



نيوم NEOM

## NEOM ARIBA REGISTRATION GUIDE – EXISTING SUPPLIER

# Contents



- Responding to invitation for Registration
- Creating Account on Ariba Network (Ariba Network Profile)
- Responding to Neom Registration Questionnaire
- Overview of your Ariba Supplier Dashboard

# INVITATION TO REGISTER



Supplier will receive below invitation email from Neom to register in Ariba

NEOM - TEST

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**Register as a supplier with NEOM - TEST**

Hello!

Mr Ashay has invited you to register to become a supplier with NEOM - TEST. Start by creating an account with Ariba Network. It's free.

NEOM - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Artech Infosystems, India already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

Click on the highlighted link to proceed

# CREATING Ariba NETWORK ACCOUNT



If you have transacted on Ariba with an other company before then use Sign up tab or if you already have the Ariba Network Account the use Log in Tab

Welcome, Muni Roy

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

Sign up as a supplier with NEOM Company - TEST on SAP Ariba.

NEOM Company - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by NEOM Company - TEST.

Already have an account?

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You r...  
regardless of which Ariba solution your customers are using. Once you ha...

- 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

Log In

Click **Log In** only if you have an Ariba network account/ have worked on Ariba for other companies. You can use the same login credentials

In the current scenario, we will assume that supplier is having Ariba Network and login using the current user id

Sign up

Click **Sign Up** if you are completely new to Ariba and have never transacted for any other companies on this platform

# CREATING Ariba NETWORK ACCOUNT



Once Supplier click on the link in the email, s/he will be guided to Log in Tab where s/he will fill the user id and access the Ariba Network

The screenshot shows the SAP Ariba Supplier Login interface. The page title is "SAP Ariba" and the main heading is "Supplier Login". There are three input fields: a text field containing "artech\_infosystems@gmail.com", a password field with masked characters, and a blue "Login" button. Below the password field is a link for "Forgot Username or Password". At the bottom, there is a link for "New to Ariba? Register Now".

Annotations with red arrows point to the following elements:

- The text field containing "artech\_infosystems@gmail.com" is annotated with the text: "Supplier to provide the User id".
- The password field is annotated with the text: "Supplier to provide the Password".
- The "Login" button is annotated with the text: "Click on Login tab to access Ariba Network".

In the background, a tablet displays a dashboard with various charts and data tables, including a line graph and a table with columns for "Order Number", "Customer", "Date", "Amount", "Status", and "Action".

# CREATING Ariba NETWORK ACCOUNT



What is your primary business role in your company? Selecting a role will help us provide you with a better experience.  
You can change your business role at any time on the My Account page.

- Accounts Receivables
- Business Owner
- Customer Service
- E-Commerce
- Field Services
- Finance
- Information Technology
- Manager
- Marketing
- Order Management
- Sales
- Service Administrator
- Shipping
- Treasury
- Other

Supplier to select the Primary Business Roles and click on Continue to the Ariba Network

Continue to the Ariba Network

# CREATING ARIBA NETWORK ACCOUNT



Supplier will be brought to Ariba Proposals and Questionnaires Page, from where s/he will be able to complete the Registration Questionnaires

There are no matched postings.

Welcome to the NEOM Procurement Site This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. NEOM Procurement administers this site in an effort to ensure market integrity.

### Events

Title	ID	End Time ↓	Event Type	Participated
No items				

### Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
<a href="#">Supplier Registration Questionnaire</a>	Doc23294639	8/22/2020 12:16 PM	Registered

### Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Supplier can access to proposals and questionnaires

This is where your Registration Questionnaire, with status as registered or pending. Supplier click the link to continue to fill the form

# NEOM SUPPLIER REGISTRATION FORM



After account creation, you will be directed to fill up and submit the Neom Supplier Registration form. All questions marked with a star are mandatory

