



Supplier Manual User

Procurement and Vendor Relationship Department

Vendor Relation Section



Supplier Request

1 Supplier Information

- 1.1 Organization/Supplier Name *
- 1.2 Primary Contact First Name *
- 1.3 Primary Contact Last Name *
- 1.4 Contact Email *
- 1.5 Contact Phone
- 1.6 Company Full Address *

In Part 1 of the Request
Questionnaires you need to
fill basic information.

+

Building Name ?

Street 1 ?

Street 2 ?

District ?

Postal Code * ?

City * ?

Country * ?

Supplier Request

2 Additional Information

2.1 Please Select the Major Specialty.

2.9 Comments

2.10 Attach Company Profile. *

Upload File

2.11 Please Download and Sign the Attached NDA. *

Upload File

648.02 kb NDA.pdf

In Part 2 you need to fill your Scope of supply along with company profile also you need to download the NAD sing and stamp it and upload it back.



Supplier Request Email

الموضوع: SAMA PVR - TEST is reviewing your registration request

Hello Company 111 Team,

SAMA PVR - TEST has received your registration request and will review it for approval.
Their response will be emailed to alawad_yousef@hotmail.com.

If you have any questions, please don't reply to this email but instead contact SAMA PVR - TEST directly.

Supplier Help Desk at Vendor-Relations@SAMA.GOV.SA or via the unified call center: [+966 11 466-2122](tel:+966114662122).

This email has been sent to you on behalf of Saudi Central Bank e-Marketplace by SAP Ariba.

Regards

SAUDI CENTRAL BANK Procurement and Vendor Relationship Department.

After Submitting your request you will received an email from the system confirming that your request have been delivered to Saudi Central Bank Procurement Department



Registration Invite

الموضوع: Invitation: Register to become a supplier with SAMA PVR - TEST

SAMA PVR - TEST

Register as a vendor with Saudi Central Bank e-Marketplace

Dear Supplier`s,

Yousef Alawad has invited you to register to become a supplier with SAMA PVR - TEST. Start by creating an account with Ariba Network. It's free.

SAMA PVR - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Company 111 already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

Note:

Approved Saudi Central Bank Vendor with existing vendor ID shall perform the following steps to activate their account on Saudi Central Bank e-Marketplace.

- Click the above link
- Check the Privacy Statement
- If you have an existing Ariba Network Account, please select **Log in**
- If you are new to the Ariba Network, please select **Sign up**
- Fill in the requested information and then select **Create account and continue**
- Verify basic information such as vendor ID, Company Name, etc.
- Select **Submit entire response**, to activate your company account on **Saudi Central Bank e-Marketplace**.
- You will receive notification via email that the account is Registered
- The activation step will allow suppliers to receive RFQ/RFI via Saudi Central Bank e-Marketplace in the future

After approving your request you will receive a registration invitation email from Saudi Central Bank that contain the registration questioners link.

Registration Invite

The screenshot shows the Ariba Network registration invite page. At the top, there is a dark blue navigation bar with a 'Help Center' link on the right. Below the navigation bar, the main content area starts with a 'Welcome,' followed by a yellow banner that says 'Have a question? Click here to see a Quick Start guide.' The main message reads: 'Welcome to the Ariba Network. Qatar Petroleum - TEST has invited you to a sourcing event.' Below this, there are two options: 'New to the Ariba Network? Sign up to register your user account.' with a blue 'Sign up' button and the text 'New User' in red; and 'Already have an account?' with a blue 'Log in' button and the text 'Existing User' in red. A red box highlights the 'Sign up' and 'Log in' buttons, and a red arrow points from this box to a larger red box containing the text: 'Sign up if you don't have an existing account or login if you have an existing account'. Below the registration options is a section titled 'About Ariba Network' which explains that the Ariba Network is the entryway to all seller solutions and lists several benefits such as responding more efficiently, working more quickly, strengthening relationships, and applying a company profile across different Ariba solutions. On the right side of the page, there is a 'Help Center' sidebar with a search bar and a list of frequently asked questions (FAQs) related to account registration and login issues. At the bottom of the sidebar, there are links for 'Documentation' and 'Support'.

Sign up if you don't have an existing account or login if you have an existing account

Registration Process

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by Saudi Arabian Airlines - TEST.

Create account and continue

Cancel

Company information

* Indicates a required field

Company Name: *

Country: *

Address: *

City: *

Postal Code: *

State: *

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

User account information

* Indicates a required field

Name: * [SAP Ariba Privacy Statement](#)

Email: *

Use my email as my username

Username: * Must be in email format(e.g john@newco.com)

Tell us more about your business

Product and Service Categories: * -or- [Browse](#)

x

Ship-to or Service Locations: * -or- [Browse](#)

x

Tax ID: Enter your Company Tax ID number.

Vat ID: Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "T" in test account.

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 Create account and continue 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](#)

Create account and continue

Cancel

Fill out your account information and click on create account to continue

Registration Questionnaires

Events			
Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires			
Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier registration questionnaire	Doc18443539	5/4/2020 1:13 PM	Invited

Click here to start filling out the registration questionnaires

Registration Questionnaires Part 1

▼ 1 Supplier-Vendor Type	
1.1 Are you In Kingdom Supplier or Out of Kingdom Supplier (Registered in Saudi Arabia or Outside Saudi Arabia)	* Unspecified ▼
1.2 Type of Business	* Advertising ▼

Part 1 contains two questions based on your answer in question No. 1.1 the registration requirement will be different.

