

Aramco e-Marketplace Supplier Reference Guide

Aramco Services Company

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Table of Contents

What is the Aramco e-Marketplace?
What is SAP Ariba Network?
Who should register on the Aramco e-Marketplace?
Migrated ASC Supplier Profiles
New Supplier Registration
ASC Supplier Registration Questionnaire
Navigating the Supplier Questionnaire9
Supplier Registration Questionnaire Sections
Welcome to Aramco e-Marketplace10
Guidelines Section
ASC Supplier Code of Conduct Section10
Company Details11
Commercial Requirement11
Financial Details12
Bank Details12
Addresses and Contacts13
Trade Compliance13
Compliance & Ethics13
Privacy Notice
Submiting the ASC Supplier Questionnaire14
Closed Supplier Questionnaire15
Returned Questionnaire for Additional Information15
Registration Notification15
Existing ASC Suppliers (Update Supplier Profile)
SAP Ariba Support
SAP Ariba Training and Tutorials19
ASC Help Desk
SAP Ariba Help Desk21
Support Scenarios
Introduction to the SAP Ariba Dashboard22
Supplier Basics
Forgot Password
Adding Secondary Users23
ASC SAP Ariba Privacy Notice

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.

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?
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 non 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 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'.

Create account			Create account and continu	ie Canoe
First, create an SAP Artba supplier	account, then complete questionnaires required by	Aramoo e-Marketplace		
Company inform	ation			
			+ Indicates a required field	
Company Name:*	habib17July			
Country: +	Saudi Arabia [SAU]	v	If your company has more than one office,	
Address:*	khobar		enter the main office address. You can enter more addresses	
	khobar2		such as your shipping address, billing	
City:*	Dammam		address or other addresses later in your company profile.	
ABIBULLAH Postal Code:*	23456			
State:				
User account info	ormation			
			 Indicates a required field SAP Ariba Privacy 	
Name:1	habibullah siddiqui		Statement	
Email:	habitullah similari gadharinno com			

Password:*	•••••	Must contain a minimum 8 characters including letters and	
	нн	ABIBUILAHSIDDIQUI	
Language:	English	The language used when Arba sends you configurable notifications. This is different than your web b	
Email orders to:*	habibullah siddiqui@aramco.com	Customers may send you orders through with attender. To send unders to multiple organization, create a distribution tit and enter the small address herr. You can chunge the amyline.	
Ariba will make your company p to other companies. If you want on the Company Profile page at By clicking the Create account a entered into this system to be to located to Ariba and the comput in accordance with the Ariba Priv	ut your business ► rolle, which includes the basic company foromit to bial your company profile, you car do so any m you have finished your registration. en continue buttor, you expressly acknowledge and/errod outside the European Union, Rossian f e systems of which har Arba services are hosts which the Arba services are hosts which the Arba services are hosts which which are and a service to a service to the system of which are an expression of the service the system of which are an expression of the service which are an expression of the service of	time by editing the profile visibility settings and give consent to Ariba for your data ederation or other jurisdiction where you are d (located in various data centers globally), law.	
within your organization or Ariba revoked by prior written notice t expressly confirm that any of yo	f modify your personal data from within the appl i, Inc. This consent shall be in effect from the m to Ariba. If you are a Russian clitzen residing with ur personal data entered or modified in the syste repository residing within the Russian federation.	oment it has been granted and may be in the Russian Federation, You also im has previously been captured by your	
I have read and agree to t	he Terms of Use he SAP Ariba Privacy Statement		
		Create account and	continue Cancel

4. 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.

Right-click or tap and hold here to download pictures. To help protect your privacy, Outbook prevented automatic download of this picture from the Internet	
Welcome to the Ariba Commerce Cloud	
Your registration process on the Ariba Commerce	Cloud for ASC Test ALM is now complete.
Your organization's account ID: AN0142	9195906
Your username: angela.	ncfadden@aramcoservices.com
As the account administrator for this account, ma a secure place. Do not share this information.	ake sure to keep your username and password in
If you registered after receiving an invitation from now access and participate in the buyer's sourcin provides a centralized location for you to manage buyer relationships.	g events. The Seller Collaboration Console

 Note, the invitation link expires after the first login. The following link may be used to access the SAP Ariba network for subsequent logins: <u>https://service.ariba.com/Supplier.aw</u>

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

6. 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".

