

Aramco e-Marketplace Supplier Reference Guide

Aramco Services Company

February 2019

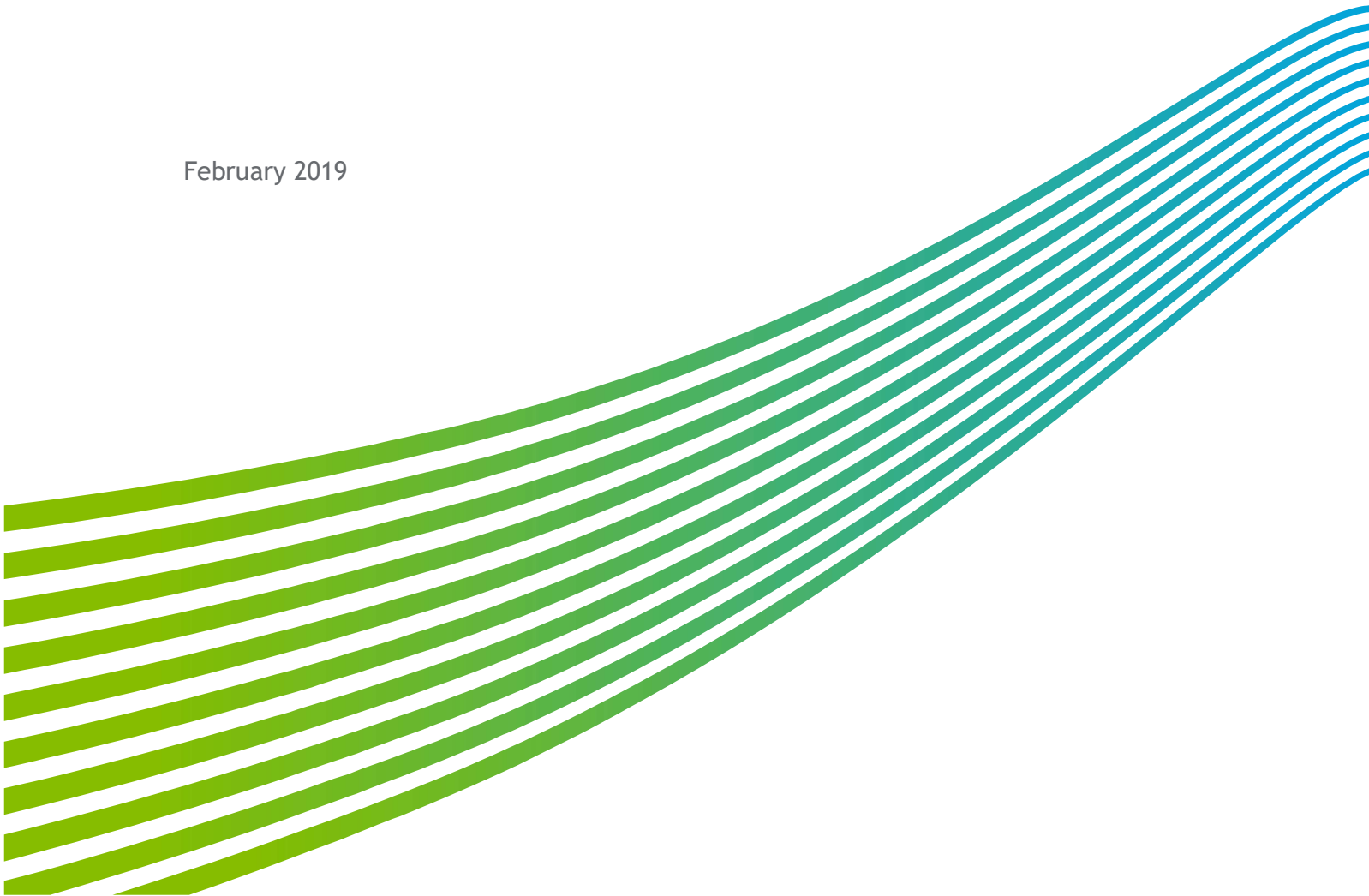


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What is the Aramco e-Marketplace?

The Aramco e-Marketplace is an SAP Ariba based tool for Supplier collaboration with Aramco Services Company. Suppliers may register, submit supplier questionnaires, update supplier profile (address, contacts, etc.), qualify materials to be supplied to Aramco and receive RFQs and submit proposals.

What is SAP Ariba Network?

SAP Ariba is a leading business to business e-commerce network and it is the gateway to access the Aramco e-Marketplace. Please refer to the SAP Ariba network website for more information.

Who should register on the Aramco e-Marketplace?

All companies interested in supplying materials to Aramco Services Company (ASC) are required to be registered on the Aramco e-Marketplace. There are different registration and qualification processes depending upon your company's location and the type of supplier (manufacturer, distributor, etc.).

Registration is by invite only. Please see following sections for instructions on registering on the Aramco e-Marketplace.

Please note that application for, or acceptance of supplier registration does not guarantee any business with ASC.

Migrated ASC Supplier Profiles

1. Previously approved ASC suppliers have been migrated to the SAP Ariba network. Migrated suppliers will receive the below invitation from Aramco e-Marketplace to access SAP Ariba / Aramco e-Marketplace and activate their account.

Register as a supplier with Aramco e-Marketplace

Hello!

Angela Edwards has invited you to register to become a supplier with Aramco e-Marketplace. Start by creating an account with Ariba Network. It's free.

Aramco e-Marketplace uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If ASC Test ALM already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

Note:

Approved Aramco suppliers with existing vendor ID shall perform the following steps to activate their account on Aramco e-Marketplace.

- Click the above link
- 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, address, phone number etc.
- Select **Submit entire response** to activate your account
- After that you will receive notification via email that the account is Registered

2. Click on the link received in the e-mail to see the following screen:

Have a question? Click here to see a Quick Start guide.

Welcome to the Ariba Network. **Aramco e-Marketplace** has invited you to a sourcing event.

New to the Ariba Network? Sign up to register your user account. [Sign up](#)

Already have an account? [Log in](#)

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

3. If an SAP Ariba network account already exists, use the existing user ID and password to log in. If not, click 'Sign up' to start the registration process. Complete the form as shown below and click 'Create account and continue'.

Ariba Sourcing

Create account [Create account and continue](#) [Cancel](#)

First, create an SAP Ariba supplier account, then complete questionnaires required by Aramco e-Marketplace.

HABIBULLAH.SIDDIQI

Company information

* indicates a required field

Company Name: habib17July

Country: Saudi Arabia [SAU]

Address: khobar
khobar2

City: Dammam

HABIBULLAH Postal Code: 23456

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: habibullah siddiqui

Email: habibullah.siddiqui@aramco.com

Use my email as my username

Username: habib17July@aramco.com

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

[SAP Ariba Privacy Statement](#)

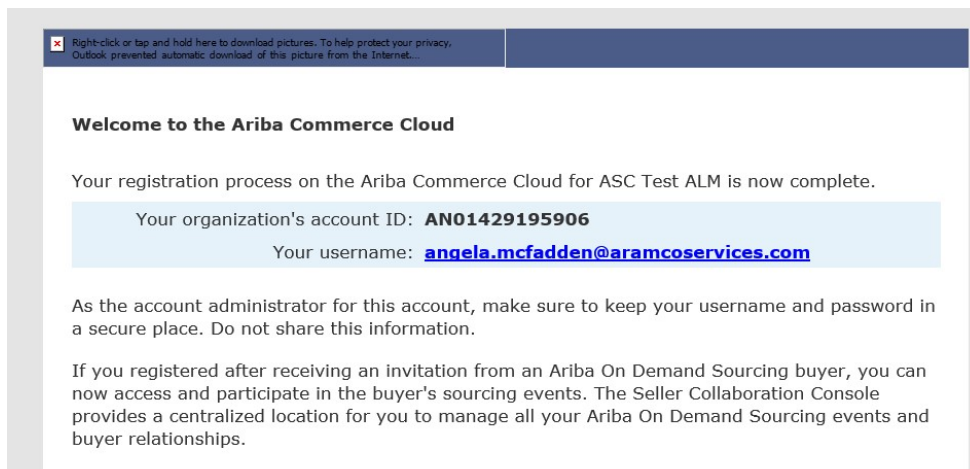
Password: Must contain a minimum 8 characters including letters and numbers.
 HABIBULAH SIDDIQUI
 Language: The language used when Ariba sends you configurable notifications. This is different than your web browser.
 Email orders to: Customers may send you orders through Ariba network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

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 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

- Once the information in the previous step is submitted, an e-mail is received confirming the SAP Ariba registration as shown below. This e-mail shows your organization’s SAP Ariba account ID and username.



