

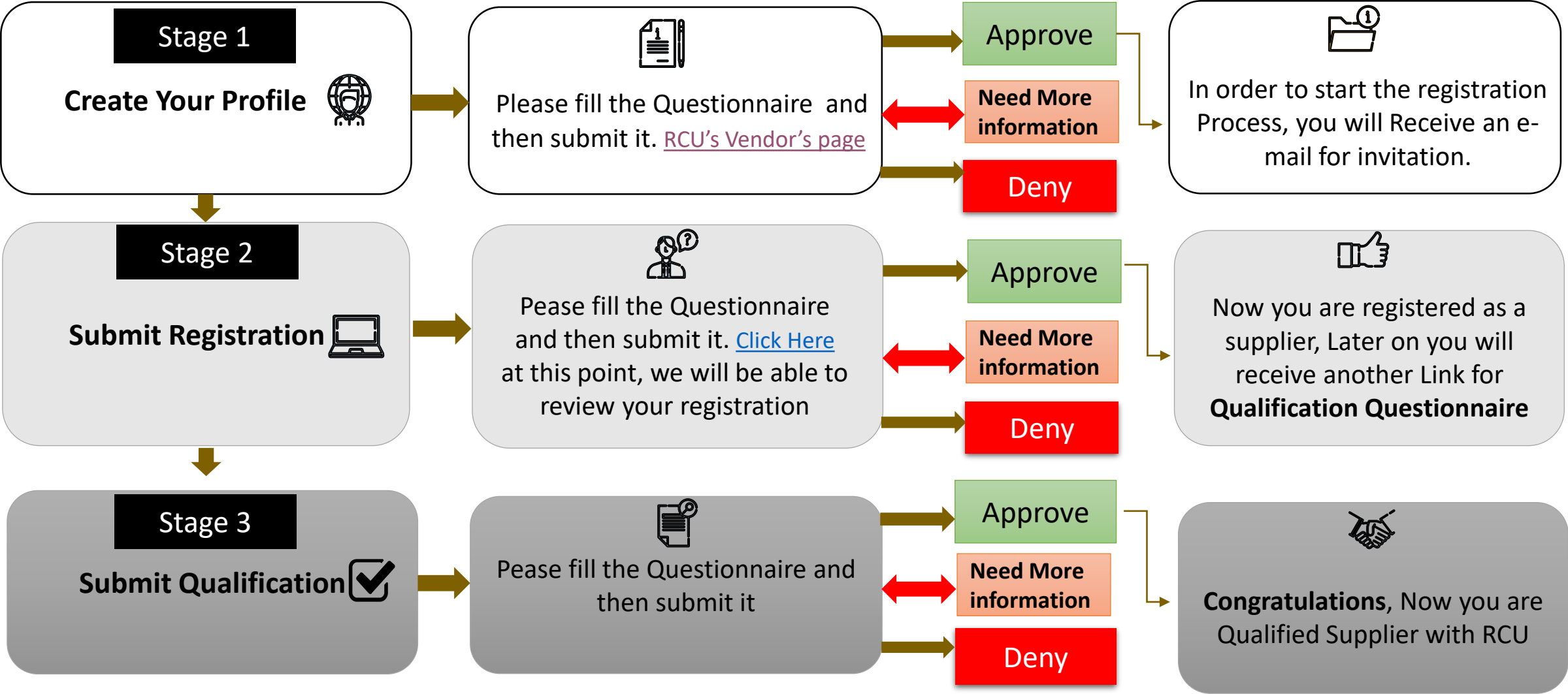


Supplier Registration Guide

Version No. 1

Supplier Registration Guide – The Registration Journey

Supplier will follow the below stages to become registered and qualified:



Supplier Registration Guide – Invitation to Register



Once profile is created (Stage 1), below invitation will be sent to you:

1 Register as a supplier with Royal Commission for AlUla - TEST

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<p>Dear Supplier,</p> <p>You have been invited to complete the registration process with Royal Commission for AlUla.</p> <p>Therefore, please ² Click Here to access the registration.</p> <p>Thank you,</p>	<p>عزيزي المورد،</p> <p>يسرنا دعوتكم للانضمام إلى قائمة الموردين في الهيئة الملكية لمحافظة العلاء.</p> <p>يرجى اكمال نموذج التسجيل المرفق الرجاء الضغط هنا.</p> <p>خالص التحيات</p>
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The Supplier receives the email with the invitation to the registration (1). By clicking the link (2), he/she can access to **SAP ARIBA Network**.