Ariba Sourcii	ng	🗰 Company Settings 🕶 🤷 Shailendra '-Phillips 🕶
o back to Aramco e-Marketplac	e Dashboard	Desktop File Sync
Console	Doc144930 - External Supplier Registration Questionnaire	Time remaining 44 days 17:02:25
Event Messages Event Details	All Content	m ×
Response History Response Team	Name 1	
	▼ 11 Supplier Migrated Data	A
▼ Event Contents	11.1 Welcome to Aramco New Supplier Management System. In order to activate your new profile, please press on the Submit button below. In cases you want to update your profile, after submission you can update your full details.	
All Content	11.2 Saudi Aramco Vendor ID	10043568
11 Supplier Migrated	11.3 Supplier Name	GLOBAL TRAVEL SOLUTIONS AGENCY FOR TRAVEL AND TOURISM
Data	11.4 SCOC Date (Supplier Code Of Conduct)	
	11.5 Street	King Fahad Road
	11.6 City	Dammam -
	(*) indicates a required field	
	Submit Entire Response Save Compose Message Excel Import	

SAP Ariba 🛝

7. 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 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.

8. 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.

1. 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
Hellol
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.
Aranco e-Markelplace 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 usemane 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 Jraha Network Account, please select Log in If you are new to the Ariba Network Account, please select Sign up Fill in the requested information and then select Create account and continue Network Section 2017 Se

- 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	I 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 solution: Arba solution your customers are using. Once you have completed • Respond more efficiently to your customer requests • Work more quickly with your customers in all stages of work • Strengthen your relationships with customers using an Ariba • Review pending sourcing events for multiple buyers with on • Apply your Company Profile across Ariba Network, Ariba Dis	flow approval Network solution I olgin
Moving to the Ariba Network allows you to log into a single location • 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	to manage:

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'.

Create account				Create account and continue	Cance
First, create an SAP Ariba supplie	r account, then complete	questionnaires required by Ara	moo e-Marketplace		
Company inform	nation				
				* Indicates a required field	
Company Name:*	habib17July				
Country: +	Saudi Arabia (SAU	9	v	If your company has more than one office,	
Address.*	khobar			enter the main office address. You can enter more addresses	
	khober2			such as your shipping address, billing address or other	
City: *	Dammam			address or other addresses later in your company profile.	
ABIBULLAH Postal Code:*	23456				
State:					
User account inf	ormation				
				* Indicales a required field	
Name:	+ habibullah	siddiqui		SAP Ariba Privacy Statement	
Email:	· hatdoutlah alating	HABIBUI Jeramo.com	LAHSIDDIG	olasement.	
	Use my email	l as my username			