The screenshot shows the 'Supplier Registration Questionnaire' interface. A navigation menu on the left includes 'Event Messages', 'Event Details', 'Response History', 'Response Team', and 'Event Contents'. Under 'Event Contents', there are links for 'All Content', '1 COMPANY DETAILS', '2 CONTACT DETAILS', '3 ORGANISATION TYPE', '6 Bank Info', and '7 NEOM LEGAL DOCUMENTS'. The main content area is titled 'All Content' and lists sections: '1 COMPANY DETAILS', '2 CONTACT DETAILS', '3 ORGANISATION TYPE', and '4 Type of Business'. The '4 Type of Business' section contains a list of roles with checkboxes: 'Construction', 'Manufacturer', 'Services', 'Trader/Distributor', and 'Consultancy'. A red asterisk is next to the 'Construction' checkbox. At the bottom, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. A 'Time remaining' clock shows '29 days 23:31:22'. A 'Go back to NEOM - TEST Dashboard' link is in the top left. A 'Desktop File Sync' link is in the top right. A callout box points to the 'Save draft' button with the text: 'Supplier to save the draft version to avoid losing data'. Another callout box points to the 'Time remaining' clock with the text: 'Remaining time to Fill and submit the form. The maximum days to submit are 30 days'. A third callout box points to a zoom icon with the text: 'Click to enlarge the form content'. A fourth callout box points to the '3 ORGANISATION TYPE' section with the text: 'Navigate through different sections here. Fill all Section for information purpose'. A fifth callout box points to the 'Go back to NEOM - TEST Dashboard' link with the text: 'Click here to go to your main dashboard'.

# REGISTRATION FORM-GENERAL INFO SECTION



Doc23294639 - Supplier Registration Questionnaire Time remaining  
29 days 22:16:04

All Content

Name ↑	
1.1 Full Company Name	* Artech Infosystems, India
1.2 Commercial Registration Number	
1.3 Mentioned Validity of Commercial Registration	<input type="text" value=""/>
1.4 Other names/also known or operating under	<input type="text" value=""/>
1.5 General Description of Supplier	<input type="text" value=""/>
1.6 ZAKAT Number	<input type="text" value=""/>
1.7 Company Website	* www.artechinfo.in
1.8 Company Address	* Street: Cyber Park, 1st Floor, Block B Plot No. 76 & City: * Bangalore State/Province/Region: 10 ⓘ Postal Code: * 560100 Country: * India ▼
1.9 P.O. Box	560100

### Key Points:

- All the information will be loaded from supplier registration page, Supplier to verify the data and make changes if required.

# REGISTRATION FORM-CONTACT DETAILS SECTION



All Content

Name ↑	
1.9 P.O. Box	<input type="text" value="560100"/>
1.10 Email ID	<input type="text" value="krishna.murthy19@wipro.com"/>
1.11 Telephone	<input type="text" value="1255163858"/>
1.12 Fax	<input type="text"/>
1.13 Tax Number 1	<input type="text"/>
1.14 Tax Number 2	<input type="text"/>
1.15 Country of origin	(select a value) [select]
1.16 Commodity Code	(select a value) [select]
▼ 2 CONTACT DETAILS	
▼ 2.1 CEO	
2.1.1 Contact Person	<input type="text"/>
2.1.2 Designation	<input type="text"/>
2.1.3 Mobile Number	<input type="text"/>
2.1.4 Email	<input type="text"/>
▼ 2.2 Contact 1	
2.2.1 Contact Person	<input type="text"/>
2.2.2 Designation	<input type="text"/>

## Key Points:

- All the information will be loaded from supplier registration page, Supplier to verify the data and make changes if required.
- Update contact information for the key member of your organization.

# REGISTRATION FORM-ORGANISATION & BANK INFO SECTION



All Content

Name ↑

3 ORGANISATION TYPE

3.1 Years in Business \* 2005

3.2 Numbers of Employees out of KSA \* 12000

3.3 Number of Employees in KSA \* 150

3.4 Last Year Revenue \* 150,000,000.00 SAR

3.5 Last Net Profit \* 120,000,000.00 SAR

3.6 Select the Business Structure Type \* Consultant

3.7 Please attach passport copy Attach a file

4 Type of Business

\*  Construction

Manufacturer

Services

Trader/Distributor

Consultancy

Other

6 Bank Info Add Bank Info (1)

7 NEOM LEGAL DOCUMENTS

7.1 Is company KSA based? No

7.3 REQUIRED DOCUMENTS - NON KSA BASED COMPANIES Less...

## Key Points:

- Supplier should fill all the details which will help Neom in Evaluation of the supplier.
- Supplier to fill the bank details and other mandatory information.