- Note, the invitation link expires after the first login. The following link may be used to access the SAP Ariba network for subsequent logins:

<https://service.ariba.com/Supplier.aw>

Please refer to section ‘Existing ASC Suppliers’ for details on accessing the Supplier Registration Questionnaire.

- Suppliers are routed to the Aramco e-Marketplace and are required to review basic information (supplier name & vendor ID) and submit the questionnaire by clicking ‘Submit Entire Response’ to activate their account. Once the questionnaire is submitted, the migrated company profile is activated and the status of the request changes to “Registered”.

The screenshot displays the Ariba Sourcing interface for an external supplier registration questionnaire. The header shows 'Ariba Sourcing' and user information 'Shalendra Phillips'. The main content area is titled 'All Content' and shows a section for 'Supplier Migrated Data'. This section contains a table with the following data:

Supplier Migrated Data	
11.1	Welcome to Aramco New Supplier Management System. In order to activate your new profile, please press on the Submit button below. In case you want to update your profile, after submission you can update your full details.
11.2	Saudi Aramco Vendor ID: 10043568
11.3	Supplier Name: GLOBAL TRAVEL SOLUTIONS AGENCY FOR TRAVEL AND TOURISM
11.4	SCOC Date (Supplier Code Of Conduct)
11.5	Street: King Fahad Road
11.6	City: Dammam

Below the table, there is a note: '(*) indicates a required field'. At the bottom of the form, there are four buttons: 'Submit Entire Response', 'Save', 'Compose Message', and 'Excel Import'.

SAP Ariba

- A confirmation e-mail is received confirming registration on the Aramco e-Marketplace. Please note that application for, or acceptance of supplier registration does not guarantee any business.

Your request to add ASC SSPU TEST SUPPLIER as a supplier was approved.

Your request from Sun, 16 Dec, 2018 to add ASC SSPU TEST SUPPLIER as a supplier to Aramco e-Marketplace was approved. You will be notified when next steps require your attention.

[Click Here](#) to review the new supplier information, including any comments from approvers.

- All migrated suppliers must complete a mandatory full update to their profile. Please follow the steps detailed below under “Existing ASC Suppliers” for instructions on updating the company profile.

New Supplier Registration

Navigation screens below will guide you through the new supplier registration process.

Note, the steps below are for suppliers that do not have an existing ASC Vendor ID.

- Receive e-mail Invitation

Supplier registration for new suppliers on the Aramco e-Marketplace is by invitation only. Once a Supplier is identified as a potential, an e-mail invitation is sent to start the registration process on the Aramco e-Marketplace. Below is an example of an invitation e-mail.

Register as a supplier with Aramco e-Marketplace

Hello!

Angela Edwards has invited you to register to become a supplier with Aramco e-Marketplace. Start by creating an account with Ariba Network. It's free.

Aramco e-Marketplace uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If ASC Test ALM already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

Note:

Approved Aramco suppliers with existing vendor ID shall perform the following steps to activate their account on Aramco e-Marketplace.

- Click the above link
- 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, address, phone number etc.
- Select **Submit entire response**, to activate your account
- After that you will receive notification via email that the account is Registered

2. Click on the link received in the e-mail to see the following screen:

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

Welcome to the Ariba Network. **Aramco e-Marketplace** has invited you to a sourcing event.

New to the Ariba Network? Sign up to register your user account. [Sign up](#)

Already have an account? [Log in](#)

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

3. If an SAP Ariba network account already exists, use the existing user ID and password to log in. If not, click 'Sign up' to start the registration process. Complete the form as shown below and click 'Create account and continue'.

Ariba Sourcing

Create account [Create account and continue](#) [Cancel](#)

First, create an SAP Ariba supplier account, then complete questionnaires required by Aramco e-Marketplace.

HABIBULLAH.SIDDIQUI

Company information

* indicates a required field

Company Name:

Country:

Address:

City:

HABIBULLAH 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:

Email:

Use my email as my username

Username:

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

[SAP Ariba Privacy Statement](#)

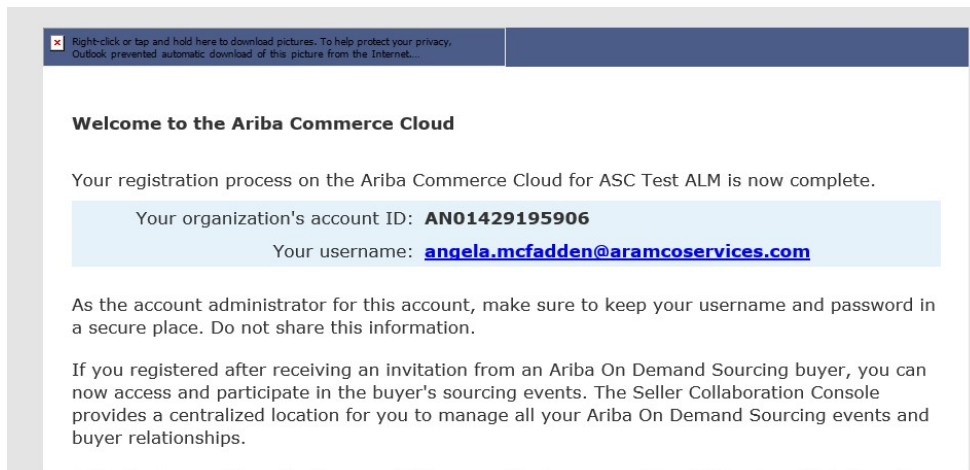
Password: Must contain a minimum 8 characters including letters and numbers.
 HABIBULAH SIDDIQI
 Language: The language used when Ariba sends you configurable notifications. This is different than your web browser.
 Email orders to: Customers may send you orders through Ariba network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

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 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

- Once the information in the previous step is submitted, the Aramco Supplier Registration Questionnaire is displayed. An e-mail is also received confirming the SAP Ariba registration as shown below. This e-mails shows your organization’s SAP Ariba account ID and username.



- Note, the invitation link expires after the first login. The following link may be used to access the SAP Ariba network for subsequent logins:

<https://service.ariba.com/Supplier.aw>

Please refer to section ‘Existing ASC Suppliers’ for details on accessing the Supplier Registration Questionnaire.

- The next section discusses filling out and submitting the Supplier Registration Questionnaire.

ASC Supplier Registration Questionnaire

Navigating the Supplier Questionnaire

The screenshot below shows the landing page for ASC's Supplier Registration Questionnaire. Instructions below explain how to navigate the questionnaire.

1. Questionnaire Timeframe: Suppliers have 180 days to complete their initial registration. If the application is not submitted before the end of the period, the questionnaire will be “Closed”.
2. Click to maximize/minimize the questionnaire.
3. Click to go back to the main network page.
4. Supplier Action Tabs: Following four actions are available.
 - a. Save - Save the questionnaire and resume later. Questionnaire should be saved periodically to avoid losing the completed information. Note, there is no auto-save feature.
 - b. Compose Message - Email ASC Supplier Relations team at SSymposium@aramcoservices.com for clarification.
 - c. Excel Import - Export the questionnaire as an Excel file.
 - d. Submit Entire Response - Submit the questionnaire for evaluation.

Supplier Registration Questionnaire Sections

The Supplier Questionnaire contains the following sections:

1. Welcome to Aramco e-Marketplace
2. Guidelines
3. Supplier Code of Conduct

4. Company Details
5. Commercial Requirement
6. Financial Details
7. Bank Details
8. Addresses & Contacts
9. Trade Compliance
10. Compliance & Ethics
11. Privacy Notice

Welcome to Aramco e-Marketplace

Once the supplier selects the appropriate country of registration, one of Aramco's affiliated offices will be assigned to handle the registration. Aramco offices are only allowed to assist with registration of suppliers located within their respective areas of responsibility.

Go back to Aramco e-Marketplace Dashboard Desktop File Sync

Console Doc8443456 - Supplier Registration Questionnaire Time remaining 179 days 22:40:08

Event Messages
Event Details
Response History
Response Team

Welcome to Aramco e-Marketplace (Section 1 of 11) Next >

Name

1 Welcome to Aramco e-Marketplace

1.1 Please select your Country of Registration * US

1.3 Aramco Registration Office * Aramco Services Company-United States (ASC)

(*) indicates a required field

Submit Entire Response Save Compose Message Excel Import

Guidelines Section

Please read through the general guidelines carefully before filling out the questionnaire. The guidelines provides important information that will help in completing the Supplier Registration Questionnaire. Once read, the General Guidelines can be hidden by clicking the blue triangle on the left as shown below.

