

نیوم NEOM

NEOM ARIBA REGISTRATION GUIDE - NEW SUPPLIER

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- Responding to invitation for Registration
- Creating Account on Ariba Network (Ariba Network Profile)
- > Responding to Neom Registration Questionnaire
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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.

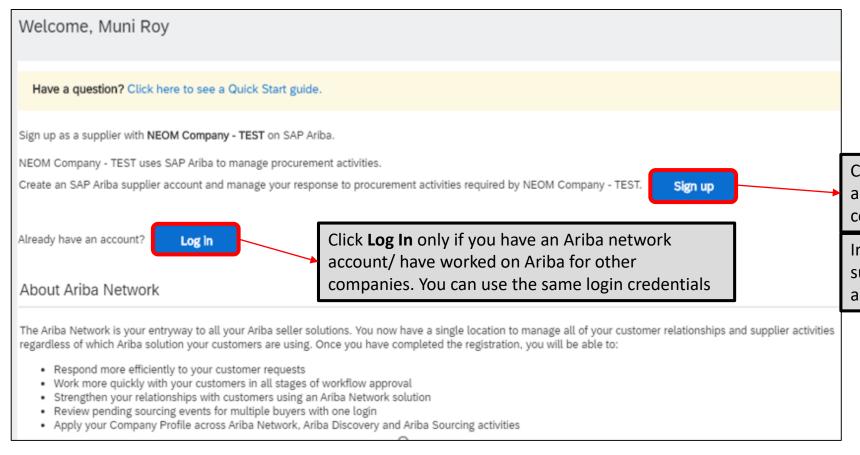
Click Here to create account now

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)

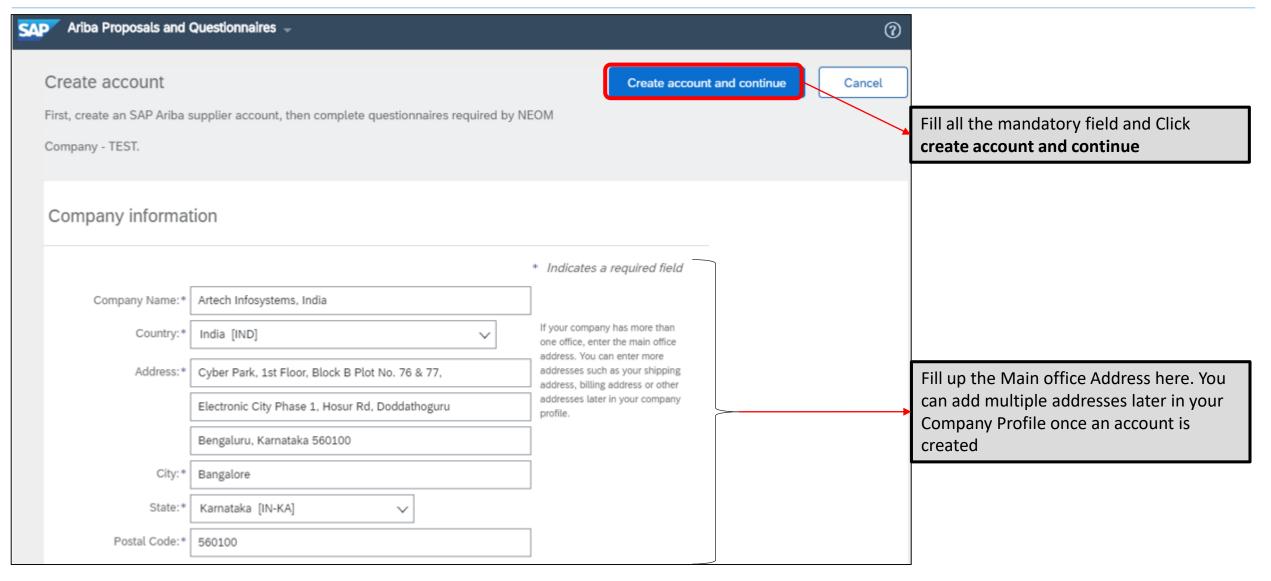


Click **Sign Up** if you are completely new to Ariba and have never transacted for any other companies on this platform