# REGISTRATION FORM-ATTACHMENT INFO SECTION



7.3 REQUIRED DOCUMENTS - NON KSA BASED COMPANIES Less...

Instructions:

- Please download Neom legal documents in your local machine using the respective reference links in the below questions. Read, initial each page, sign and stamp last page of document.
- Attach the signed copy of document against the respective questions.
- In case you have any comments in the content of these documents, please contact the concerned Neom buyer.
- Recommended one attachment file size is upto 10MB and attachment types: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, JPEG, GIF, VSO, CSV, TXT, BITMAP, ZIP, 7z...

7.3.1 Non-disclosure agreement <span>References</span>	
7.3.2 Attach signed copy of Non-disclosure agreement	* <a href="#">How to set a Default DashBoard for all users.pdf</a> <span>Update file</span> <span>Delete file</span>
7.3.3 Code of Conduct <span>References</span>	
7.3.4 Attach signed copy of code of conduct agreement	* <a href="#">How to set a Default DashBoard for all users.pdf</a> <span>Update file</span> <span>Delete file</span>
7.3.5 Company Presentation/Profile	* <a href="#">How to set a Default DashBoard for all users.pdf</a> <span>Update file</span> <span>Delete file</span>
7.3.6 Audited Financial Statements for last 3 years	* <a href="#">How to set a Default DashBoard for all users.pdf</a> <span>Update file</span> <span>Delete file</span>
7.3.7 Registration License	* <a href="#">How to set a Default DashBoard for all users.pdf</a> <span>Update file</span> <span>Delete file</span>
7.3.8 List of Completed Projects for the last 5 Years	* <a href="#">Central Sourcing.docx</a> <span>Update file</span> <span>Delete file</span>
7.3.9 Authorized Signatory Letter identifying the Authorized Company Employees dealing with NEOM	* <a href="#">Central Sourcing.docx</a> <span>Update file</span> <span>Delete file</span>
7.3.10 Bank letter that shows the Beneficiary Name & Account Details	* <a href="#">Central Sourcing.docx</a> <span>Update file</span> <span>Delete file</span>
8 MANUFACTURING LOCATIONS	
8.1 Please complete the attached sheet with the requested factory information	Attach a file
8.2 Do all of your Factories have a documented manufacturing and plant contingency plan with a listing of alternative sourcing locations?	<input type="text" value="No"/> <span>+</span>
8.3 If no, please explain.	<input type="text" value="On Site support provided"/>

The types of questions in this section are:

- Single select
- Certificate Type
- Attachment Type
- Multiple attachments anywhere can be attached as a ZIP/RAR file
- Supplier to provide details regarding the certificate and also load the same for Neom review. This will help in monitoring and also sent notification if the certificate is about to expiry

# REGISTRATION FORM-VENDOR INFO SECTION



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▼ 9 PARENT CHILD OR SUBSIDIARY RELATIONSHIP Less... -

NEOM would like to know parent child relationship of organisation. If your organisation has parent company and many child or subsidiary companies, Please fill below questionnaire.

Note :- If your organisation is individual or no child or no subsidiary companies. Please select "parent"  
Please declare provided data is as per true.

9.1 Is your organization Parent(individual) or Child/Subsidiary company? Unspecified ▾

▼ 10 VENDOR CLASSIFICATION

10.1 Select the region from below IND [select]

10.2 In which entity your company fall? Non- Government ▾

10.3 Category of Ownership of company. Non Saudi Ownership ▾

10.4 In which category does you company can be identified as? SME ▾

▼ 11 NEOM DECLARATION

11.1 Neom reserves the rights to seek additional information and/or documents in line with Supplier registration process.

11.2 By submitting this registration questionnaire above, on behalf of the company listed above, I certify that all the information provided are true and correct. We acknowledge and understand that the information and documents provided here under are for the purpose of registration with Neom Central Procurement. We confirm that we shall be responsible to keep the documents/ information provided to Neom are current and updated. We acknowledge the receipt of Neom Terms & Conditions of purchase.