At this point two options are available:

- If the Supplier doesn't have a Sap Ariba Network account (3.A), the procedure explained in the following page should be followed
- If the Supplier already has a Sap Ariba Network account, he can login in with his own credentials (3.B) and he can complete the registration to **SAP Ariba – RCU Suppliers** (described at page 7)

Welcome, Supplier X Supplier X

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **Royal Commission for AlUla - TEST** on SAP Ariba.

Royal Commission for AlUla - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Royal Commission for AlUla - TEST.

3.A

Sign up

3.B

Log in

Already have an account?

Supplier Registration Guide – Suppliers without SAP Ariba Account



If supplier does not have an Ariba account, please create one

Steps to create an account:

1. Fill the Company **information** section (1)
2. Choose **username** and **password** which will be used to access the system (2)
3. Accept the Terms of use and the SAP Ariba Privacy Statement (3)

Lastly, click the button **Create account and continue** (4)

The screenshot shows the 'Create account' form for SAP Ariba. It is divided into several sections:

- Company information:** Fields for Company Name (Supplier X), Country (Saudi Arabia [SAU]), Address (street, 23), City (Riyadh), Postal Code (12345), and State (Asir [SA-14]). A red circle '1' is next to the 'Company information' header.
- User account information:** Fields for Name (Supplier X), Email (sdp@alrma@deloitte.sa), Username (supplier@x.com), Password (two fields with dots), and Language (English). A red circle '2' is next to the 'User account information' header.
- Terms and Privacy:** Two checkboxes at the bottom: 'I have read and agree to the Terms of Use' and 'I have read and agree to the SAP Ariba Privacy Statement'. A red circle '3' is next to these checkboxes.
- Buttons:** A 'Create account and continue' button and a 'Cancel' button at the bottom right. A red circle '4' is next to the 'Create account and continue' button.

Supplier Registration Guide – Accessing Registration Questionnaire



The Supplier can access the RCU – Ariba Supplier Network page with the following link:

https://service.ariba.com/Sourcing.aw/124991013/aw?awh=r&awssk=aZ_oqMln&dard=1

In this page the Supplier will be able to find the questionnaires requested by RCU or the tender events which require the Supplier participation.



Supplier Login

supplier@x.it

.....

Login

[Forgot Username or Password](#)

SAP Ariba Sourcing Standard Account Upgrade TEST MODE

ROYAL COMMISSION FOR ALULA - TEST

Events

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time
▼ Status: Open (1)		
Supplier registration questionnaire - نموذج تسجيل المورد	Doc14427819	25/12/61

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions
No items				

Questionnaires

Title	ID	End Time ↓	Commodity	Regions
No items				

Certificates

Certificate Info	Effective	Expiration	Attachment	Questionnaire
No items				

Supplier Registration Guide – Submitting Registration Application



Doc14427819 - Supplier registration questionnaire - نموذج تس...

Time remaining
29 days 23:40:56

All Content

Name ↑	
1 Entity Details تفاصيل الجهة	Less... -
All below details must be provided based on supplier's legal records يجب تقديم جميع التفاصيل أدناه بناءً على السجلات القانونية للمورد	
1.1 Organization Legal Name (Arabic) الاسم القانوني للمنشأة (بالعربي)	<input type="text"/>
1.2 Organization Legal Name (English) الاسم القانوني للمنشأة (بالإنجليزي)	* <input type="text" value="Supplier X"/>
1.3 Do you have any global offices? هل لديك أي مكاتب عالمية؟	Unspecified ▾
	* Street: <input type="text" value="street"/>

(*) indicates a required field

1

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

Once Sap Ariba Network account has been created, the Supplier can start the registration process to the Sap Ariba – RCU platform. The registration requires the completion of the **Supplier registration questionnaire**, which will be submitted for approval (1). After RCU's approval, the Supplier will receive and email with the registration's confirmation (2).

Registration with Royal Commission for AIUla - TEST

2

Dear Supplier,

Thank you for submitting your registration. You have been successfully registered with the Royal Commission for Alula as a supplier.

