



SUPPLIER REGISTRATION AND PREQUALIFICATION USER GUIDE

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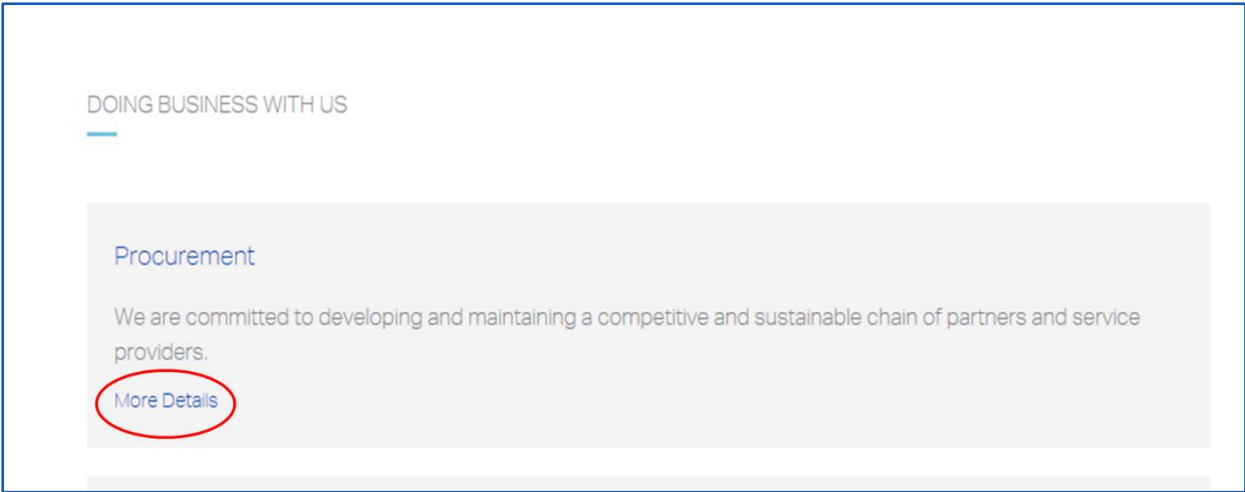
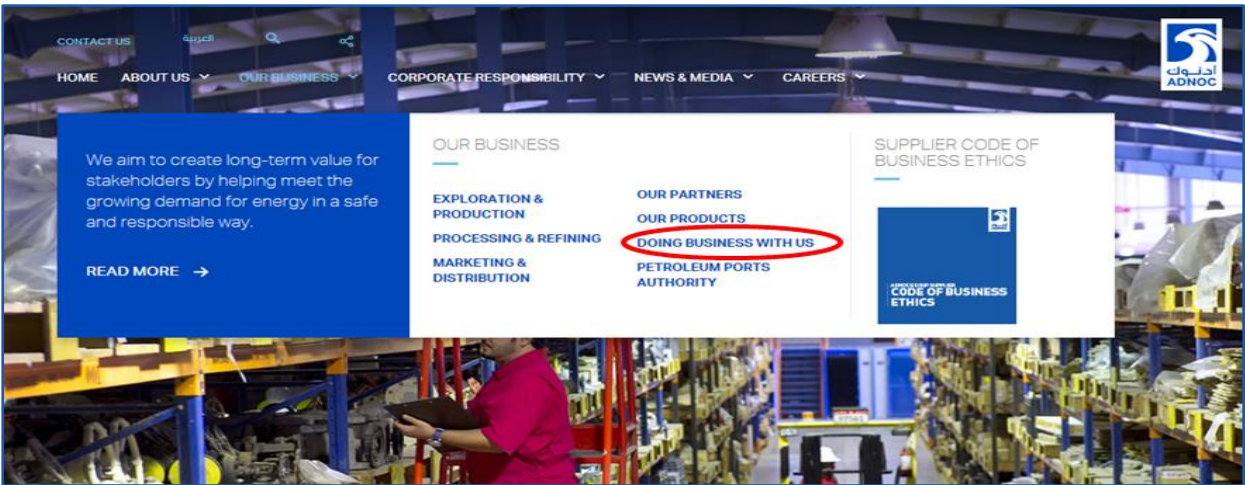
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HOW TO REGISTER

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

www.adnoc.ae → OUR BUSINESS → DOING BUSINESS WITH US → Under Procurement Section, click on 'More Details'

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



Registration Guide Video

To watch the video, click on the video icon or the link

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



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

| General Requirements

Vendor:

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

Contractor:

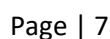
- Commercial License issued by Abu Dhabi licensing Authority
- Commercial activities in the license shall be relevant to the Services

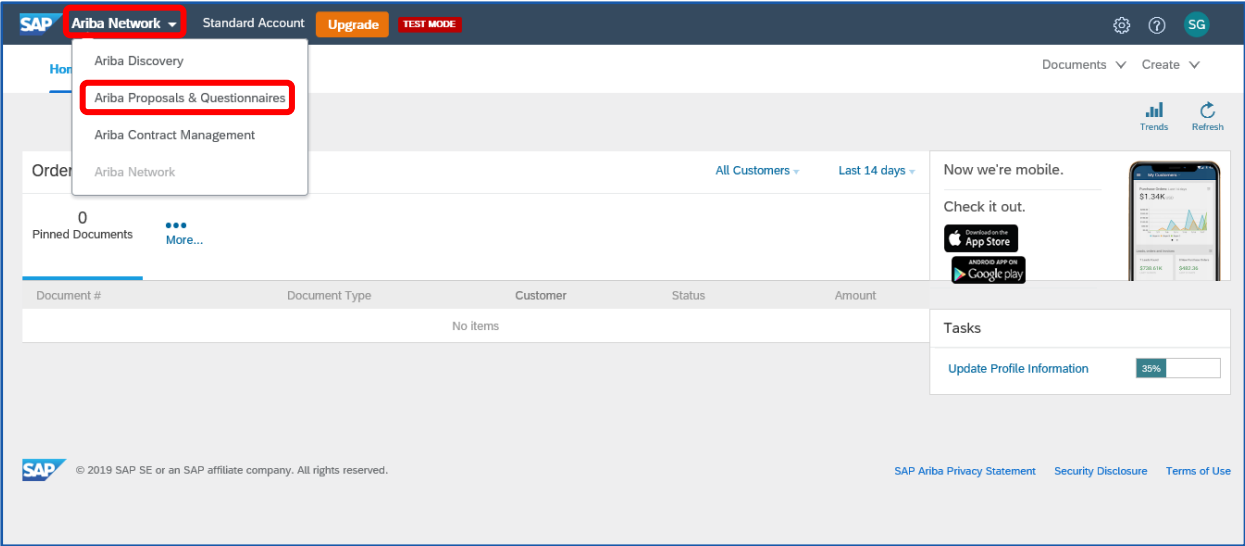
Manufacturer:

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

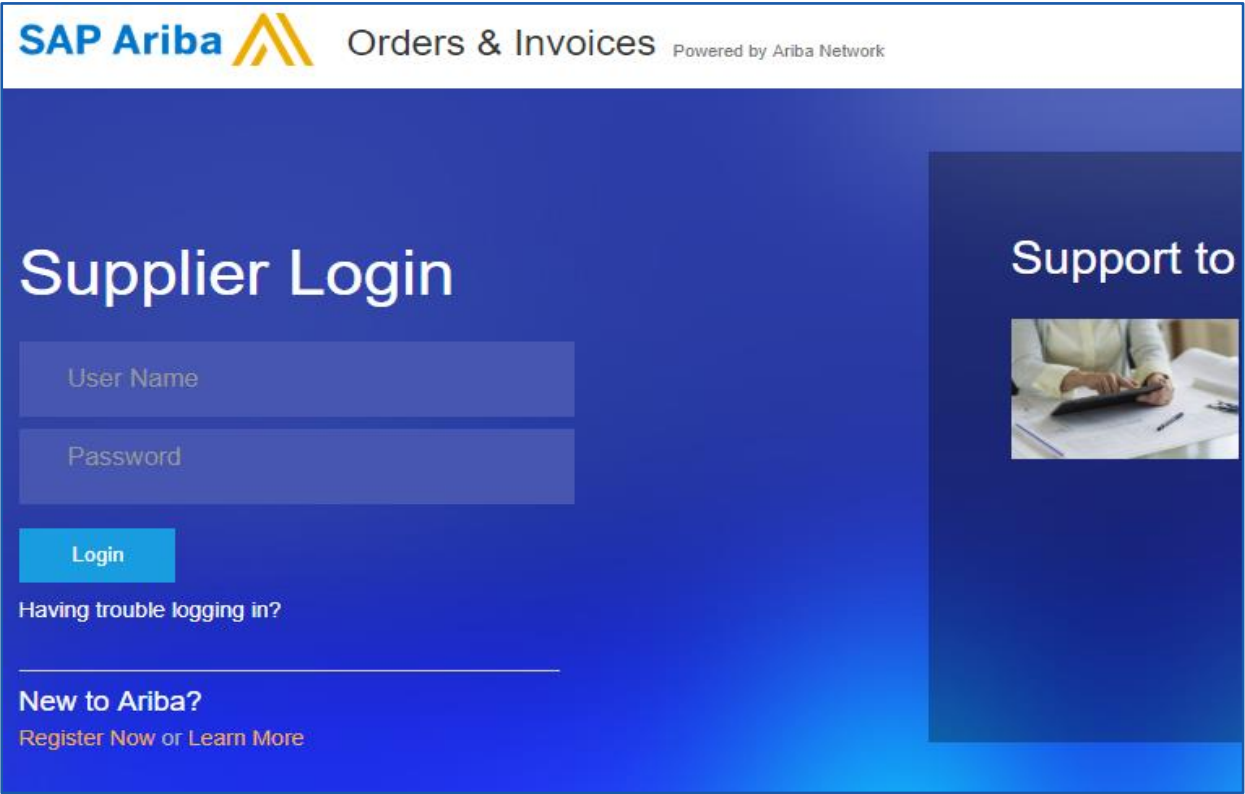
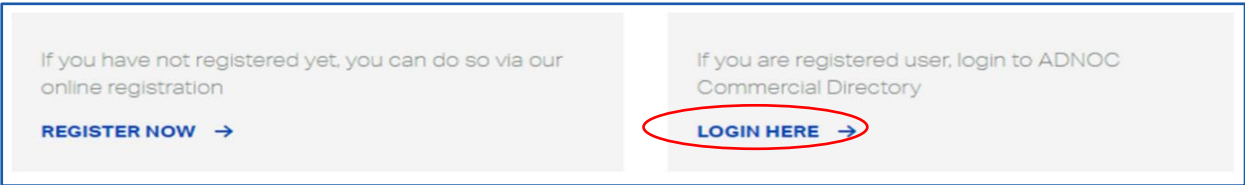
[LOGIN HERE](#) →

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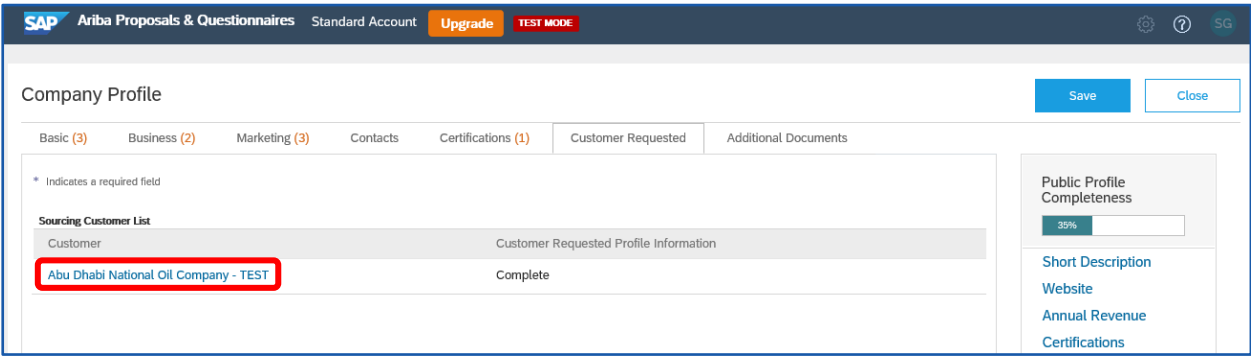
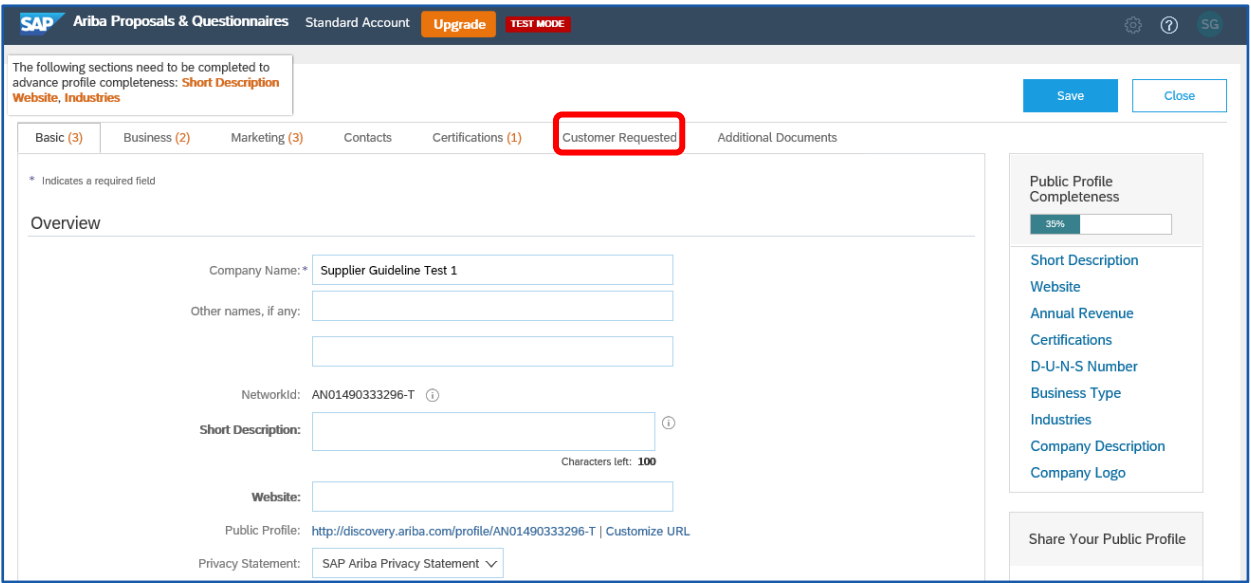
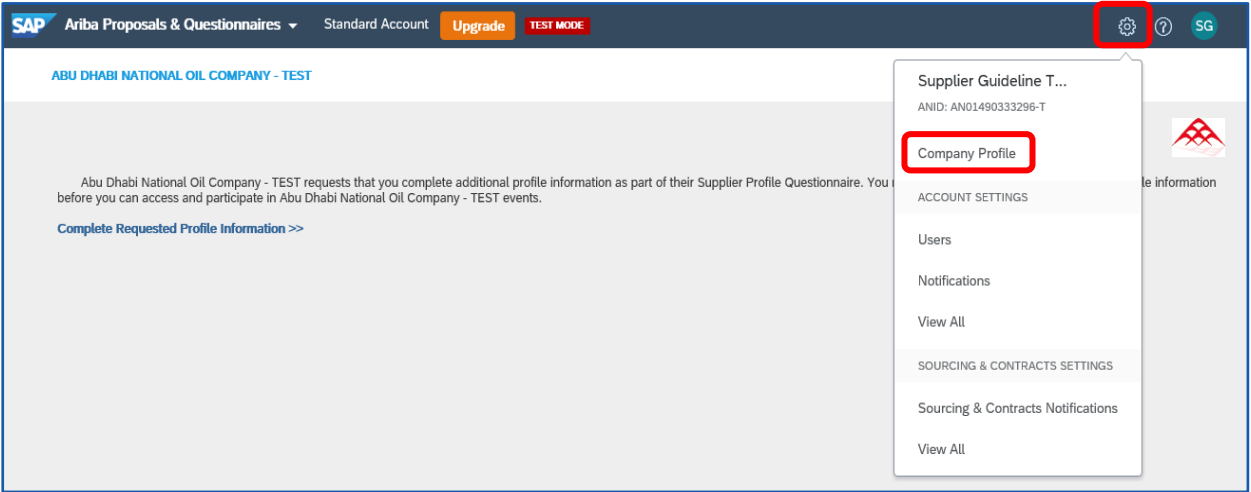


