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 → OUR BUSINESS → DOING BUSINESS WITH US → Under Procurement section click on more details


REGISTRATION GUIDE VIDEO

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

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

REGISTER NOW ➔

If you are registered user, login to ADNOC Commercial Directory

LOGIN HERE ➔

Note: Click “REGISTER NOW”, complete all the necessary fields as shown below and submit for creating ARIBA Network ID.
Tell us more about your business ▶

Ariba will make your company profile, which includes the basic contact 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 Register button, you expressly acknowledge and give consent to Ariba for the 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

Register  Cancel

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

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 ➔
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.
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 Interface](image)
ARIBA SUPPLIER PROFILE QUESTIONNAIRE (SPQ)

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

Click on "Save as Draft" then "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”

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

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 workgroup and click “Add Record” (2)

• 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)
2. Click “Add Agency Type” (1), fill in agency type details and click “Save” (2)
4. Click **“Save Draft”** (1), and click **“Submit”** (2) to submit the updated SDM profile.

**Manufacturer**

1. To add Product Groups you are seeking to prequalify without Agent Click **“Add Product Groups without Manufacturer Relation”** (1), select the desired product groups and click **“Add Record”** (2)
2. Click “**Add Agency Type**” (1), fill in agency type details and click “**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 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 “Add Product Group” (2)

4. Click “Save Draft” (1), and click “Submit” (2) to submit the updated SDM profile.
5. COPY your unique code (1), PASTE 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

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.