groups without Manufactu	ana Dalatian					
	Groups without manufactu	rer Relation					

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 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)

Add nev	w Associate									
Manage	Associate Code	Associate Name	Country Of Origin					ł	Agency Types	
Û		XXXX	United Arab Emirates							- Collapse Add Agency Type
				Manage	Agency Type	Certificate No	Issue Date	Expiry Date		Work Groups
				ü	Representation (R)					- Collapse Add Work Group
									Work Grou Manage Commodit	Work Commodity *
										Select Commodity
										Work Commodity Code *
Add Wo	ork Group with	out Associate								Select Commodity Code
Delete	Work Group	o Commodity	Work Group Co	ommodity Cod	e Work Gr	oup Pre	-Qualificatio	n Status	Classification Requ	Work Group *
										Select Work Group

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

Delete Work Group Commodity Work Group Commodity Code Work Group Pre-Qaalification Status Classification Request Reasessment Update Classification International Status International Status Principal Manufacturer Name Principal Manufacturer Name	Add new	v Associate													
Add root of croup commodity Marage Agency Type Certificate No Size Date Expiry Date Work Group Commodity Mork	Manage	Associate Code	Associate Name	Country Of Origin							Agen	cy Types			
Add Work Group Commodity Nork Group Commodity	۰		XXXXX	United Arab Emirates											- Collapse Add Agency Type
Add Voctor Corrego Minordiag Code Manage Manage Work Group Commodity Image Image Image Image Mork Group Commodity Work Group Commodity Image Mork Group Commodity Image Classification Request Reassessment Update Classification Add row Marufacturer Fracipat Manufacturer Real Principat Manufacturer Real Principat Manufacturer Real Courty Of Origin Agency Types Courty Control origin Agency Types Courty Control origin Agency Types Courty Control origin Courty Control origin <td< td=""><td></td><td></td><td></td><td></td><td>Manage</td><td>Agency Type</td><td>Certificate No</td><td>Issue Date</td><td>Expiry Date</td><td></td><td></td><td></td><td>Work Groups</td><td></td><td></td></td<>					Manage	Agency Type	Certificate No	Issue Date	Expiry Date				Work Groups		
Add Work Group Commodity Werk Group Commodity Code Work Group Pre-Qualification Status Classification Request Reassessment Update Classification Add row Large Principal Manufacturer Code Principal Manufacturer Rate Country of Origin Agency Types Addency Types					۰	Representation (R)									- Collapse Add Work Group
Add Work Group Commodity Work Group Commodity Code Work Group Pre-Quabification Status Classification Request Reassessment Update Classification Belefe Work Group Commodity Work Group Commodity Code Work Group Pre-Quabification Status Classification Request Reassessment Update Classification endor/Local Manufacturer Add Iroc Manufacturer Code Principal Manufacturer Name Country Of Origin Agency Types Addency Types Add Product Croups without Manufacturer Relation Manage Principal Manufacturer Relation E E E E E E E E E <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Manage</td> <td>Work</td> <td>Group Commodity</td> <td>Work Group Commo</td> <td>nodity Code</td> <td>Work Group</td>										Manage	Work	Group Commodity	Work Group Commo	nodity Code	Work Group
endor/Local Manufacturer Add new Manufacturer Code Principal Manufacturer Name Country Of Origin Agency Types Add Product Circogas without Manufacturer Relation											1 - CONSULTANO	Y/ENGINEERING SERVICES	110 - PROJECT CONSULTAN	NCY/ ENGINEERING	110020 - AERIAL SURVEYS
Add now Manufacturer Principal Manufacturer Name Country of Origin Agency Types Add Product Groups without Manufacturer Relation Frincipal Manufacturer Relation Frincipal Manufacturer Relation	Add Wor	irk Group withou	it Associate												
Add Product Groups without Manufacturer Relation	Delete	Wo	ork Group Commodity	y	Work Group	Commodity Code		Vork Group	р	re-Qualificati	on Status	Classification	Request Reassessm	nent	Update Classification
	Delete endor/Lo	Wo ocal Manufactu	ork Group Commodity	y	Work Group	Commodity Code	,	Vork Group	р	Pre-Qualificati	on Status	Classification	Request Reassessm	nent	Update Classification
Delete Product Commodity Ocde Product Group Pre-Qualification Status Request Reassessment	Delete endor/Lo Add new	Wo ocal Manufactu w Manufacturer	ork Group Commodit		Work Group			Vork Group			on Status	Classification		nent	Update Classification
	Delete endor/Lo Add new Manage	Wo ocal Manufactu w Manufacturer ge	vrk Group Commodity urer Principal/Manufa	cturer Code	Work Group			Vork Group			on Status	Classification		nent	Update Classification

Manufacturer

 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)

Suppliers Data			Help	
Add new Associate Manage Associate Code	Add Vendor/Local Manufactu	rer Without PG Relatio	n s	
Add Work Group without Associate Delete Work Group Commodity	Product Commodity * WorSelect Commodity	Product Commod		ssessment Update Classification
Vendor/Local Manufacturer Add new Manufacturer Manage Principal/Manufacturer Code	Product Group *	• 2 Add Record	ncy Ty	209
Add Product Groups without Manufactu	rer Relation			
Delete Product Commodity	Product Commodity Code	Product Group	Pre-Qualification Status	Request Reassessment
Enter a remark			SUBMIT	Save Draft