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

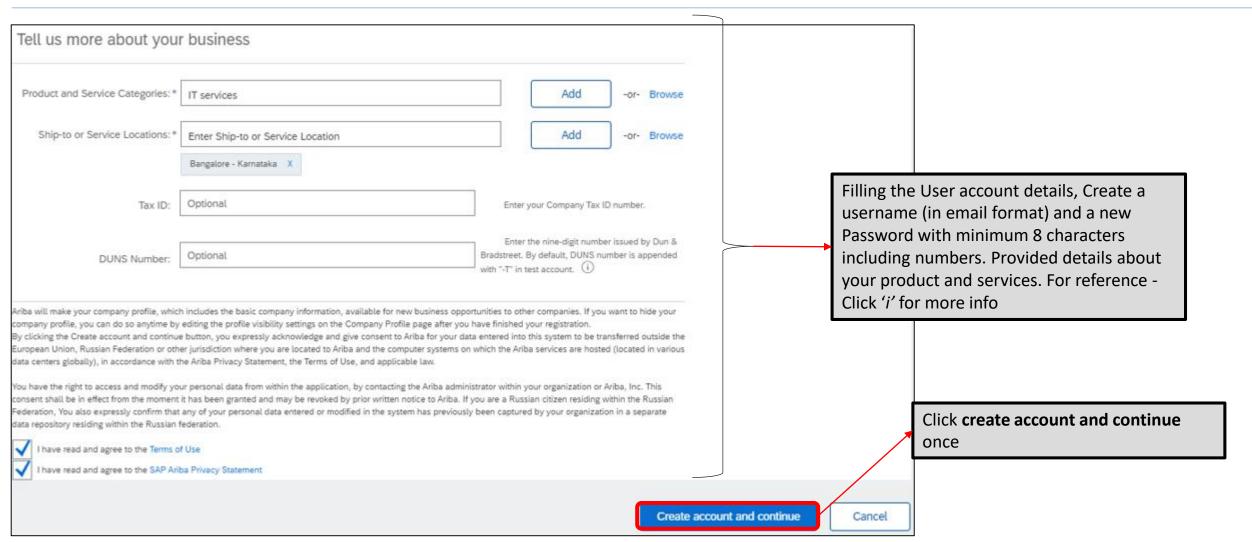






CREATING ARIBA NETWORK ACCOUNT





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

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.

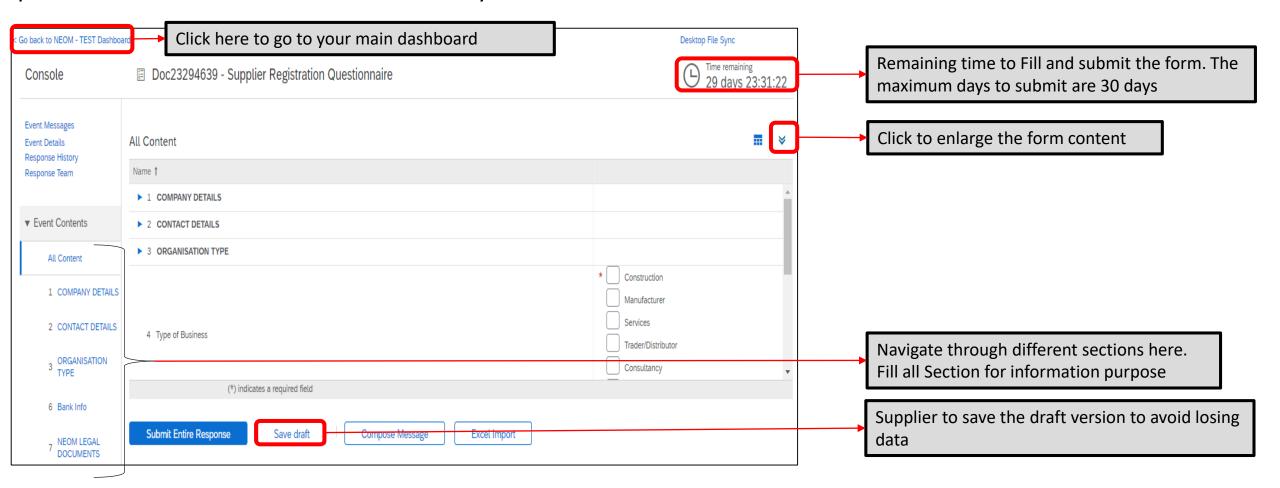
Key Points:

- The creator of the account is designated as the Administrator
- After account creation you can create more user(s), transfer administrative role and complete you 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



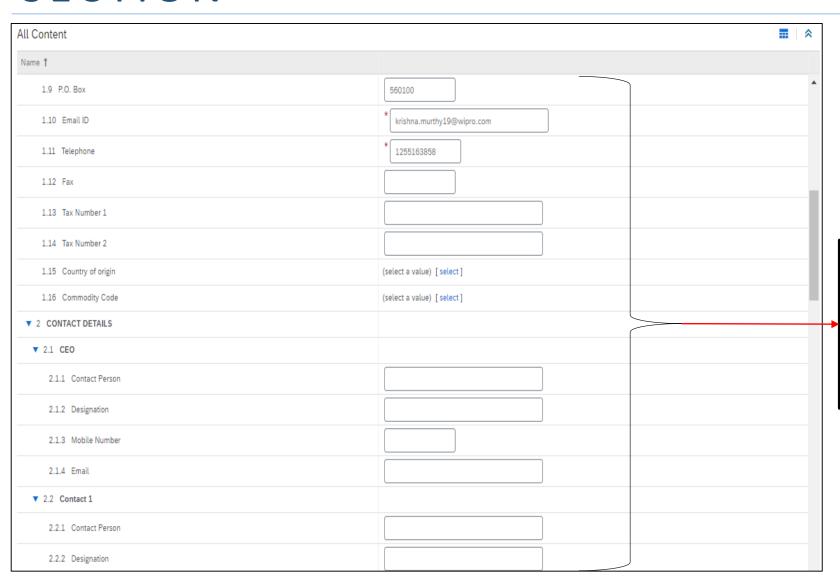
REGISTRATION FORM-GENERAL INFO SECTION



☐ Doc23294639 - Supplier Registration Questionnaire	Time remain 29 days	ining s 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	體	
1.4 Other names/also known or operating under		
1.5 General Description of Supplier		Key Points:
1.6 ZAKAT Number		 All the information will be loaded from supplier registration page, Supplier to verify the data and
1.7 Company Website	www.artechinfo.in	make changes if required.
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	