Password:*	••••••		minimum 6 characters including letters and	
			aughtern (i)	
Language:	English	v	The language used when Ariba sends you configurable notifications. This is	
Email orders to:*	habibullah.siddiqui@aramco.com		different than your web b.,. Customers may send you orders through Arita 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.	
Ariba will make your company p	ut your business > rolle, which includes the basic company to hide your company profile, you can d		address here. You can change this anytime, ble for new business opportunities	
Ariba will make your company p to other companies. If you wan on the Company Profile page af By clicking the Create account a entered into this system to be t located to Ariba and the compu	5.°.	o so anytime by ed wledge and give co tussian Federation o rre hosted (located	address here. You can change this anytime. Die for new bushess opportunities ting the profile visibility settings ment to Arbia for your data or the juridition where you are	
Aritia will make your company to other company. If you want to other company Profile page al you want to be to constant of the system to be to constant to Aritis and the compound in accordance with the Aritis Pri You have the right to access an within your organization or Aritis expressly confirm that any dry and pressessive confirm that any dry and manufacture and the prior written notice expressly confirm that any dry and and the prior written notice expressive confirm that any dry and and the prior written notice expressive confirm that any dry and and the prior written notice expressive confirm that any dry and and and the prior written notice expressive confirm that any dry and and the prior the prior that any dry and and the prior the prior that any dry and and the prior the prior the prior that any dry and and the prior the prior the prior that any dry and and the prior that any dry and and the prior the prior the prior that any dry and and the prior	profile, which includes the basic company to hide your company profile, you can d fer you have finished your registration. and continue button, you expressly ackno ransferred outside the European Union, R et systems on which the Arthe services a	o so anytime by ed wiedge and give co ussian Federation o re hosted (located upplicable law. the application, by n the moment is hia ding within the Rusi the system has pre-	address here. You can change this anythine, ble for new business opportunities ting the profile visibility sattings more to Arbits or your data or other jurisdiction where you are in various data centers globality), contacting the Arbits admotsteator is bein granted and may fea	
Aritia will make your company to other company. If you want to other company Profile page al you want to be to constant of the system to be to constant to Aritis and the compound in accordance with the Aritis Pri You have the right to access an within your organization or Aritis expressly confirm that any dry and pressessive confirm that any dry and manufacture and the prior written notice expressly confirm that any dry and and the prior written notice expressive confirm that any dry and and the prior written notice expressive confirm that any dry and and the prior written notice expressive confirm that any dry and and and the prior written notice expressive confirm that any dry and and the prior the prior that any dry and and the prior the prior that any dry and and the prior the prior the prior that any dry and and the prior the prior the prior that any dry and and the prior that any dry and and the prior the prior the prior that any dry and and the prior	The second secon	o so anytime by ed wiedge and give co ussian Federation o re hosted (located upplicable law. the application, by n the moment is hia ding within the Rusi the system has pre-	address here. You can change this anythine, ble for new business opportunities ting the profile visibility sattings more to Arbits or your data or other jurisdiction where you are in various data centers globality), contacting the Arbits admotsteator is bein granted and may fea	

4. 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.

6. 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 <u>SSymposium@aramcoservices.com</u> 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-Marketplac	e Dashboard		Desktop File Sync
Console	Doc8443456 - Supplier Registration Questionnaire		L Time remaining 179 days 22:40:08
Event Messages Event Details Response History	Welcome to Aramco e-Marketplace		(Section 1 of 11) Next »
Response Team	Name		
	1 Welcome to Aramco e-Marketplace		
▼ Event Contents	1.1 Please select your Country of Registration	* US ~	
All Content	1.3 Aramco Registration Office	* Aramco Services Company-United States (ASC)	
Welcome to Aramco	(*) indicates a required field		
1 e			
12 Guidelines	Submit Entire Response Save Compose Message Excel Import		
Question Code of			

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	e Dashboard Desi	dop File Sync
Console	Doc8443456 - Supplier Registration Questionnaire	Lime remaining 179 days 22:37:28
Event Messages Event Details Response History	Guidelines (see	on 2 of 11) 《 Prev. Next 》
Response Team	New Control of the Co	
	T 12 Guidelines	
▼ Event Contents	12.1 The following questionants is required to be filled out by the SUPPLIER as a part of Aranco Services Company's (ASC) Suppler Registration Process. All information and documentation provided by the SUPPLIER will be handled in a confidential complete questionante, please take note of the following SUPPLIER quiethers:	manner by ASC. In order to submit a
All Content	 For Manufactures only. ASC may require a plant site wild or avoid of manufacturing facilities to assess implementation and effectiveness of the manufactures' quality management system and conformance with ISO 9000 standards. Auditors may capabilities to produce materializatiogender produce materialization produce materialization produce to an interial specifications. 	also evaluate manufacturer's
1 Welcome to Aramco	Recommend SUPPLEX periodically saves data entries in this process in order to avoid data entries in the event of a disruption in contextivy. Please contextivation of the event of	
12 Guidelines		
	For assistance with ASC's Supplier Questionnaire, please contact ASC's Supplier Help Desk at strategicprojects@aramcoservices.com	
13 Supplier Code of Con	(*) indicates a required field	
14 Company Details	Sutmit 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	Supplier Cade of Conduct	(Section 3 of 11) 《 Prev. Next 》
Response Team	Name	
	▼ 13 Supplier Code of Conduct	
▼ Event Contents	13.1 Do you require Aramco to sign a NDA prior to submitting required documentation?	* No V
All Content	13.2 Please review attached Supplier Code of Conduct 📓 References -	
Welcome to Aramco	13.8 Do you agree to the guidelines outlined in ASC's Supplier Code of Conduct?	* Yes V
· •	13.11 Date of Acceptance	
12 Guidelines	(*) indicates a required field	
13 Supplier Code of Con	Submit Entre 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	e Dashboard			Desktop File Sync
Console	Doc8443456 - Supplier Registrat	ion Questionnaire		L Time remaining 179 days 22:27:12
Event Messages Event Details Response History	Company Details			(Section 4 of 11) 🕊 Prev. Next 🕉
Response Team	Name			
	▼ 14 Company Details			
▼ Event Contents	14.1 Company Name			*
All Content	14.2 Parent/Group Company Name			
1 Wolcome te Aramce	14.3 Legal Entity/Registered Name	Choose Values for Commodity		*
	14.6 Supplier Type	Add to Currently Selected	Currently Selected	* Manufacturer Only V
12 Guidelines	▼ 14.7 Sourcing List	Name V 6000002365 Search	Name ID	
13 Supplier Code of Con	14.7.1 Please review the sourcing list before s Disclaimer: Your application will only be considered	Name ID	No items	
14 Company Details	14.9 Commodities Supplied <u>Disclaimer</u> : Material Vendors and Manufacturers sho (*) indicates	6000002365 - (INSP) PUMP; VACUUM; API 6000002365 681; HIGH POWER	< >>	x(select a value) [select]
15 Commercial Requirement	Submit Entire Response Save	X	Done	
16 Financial Details				
17 Bank Details				