- 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)

Suppliers	Data			Add Vendor/Local Manufacturer		Sign o
				Principal/Manufacturer Code	Principal/Manufacturer Name *	
Vendor/L	ocal Manufacturer			Country Of Origin *Select country of origin Manufacturer Street	Facility Country [*] Select facility country V Manufacturer City	
Add nev Manage	w Manufacturer 1 Principal/Manufacturer Code	Principal/Manufacturer Name	Country Of Origin	Manufacturer Phone Manufacturer PO Box	Manufacturer Email Address Manufacturer Contact Person Name	
Add Pro	oduct Groups without Manu			Manufacturer Contact Person Designation	Manufacturer Contact Person Phone	
Delete	Product Commodity	Product Commodity Code	Product Group	Manufacturer Contact Person Email	6	ssment
Enter a ren	nark			Cancel	Add Record 2 3MIT Salv	/e Draft

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

Vendor/L	uppliers Data Local Manufacturer				Your Changes will not be saved until after you press Save Draft or Submit Agency Type * Select agency type V	× ^m Sign out
Manage	Principal/Manufacturer Code	Principal/Manufacturer Name	Country Of Origin		Certificate Number	
Û		Test manf.	United Arab Emirates			e Add Agency Type
					Issue Date	te Product Groups
				Manage	ସ	te Product Groups
					Expiry Date	
Add Pr	roduct Groups without Manı	ufacturer Relation			•	
	Product Commodity	Product Commodity	y Code Pro	duct Group	2 Save	st Reassessment
Delete						
Delete		L3				

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 includes the scope of Product / Service with start and expiry date. Attach in SPQ section 6.7.3

 Click "Add New Product Group" (1), select the desired product group and click "Add Product Group" (2)

Manage	Principal/Manufacturer Code	Principal/Manufacturer Name	Country Of Origin					,	Agency Types		
Û		XXX	USA							- Collapse Add Age	ency Type
				Manage	Agency Type	Certificate No	Issue Date	Expiry Date		Product Groups	
				Û	Exculsive (E)	123	02/01/2019	01/31/2020		- Collapse Add Produc	t Group
									Pro Manage Com	Product Commodity *	
										Product Commodity Code *	
Add Pro	oduct Groups without I	Manufacturer Relation								Select Commodity Code-	
Delete	Product Con	nmodity	Product Cor	mmodity Co	de	Prode	uct Group		Pre-Qualification Statu	Product Group *	
										Select Product Group	
											Product C

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

	Suppliers Data				He	elp	Sign out
ontractor							
	_						
Add new Assoc	Associate Code	Associate Name	Country Of Origin			gency Types	
manage	Associate Gode	Associate Hame	obuild y or origin			Serie) ijpes	
Add Work Grou	up without Associate						
Delete	Work Group Commodity	Work Group Commodity Con	de Work Gro	Pre-Qualification Status	Classification	Request Reassessment	Update Classification
endor/Local M	lanufacturer						
fendor/Local Ma Add new Manu Manage		Principal/Manu	facturer Name	Country Of Origin		Agency Types	
Add new Manu Manage	ufacturer	_	facturer Name	Country Of Origin		Agency Types	
Add new Manu Manage	ufacturer Principal/Manufacturer Code	ion	facturer Name	Country of Origin Product Group	Pre-Qualification		Request Reassessment
Add new Manu Manage Add Product G	ufacturer Principal/Manufacturer Code Groups without Manufacturer Relat	ion			Pre-Qualification		Request Reassessment
Add new Manu Manage Add Product G	ufacturer Principal/Manufacturer Code Groups without Manufacturer Relat	ion			Pre-Qualification	Status	Request Reassessment 1 Save Draft

5. COPY your unique code (1), PASTE ARIBA Profile section 6.7.404 (2) and Update the Version number under section 6.7.405

	itted your records yet!.						
	4lky2D3ETUCs1op39nPg						View History
upplier Info							
Supplier Name *				Supplier Code			
Company test				Enter Vendor Code			
Supplier Contact	person Name *			Supplier Contact per	son Email		
Company test1							
ontractor							
Add new Associate	e						
Manage	Associate Code	Associate Name	Country Of Origin		А	Agency Types	
Add Work Group w	without Associate						
Delete Wo	ork Group Commodity	Work Group Commodity Co	de Work Group	Pre-Qualification Status	Classification	Request Reassessment	Update Classification

Communication in Case of Support Need

- For Business related enquiries, please contact ADNOC Supplier Relations Team through
- Email: commercialdirectory@adnoc.ae
- Toll Free number: 8004455

PREQUALIFICATION

- Upon acceptance of Registration profile, a Prequalification Questionnaire will be initiated through ARIBA based on Supplier Type and applied Products and Services.
- For further clarification regarding the prequalification questionnaire, please contact respective Focal Point.

Prequalification Required Documents:

- 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.