REGISTRATION FORM-CONTACT DETAILS SECTION



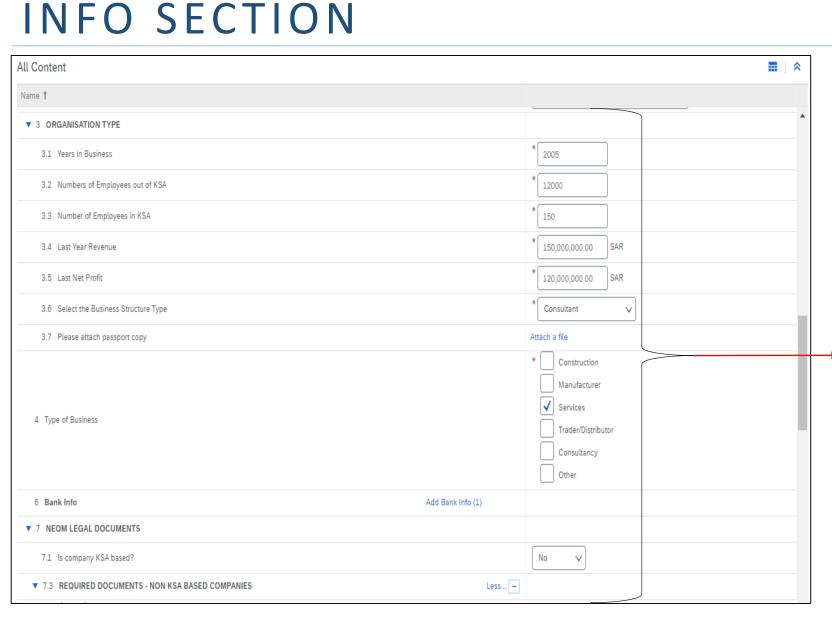


Key Points:

- 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



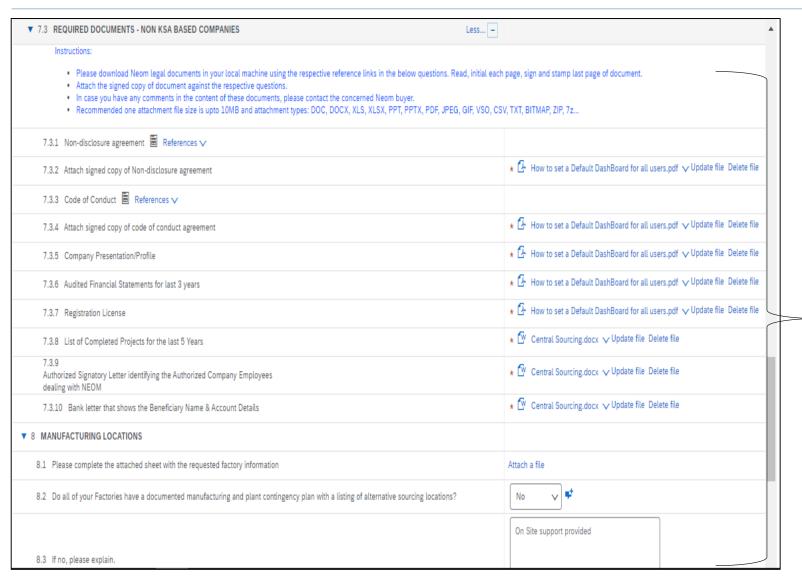


Key Points:

- 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



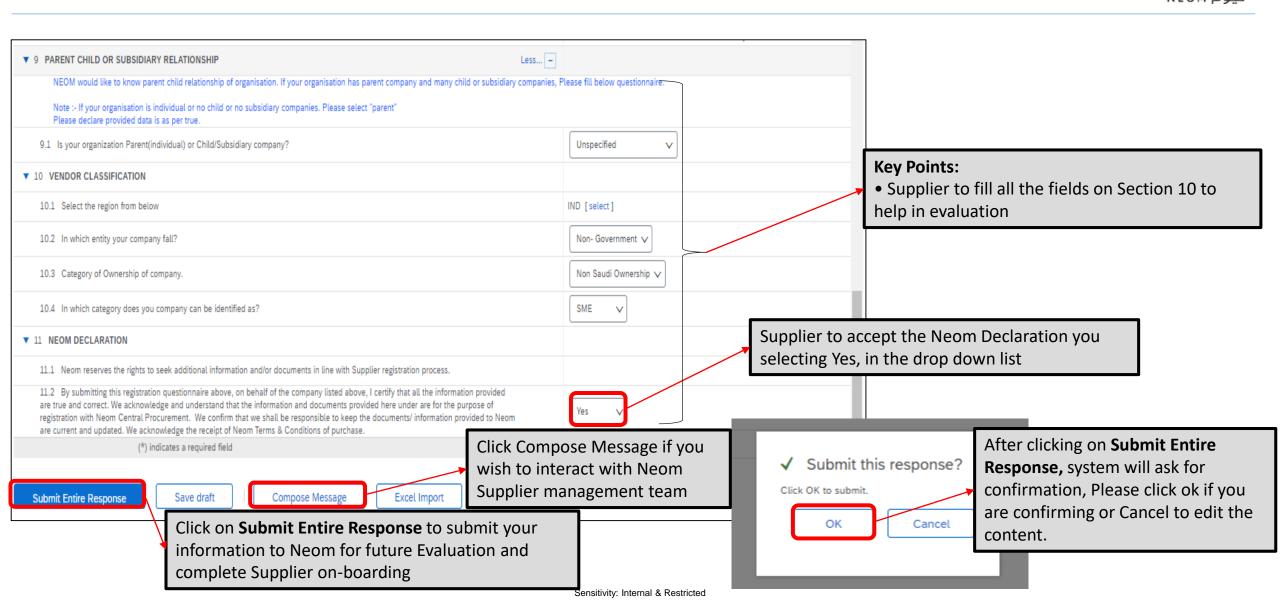


The types of questions in this section are:

- 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

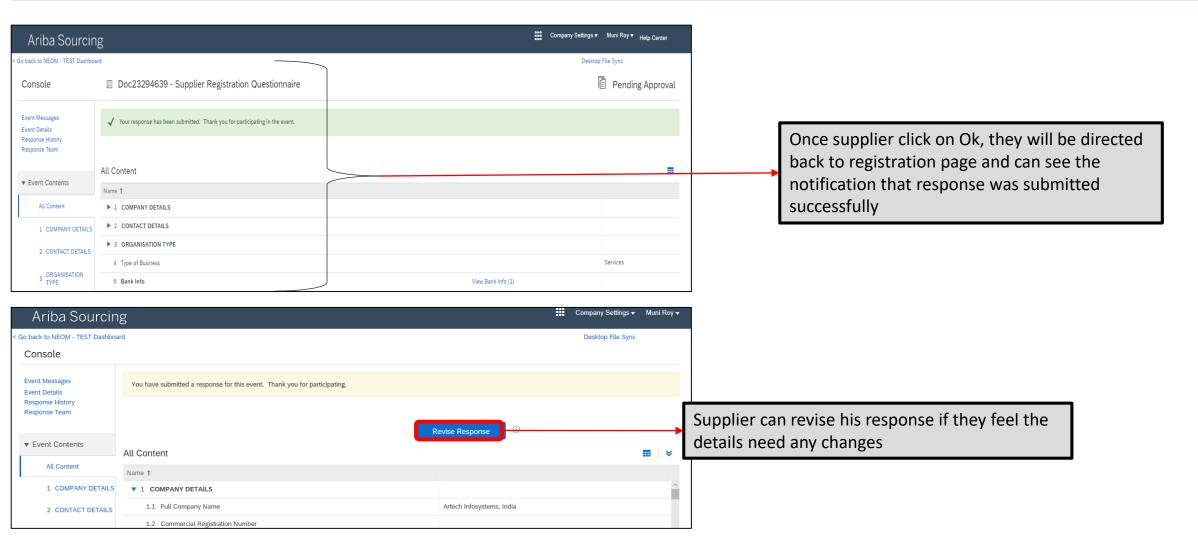
REGISTRATION FORM-VENDOR INFO SECTION





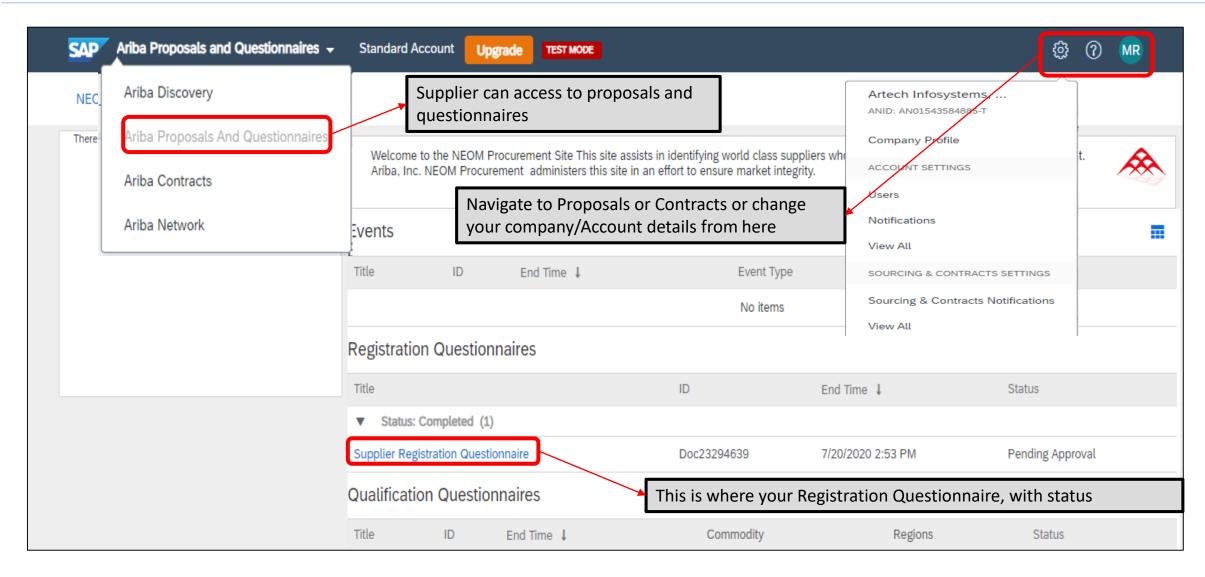
REGISTRATION FORM-DASHBOARD





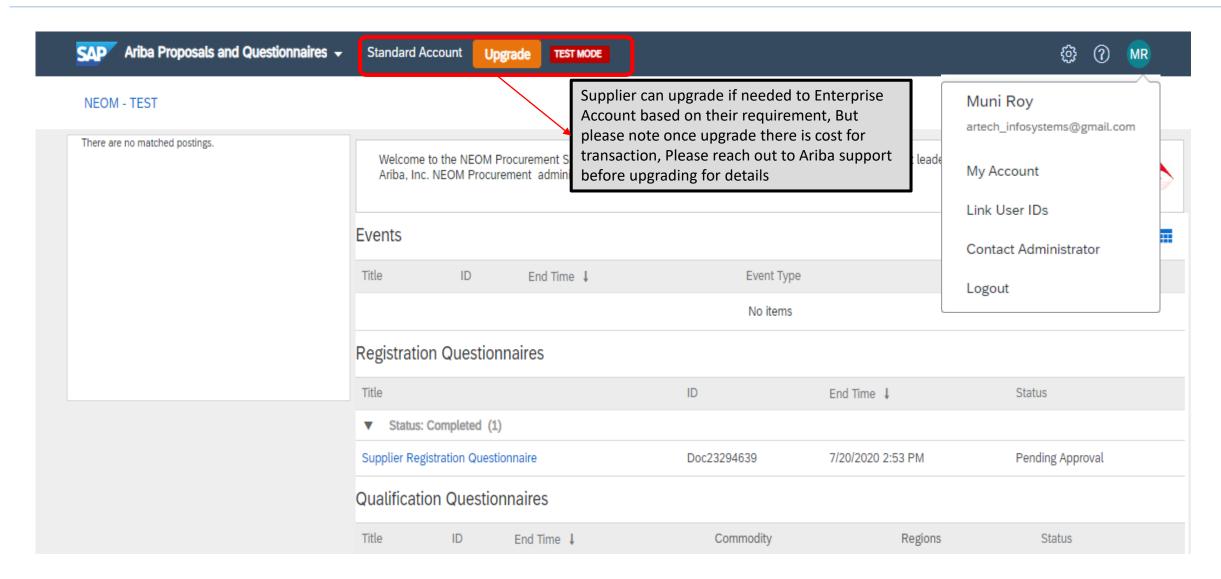
REGISTRATION FORM-DASHBOARD





REGISTRATION FORM-DASHBOARD







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THANK YOU