Commercial Requirement

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

Ariba Sourcin	g	Company Settings 🕶 Angela Edwards 🕶 Help Center
Go back to Aramco e-Marketplace	Dashboard	Desktop File Sync
Console	Doc8443456 - Supplier Registration Questionnaire	U Time remaining 179 days 22:24:54
Event Messages Event Details Response History	Commercial Requirement	(Section 5 of 11) ≪ Prev. Next ≫
Response Team	Name	
	▼ 15 Commercial Requirement	
▼ Event Contents	15.11 Secretary of State Registration Number	*
All Content	15.12 Expiry Date (Secretary of State Registration Number)	*
Welcome to Aramco	15.13 Secretary of State Registration Disclaimer: Please attach the certificate issued by the Secretary of State showing your active registration	*Attach a file
e	15.15 Please attach last two years audited financial statement	*Attach a file
12 Guidelines	15.17 Do you have an Agen/I/Distributor in Saudi?	* Unspecified v
13 Supplier Code of Con	15.20 Do you have a manufacturing plant/presence in Saudl?	" Unspecified v
14 Company Details	15.26 Will you sell directly to ASC?	* Unspecified V
Commercial	15:30 Length of time company has been in continuous operation?	×
15 Commercial Requirement	15.31 DUNS Number	
16 Financial Details	(*) indicates a required field	
17 Bank Details	Submit Entire Response Save Compose Message Excel Import	

Financial Details

Provide annual sales revenue and tax ID if applicable.

Ariba Sourcin	g	Company Settings 🕶 Angela Edwards 🔻 Help Center
< Go back to Aramco e-Marketplace	Dashboard	Desktop File Sync
Console	Doc8443456 - Supplier Registration Questionnaire	L Time remaining 179 days 22:23:48
Event Messages Event Details Response History	Financial Defails	(Section 6 of 11) 《 Prev. Next 》
Response Team	Name	
	▼ 16 Financial Details	
* Event Contents	16.1 Tax ID	
All Content	16.4 Annual Sales Revenue	
1 Welcome to Aramco	16.5 Stock Symbol	
e	(*) indicates a required field	
12 Guidelines		
13 Supplier Code of Con	Submit Entire Response Save Compose Message Excel Import	
14 Company Details		
15 Commercial Requirement		
16 Einancial Details		

Bank Details

Provide bank account number and other details.