Our team will contact you, if further details are needed.

Thank you,

عزيمي المورد،

نشكركم إكمال طلب التسجيل في الهيئة الملكية لمحافظة العلاء.

تم اتمام عملية التسجيل لمنشأتكم بنجاح.

سيتم التواصل معكم في حال احتياج اي معلومات اضافية.

خالص التحيات

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Supplier Registration Guide – Qualification Questionnaire



In order to be qualified as a RCU supplier it is required the completion of **two questionnaires**: the **Supplier qualification questionnaire** (1) and the **Qualification Certificates Questionnaire** (2). As in the Registration process, the Supplier will be able to access to the questionnaires throughout the link in the invitation emails (1.1 and 1.2) or in the RCU's Ariba Supplier Network page (2.1 and 2.2). The two questionnaires must be completed and sent as the Registration one.

Dear Supplier, You have been invited to complete the qualification process with Royal Commission for AIUla. Therefore, please Click Here to access the registration. Thank you,	عزيزي المورد، يسرنا دعوتكم لإتمام عملية التأهيل كمورد مع الهيئة الملكية لمحافظة العلاء. يرجى اكمال نموذج التسجيل المرفق الرجاء الضغط هنا . خالص التحيات
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Hello Supplier X Supplier X,

Royal Commission for AIUla - TEST has invited you to complete a questionnaire. This is required so Supplier X can do business with Royal Commission for AIUla - TEST.

Questionnaire Overview

Questionnaire name: Questionnaire
Respond by: Sun, 01 Mar, 2020

1.2

[Submit questionnaire](#)

Qualification Questionnaires

Title

▼ Status: Open (1)

2.1

[تأهيل المورد - Supplier qualification questionnaire](#)

Questionnaires

Title

ID

▼ Status: Open (1)

2.2

[Questionnaire](#)

Doc14425159

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SAP Ariba Help Center & Customer Support

Supplier Registration Guide – Help Center & Customer Support

The screenshot displays the SAP Ariba Network interface. At the top left, the SAP Ariba Network logo is visible. On the top right, a red box labeled '1' highlights a question mark icon and a 'Help' button. Below the logo, there is a 'Supplier Login' section with input fields for 'User Name' and 'Password'. In the center, a section titled 'Connecting your ecosystem' features an image of a hand holding a globe and text describing a collaboration between Standard Chartered and SAP Ariba. On the right side, a vertical list of FAQs is shown, with a red box labeled '2' highlighting a 'Support' button at the bottom of the list.

Enter in Ariba Supplier Network with the following [link](#), in case of problem please click on the question mark and press the button support

Supplier Registration Guide – Help Center & Customer Support



For additional information the Supplier can refer to the SAP Ariba tools. In **Help Centre** (1) the section **Documentation** (2) provides a FAQ section, Tutorials and Product Documentation. Moreover the **Support** (3) section allows the Supplier to search by key words or get help by the SAP Ariba Customer Support. It is available from Monday to Friday 24h (24x5). In case of major issues the support is available overtime.

The screenshot displays the SAP Ariba interface. At the top, the navigation bar includes 'SAP Ariba Sourcing', 'Standard Account', 'Upgrade', and 'TEST MODE'. A red circle labeled '1' highlights the help icon in the top right corner. Below the navigation bar, the 'ROYAL COMMISSION FOR ALULA - TEST' header is visible. The main content area is divided into two sections: 'Ariba Exchange User Community' and 'Support Center'. The 'Ariba Exchange User Community' section is enclosed in a red dashed box and contains a search bar, navigation links for 'Home | Learning | Support', and two columns of content: 'Product Documentation' and 'Tutorials'. A red arrow points from the 'Documentation' button at the bottom of the 'Ariba Exchange User Community' section to the 'Support Center' section. The 'Support Center' section features a search bar, a 'Start' button, and a list of help options: 'Get help by email', 'Get help by live chat', 'Get help by phone', and 'Attend a live webinar'. A red arrow points from the 'Support' button at the bottom of the 'Ariba Exchange User Community' section to the 'Support Center' section. A red circle labeled '2' highlights the 'Documentation' button, and a red circle labeled '3' highlights the 'Support' button.