1.2 Supplier with ARIBA Network ID



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.



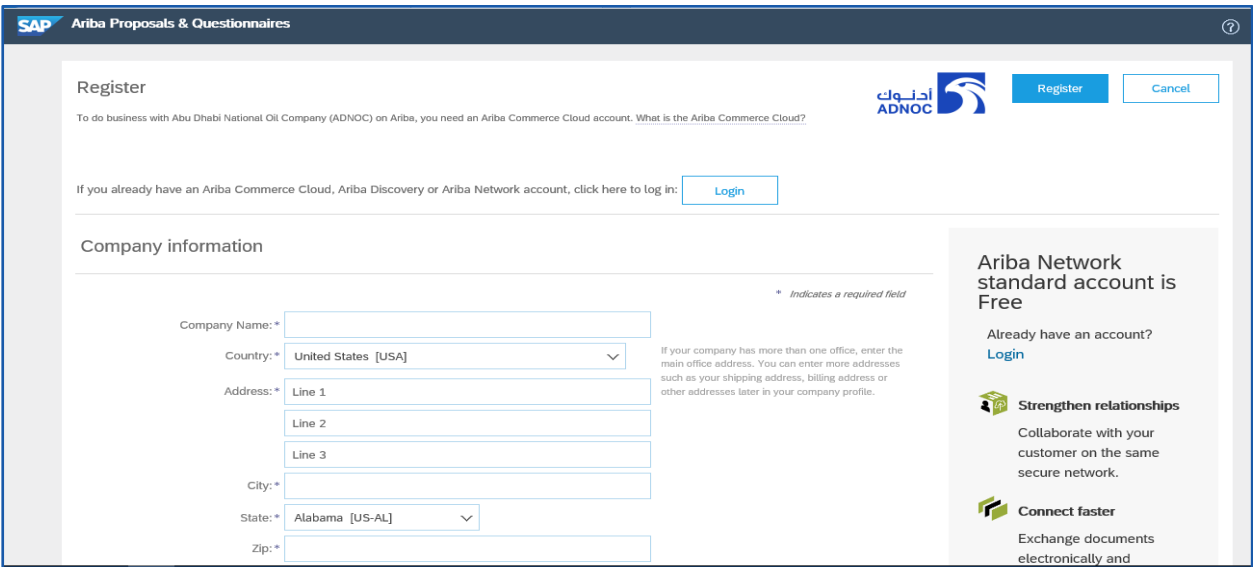
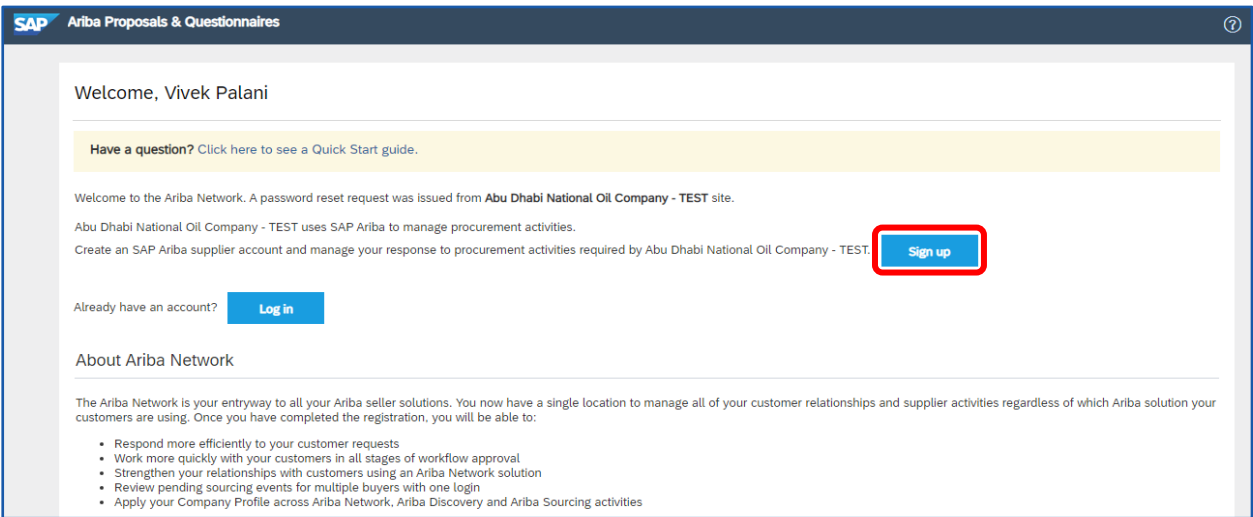
2|EXISTING ADNOC SUPPLIER

2.1 Existing ARIBA Supplier without Username & Password

Suppliers previously registered with ADNOC Group can contact Supplier Support **800 44 55** or email (commercialdirectory@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



User account information

Name: *

Test

Adnoc

Email: *

extern.bbhagowaty@adnoc.ae

☐ Use my email as my username

Username: *

test.adnoc@abc.com

Password: *

*****|

Language:

English

Email orders to: *

extern.bbhagowaty@adnoc.ae

* Indicates a required field

SAP Ariba Privacy Statement


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

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

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

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

electronically and streamline communications.

 Reach more customers worldwide

Sign up with Ariba Discovery and increase sales leads.

[Learn more](#)

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

Tell us more about your business ▶

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Submit button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian Federation.