Ariba Sourcir	g				🔛 Company Settings 🕶 An	gela Edwards 🔻 Help Center
Go back to Aramco e-Marketplace	Dashboard				Desktop File Sy	nc
Console	Doc8443456 - Supplier Registration Questionnaire				(D Time remaining 179 days 22:22:36
Event Messages Event Details	Bank Details				(Section 7 of 11)	« Prev. Next »
Response History Response Team	Name					
	▼ 17 Bank Details					^
▼ Event Contents	17.3 Bank Name					
All Content	17.5 Branch Name					
1 Welcome to Aramco e 12 Guidelines 13 Supplier Code of Con 14 Company Details 15 Commercial Requirement	17.10 Bask Address	Street City State/Province/Region Postal Code: Country	(no value)			
	17.12 Account Holder's Name					~
16 Financial Details	(*) indicates a required field					
17 Bank Details	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.

Ariba Sourcin	g		III Comp	any Settings ▼ Angela Edwards ▼ Help Center
< Go back to Aramco e-Marketplace	Dashboard			Desktop File Sync
Console	Doc8443456 - Supplier Registration Questionnaire			Time remaining 179 days 22:21:5
Event Messages Event Details Response History	Addresses and Contacts		(Si	ection 8 of 11) 《 Prev. Next 》
Response Team	Name			
	▼ 18 Addresses and Contacts			
▼ Event Contents	▼ 18.1 Sales Office Address Details			
All Content 1 Walcome In Armone e 12 Gutdelines 13 Supplier Code of 14 Company Details 15 Commercial 15 Commercial	13.1.1 Address Backaner, Piese All in the following information: 1. Street 2. Con- 2. Con- 3. A Segun 3. A Region 5. Country	Show More Street Street Street Street Street Street Street Street County County County	House	Number:
16 Financial Details	(*) indicates a required field			
17 Bank Details 18 Addresses and Contacts	Submit Entire Response Save Compose Message Excellmoort			

Trade Compliance

Answer the questions as applicable.

Ariba Sourcin	g III	Company Settings Angela Edwards Holp Center
back to Aramco e-Marketplace	Dashboard	Desktop File Sync
Console	Doc8443456 - Supplier Registration Questionnaire	ITime remaining 179 days 22:20:4
vent Messages vent Details	Trade Compliance	(Section 9 of 11) & Prev. Next >>
esponse History esponse Team	Name	
	▼ 19 Trade Compliance	
Event Contents	19.1 Is your company an Authorized Economic Operator, Trusted Trader, C-TPAD certified?	* Unspecified V
All Content	19.2 Does your company have an internal Trade control and Customs Control management and compliance program to ensure adherence to customs and export control laws and regulations	* Unspecified v
1 Welcome to Aramco	19.3 Does your Company screen employees, and users and other parties involved in a business transaction against the international lists of sanctioned parties and embargoed countries?	* Unspecified v
12 Guidelines	19.6 Does your company have an IT system for managing Trade controls & Customs?	* Unspecified \checkmark
	19.7 Is there dedicated personnel designated with the tariff and expect control classification of the items, export licensing and the evenal responsibility for the Trade control and Customs compliance program or procedures?	* Unspecified V
13 Supplier Code of Con	19.9 Do you have written Trade control and Customs policies and standard operating procedures for the following topics	
14 Company Details	19.9.1 Export Control classification	* Unspecified V
15 Commercial Requirement	19.9.2 Customs Tariff classification	* Unspecified v
Requirement	19.9.3 Sanction Screening	* Unspecified \checkmark
16 Financial Details	(*) indicates a required field	
17 Bank Details	Submit Entire Response Save I Compose Message Excel Import	
18 Addresses and Contacts		
19 Trade Compliance		

Compliance & Ethics

Answer the questions as applicable.

