



نيوم NEOM

## NEOM ARIBA REGISTRATION GUIDE – NEW 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

### 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



The first step is to create and Ariba Network account (if you have never transacted on Ariba with an other company before)

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 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

**Sign up**

**Log In**

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

In the current scenario, we will assume that supplier is new to Ariba Network and will create a new account

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

# CREATING Ariba NETWORK ACCOUNT

**SAP** Ariba Proposals and Questionnaires ?

## Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by NEOM

Company - TEST.

**Create account and continue** **Cancel**

### Company information

\* Indicates a required field

Company Name: \* Artech Infosystems, India

Country: \* India [IND] ▼

Address: \* Cyber Park, 1st Floor, Block B Plot No. 76 & 77,  
Electronic City Phase 1, Hosur Rd, Doddathoguru  
Bengaluru, Karnataka 560100

City: \* Bangalore

State: \* Karnataka [IN-KA] ▼

Postal Code: \* 560100

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.

Fill all the mandatory field and Click **create account and continue**

Fill up the Main office Address here. You can add multiple addresses later in your Company Profile once an account is created

# CREATING Ariba NETWORK ACCOUNT

Tell us more about your business

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

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

X

Tax ID:  Enter your Company Tax ID number.

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

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

☒ I have read and agree to the [Terms of Use](#)

☒ I have read and agree to the [SAP Ariba Privacy Statement](#)

Filling the User account details, Create a username (in email format) and a new Password with minimum 8 characters including numbers. Provided details about your product and services. For reference - Click 'i' for more info

Click **create account and continue** once

# WELCOME EMAIL



Once your Ariba Network Account is created, you will receive the below email with the details of the AN ID (Ariba Network ID) and username you created

## Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for Artech Infosystems, India is now complete.

Your organization's account ID: **AN01543584885-T**

Your username: [artech\\_infosystems@gmail.com](mailto:artech_infosystems@gmail.com)

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

### Key Points:

- The creator of the account is designated as the Administrator
- After account creation you can create more user(s), transfer administrative role and complete your AN company profile
- All Neom Registration forms, Qualification forms, Sourcing proposals and Contracts can be accessed from this account

# 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

Go back to NEOM - TEST Dashboard

Click here to go to your main dashboard

Desktop File Sync

Time remaining  
29 days 23:31:22

Console

Doc23294639 - Supplier Registration Questionnaire

Event Messages

Event Details

Response History

Response Team

Event Contents

All Content

1 COMPANY DETAILS

2 CONTACT DETAILS

3 ORGANISATION TYPE

6 Bank Info

7 NEOM LEGAL DOCUMENTS

All Content

1 COMPANY DETAILS

2 CONTACT DETAILS

3 ORGANISATION TYPE

4 Type of Business

\* ☐ Construction

☐ Manufacturer

☐ Services

☐ Trader/Distributor

☐ Consultancy

(\*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

Click to enlarge the form content

Navigate through different sections here. Fill all Section for information purpose

Supplier to save the draft version to avoid losing data



# 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	
1.4 Other names/also known or operating under	
1.5 General Description of Supplier	
1.6 ZAKAT Number	
1.7 Company Website	* www.artechinfo.in
1.8 Company Address	<div><div>* Street: Cyber Park, 1st Floor, Block B Plot No. 76 &amp;</div><div>City: * Bangalore</div><div>State/Province/Region: 10 ⓘ</div><div>Postal Code: * 560100</div><div>Country: * India ▾</div></div>
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) <a href="#">select</a>
1.16 Commodity Code	(select a value) <a href="#">select</a>
▼ 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	<div>References</div>	
7.3.2 Attach signed copy of Non-disclosure agreement		<div>How to set a Default DashBoard for all users.pdf</div> <div>Update file Delete file</div>
7.3.3 Code of Conduct	<div>References</div>	
7.3.4 Attach signed copy of code of conduct agreement		<div>How to set a Default DashBoard for all users.pdf</div> <div>Update file Delete file</div>
7.3.5 Company Presentation/Profile		<div>How to set a Default DashBoard for all users.pdf</div> <div>Update file Delete file</div>
7.3.6 Audited Financial Statements for last 3 years		<div>How to set a Default DashBoard for all users.pdf</div> <div>Update file Delete file</div>
7.3.7 Registration License		<div>How to set a Default DashBoard for all users.pdf</div> <div>Update file Delete file</div>
7.3.8 List of Completed Projects for the last 5 Years		<div>Central Sourcing.docx</div> <div>Update file Delete file</div>
7.3.9 Authorized Signatory Letter identifying the Authorized Company Employees dealing with NEOM		<div>Central Sourcing.docx</div> <div>Update file Delete file</div>
7.3.10 Bank letter that shows the Beneficiary Name & Account Details		<div>Central Sourcing.docx</div> <div>Update file Delete file</div>
8 MANUFACTURING LOCATIONS		
8.1 Please complete the attached sheet with the requested factory information		<div>Attach a file</div>
8.2 Do all of your Factories have a documented manufacturing and plant contingency plan with a listing of alternative sourcing locations?	<div>No</div>	
8.3 If no, please explain.		<div>On Site support provided</div>

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



▼ 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.

(\*) 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

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

✓ 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.

# REGISTRATION FORM-DASHBOARD



Ariba Sourcing

< Go back to NEOM - TEST Dashboard

Company Settings Muni Roy Help Center

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

4 Type of Business  
6 Bank Info

View Bank Info (1)

Services

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

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

< Go back to NEOM - TEST Dashboard

Company Settings Muni Roy

Desktop File Sync

Console

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

All Content

1 COMPANY DETAILS  
2 CONTACT DETAILS

1.1 Full Company Name  
1.2 Commercial Registration Number

Artech Infosystems, India

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

Revise Response

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

# REGISTRATION FORM-DASHBOARD



SAP

Ariba Proposals and Questionnaires

Standard Account

Upgrade

TEST MODE

Artech Infosystems, ...

ANID: AN01543584886-T

Company Profile

ACCOUNT SETTINGS

Users

Notifications

View All

SOURCING & CONTRACTS SETTINGS

Sourcing & Contracts Notifications

View All

MR

Ariba Discovery

Ariba Proposals And Questionnaires

Ariba Contracts

Ariba Network

Supplier can access to proposals and questionnaires

Welcome to the NEOM Procurement Site This site assists in identifying world class suppliers who are registered with Ariba, Inc. NEOM Procurement administers this site in an effort to ensure market integrity.

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

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
-------	----	----------	-----------	---------	--------

# 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

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
-------	----	------------	-----------	---------	--------

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





نيوم NEOM

**THANK YOU**