Go back to Aramco e-Marketplace Dashboard Desktop File Sync

Console Doc8443456 - Supplier Registration Questionnaire Time remaining 179 days 22:37:28

Event Messages
Event Details
Response History
Response Team

Guidelines (Section 2 of 11) < Prev | Next >

Name

12 Guidelines

12.1 The following questionnaire is required to be filled out by the SUPPLIER as a part of Aramco Services Company's (ASC) Supplier Registration Process. All information and documentation provided by the SUPPLIER will be handled in a confidential manner by ASC. In order to submit a complete questionnaire, please take note of the following SUPPLIER guidelines:

- For Manufacturers only: ASC may require a plant site visit or audit of manufacturing facilities to assess implementation and effectiveness of the manufacturer's quality management system and conformance with ISO 9000 standards. Auditors may also evaluate manufacturer's capabilities to produce materials/equipment which meets ASC's material specifications.
- Recommended SUPPLIER periodically save data entries in this process in order to avoid data re-entry in the event of a disruption in connectivity.
- Please complete all required fields and submit any supporting documents when required to ensure the registration is processed efficiently.
- Additional information and/or documentation may be requested at a later stage.
- If multiple files need to be submitted, please upload in zip format.
- Approval of supplier registration does not mean supplier is qualified to sell materials to Aramco. Additional steps may be required to qualify specific products.

For assistance with ASC's Supplier Questionnaire, please contact ASC's Supplier Help Desk at strategicprojects@aramcoservices.com

(*) indicates a required field

Submit Entire Response Save Compose Message Excel Import

ASC Supplier Code of Conduct Section

All registered suppliers are required to have an acknowledged ASC Supplier Code of Conduct on file with ASC prior to issuance of any Purchase Order or Contract. Please agree to the guidelines and policies as outlined in ASC's Supplier Code of Conduct.

Go back to Aramco e-Marketplace Dashboard Desktop File Sync

Console Doc8443456 - Supplier Registration Questionnaire Time remaining
179 days 22:32:03

Event Messages
Event Details
Response History
Response Team

Supplier Code of Conduct (Section 3 of 11) < Prev | Next >

▼ 13 Supplier Code of Conduct

13.1 Do you require Aramco to sign a NDA prior to submitting required documentation? No

13.2 Please review attached Supplier Code of Conduct. [References](#)

13.8 Do you agree to the guidelines outlined in ASC's Supplier Code of Conduct? Yes

13.11 Date of Acceptance []

(*) indicates a required field

Submit Entire Response Save Compose Message Excel Import

Company Details

Fill in the company details including:

1. Supplier Type: Select the appropriate supplier type.
 - a. Manufacturer Only - An organization that manufactures or assembles products at a facility owned and operated by the organization.
 - b. Materials Vendor Only: An organization that sells products manufactured by another entity (Example: Distributor, Stockist or Jobber).
2. Sourcing List: Select the product supplied from the product catalog. If the 9COM or 9CAT number is known, select 'ID' from the dropdown, enter the 9COM or 9CAT number and click search.

Go back to Aramco e-Marketplace Dashboard Desktop File Sync

Console Doc8443456 - Supplier Registration Questionnaire Time remaining
179 days 22:27:12

Event Messages
Event Details
Response History
Response Team

Company Details (Section 4 of 11) < Prev | Next >

▼ 14 Company Details

14.1 Company Name

14.2 Parent/Group Company Name

14.3 Legal Entity/Registered Name

14.6 Supplier Type Manufacturer Only

▼ 14.7 Sourcing List

14.7.1 Please review the sourcing list before submission. [Disclaimer](#): Your application will only be considered if you select a commodity from the list below. [Disclaimer](#): Material Vendors and Manufacturers should select 'ID' from the dropdown.

14.9 Commodity Supplied [select a value] [select]

Choose Values for Commodity

Add to Currently Selected

Name Search

Currently Selected

Name	ID
6000002365 - (NSP) PUMP, VACUUM, API 681, HIGH POWER	6000002365

Done

Submit Entire Response Save

Commercial Requirement

Fill in required information. Attach audited financial statements for the past two years.

Ariba Sourcing | Company Settings | Angela Edwards | Help Center

Go back to Aramco e-Marketplace Dashboard | Desktop File Sync | Time remaining: 179 days 22:24:54

Console | Doc8443456 - Supplier Registration Questionnaire

Event Messages | Event Details | Response History | Response Team

Event Contents

All Content

1 Welcome to Aramco

12 Guidelines

13 Supplier Code of Con...

14 Company Details

15 Commercial Requirement

16 Financial Details

17 Bank Details

Commercial Requirement (Section 5 of 11) | Prev | Next

Name

15 Commercial Requirement

15.11 Secretary of State Registration Number

15.12 Expiry Date (Secretary of State Registration Number)

15.13 Secretary of State Registration
Disclaimer: Please attach the certificate issued by the Secretary of State showing your active registration.

15.15 Please attach last two years audited financial statement

15.17 Do you have an Agent/Distributor in Saudi?

15.20 Do you have a manufacturing plant/presence in Saudi?

15.26 Will you sell directly to ASC?

15.30 Length of time company has been in continuous operation?

15.31 DUNS Number

(* indicates a required field)

Submit Entire Response | Save | Compose Message | Excel Import

Financial Details

Provide annual sales revenue and tax ID if applicable.

Ariba Sourcing | Company Settings | Angela Edwards | Help Center

Go back to Aramco e-Marketplace Dashboard | Desktop File Sync | Time remaining: 179 days 22:23:48

Console | Doc8443456 - Supplier Registration Questionnaire

Event Messages | Event Details | Response History | Response Team

Event Contents

All Content

1 Welcome to Aramco

12 Guidelines

13 Supplier Code of Con...

14 Company Details

15 Commercial Requirement

16 Financial Details

Financial Details (Section 6 of 11) | Prev | Next

Name

16 Financial Details

16.1 Tax ID

16.4 Annual Sales Revenue

16.5 Stock Symbol

(* indicates a required field)

Submit Entire Response | Save | Compose Message | Excel Import

Bank Details

Provide bank account number and other details.

Ariba Sourcing | Company Settings | Angela Edwards | Help Center

Go back to Aramco e-Marketplace Dashboard | Desktop File Sync | Time remaining: 179 days 22:22:36

Console | Doc8443456 - Supplier Registration Questionnaire

Event Messages | Event Details | Response History | Response Team

Event Contents

All Content

1 Welcome to Aramco

12 Guidelines

13 Supplier Code of Con...

14 Company Details

15 Commercial Requirement

16 Financial Details

17 Bank Details

Bank Details (Section 7 of 11) | Prev | Next

Name

17 Bank Details

17.3 Bank Name

17.5 Branch Name

17.10 Bank Address

17.12 Account Holder's Name

Street

City

State/Province/Region

Postal Code

Country: (no value)

(* indicates a required field)

Submit Entire Response | Save | Compose Message | Excel Import

Addresses and Contacts

Provide Sales Office address and Sales Personnel along with any other facility address or contact person.

The screenshot shows the 'Addresses and Contacts' section of a 'Supplier Registration Questionnaire' in Ariba Sourcing. The page title is 'Doc8443456 - Supplier Registration Questionnaire'. The user is 'Angela Edwards'. The time remaining is '179 days 22:21:5'. The section is titled '18 Addresses and Contacts' and is part of 'Section 8 of 11'. The main content area is '18.1 Sales Office Address Details'. It includes a '18.1.1 Address' section with a 'Disclaimer: Please fill in the following information:' and a list of fields: 1. Street, 2. City, 3. Postal Code, 4. Region, 5. Country. There are also fields for 'House Number', 'Street 2', 'Street 3', 'District', 'Postal Code', 'City', 'Country', and 'Region'. A note indicates that an asterisk (*) denotes a required field. At the bottom, there are buttons for 'Submit Entire Response', 'Save', 'Compose Message', and 'Excel Import'.

Trade Compliance

Answer the questions as applicable.