Ariba Sourcir	E Company Satings + Ang	sla Edwards ▼ Help Center
back to Aramco e-Marketplace	e Dashboard Desktop File Syr	c
Console	E Doc8443456 - Supplier Registration Questionnaire	Time remaining 179 days 22:19:2
Event Messages Event Details	Compliance & Ethics (Sector 10 of 11)	« Prev. Next »
Response History Response Team	Name	
	▼ 20 Compliance & Ethics	
 Event Contents 	20.1 Has your organization ever been the target or subject of an investigation conducted by any governmential agency, court, committee, grand jury or investigative body?	* Unspecified 🗸
All Content	20.3. Is your company currently under investigation by a government authority or a court?	* Unspecified V
1 Welcome to Aramco	20.5 Has your organization ever been found to be in violation of FCPA anti-bribery, accounting or other provisions?	* Unspecified V
	20.7 Has your organization ever been made subject to trade or financial sanctions, or been denied export privileges, by any governmental authority?	■ Unspecified ∨
12 Guidelines	20.9 Has your organization ever been found to be in violation of applicable export control or trade/inancial sanctions rules or nequitements, or has it settind any allegations of violations of such rules or requirements?	* Unspecified v
13 Supplier Code of Con	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 settied any allegations of violations of such rules or requirements?	* Unspecified ↓
14 Company Details	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, bushess or financial) with Saudi Aramco (including its financial subsidiary companies) or any of its employees?	* Unspecified v
15 Commercial	20.15 Has your organization or any its officers, directors, employees or agents ever had any reliationship or other identified lies to anyone connected to a racketeering enterprise or organized crime?	* Unspecified ↓
Requirement	(*) indicates a required field	
16 Financial Details		
17 Bank Details	Submit Entire Response Save Compose Message Excel Import	
18 Addresses and Contacts		
19 Trade Compliance		
20 Compliance & Ethics		

Privacy Notice

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

Ariba Sourcir	g	Company Settings • Angela Edwards • Help Center
So 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	Privacy Notice	(Section 11 of 11) 《 Prev.
Response History Response Team	Name	
	V 21 Privacy Notice	
▼ Event Contents	21.1 Please review and agree to the attached privacy notice	* Yes V
All Content	(*) indicates a required field	
1 Welcome to Aramco	Submit Entire Response Save Compose Message Excel Import	
12 Guidelines		
13 Supplier Code of Con		
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		

Submiting 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 Sourc	Sing	Help Center >>
o back to Aramco e-Marketp	lace Dashboard	Desktop File Sync
Console	Doc2988463 - Supplier Registration Questionnaire	Time remaining 44 days 03:04:01
Event Messages Event Details	✓ Your response has been submitted. Thank you for participating in the event.	
esponse History HAI	All Content	m *
Fvent Contents	Nama *	

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

EXTERNAL: This email came from the Internet. Report this message to <u>ASCSuspiciousEmail@aramcoservices.com</u> 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 you 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 <u>SSymposium@aramcoservices.com</u> 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



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.

Supplier Login	How Does SAP Ariba Help Suppliers Find New Business?
	Finding qualified leads is time-consuming for any business owner. Hear how SAP Ariba Discovery
	helps suppliers grow their business.
Forgot Usemame or Password	Learn More

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

Ariba Network	≪ Help Center
What is your primary business role at any time on the My Account page.	Search
Accounts Receivables	Training sessions with live Q&A
Business Owner	Send a PO-based invoice (4:35)
O Customer Service HABIBULL	Why can't I find an event?
E-Commerce	Where do I find my Ariba Network ID (ANID) number?
Field Services	What is an Ariba Network error (ANERR), and how do I resolve the issue?
Finance	How do I create documents against purchase orders from my customer?
Information Technology	Bablement Tasks tab not go away?
Marketing	How do I accept a customer-invited trading relationship request?
Order Management	How to configure your user account information and company settings
Sales HABIBULLAH.SIDD	View more
Service Administrator/LLAH SIDDIQUI	
Shipping HABIBULLAH.SIDDIQUI	Top 5 FAQs
Treasury	Documentation Q Support

- 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.

Sourcing				Company Settings 🔻	habibullah siddiqui ▼ Help Cente
CO E-MARKETPLACE					
2029 leads match your company profile View Matched Leads	Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market Integrity.				
	Events				
	Title	ID	End Time	Event Type	
			N	o items	
	Registration	Questionnaires			
	Title		ID	End Time 1	Status NLAH SIDDIOUI
	 Status: 0 	Contraction of the second s			
	and the second second	ation Questionnaire	Dec2988463 HABIBULLAH.SIDDIOUI	7/18/2019 4:00 PM	Pending Resubmission
	Qualification	Questionnaires			
	Title	ID	End Time 4		Status
	No items				
	Tasks				
	Name	Status	Due Date	Completion Date	Alert
			N	o items	