☒

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

☒

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

Submit

Cancel

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

Confirm Your Email Address

ACTION REQUIRED

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

If you do not receive an activation email:

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

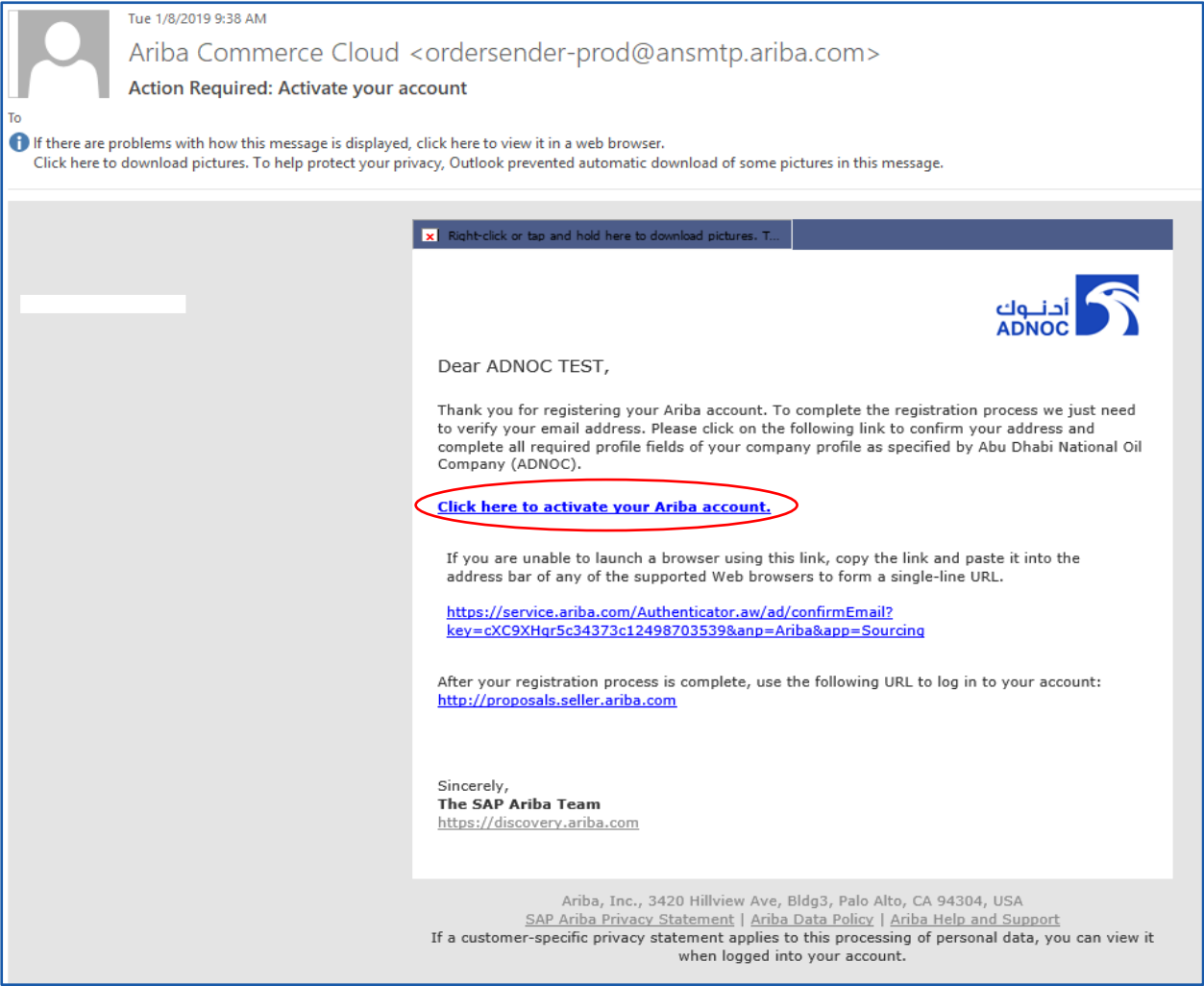
Resend

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

extern.bbhagowaty@adnoc.ae

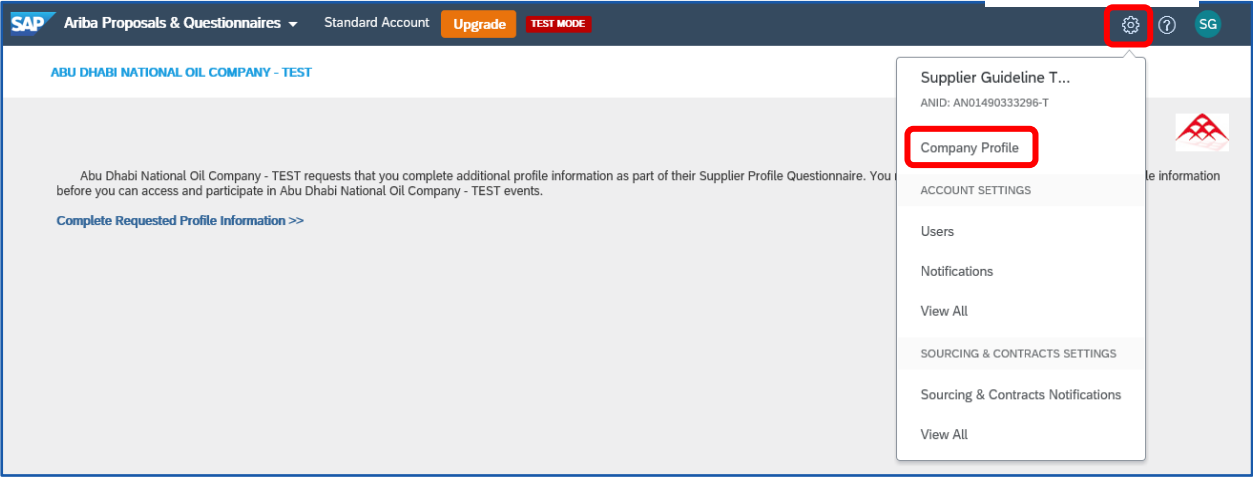
Send

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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

Upgrade

TEST MODE

SG

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

SaveClose

Basic (3)Business (2)Marketing (3)ContactsCertifications (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

SG

Company Profile

SaveClose

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

* Indicates a required field

Sourcing Customer List

Customer

Customer Requested Profile Information

Abu Dhabi National Oil Company - TESTComplete

Public Profile Completeness
35%

Short Description
Website
Annual Revenue
Certifications

3 | ARIBA Supplier Profile Questionnaire(SPQ)

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

Abu Dhabi National Oil Company - TEST Requested Profile

* Indicates a required field

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

Save as Draft

Submit

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

Question

▼ 4 Annexure

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

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


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

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

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

4.1 Do You Agree to Supplier Declaration? * Yes ▼

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

4.4 Sample Attachment  Sample Attachment.txt ▼

- Complete and submit the ADNOC Integrity Due Diligence (IDD) Questionnaire. The IDD Questionnaire is administered by Exiger and will be sent from the “@exiger.com” email domain.
- Click on “**Save as Draft**” then “**Submit**”