The screenshot shows the 'Trade Compliance' section of a 'Supplier Registration Questionnaire' in Ariba Sourcing. The page title is 'Doc8443456 - Supplier Registration Questionnaire'. The user is 'Angela Edwards'. The time remaining is '179 days 22:20:41'. The section is titled '19 Trade Compliance' and is part of 'Section 9 of 11'. The main content area contains several questions: 19.1 'Is your company an Authorized Economic Operator, Trusted Trader, C-TPAD certified?', 19.2 'Does your company have an internal Trade control and Customs Control management and compliance program...', 19.3 'Does your Company screen employees, end users and other parties involved in a business transaction against the international lists of sanctioned parties and embargoed countries?', 19.6 'Does your company have an IT system for managing Trade controls & Customs?', 19.7 'Is there dedicated personnel designated with the tariff and export control classification of the items, export licensing and the overall responsibility for the Trade control and Customs compliance program or procedures?', 19.9 'Do you have written Trade control and Customs policies and standard operating procedures for the following topics'. Under 19.9, there are sub-questions: 19.9.1 'Export Control classification', 19.9.2 'Customs Tariff classification', and 19.9.3 'Sanction Screening'. Each question has a dropdown menu with 'Unspecified' selected. A note indicates that an asterisk (*) denotes a required field. At the bottom, there are buttons for 'Submit Entire Response', 'Save', 'Compose Message', and 'Excel Import'.

Compliance & Ethics

Answer the questions as applicable.

Ariba Sourcing | Company Settings | Angela Edwards | Help Center

Go back to Aramco e-Marketplace Dashboard | Desktop File Sync

Console | Doc8443456 - Supplier Registration Questionnaire | Time remaining: 179 days 22:19:20

Event Messages | Event Details | Response History | Response Team

▼ Event Contents

All Content

1 Welcome to Aramco e-Marketplace

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13 Supplier Code of Conduct

14 Company Details

15 Commercial Requirement

16 Financial Details

17 Bank Details

18 Addresses and Contacts

19 Trade Compliance

20 Compliance & Ethics

21 Privacy Notice

Compliance & Ethics (Section 10 of 11) | Prev | Next

Name

▼ 20 Compliance & Ethics

20.1 Has your organization ever been the target or subject of an investigation conducted by any governmental agency, court, committee, grand jury or investigative body? * Unspecified

20.3 Is your company currently under investigation by a government authority or a court? * Unspecified

20.5 Has your organization ever been found to be in violation of FCPA anti-bribery, accounting or other provisions? * Unspecified

20.7 Has your organization ever been made subject to trade or financial sanctions, or been denied export privileges, by any governmental authority? * Unspecified

20.9 Has your organization ever been found to be in violation of applicable export control or trade/financial sanctions rules or requirements, or has it settled any allegations of violations of such rules or requirements? * Unspecified

20.11 Has your company ever been cited for violations resulting in monetary penalties and/or formal corrective actions mandated by a government authority or a court? Has it ever settled any allegations of violations of such rules or requirements? * Unspecified

20.13 Does your organization or any of its key agents or employees have any relationship or association (including but not limited to familial, personal, business or financial) with Saudi Aramco (including its financial subsidiary companies) or any of its employees? * Unspecified

20.15 Has your organization or any of its officers, directors, employees or agents ever had any relationship or other identified ties to anyone connected to a racketeering enterprise or organized crime? * Unspecified

(*) indicates a required field

Submit Entire Response | Save | Compose Message | Excel Import

Privacy Notice

Review the privacy notice and select 'Yes' to proceed.

Ariba Sourcing | Company Settings | Angela Edwards | Help Center

Go back to Aramco e-Marketplace Dashboard | Desktop File Sync

Console | Doc8443456 - Supplier Registration Questionnaire | Time remaining: 179 days 22:15:13

Event Messages | Event Details | Response History | Response Team

▼ Event Contents

All Content

1 Welcome to Aramco e-Marketplace

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16 Financial Details

17 Bank Details

18 Addresses and Contacts

19 Trade Compliance

20 Compliance & Ethics

21 Privacy Notice

Privacy Notice (Section 11 of 11) | Prev

Name

▼ 21 Privacy Notice

21.1 Please review and agree to the attached privacy notice. (*) indicates a required field

Yes

Submit Entire Response | Save | Compose Message | Excel Import

Submitting the ASC Supplier Questionnaire

Once the questionnaire is completed, click on "Submit Entire Response" to submit the questionnaire for ASC evaluation. The Supplier Questionnaire will be closed and the response will be submitted, as seen below.

Ariba Sourcing | HABIBULLAH.SIDDIQUI | Help Center

Go back to Aramco e-Marketplace Dashboard | Desktop File Sync

Console | Doc2988463 - Supplier Registration Questionnaire | Time remaining: 44 days 03:04:01

Event Messages | Event Details | Response History | Response Team

▼ Event Contents

All Content

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

The following confirmation e-mail is received after submitting the questionnaire.

EXTERNAL: This email came from the Internet. Report this message to ASCSuspiciousEmail@aramcoservices.com as suspicious if it contains any suspicious content.

ASC Test ALM submitted registration info.

For your information, ASC Test ALM submitted registration info to become a supplier with Aramco e-Marketplace. The information will be reviewed for approval of the registration. You will be notified when next steps require your attention.

Closed Supplier Questionnaire

The Supplier Registration Questionnaire may be closed due to the following reasons:

1. Supplier submitted their questionnaire and it is pending ASC Evaluation & Approval
2. Supplier did not complete and submit the questionnaire in the allowed timeframe period.

Suppliers who did not submit the questionnaire on time can re-access their questionnaire by emailing ASC Supplier Relations team at SSymposium@aramcoservices.com and requesting a time extension. Note, supplier will be granted a time extension only if they have gathered all missing requirements and are ready to upload and submit the questionnaire.

Returned Questionnaire for Additional Information

Incomplete questionnaires will be returned back to the Supplier either automatically or by an ASC representative. The Supplier will receive the below email notification detailing the required additional information to be submitted.

Aramco e-Marketplace

Additional registration information needed.

HABIBULLAH.SIDDIQUI

Aramco e-Marketplace reviewed your registration information and needs the additional information described in the comments below.

Comments: //PO Box is missing in section 6.1

To provide the additional information that Aramco e-Marketplace needs, [Click Here](#) to go to the registration questionnaire.

HABIBULLAH.SIDDIQUI

You are receiving this email because your customer, Aramco e-Marketplace, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Aramco e-Marketplace.

Registration Notification

Suppliers will receive an e-mail informing the supplier about the registration decision once ASC Evaluates the submitted questionnaire. Please note that application for, or acceptance of supplier registration does not guarantee any business.

Your request to add ASC SSPU TEST SUPPLER as a supplier was approved.

Your request from Sun, 16 Dec, 2018 to add ASC SSPU TEST SUPPLER as a supplier to Aramco e-Marketplace was approved. You will be notified when next steps require your attention.

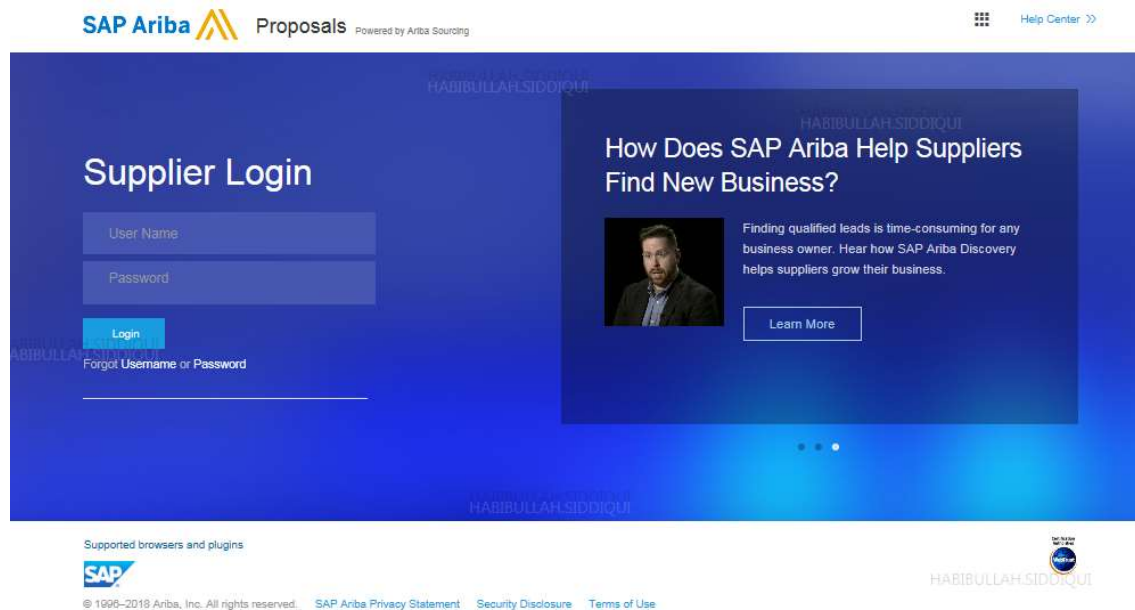
[Click Here](#) to review the new supplier information, including any comments from approvers.