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

Ariba Sourcir	g			Company Settings 🔻 habibullah siddiqui
o back to Aramco e-Marketplace	Dashboard			Desktop File Sync
Console	Doc2988463 - Supplier Reg	istration Questionnaire		D ^{Time remaining} 364 days 08:11:53
Event Messages Event Details	You have submitted a response for this event.	Thank you for participating.		
Response History Response Team		Revise Res		
 Event Contents 	All Content			 ×
All Content	Name 1			
1 General Guidelines 2 Supplier Code of Con	the supporting documents, accordingly	I to be filled out by SUPPLIER as a part of Saudi Ar , in this questionnaire in order for Saudi Aramco to ential manner by Saudi Aramco. In order to assist S	evaluate SUPPLIER's questionnaire. All in	formation and documentation provided by
2 Con 3 Company Profile 4 In Kingdom Questionn 6 Addresses and Contacts	SUPPLIER guidelines: - All information to be provided si - SUPPLIER's certifications must registration until SUPPLIER au - Any letter addressed to Saudi A appropriate Saudi Arabian regio - For Manufacturers only: Manuf management system and confor which meets Saudi Aramoo's m	hall be limited to the specific SUPPLIER Commercia be valid for at least 30 days following registration smits updated certification document. Saudi Aramo rramco must be signed by an suthorized company nai Chamber of Commerce. acturers may require a plant site visit by Saudi Aramo mance with 150 4000 standards. Saudi Aramo in remore with 150 4000 standards. Saudi Aramo in	Il Registration under evaluation. Ubmittal date. If expiration date is within 30 o will consider granting exceptions to the 6 presentative, certified with SUPPLIER bu- nco inspectors to assess implementation a spectors may also evaluate manufacturer's	D days, Saudi Aramco will defer SUPPLIER's SOSI certification. siness stamp, and authenticated by the ind effectiveness of the manufacturers' quality capabilities to produce materials/equipment
7 Service Provider Que HABIB	Compose Message			
8 Ownership Questionnaire				
e Designated System Users Ariba Sourcir	107	HABIBULLAH.SIDDIQUI	Company Settings •	r habibullah siddiqui ▼ Help Center >>
	<u>×</u>	HADDOLLANISIDDIQUL		
o back to Aramoo e-Marketplace Console	Doc2988463 - Supplier Reg	istration Questionnaire		Desktop File Sync Time remaining 364 days 08:05:56
Event Messages Event Details Response History	You have submitted a response for this event.	Thank you for participating.		
Response Team		Revise Res	ponse	
 Event Contents 	All Content			m ×
All Content	Name t	sponse?		
1 General Guidelines	The followi	mitted a response for this event. Click OK if you wo	i. He	ase complete all required fields and submit
2 Supplier Code of Con	the suppor SUPPLIER SUPPLIER			formation and documentation provided by ninaire, please take note of the following
3 Company Profile	All t SUF registration until SUPPLIER sub	omits updated certification document. Saudi Aramo	thin 3 o will consider granting exceptions to the G	0 days, Saudi Aramco will defer SUPPLIER's 3051 Certification.
4 In Kingdom Questionn	 Any letter addressed to Saudi A appropriate Saudi Arabian regio For Manufacturers only: Manuf 	varico must be signed by an authorized company r inal Chamber of Commerce. acturers may require a plant site visit by Saudi Arar mance with ISO 9000 standards: Saudi Aramoo in	epresentative, certified with SUPPLIER bu	siness stamp, and authenticated by the and effectiveness of the manufacturers' quality
6 Addresses and Contacts	which meets Saudi Aramco's m	aterial specifications. dically saves data entries in this process in ord		
7 Service Provider Que	Compose Message			
8 Ownership Questionnaire				
Designated System Users				

