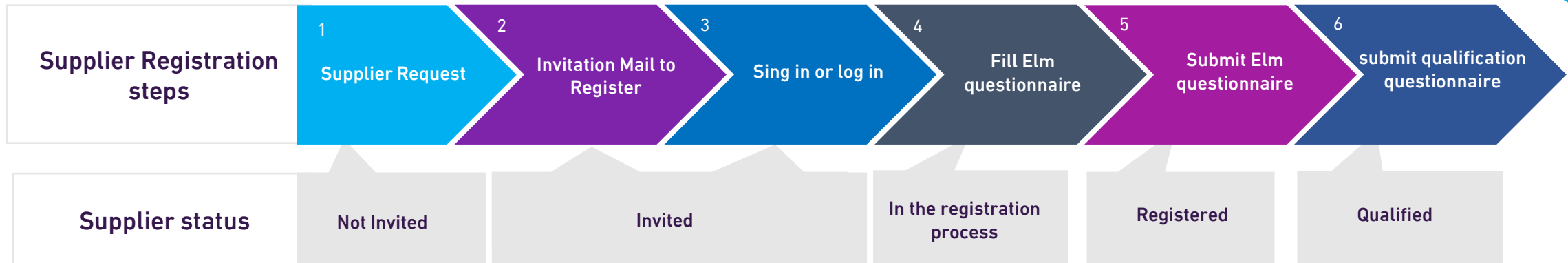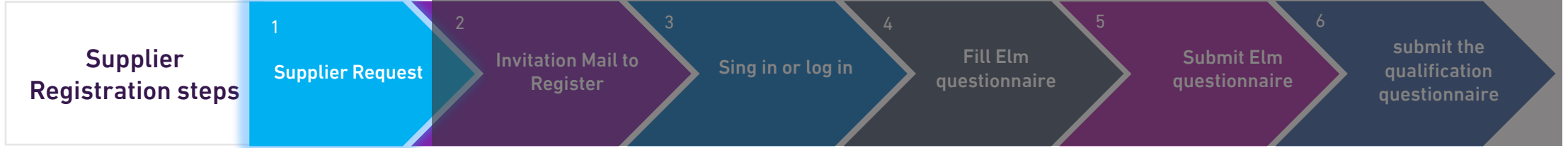# Supplier Registration Guide
الدليل الارشادي لتسجيل الموردين

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نسعى إلى بناء علاقات عملٍ وثيقة مع جميع موردِّينا باختلاف تخصصاتهم، من هذا المنطلق نقدمٍ لكم الدليل الارشادي لتسجيل الموردين.

Elm seeks to build close and strong business relationships with its vendors who have different specialties. From this aspects, we provide the Supplier Registration Guide.

Supplier Registration steps	1 Supplier Request	2 Invitation Mail to Register	3 Sing in or log in	4 Fill Elm questionnaire	5 Submit Elm questionnaire	6 submit qualification questionnaire
Supplier status	Not Invited	Invited		In the registration process	Registered	Qualified

Supplier will raise Request from Elm supplier portal , click on "Register as New Supplier ", then fill the registration request form with your company

للتسجيل كمورد معتمد لدى شركة علم الرجاء زيارة صفحة الموردين في موقع علم الالكتروني , Elm supplier portal ثم الضغط على "تسجيل مورد جديد" ثم تعبئة معلومات الشركة "supplier self-registration form"

Register as a New Supplier

للتسجيل كمورد جديد

Supplier Self-Registration Request Form

1 Supplier Information

1.1 Supplier Name (Note that the maximum number of characters allowed for the **Supplier name** is "**40 characters**") *

1.2 Address (Note that the maximum number of characters allowed for the **Street field** in address is "**60 characters**") *

Street *

Line 2

Line 3

City *

Postal Code *

Country/Region *

1.3 Contact Person First Name *

1.4 Contact Person Last Name *

1.5 Contact Person Email Address *

1.6 Contact Phone No: Note : Please Prefix the international code *

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After Submitting the registration request, Supplier will receive an email from the system confirming that your request have been delivered to Elm.

بعد تقديم طلب التسجيل، سيتلقى المورد بريد إلكتروني من النظام يؤكد تسليم طلب تسجيل شركته إلى علم.

Elm is reviewing your registration request

Hello (Company Name),

Elm has received your registration request and will review it for approval.
Their response will be emailed to (email address)

If you have any questions, please don't reply to this email but instead contact Elm directly.