Existing ASC Suppliers (Update Supplier Profile)

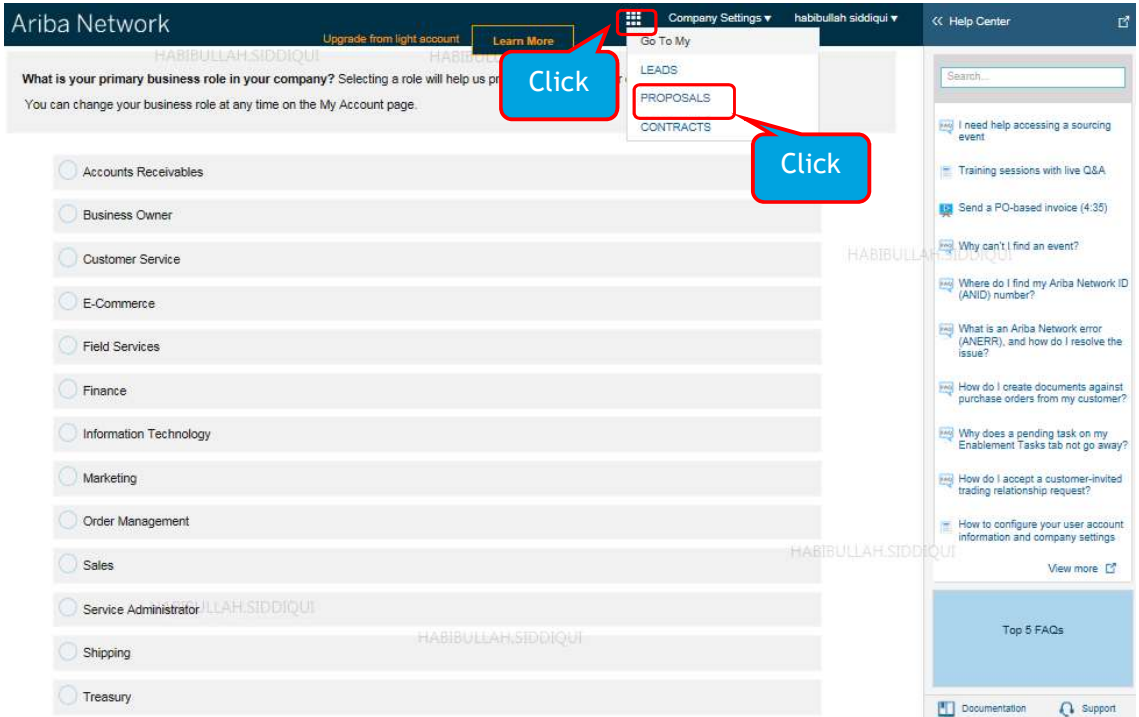
Existing supplier may access the Aramco e-Marketplace at the following link:

<https://service.ariba.com/Supplier.aw>

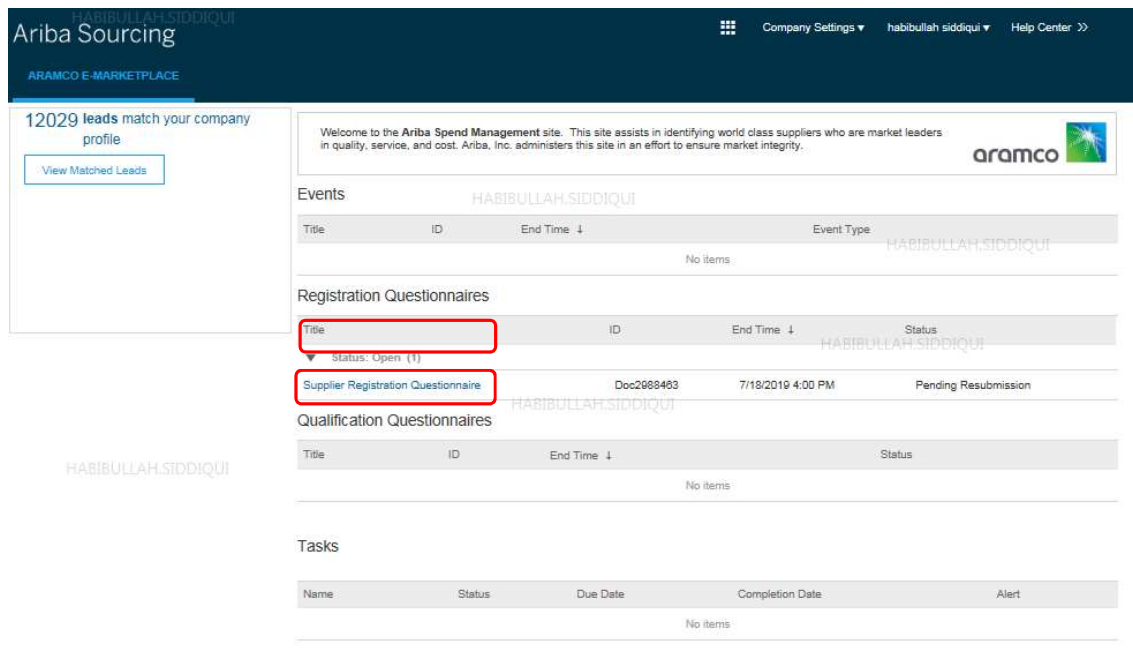
1. Use your existing user name and password to login.



