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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’

Registration Guide Video

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


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
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
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:
1.2 Supplier with ARIBA Network ID

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

If you are registered user, login to ADNOC Commercial Directory
LOGIN HERE

Supplier Login

User Name

Password

Login

Having trouble logging in?

New to Ariba?
Register Now or Learn More
**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
Note: This email notifies the Supplier to activate the ARIBA 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)
### Overview

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td>Supplier Outside Test 1</td>
</tr>
<tr>
<td>Other names, if any:</td>
<td></td>
</tr>
<tr>
<td>Network ID</td>
<td>AXO14019333258-T</td>
</tr>
<tr>
<td>Short Description</td>
<td></td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://discovery.aria.com/profile/AXO14019333258-T">Link</a></td>
</tr>
<tr>
<td>Public Profile</td>
<td><a href="http://discovery.aria.com/profile/AXO14019333258-T">Link</a></td>
</tr>
</tbody>
</table>

### Company Profile

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer List</td>
<td>Al-Adil National Oil Company - TES/7</td>
</tr>
<tr>
<td>Customer Requested Profile Information</td>
<td>Complete</td>
</tr>
</tbody>
</table>

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ADNOC Classification: Public
3 ARIBA Supplier Profile Questionnaire (SPQ)

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

- 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”
Sample of ADNOC Integrity Due Diligence Questionnaire

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 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

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)

![](image)

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: 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.

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 an example of a 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 an example of a Contractor Questionnaire

**Contractor Introduction Section**
Contractor Capability Section

Event Contents

1. Introduction
2. Capability
3. Resources
4. Organization & Manpower
5. Financial Information
6. Supplier Compliance
7. Quality

2 Capability
2.1 Number of Work Groups applied by Supplier (1 to 5)
2.2 Work Group 1
2.2.1 Applied Work Group Number and Work Group Description : 1
2.2.2 Please fill the attached experience template and provide three completed jobs evidence for the above work group
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.
2.2.4 Please complete the attached Template for list of Completed projects in Last Five Years

3 Resources
3.1 Facilities
3.1.1 Please attach evidences of Inspection, Testing, Design, Research and Development Facilities details
3.1.2 Please attach list of major equipment/software available

Contractor Organization & Manpower Section

Event Contents

1. Introduction
2. Capability
3. Resources
4. Organization & Manpower
5. Financial Information
6. Supplier Compliance
7. Quality
8. HSE

4 Organization & Manpower
4.1 Organization Structure
4.1.1 Please attach Organization chart (with names)
4.2 Manpower
4.2.1 Please attach the list of personnel under your company’s visa issued by Ministry of Labor of UAE Government, Abu Dhabi
4.2.2 How many technical manpower / key personnel with minimum of 5 years relevant experiences to the company activities (York 1.0.3)

5 Financial Information
5.1 Financial statements
5.2.1 Revenue (AED)
5.2.2 Net Income (AED)
5.2.3 Please attach Balance Sheet

Contractor Compliance & Quality Section

Event Contents

1. Introduction
2. Capability
3. Resources
4. Organization & Manpower
5. Financial Information
6. Supplier Compliance
7. Quality

6 Supplier Compliance
6.1 Services (Contractor / Associate)
6.1.1 Do you have Anti-bribery and Corruption policies / standards?
6.1.3 Do you have Supplier Labor standards which prohibit the use of child or forced labor in any of your facilities?

7 Quality
7.1 Do you have Quality Policy Statement / Objectives?
7.2 Please attach Evidences of Quality Policy Statement/Objectives
7.3 Do you have Valid ISO 9001 (20001) Certification (or equivalent)?
7.4 Do you have Scope of the QMS Manual?
7.7 Do you have Local Office / Corporate organization chart reflecting Quality functions & positions?
7.9 Do you have list of ISO Mandatory Procedures (IGPIs) relevant to the applied activities?
Contractor Health, Safety & Environment (HSE) Section

Upon providing response for all mandatory questions, submit response.
THANK YOU