Registration Questionnaires Part 2

▼ 2 Basic Information & Address

2.1	Company Name in Arabic	<input type="text"/>
2.2	Company Name in English	* <input type="text" value="Company 111"/>
2.3	Occupation Practice Permit Number	<input type="text"/>
2.4	Occupation Practice Permit Expiry Date	<input type="text" value=""/>
2.5	Main Activity Description	* <input type="text" value="Unspecified"/>
2.6	Main telephone number	* <input type="text"/>
2.7	Main address	<p>*Show More</p> <p>Name: <input type="text" value="king Saud"/> ⓘ</p> <p>Street 1: <input type="text" value="123 King Saud St"/> ⓘ</p> <p>Street 2: <input type="text"/> ⓘ</p> <p>District: <input type="text"/> ⓘ</p> <p>Postal Code: <input type="text" value="12121"/> ⓘ City: * <input type="text" value="Riyadh"/> ⓘ</p>

Part 2 will help us to know you better!
 By providing us some basic information
 about you!

Registration Questionnaires Part 3, 4, 5, & 6

3	Contact Information	Add Contact Information (0)
4	Reference (At least 3 Major clients to Your Organization)	Add Reference (At least 3 Major clients to Your Organization) (0)
5	Bank Information	Add Bank Information (0)
6	Vendor Structure	
6.1	Do You have existing Organization structure?	* Unspecified ▾
6.3	Total No. of Employees.	<input type="text"/>
6.4	Total No. of Saudi Employees.	<input type="text"/>
6.5	Total no. of employees in Sales Department.	<input type="text"/>
6.6	Total number of employees in Purchasing Department.	<input type="text"/>
6.7	Total number of employee in Quality Department.	<input type="text"/>





Part No. 3 & 5 are Mandatory.
 Part 4 & 6 will give us more information
 about you!

Registration Questionnaires Part 7 & 8

7 Quality System	
7.1 Are you Certified? If yes to which standard, If No are you planning to be certified?	<input type="text" value="Unspecified"/>
7.2 Is your Materials and products comply with SASO Standard?	<input type="text"/>
7.3 Do you have inspection procdures to check qulity of goods received, in process and final inspection? (If yes submit inspection procedures)	<input type="text"/>
8 Scope of supply	
8.1 Select Commodity Supplied.	*(select a value) [select]
8.2 Major Scope of supply	* <input type="text"/>
8.3 Sup Scope of supply	* <input type="text"/>
8.4 Do you have Items/service standard and specification documents?	* <input type="text" value="Unspecified"/>
8.7 Have you ever worked with Saudi Central Bank (Main office and/or Branches)?	* <input type="text" value="Unspecified"/>

In these 2 Parts will get to know better about your business and services.

Registration Questionnaires Part 9 (Kingdom Suppliers)

9.1 Certificates and Required Documents	
9.1.1 Attach Chamber of Commerce Certificate.	*Attach a file
9.1.2 Chamber of Commerce Certificate Expiry Date.	* <input type="text"/> 
9.1.3 Attach GOSI Certificate.	*Attach a file
9.1.4 GOSI Certificate Expiry Date.	* <input type="text"/> 
9.1.5 Please Provide GOSI Subscription Number	* <input type="text"/>
9.1.6 Attach your ZAKAT Certificate.	*Attach a file
9.1.7 ZAKAT Certificate Expiry Date.	* <input type="text"/> 
9.1.8 Attach Saudization Certificate (Issued by a Ministry of Labour).	*Attach a file
9.1.9 Saudization Certificate Expiry Date.	* <input type="text"/> 
9.1.10 Saudization Certificate Number.	* <input type="text"/>
9.1.11 Attach the CRN (Commercial Registration Certificate)	*Attach a file

In this part you need to provide us with all your legal documents.

Registration Questionnaires Part 9 (Outside Kingdom Suppliers)

9.2 Certificates and Required Documents	
9.2.1 Attach your VAT or Tax Certificate.	*Attach a file
9.2.2 VAT Registration Number.	* <input type="text"/>
9.2.3 Attach the CRN (Commercial Registration Certificate).	Attach a file
9.2.4 Commercial Registration Number	<input type="text"/>
9.2.5 CRN Expiry Date.	<input type="text"/>
9.2.6 Commercial Registration Certificate Issue Place.	<input type="text"/>

This the legal documents required for Foreign suppliers.

Registration Questionnaires Part 10

10 Additional Documents	
10.1 Attach the Bank Stamp Letter.	*Attach a file
10.2 provide the reference and any addition attachments.	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>

In this part you can provide us with any additional info along with Bank Stamped Letter.

[Submit Entire Response](#) | [Save draft](#) | [Compose Message](#) | [Excel Import](#)

Submit the entire response once you finalize all mandatory fields.

البنك المركزي السعودي
SAMA
Saudi Central Bank