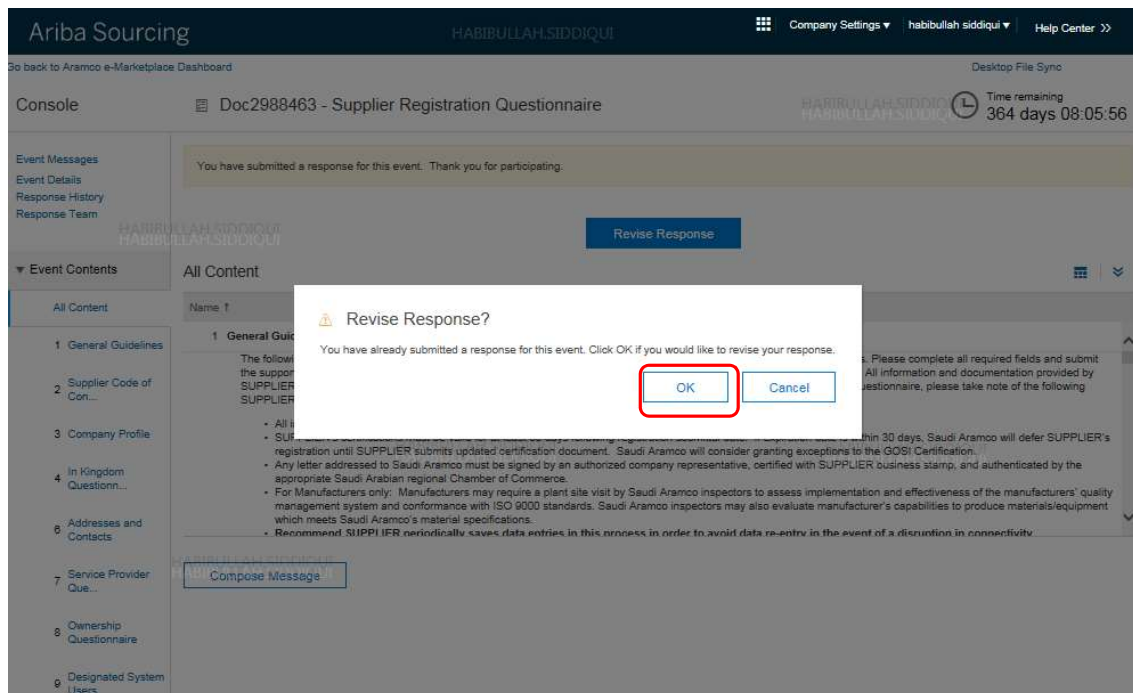
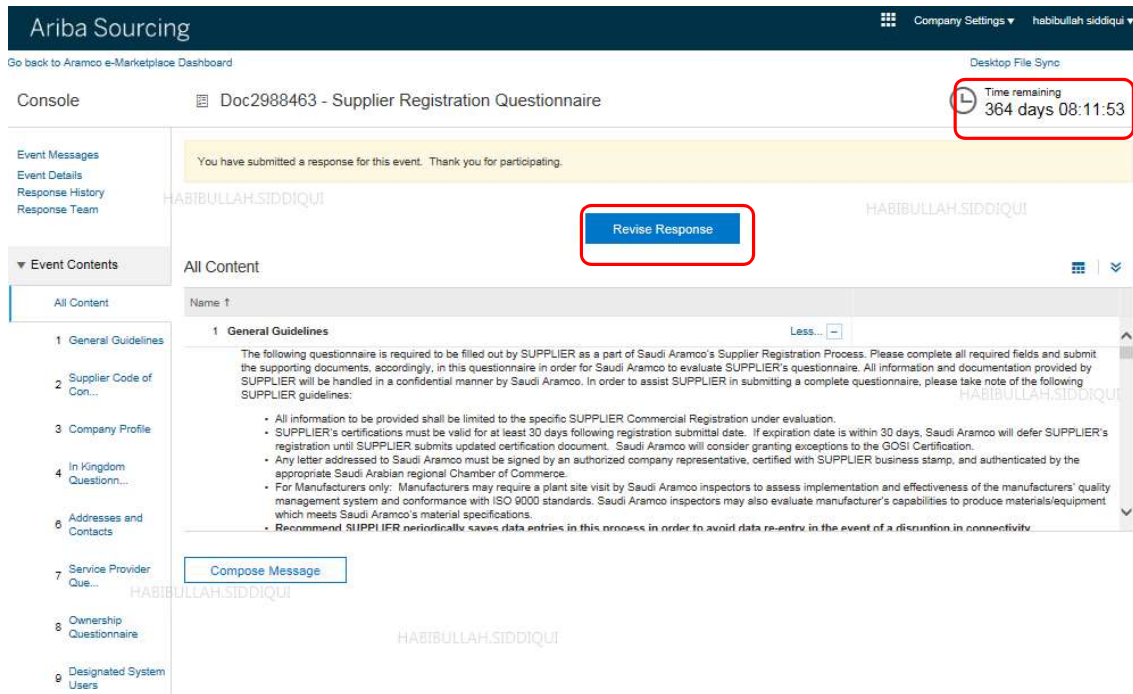
2. After login, the page below is displayed. To access your company profile, click on the “Apps” button and select “Proposals”.



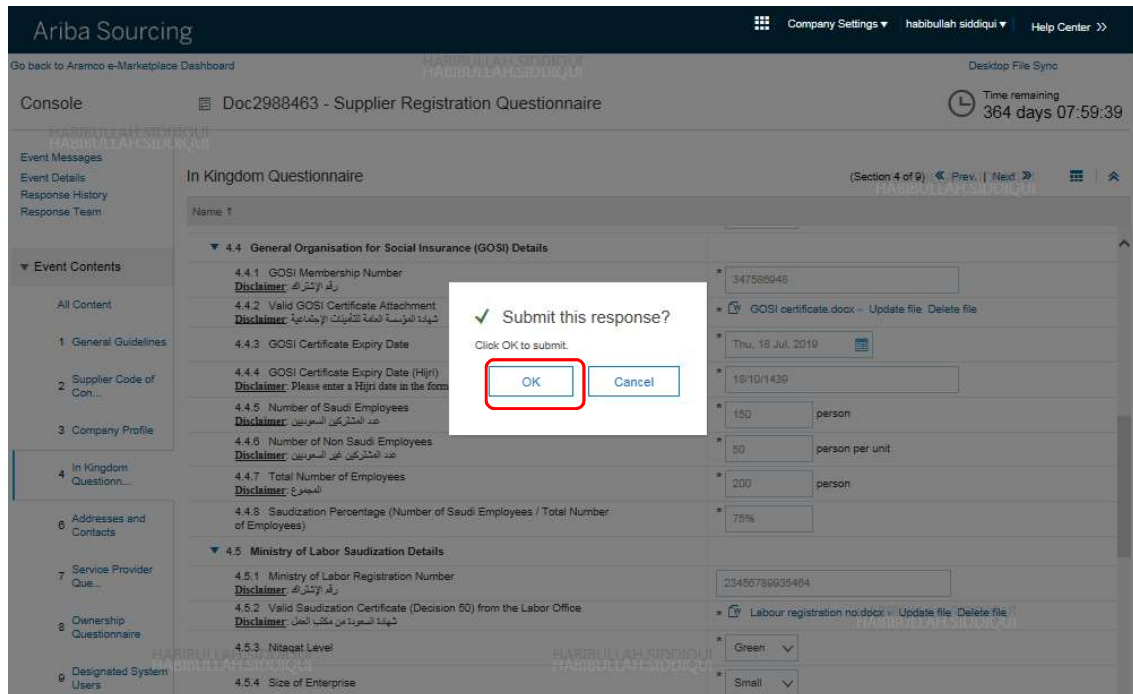
3. Note, if “Proposals” is not available in the “Apps” list, then you have already landed on the “Proposals” page.
4. Click on “Supplier Registration Questionnaire” link to access the questionnaire.



5. Click “Revise Response” to edit and update any section of the questionnaire.



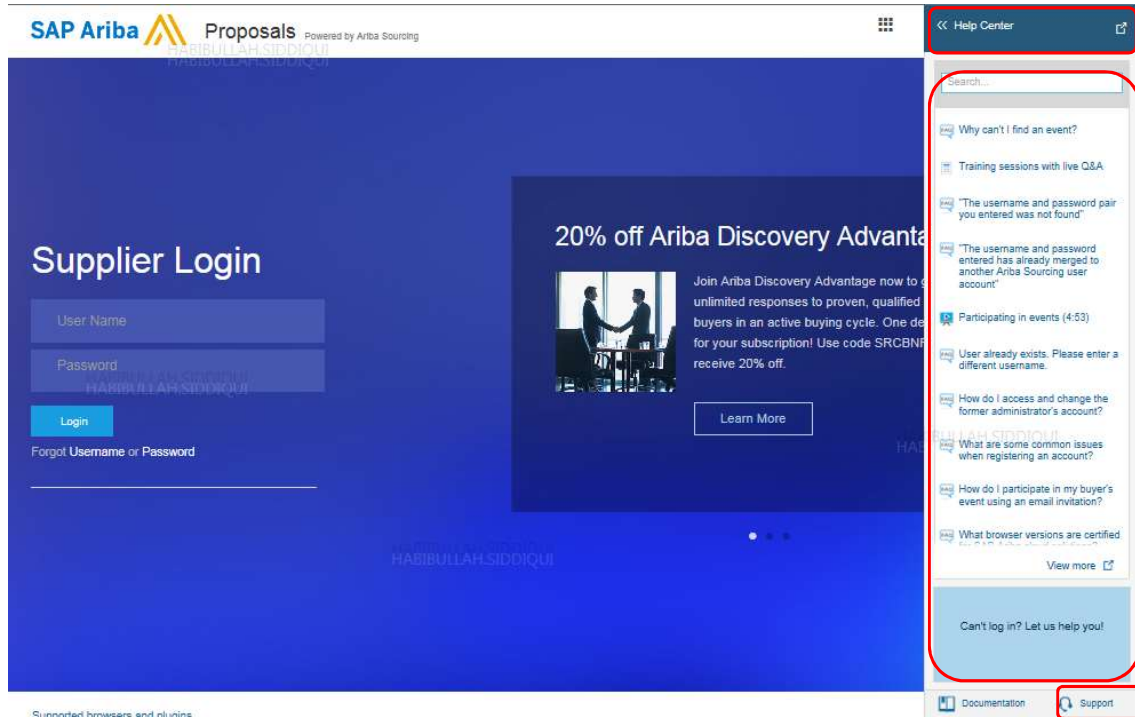
6. After revising the questionnaire, submit the revised profile for ASC approval.