Yes ▾

(\*) indicates a required field

**Key Points:**

- Supplier to fill all the fields on Section 10 to help in evaluation

Supplier to accept the Neom Declaration you selecting Yes, in the drop down list

Click Compose Message if you wish to interact with Neom Supplier management team

✓ Submit this response?

Click OK to submit.

OK Cancel

After clicking on **Submit Entire Response**, system will ask for confirmation, Please click ok if you are confirming or Cancel to edit the content.

Submit Entire Response

Save draft

Compose Message

Excel Import

Click on **Submit Entire Response** to submit your information to Neom for future Evaluation and complete Supplier on-boarding

# REGISTRATION FORM-DASHBOARD



Ariba Sourcing

Company Settings Muni Roy Help Center

Go back to NEOM - TEST Dashboard Desktop File Sync

Console Doc23294639 - Supplier Registration Questionnaire Pending Approval

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

All Content

1 COMPANY DETAILS  
2 CONTACT DETAILS  
3 ORGANISATION TYPE

6 Bank Info

View Bank Info (1)

Desktop File Sync

Go back to NEOM - TEST Dashboard

Doc23294639 - Supplier Registration Questionnaire

Pending Approval

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

Name ↑

1 COMPANY DETAILS

2 CONTACT DETAILS

3 ORGANISATION TYPE

4 Type of Business

6 Bank Info

Services

View Bank Info (1)

Once supplier click on Ok, they will be directed back to registration page and can see the notification that response was submitted successfully

Ariba Sourcing

Company Settings Muni Roy

Go back to NEOM - TEST Dashboard Desktop File Sync

Console

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

All Content

1 COMPANY DETAILS  
2 CONTACT DETAILS

Revise Response

1 COMPANY DETAILS

1.1 Full Company Name Artech Infosystems, India

1.2 Commercial Registration Number

Desktop File Sync

Go back to NEOM - TEST Dashboard

You have submitted a response for this event. Thank you for participating.

Name ↑

1 COMPANY DETAILS

1.1 Full Company Name Artech Infosystems, India

1.2 Commercial Registration Number

Supplier can revise his response if they feel the details need any changes

# REGISTRATION FORM-DASHBOARD



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The screenshot shows the SAP Ariba Proposals and Questionnaires dashboard. The top navigation bar includes 'SAP', 'Ariba Proposals and Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. On the right, there are icons for settings, help, and MR. A dropdown menu is open on the left, listing 'Ariba Discovery', 'Ariba Proposals And Questionnaires', 'Ariba Contracts', and 'Ariba Network'. The main content area features a welcome message, an 'Events' table with 'No items', a 'Registration Questionnaires' table with one entry, and a 'Qualification Questionnaires' table. Annotations with arrows point to 'Ariba Proposals And Questionnaires', the 'Supplier Registration Questionnaire' entry, and the MR icon.

Supplier can access to proposals and questionnaires

Navigate to Proposals or Contracts or change your company/Account details from here

This is where your Registration Questionnaire ,with status, appears

Title	ID	End Time ↓	Event Type
No items			

  

Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
Supplier Registration Questionnaire	Doc23294639	7/20/2020 2:53 PM	Pending Approval

  

Title	ID	End Time ↓	Commodity	Regions	Status
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# REGISTRATION FORM-DASHBOARD



SAP Ariba Proposals and Questionnaires Standard Account Upgrade TEST MODE Settings Help MR

NEOM - TEST

There are no matched postings.

Welcome to the NEOM Procurement System  
Ariba, Inc. NEOM Procurement administrator

Supplier can upgrade if needed to Enterprise Account based on their requirement, But please note once upgrade there is cost for transaction, Please reach out to Ariba support before upgrading for details

Muni Roy  
artech\_infosystems@gmail.com

- My Account
- Link User IDs
- Contact Administrator
- Logout

### Events

Title	ID	End Time ↓	Event Type
No items			

### Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
Supplier Registration Questionnaire	Doc23294639	7/20/2020 2:53 PM	Pending Approval

### Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
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**THANK YOU**