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- Sample of ADNOC Integrity Due Diligence Questionnaire

| ADNOC Integrity Due Diligence Questionnaire | |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DUE 3/19/2020 SUPPLIER A | |
| Overview | <p>Please read the below instructions carefully.</p> <p>This integrity due diligence questionnaire is to be completed for the legal entity listed at the top of the questionnaire ("THE COMPANY").</p> <p>To begin, please click "Start" in the bottom right-hand corner of the questionnaire. If the questionnaire cannot be completed in one sitting, you may save the questionnaire and return to it once you have gathered the required information. You are required to complete and submit the questionnaire within ten days of receiving it.</p> <p>All fields marked with a red asterisk (*) are required and you will not be able to submit the questionnaire until these fields are complete.</p> <p>When all required fields in a section are complete, the red minus sign (-) next to the section name, on the left-hand side of the questionnaire, will disappear.</p> <p>Once all sections are complete, a "Submit" button will appear. Please press this button to submit the questionnaire.</p> <p><small>As part of ADNOC's prudent supplier/ customer/ partner integrity due diligence process ("PURPOSE"), you may be required to provide certain information about key individuals within your organisation, including personal data ("PERSONAL DATA"). ADNOC will process the PERSONAL DATA only for the PURPOSE (including using third party agencies) and you will have sole responsibility and liability for the accuracy, quality, and lawfulness of the PERSONAL DATA and the means by which it was obtained and shared with ADNOC for the PURPOSE. We have put in place measures to protect the security of PERSONAL DATA and ADNOC shall, at all times, in its capacity as a data controller, comply with any applicable laws of the United Arab Emirates.</small></p> |
| Company Information | |
| Ownership | |
| Key Executives | |
| Compliance | |
| Confirmation | |

| | | |
|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|---------------|
| 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 | <input type="checkbox"/> Vendor <input type="checkbox"/> Manufacturer <input checked="" type="checkbox"/> Contractor | |
| 5.88 Supplier Introduction | <div>Ranks 5th in UAE in IT sector</div> | |
| 5.89 Corporate Website | | |
| 5.90 Long Description | <div> ★ Temporary for ADNOC RFT </div> | |

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

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

6.7.3 How many Manufacturers/Associates do you have? *

6.7.404 Please enter the Unique Code provided by the system *

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

Answer *

▼ 6.8 ISO Certificate

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

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

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

Steps to access and update SDM

1) Click on “Register Here”

Suppliers Data Help

Email Address

Password

Forgot your password? [Reset here](#)

Not registered yet? [Register here](#)

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

Suppliers Data

Help

Email Address

Enter email address

Password

Enter password

Confirm Password

Confirm password

Register

Already registered? [Sign In](#)

3) You will receive an email with confirmation link

Suppliers Data

Help

An email with the confirmation has been sent to your email

[Return to Main page](#)

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

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

Dear Supplier,

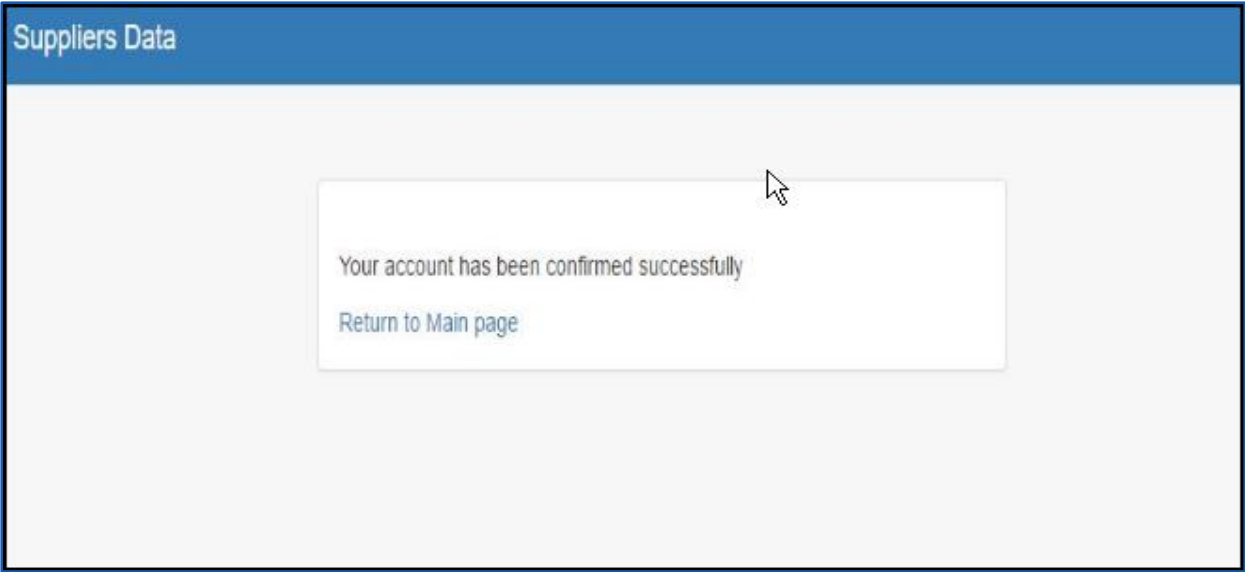
In order to proceed in submitting your information, you need to validate your email address, please [click here](#) or copy and paste this URL into your browser's address book:
<https://suppliersdm.com/Home/ValidateEmailAddress?email=khoori662@hotmail.com&activationCode=43fkZWk0LEsbDwlAg4iT0g>

Best Regards,

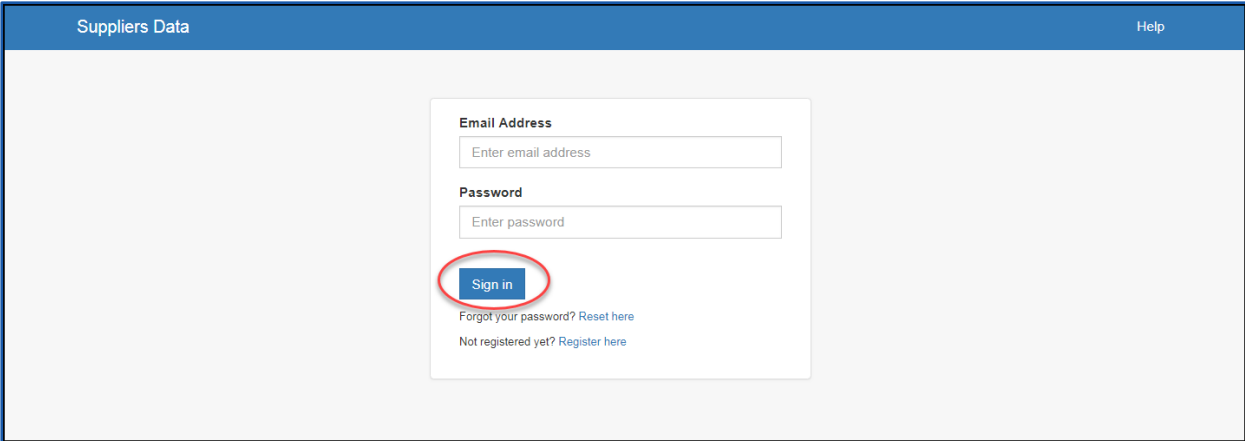
Suppliers Data Management Team

Note:

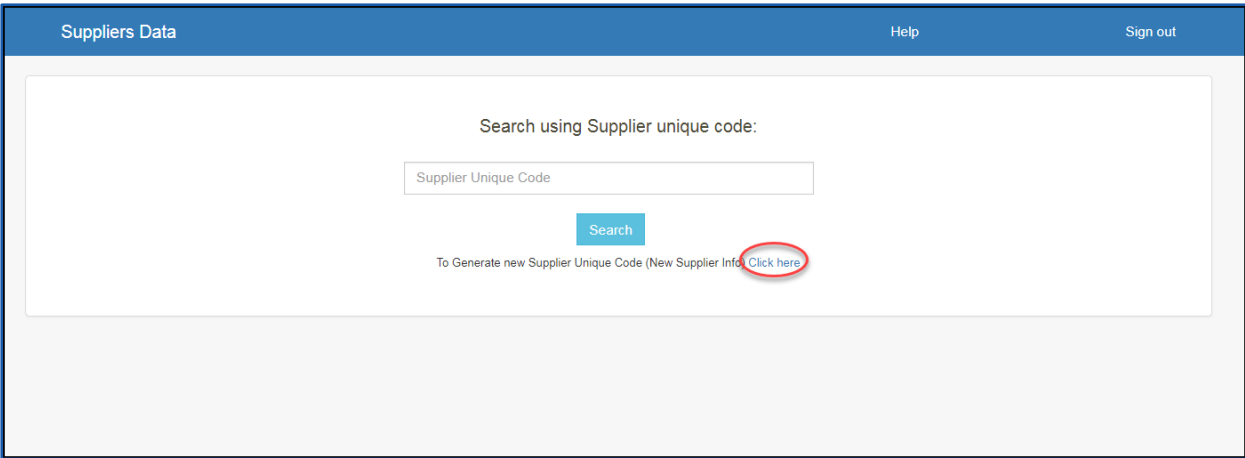
- If you did not receive the activation email, contact Supplier Support 8004455 or commercialdirectory@adnoc.ae



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 commercialdirectory@adnoc.ae

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

Suppliers Data

Help

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 to you, and needs to be shared under ARIBA section 6.7.404

Suppliers Data

Help

Sign out

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

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

Return to Main page

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

Suppliers Data

Help

Sign out

Search using Supplier unique code:

S3fQ4qLhGUGi67XCfflnw

Search

To Generate new Supplier Unique Code (New Supplier Info) Click here

Suppliers Data

Help

Sign out

Search using Supplier unique code:

S3fQ4qLhGUGi67XCfiflnw

Search

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

| Supplier Name | Supplier Contact person Name | Supplier Contact person Email | Supplier Unique Code | |
|---------------|------------------------------|-------------------------------|------------------------|--------|
| ABCABC | Test ABC | | S3fQ4qLhGUGi67XCfiflnw | Manage |

CONTRACTORS

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

Suppliers Data

Help

khooi662@hotmail.com

Sign out

Contractor

Add new Associate

| Manage | Associate Code | Associate Name | Country Of Origin |
|--------|----------------|----------------|----------------------|
| | | test | United Arab Emirates |

1

Add Work Group without Associate

2

Add Record

Work Group without Associate

Work Commodity *

Work Commodity Code *

Work Group *

Cancel

Add Record

Work Groups

Add Agency Type

Add Work Group

| Commodity | Work Group Commodity Code | Work Group |
|-----------|---------------------------|------------|
|-----------|---------------------------|------------|

Delete

Work Group Commodity

Work Group Commodity Code

Work Group

Pre-Qualification Status

Classification

Request Reassessment

Update Classification

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

Suppliers Data

ABCABC

Supplier Contact person Name *

Test ABC

Contractor

1

Add new Associate

Manage Associate Code Associate Name

Add Work Group without Associate

Delete Work Group Commodity Work Group Co

Vendor/Local Manufacturer

Add new Manufacturer

Manage Principal/Manufacturer Code

Add Product Groups without Manufacturer Relation

Delete Product Commodity

Add Contractor Associate Work Group

Your Changes will not be saved until after you press Save Draft or Submit

Associate Code

Associate Name *

Country Of Origin *

-----Select country of origin-----

Associate Street

Associate City

Associate Phone

Associate Email Address

Associate P.O. Box

Associate Contact Person Name

Associate Contact Person Designation

Associate Contact Person Phone

Associate Contact Person Email

2

Cancel Add Record

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

Suppliers Data

Help Sign out

Contractor

Add new Associate

Manage Associate Code Associate Name Country Of Origin Agency Types

test United Arab Emirates

Add Work Group without Associate

Delete Work Group Commodity Work Group Commodity Code Work Group Pre-Qualification Status Classification Request

Vendor/Local Manufacturer

Add new Manufacturer

Manage Principal/Manufacturer Code Principal/Manufacturer Name Country Of Origin Agency Type

BV United Arab Emirates

Add Agency Type

Your Changes will not be saved until after you press Save Draft or Submit

Agency Type *

-----Select agency type-----

Certificate Number

Issue Date

Expiry Date

2

Save

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)**

The screenshot displays the 'Suppliers Data' interface. The 'Contractor' section is active, showing a table for 'Agency Types' with columns: Manage, Associate Code, Associate Name, Country Of Origin, Agency Types, and Work Groups. A modal window titled 'Work Commodity *' is open, showing fields for 'Work Commodity *', 'Work Commodity Code *', and 'Work Group *'. Red circles and numbers 1 and 2 highlight the 'Add Work Group' buttons in the modal and the main interface respectively.

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

Suppliers Data

Help

Sign out

Contractor

Add new Associate

| | | | | |
|--------|----------------|----------------|-------------------|--------------|
| Manage | Associate Code | Associate Name | Country Of Origin | Agency Types |
|--------|----------------|----------------|-------------------|--------------|

Add Work Group without Associate

| | | | | | | | |
|--------|----------------------|---------------------------|------------|--------------------------|----------------|----------------------|-----------------------|
| Delete | Work Group Commodity | Work Group Commodity Code | Work Group | Pre-Qualification Status | Classification | Request Reassessment | Update Classification |
|--------|----------------------|---------------------------|------------|--------------------------|----------------|----------------------|-----------------------|

Vendor/Local Manufacturer

Add new Manufacturer

| | | | | |
|--------|-----------------------------|-----------------------------|-------------------|--------------|
| Manage | Principal/Manufacturer Code | Principal/Manufacturer Name | Country Of Origin | Agency Types |
|--------|-----------------------------|-----------------------------|-------------------|--------------|

Add Product Groups without Manufacturer Relation

| | | | | | |
|--------|-------------------|------------------------|---------------|--------------------------|----------------------|
| Delete | Product Commodity | Product Commodity Code | Product Group | Pre-Qualification Status | Request Reassessment |
|--------|-------------------|------------------------|---------------|--------------------------|----------------------|

Enter a remark

2

SUBMIT

1

Save Draft

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)

Suppliers Data

Help

Sign out

Contractor

Add new Associate

| | | | | |
|--------|----------------|----------------|-------------------|--------------|
| Manage | Associate Code | Associate Name | Country Of Origin | Agency Types |
|--------|----------------|----------------|-------------------|--------------|

Add Work Group without Associate

| | | | | | | | |
|--------|----------------------|---------------------------|------------|--------------------------|----------------|----------------------|-----------------------|
| Delete | Work Group Commodity | Work Group Commodity Code | Work Group | Pre-Qualification Status | Classification | Request Reassessment | Update Classification |
|--------|----------------------|---------------------------|------------|--------------------------|----------------|----------------------|-----------------------|

Vendor/Local Manufacturer

Add new Manufacturer

| | | | | |
|--------|-----------------------------|-----------------------------|-------------------|--------------|
| Manage | Principal/Manufacturer Code | Principal/Manufacturer Name | Country Of Origin | Agency Types |
|--------|-----------------------------|-----------------------------|-------------------|--------------|

Add Product Groups without Manufacturer Relation

| | | | | | |
|--------|-------------------|------------------------|---------------|--------------------------|----------------------|
| Delete | Product Commodity | Product Commodity Code | Product Group | Pre-Qualification Status | Request Reassessment |
|--------|-------------------|------------------------|---------------|--------------------------|----------------------|

Enter a remark

SUBMIT

Save Draft

Add Vendor/Local Manufacturer Without PG Relation

Product Commodity *

Product Commodity Code *

Product Group *

Cancel

2

Add Record

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

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

The screenshot shows the 'Suppliers Data' section with a modal window titled 'Add Vendor/Local Manufacturer'. The modal contains several input fields: Principal/Manufacturer Code, Principal/Manufacturer Name, Country Of Origin, Facility Country, Manufacturer Street, Manufacturer City, Manufacturer Phone, Manufacturer Email Address, Manufacturer PO Box, Manufacturer Contact Person Name, Manufacturer Contact Person Designation, Manufacturer Contact Person Phone, and Manufacturer Contact Person Email. At the bottom of the modal, there are 'Cancel' and 'Add Record' buttons. The 'Add Record' button is circled in red and labeled with a red '2'. In the background, the 'Vendor/Local Manufacturer' section of the main form has the 'Add new Manufacturer' button circled in red and labeled with a red '1'.