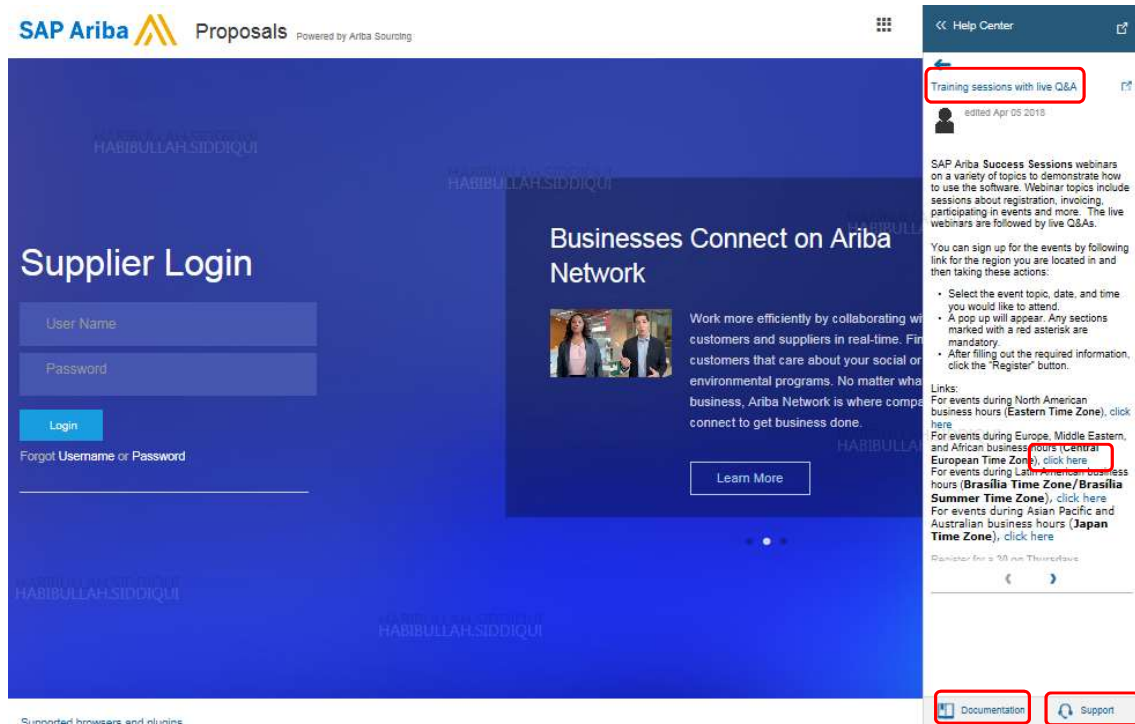
SAP Ariba Support

SAP Ariba Training and Tutorials

Supplier that do not feel confident with SAP Ariba platform can access SAP Ariba training materials and tutorials online through SAP Ariba Network Portal. The standard training materials and tutorials aim to educate suppliers about SAP Ariba system specifically, but not about ASC Registration Questionnaire. However, ASC advises those Suppliers facing difficulty adapting to SAP Ariba to register for SAP Ariba training. SAP Ariba customer support team is also available to assist suppliers in training registration.



Live webinars are available on various topics on how to use the software. You only need to register and select the topic, as per your requirement.



SAP Ariba also provides online video links to guide suppliers on how to access and use following topics:

- Having trouble logging in (forget password)
- Introduction to the dashboard
- Overview of Ariba Network
- Supplier Basics
- Add a new user
- Create a customer contact
- Create a catalog
- Change your account administrator

Online product documentation have technical support guidance, which can be access at: <https://uex.ariba.com/auc/node/6033>

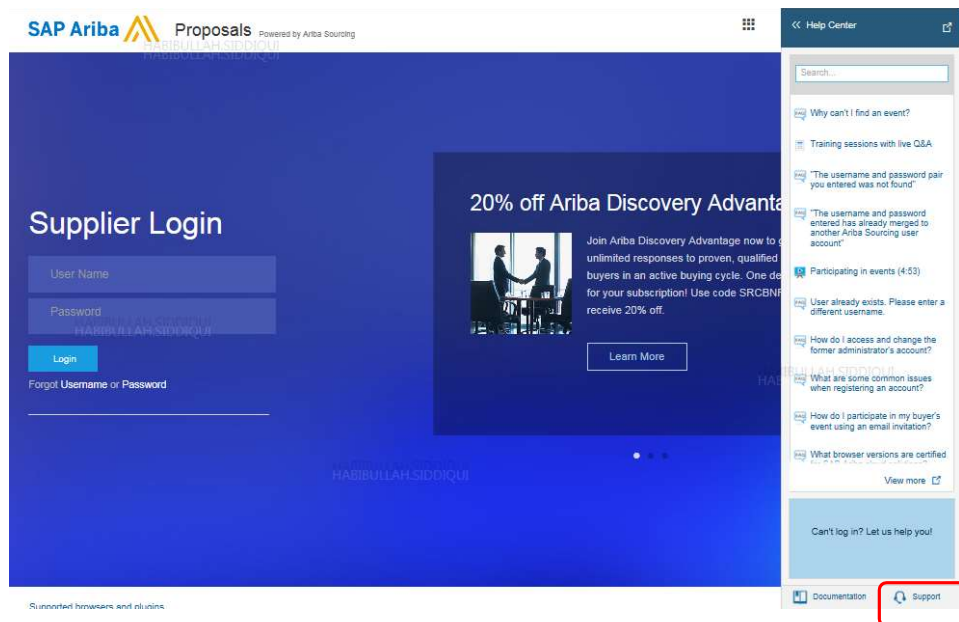
ASC Help Desk

Seeking help for business support regarding ASC Supplier Registration Questionnaire (unclear questions, link not working, expired timeline, and additional information), please contact ASC Supplier Relations Team at SSymposium@aramcoservices.com.

SAP Ariba Help Desk

Suppliers connected to the SAP Ariba network can receive technical support within the SAP Ariba network through filling and submitting an online form, or by emailing technical support.

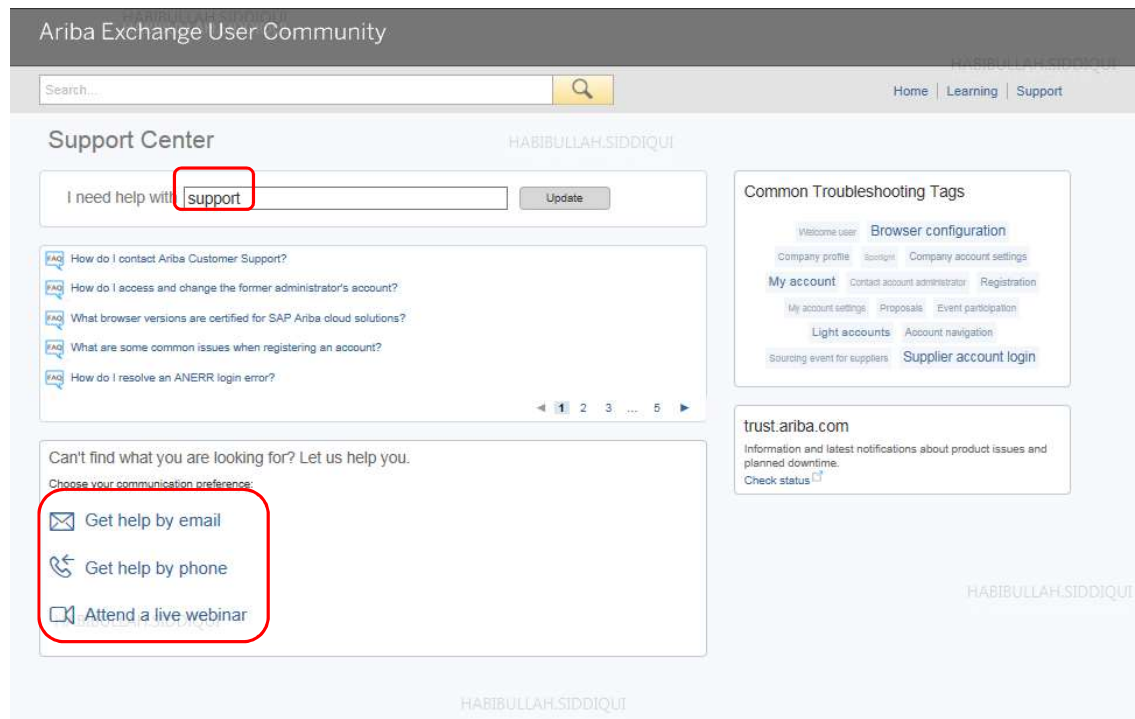
SAP Ariba customer support is there to help suppliers with technical issues such as password reset, SAP Ariba basic training, navigation, etc. Click on “Support” link to contact SAP Ariba Support.