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

Ariba Sourcir	g	Company Settings habibullah siddiqui Help Center >>
Go back to Aramco e-Marketplace	Deshboard	Desktop File Sync
Console	Doc2988463 - Supplier Registration Questionnaire	Unite remaining 364 days 07:59:39
Event Messages Event Details Response History	In Kingdom Questionnaire	(Section 4 of 9) ≪ Prev. Next ≫ 🗰 🗮
Response Team	Name 1	
-	▼ 4.4 General Organisation for Social Insurance (GOSI) Details	^
▼ Event Contents	4.4.1 GOSI Membership Number Disclaimer: ارتفا الانتراب	* 347586948
All Content	4.4.2 Valid GOSi Certificate Attachment Disclaimer: مهده تشکیلات الایشانه Submit this response?	* 💇 GOSI certificate dock - Update file Delete file
1 General Guidelines	4.4.3 GOSI Certificate Expiry Date Click OK to submit.	* Tnu, 18 Jul, 2019
2 Supplier Code of Con	4.4.4 GOSI Certificate Expiry Date (Hijt) <u>Disclaimer</u> : Please enter a Hijri date in the form OK Cancel	* 16/10/1436
	4.4.5 Number of Saudi Employees Disclaimer مد المتزكين السربين	* 150 person
3 Company Profile	4.4.6 Number of Non Saudi Employees مد اشترکن غیر السربین Thistaimer	* 50 person per unit
4 In Kingdom Questionn	4.4.7 Total Number of Employees <u>Disclaimer</u> المونوع	* 200 person
6 Addresses and Contacts	4.4.5 Saudization Percentage (Number of Saudi Employees / Total Number of Employees)	* 78%
Gonada	▼ 4.5 Ministry of Labor Saudization Details	
7 Service Provider Que	4.5.1 Ministry of Labor Registration Number Disclaimer: ポッチング ネッ	23456789935464
g Ownership	4.5.2 Valid Saudization Certificate (Decision 60) from the Labor Office <u>Disclaimer</u> ليمين التسوية من مكتب للحق	* 🕅 Labour registration no dock v. Update file. Delete file
[©] Questionnaire	HARROLLAH SIDDI	OUI Green 🗸
P Designated System Users	4.5.4 Size of Enterprise	* Small V

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.

		K Help Center	ď
HABIBULLAH SIDDIQUI HABIBULLAH SIDDIQUI		Training sessions with live Q&A edited Apr 05 2018 SAP Ariba Success Sessions to use the software. Webinar to sessions about registration. invo	trate how pics include
Supplier Login Businesses Connect Network Work more efficient	: on Ariba ently by collaborating wi	participating in events and more webinars are followed by live QI You can sign up for the events I link for the region you are locate then taking these actions: • Select the event topic, date, you would like to attend. • A pop up will appear. Any si	e. The live BAs. by following ed in and and time ections
Password customers and s Login customers that customers that customers that customers that customers that customers that customers and s customers that customers that customers and s customers that customers and s customers that customers and s customers and s customers and s customers and s customers and s customers that customers and s customers and s cust	uppliers in real-time. Fin are about your social or ograms. No matter wha Network is where compa usiness done.	After filling out the required i click the "Register" button. Links: For events during North Americ business hours (Eastern Time' here For events during Europe, Midd and African business/fours toe	an Zone), click le Eastern, ntrai
Forgot Username or Password Learn More		European Time Zong), click her For events during Lain-Aventos hours (Brasilia Time Zone), click Summer Time Zone), click For events during Asian Pac Australian business hours (1 Time Zone), click here Panister for s 10 nor Thursdave	Brasilia chere ific and Japan
HABIBULLAH SIDDIQUI			Support

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 <u>SSymposium@aramcoservices.com</u>.

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.



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

sarch	9	Home Learning Support
Support Center		
I need help with support	Update	Common Troubleshooting Tags
		Wetcome user Browser configuration
How do I contact Ariba Customer Support?		Company profile Bootight Company account settings
How do I access and change the former administrator's account?		My account Contact account administrator Registration
		My account settings Proposals Event participation Light accounts Account navigation
What are some common issues when registering an account?	sourcing event for suppliers Supplier account login	
How do I resolve an ANERR login error?		
	∢ 1 2 3 5 ►	trust ariba com
		Information and latest notifications about product issues and
Can't find what you are looking for? Let us help you. Choose your communication preference:		planned downtime. Check status
☑ 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 our 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 email 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.