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

The screenshot shows the 'Suppliers Data' section with a modal window titled 'Add Agency Type'. The modal contains several input fields: Agency Type, Certificate Number, Issue Date, and Expiry Date. At the bottom of the modal, there are 'Save' and 'Cancel' buttons. The 'Save' button is circled in red and labeled with a red '2'. In the background, the 'Agency Types' section of the main form has the 'Add Agency Type' button circled in red and labeled with a red '1'.

Note: Select the agency type based on the following:

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

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

The screenshot displays the 'Suppliers Data' interface. It includes sections for 'Contractor' and 'Vendor/Local Manufacturer'. A modal window titled 'Your Changes will not be saved until after you press Save Draft or Submit' is open, showing fields for 'Agency Type', 'Certificate Number', 'Issue Date', and 'Expiry Date'. A red circle labeled '2' highlights the 'Save' button in this modal. In the background, another red circle labeled '1' highlights the 'Add Product Group' button in the 'Product Group' section.

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

Suppliers Data

Help

Sign out

Contractor

Add new Associate

| | | | | |
|--------|----------------|----------------|-------------------|--------------|
| Manage | Associate Code | Associate Name | Country Of Origin | Agency Types |
|--------|----------------|----------------|-------------------|--------------|

Add Work Group without Associate

| | | | | | | | |
|--------|----------------------|---------------------------|------------|--------------------------|----------------|----------------------|-----------------------|
| Delete | Work Group Commodity | Work Group Commodity Code | Work Group | Pre-Qualification Status | Classification | Request Reassessment | Update Classification |
|--------|----------------------|---------------------------|------------|--------------------------|----------------|----------------------|-----------------------|

Vendor/Local Manufacturer

Add new Manufacturer

| | | | | |
|--------|-----------------------------|-----------------------------|-------------------|--------------|
| Manage | Principal/Manufacturer Code | Principal/Manufacturer Name | Country Of Origin | Agency Types |
|--------|-----------------------------|-----------------------------|-------------------|--------------|

Add Product Groups without Manufacturer Relation

| | | | | | |
|--------|-------------------|------------------------|---------------|--------------------------|----------------------|
| Delete | Product Commodity | Product Commodity Code | Product Group | Pre-Qualification Status | Request Reassessment |
|--------|-------------------|------------------------|---------------|--------------------------|----------------------|

Enter a remark

2

1

SUBMIT

Save Draft

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

Suppliers Data

Help

Sign out

You have not submitted your records yet!

Your unique code is: iXwTtbbaw0GpU8sYYMtabw

View History

Supplier Info

Supplier Name *

abc

Supplier Contact person Name *

abcx

Supplier Code

Enter Vendor Code

Supplier Contact person Email

khooi662@hotmail.com

Contractor

Add new Associate

| | | | | |
|--------|----------------|----------------|-------------------|--------------|
| Manage | Associate Code | Associate Name | Country Of Origin | Agency Types |
|--------|----------------|----------------|-------------------|--------------|

Add Work Group without Associate

| | | | | | | | |
|--------|----------------------|---------------------------|------------|--------------------------|----------------|----------------------|-----------------------|
| Delete | Work Group Commodity | Work Group Commodity Code | Work Group | Pre-Qualification Status | Classification | Request Reassessment | Update Classification |
|--------|----------------------|---------------------------|------------|--------------------------|----------------|----------------------|-----------------------|

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

References

6.7.3 How many Manufacturers/Associates do you have?

2

6.7.404 Please enter the Unique Code provided by the system

iXwTtbbaw0GpU8sYYMtabw

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

3

Answer

1

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

| Communication in Case of Support Need

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

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

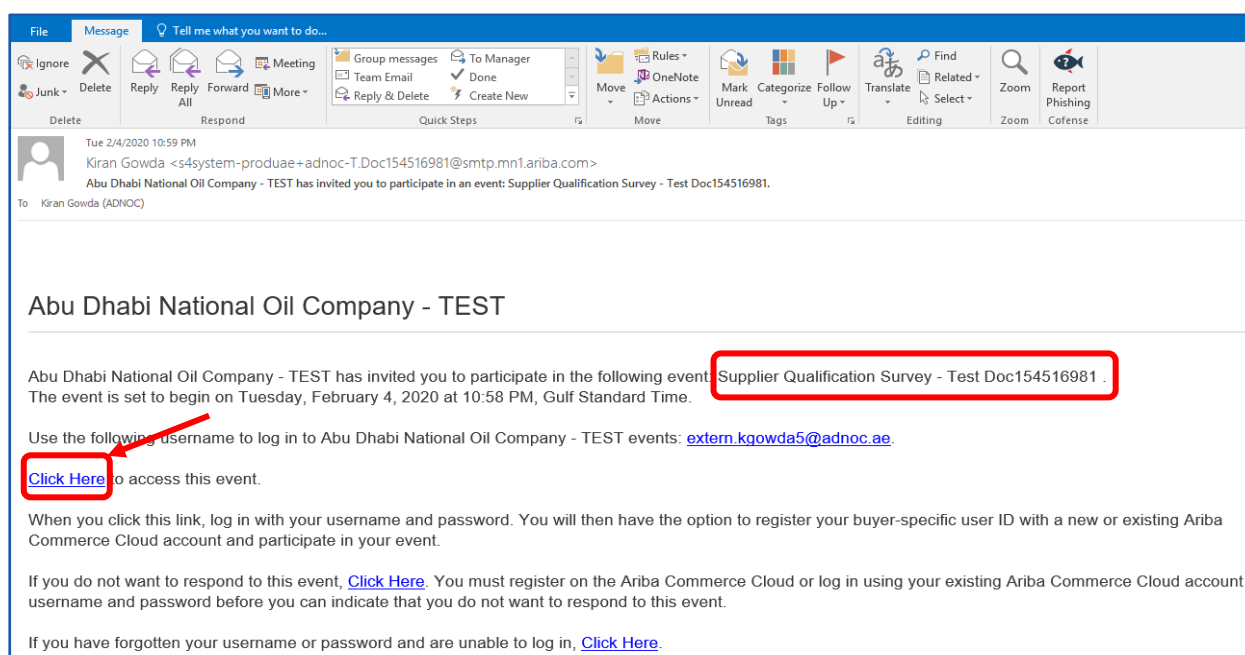
5 | PREQUALIFICATION

- Upon acceptance of Registration profile, a Prequalification Questionnaire will be initiated through ARIBA based on Supplier Type and applied Products and Services.
- 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.