The screenshot shows the SAP Ariba Supplier Login page. The main content area features a 'Supplier Login' form with fields for 'User Name' and 'Password', a 'Login' button, and a link for 'Forgot Username or Password'. A promotional banner for '20% off Ariba Discovery Advantage' is also visible. On the right side, there is a 'Help Center' sidebar with a search bar and a list of frequently asked questions. At the bottom of the sidebar, there are links for 'Documentation' and 'Support', with the 'Support' link highlighted by a red box.

SAP Ariba Customer support is available by email or phone. Type “Support” in the search bar and the three options will appear:

- Get help by email
- Get help by phone
- Attend a live webinar



Support Scenarios

Below are some quick links to different supplier tutorial topics. You can access the full list of topics introduced by the learning center at:

<https://uex.ariba.com/auc/learning-center>

Introduction to the SAP Ariba Dashboard

Please refer link below for tutorials on accessing SAP Ariba Apps (Leads, Proposals, Contracts, and Orders & Invoices), inbox, outbox, catalog, account setting, change password, link user Id and company profile etc.

<https://uex.ariba.com/auc/node/99973>

Supplier Basics

This tutorial provides guidance on registration, password reset, dashboard, and how to link multiple accounts.

<https://uex.ariba.com/auc/node/99957>

Forgot Password

Here is the SAP Ariba provided video link if you forget the password.

<https://uex.ariba.com/auc/node/100321>

Adding Secondary Users

The Primary Contact person for the Company/Supplier can invite multiple users from their organization to access the SAP Ariba Network Profile and ASC SAP Ariba Profile. The Primary Contact person can also limit permissions of those users based on their roles in the organization. To learn more about how to add secondary users and assign different roles, please see the video below.

<https://uex.ariba.com/auc/node/100348>

ASC SAP Ariba Privacy Notice

At Aramco Services Company (“ASC” or “we”), your privacy is important to us and maintaining your trust is a priority. We have prepared this Privacy Notice, which informs you that information submitted by you or collected by ASC may be used for the purposes below.

1. ASC Website

This Notice applies when you use the Aramco e-Marketplace (“Site”) or any other online service that links to or refers to this Notice. This Notice does not apply to information collected through other websites or online services. When visiting any other websites, please review and familiarize yourself with the relevant privacy policy.

2. Information we collect

When you use the Site we may collect information about you (“Personal Data”), along with information about your business or company. The Personal Information we collect includes, for example:

- Name
- Language
- Contact details (such as telephone numbers, email address, address)
- User login data

We may also collect information about your use of the Site. For example, we may collect

- Device information (e.g., your IP address or the settings of the device you use to access the Site)

- Usage information (such as how you are using the Site)[, and we collect this information, in part, through the use of technologies such as cookies and similar tracking technologies]

We may also receive information about you from publicly and commercially available sources, as permitted by law, which we may combine with other information we receive from or about you.

3. Collection, processing and use of your Personal Data

We collect Personal Data of users of the Site. We collect, process and use your Personal Data in connection with your use of the Site in providing you services and operating the Site such as:

- Registering you or your business to become a supplier
- Enabling you to contact us for partnership, supplier, or other business opportunities
- Business execution, including entering into of agreements with customers, suppliers and managing relationships with such parties and as necessary and appropriate to operate the Site (e.g., fraud prevention, analysis and improvement of the Site)
- Communicating to our customers, investors, prospective and existing employees
- Legal and/or regulatory compliance reasons including litigation and defense of claims

We may also use your personal information as we believe is necessary or appropriate to protect, enforce, or defend the legal rights, privacy, safety, or property of the Site, its employees or agents, or other users and to comply with applicable law.

4. How we might share your Personal Data

We may share your Personal Data with third parties where:

- To fulfill your requests for products, services and information as otherwise necessary or appropriate to operate the Site
- We have a public or legal duty to do so (e.g., assisting with detection of crime, regulatory reporting, litigation, or defending legal rights)
- To a competent public authority, government or regulatory agency where it is necessary to comply with a legal or regulatory compliance obligation which we are subject to or as permitted by applicable local law
- We asked for your permission to share your Personal Data and you agreed
- Within our family of affiliated companies, such as with our parent company and with its subsidiaries and corporate affiliates
- In the event of a reorganization, merger, divestment or other sale of some or all of our assets or stock, or in connection with a bankruptcy reorganization
- To enforce or apply any agreements we have with you or otherwise to protect or defend our or our affiliates' or employees' rights, interests, safety, and security
- To third party suppliers or service providers who we use to support our business, including but not limited to the operation of this Site

We also may share other information with third parties in a manner that does not identify particular visitors, including, for example, aggregate information about how the Site is used.

5. Online Tracking

We and third parties that provide content or functionality on the Site may use cookies and similar tracking technologies to facilitate administration and navigation on the Site, to better understand and improve the Site, and to provide you with a customized online experience.

Cookies. Cookies are small files that are placed on your computer when you visit a website. Cookies may be used to store a unique identification number tied to your computer or device so that you can be recognized as the same user across one or more browsing sessions, and across one or more sites.

Most browsers are initially set up to accept cookies. Your browser or device may offer settings that allow you to choose whether browser cookies are set and to delete them. For example, you may be able to configure your browser not to accept cookies or to notify you when a cookie is being sent. For more information about whether these settings are available, what they do, and how they work, visit your browser help material. Please be aware that some features of the services may not function properly or may be slower if you disable cookies.

Web Beacons and Other Tracking Technologies. We, along with third parties, also may use other tracking technologies. For example, we may use technologies called beacons (or “pixels”) that communicate information from your device to a server. Beacons can be embedded in online content, videos, and emails, and can allow a server to read certain types of information from your device, know when you have viewed particular content or a particular email message, determine the time and date on which you viewed the web beacon, and the IP address of your device. We and third parties use web beacons for a variety of purposes, including to analyze the use of our services and (in conjunction with cookies).

Do Not Track Signals. Some web browsers may transmit “do not track” signals to the websites and other online services with which a user communicates. There is no industry standard that governs what, if anything, websites should do when they receive these signals. We currently do not take action in response to these signals. If and when a standard is established and accepted, we may revisit our policy on responding to these signals.

6. Third Party Content and Links

Some of the content and functionality on the Site may be provided by third parties that are not affiliated with us. When you use the Site, such third parties may collect or receive certain information about you and/or your use of the Site, including through the use of cookies, beacons, and similar technologies. This information may be combined with information collected across different websites, online services, and other linked or associated devices. These third parties may use your information to improve their own services and consistent with their own privacy policies.

The Site may link to third-party websites and services that are outside of our control. These other sites may send their own cookies to you, collect data, or solicit personal information from you. We are not responsible for the security or privacy of any information collected by other websites or other services. We encourage you to review the privacy policies and terms and conditions on those linked sites.

7. How we protect and handle your Personal Data

We use technical and organizational measures to protect personal information we process about you. However, please note that no data transmission over the Internet can be guaranteed to be completely secure. As a result, although we strive to protect your personal information and privacy, we cannot guarantee or warrant the security of any information you disclose or transmit to us online and cannot be responsible for the theft, destruction, or inadvertent disclosure of your personal information.

8. International data transfers

Please be aware that information you provide to us or that we obtain as a result of your use of the Site may be collected in your country and subsequently transferred to the United States or to other countries in accordance with applicable law. The laws on processing such information in these locations may be less stringent than in your country and information may be subject to lawful access by U.S. courts, law enforcement, and governmental authorities. By using the Site, you consent to the collection, international transfer, storage, and processing of your information.

9. Changes to this Privacy Notice

We may modify this Privacy Policy from time to time. Any changes to the Privacy Notice will become effective when the updated policy is posted on the Site. We recommend that you revisit this Privacy Notice periodically to ensure that you are aware of our current privacy practices, although we may also elect to notify you by e-mail or by posting something on some or all of the Site. Your continued use of the Site following the posting of changes will mean that you accept the Privacy Notice and any changes.

10. Contact Us

The accuracy of your information is important to us. In many cases, you or an administrative contact for your business will be able to directly update or change your information by logging onto the Site. If you would like to exercise rights you have under local law to access, rectify, or delete your information, please contact us at the contact information below.

If you have any questions regarding this Privacy Notice, please contact:
SSymposium@aramcoservices.com.