SAP Ariba Sourcing

SAP Ariba Proposals & Questionnaires

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New to Ariba?

[Register Now](#)

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

SAP Ariba Sourcing

SAP Ariba Proposals & Questionnaires

Standard Account

Upgrade

TEST MODE

IS

ABU DHABI NATIONAL OIL COMPANY - TEST

Abu Dhabi National Oil Company - TEST Requested Profile

All required customer requested fields have been completed.

[View customer requested fields >](#)

Public Profile Completeness

33%

Enter a short description to reach 45% >

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

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

Supplier provides response – based on the applied product / services, below is an example of a **Manufacturer Questionnaire**

Manufacturer Details Section

Console

Doc154749054 - Supplier Qualification Survey

Time remaining
29 days 23:56:00

Event Messages

Event Details

Response History

▼ Event Contents

All Content

1 Manufacturer Details

2 Manufacturer Capability

3 Resources

4 Organization & Manpower

5 Financial Information

6 Quality

All Content

Name ↑

▼ 1 Manufacturer Details

1.1 Manufacturer Name

*

1.2 Manufacturer Facility Country as per Agency Agreement

*

1.3 Manufacturer Facility City as per Agency Agreement

*

1.4 Attach Valid Agency Agreement

★Attach a file

▶ 2 Manufacturer Capability

▶ 3 Resources

▶ 4 Organization & Manpower

▶ 5 Financial Information

▶ 6 Quality

(*) indicates a required field

Submit Entire Response


Save draft

Compose Message

Excel Import

Click on Compose Message to ask for clarifications

Manufacturer Capability Section

| | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| <div> <div>All Content</div> <div> <div>1 Manufacturer Details</div> <div>2 Manufacturer Capability</div> <div>3 Resources</div> <div>4 Organization & Manpower</div> <div>5 Financial Information</div> </div> </div> | <div> <div>▼ 2 Manufacturer Capability</div> <div>2.1 Number of Product Groups applied by Supplier (1 to 5)</div> </div> | 1 |
| | <div> <div>▼ 2.2 Product Group 1</div> <div>2.2.1 Applied Product Group Number and Product Group Description : 1</div> </div> | 182408-VALVES - BALL (PIPELINES) |
| | <div> <div>2.2.2 Please attach your Product Group Catalogue</div> </div> | *Attach a file |
| | <div> <div>2.2.3 Please complete the attached Template for list of Completed projects in Last three Years  References ▼</div> </div> | *Attach a file |
| | <div> <div>2.2.4 Please attach the Completed Experience Evidence relevant to applied Product such as LPO / PO / Contract / Agreement with Oil & Gas Sector's Government / Private Entities</div> </div> | *Attach a file |
| | <div> <div>2.2.5 Please attach the Product Performance report from previous clients within the last 5 years</div> </div> | *Attach a file |
| | <div> <div>2.2.6 Availability of Stock / Sourcing?</div> </div> | <div> <div>*</div> <div>Unspecified ▼</div> </div> |
| | | |
| | | |

Manufacturer Resources Section

| | | |
|-------------------------------------------------------------------------------|-------------------------------------------------------|--------------------------|
| ▼ Event Contents | | |
| All Content | ▼ 3.1 Facilities | |
| | ▼ 3.1.1 Infrastructure | |
| | 3.1.1.1 Total site Area in m² | * |
| | | <input type="text"/> |
| | 3.1.1.2 Area Covered By Workshops in m² | * |
| | | <input type="text"/> |
| | 3.1.1.3 Yard Space Area in m² | * |
| | | <input type="text"/> |
| | 3.1.1.4 Storage Area in m² | * |
| | | <input type="text"/> |
| 3.1.1.5 Limitations on Access To Site, If Any Applicable (Weight, Size, Etc.) | * | |
| | <input type="text"/> | |
| | ▼ 3.1.2 After Sales Support | |
| | 3.1.2.1 Availability of manufacturer Warranty Policy? | * |
| | | <div>Unspecified ▼</div> |
| | 3.1.2.3 Availability of Spare Parts policy? | * |
| | | <div>Unspecified ▼</div> |

Manufacturer Organization & Manpower Section

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

Manufacturer Financial Information Section

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

Manufacturer Quality Section

Upon providing response for all mandatory questions, submit response.

Note:

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

Console

Doc154749054 - Supplier Qualification Survey

Time remaining
29 days 23:40:34

Event Messages
Event Details
Response History

Event Contents

All Content

1 Manufacturer Details

2 Manufacturer Capability

3 Resources

4 Organization & Manpower

All Content

Name ↑

1 Manufacturer Details

2 Manufacturer Capability

3 Resources

4 Organization & Manpower

5 Financial Information

6 Quality

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

Submit this response?

Click OK to submit.

OK

Cancel

Console

Doc154749054 - Supplier Qualification Survey

Time remaining
29 days 23:39:31

Event Messages
Event Details
Response History

Event Contents

All Content

1 Manufacturer Details

2 Manufacturer Capability

3 Resources

4 Organization & Manpower

5 Financial Information

6 Quality

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

Revise Response

All Content

Name ↑

1 Manufacturer Details

2 Manufacturer Capability

3 Resources

4 Organization & Manpower

5 Financial Information

6 Quality

Compose Message

Supplier submits response based on the applied product/services. Below is an example of a **Contractor Questionnaire**

Contractor Introduction Section

Console

Doc154749072 - Supplier Qualification Survey

Time remaining
29 days 22:19:35

Event Messages
Event Details
Response History

Event Contents

All Content

1 Introduction

2 Capability

3 Resources

4 Organization & Manpower

All Content

Name ↑

1 Introduction

1.1 Supplier Name

1.2 Brief Company Introduction

1.3 Attach Valid License Copy

2 Capability

*

*

Attach a file

Page | 32

Contractor Capability Section

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

Contractor Organization & Manpower Section

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

Contractor Compliance & Quality Section

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

Contractor Health, Safety & Environment (HSE) Section

Upon providing response for all mandatory questions, submit response.

3 Resources

4 Organization & Manpower

5 Financial Information

6 Supplier Compliance

7 Quality

8 HSE

▼ 8 HSE

8.1 Do you have HSE Policy?

8.3 Do you have HSEMS Manual?

8.5 Do you have HSE Organization Chart?

8.7 Do you have Certificates for the local offices ISO 14001 / OHSAS 18001 (ISO 45001) or equivalent, as applicable

8.9 Do you have HSE Statistics & Records of Incidents (Including Investigation Reports of past 3 years)

8.11 Do you have Risk Register (Assessment records & Aspect Impact Assessment records focusing on Occupational Health, Safety and Environmental Aspect) ?

8.13 Do you have the List of Safe Operating Procedures ?

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

Console

Doc154749072 - Supplier Qualification Survey

Time remaining
29 days 22:09:20

Event Messages
Event Details
Response History

▼ Event Contents

All Content

1 Introduction

2 Capability

3 Resources

4 Organization & Manpower

5 Financial Information

6 Supplier Compliance

7 Quality

8 HSE

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

✓ Submit this response?

Click OK to submit.

OK

Cancel

Console

Doc154749072 - Supplier Qualification Survey

Time remaining
29 days 22:08:06

Event Messages
Event Details
Response History

▼ Event Contents

All Content

1 Introduction

2 Capability

3 Resources

4 Organization & Manpower

5 Financial Information

6 Supplier Compliance

7 Quality

Compose Message

Revise Response

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

THANK YOU