This email has been sent to you on behalf of Elm by SAP Ariba.

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After approving your request, you will receive a registration invitation email from Elm, kindly click the 2nd link to create an account and submit ELM Supplier Registration Questionnaire.

بعد الموافقة على طلب التسجيل كمورد جديد لدى علم سيتلقى المورد دعوة للتسجيل عبر البريد الكتروني, الرجاء الضغط على الرابط الثاني لإنشاء الحساب واكمال متطلبات التسجيل.

Dear Supplier,

You are invited to register with Elm. Please click on the link Click Here to review the required information and documents

Click Here to create an account now.
Click Here for the Supplier Information Portal, and you can contact us if you have any questions.

Vendors Management Department

elm-vm@elm.sa

عزيزي المورد .

نود دعوتكم للانضمام لقائمة الموردين لدى شركة علم بالدخول على الرابط للاطلاع على وثائق ومتطلبات التسجيل Click Here

لإنشاء حساب جديد على الشبكة Click Here ثم تعبئة نموذج التسجيل الخاص بعلم.

Here Click للوصول إلى بوابة معلومات الموردوبإمكانكم التواصل معنا في حال كان لديكم اية استفسارت.

إدارة علاقات الموردين

elm-vm@elm.sa

Supplier Registration steps	1 Supplier Request	2 Invitation Mail to Register	3 Sing in or log in	4 Fill Elm questionnaire	5 Submit Elm questionnaire	6 submit the qualification questionnaire

Click on "Sign up" if you do not have an Ariba account, or **Click on "log in"** if you have an Ariba account.

<div dir="rtl">

إذا كنت مستخدم جديد لمنصة اريبا الرجاء الضغط "sing up"

في حال كنت مستخدم سابق لمنصة اريبا الرجاء الضغط على "log in"

</div>

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

Sign up as a supplier with **Elm** on SAP Ariba.

Elm uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Elm.

Sign up ⬅ **New User**

Already have an account? **Log in** ⬅ **Existing User**

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

- 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, SAP Business Network Discovery and Ariba Sourcing activities

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

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

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Supplier Registration steps

1 Supplier Request

2 Invitation Mail to Register

3 Sing in or log in

4 Fill Elm questionnaire

5 Submit Elm questionnaire

6 submit the qualification questionnaire

Fill out your company information and click on "create account to continue"

يجب على المورد تعبئة جميع الخانات بمعلومات الشركة ثم الضغط على "create account to continue"

Create account

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

Create account and continue   Cancel

Company information

* Indicates a required field

Company Name: *

Country/Region: *   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.

Address: *

City: *

Postal Code: *

State: *

User account information

* Indicates a required field

Name: *   SAP Business Network Privacy Statement

Email: *   elm-vm@elm.sa

☑ Use my email as my username

Username: *   elm-vm@elm.sa   Must be in email format(e.g john@newco.com)

Password: *   Enter Password   Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

Repeat Password

Language: English   The language used when Ariba sends you configurable notifications. This is different than your web b...

Email orders to: *   Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

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After creating Arbia account, There are two questionnaires you have to submit both in order to be fully registered:
1- The supplier registration questionnaire.
2- The additional information questionnaire.
Kindly click in "the supplier registration questionnaire"

يقوم المورد بتعبئة استبيانات علم ، كما يجب على المورد تعبئة الاستبيانين حتى يصبح مورد مسجل لدى علم:
1- استبيان تسجيل الموردين.
2- استبيان المعلومات الإضافية.
يقوم المورد بالنقر على استبيان تسجيل الموردين لتعبئة الاستبيان.

Title	ID	End Time ↓	Commodity	Regions
▼ Status: Open (1)				
Supplier Registration Questionnaire	Doc103305966	8/21/6106 3:24 PM	(no value)	(no value)

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
			No items		

Questionnaires

Title	ID	End Time ↓	Commodity	Regions
▼ Status: Completed (1)				
Additional Information Questionnaire	Doc103307906	7/27/2023 2:21 PM	(no value)	(no value)

علم elm

Fill all the mandatory fields in the Supplier Registration Questionnaire, kindly note that the email address should match the registered email in Ariba "question number 2.10.3"

يقوم المورد بتعبئة جميع الخانات المطلوبة في استبيان التسجيل, كما يجيب مطابقة البريد الإلكتروني المسجل سابقًا في منصة اريبا مع البريد الالكتروني في خانة العنوان "السؤال رقم 2.10.3"

📋 **Doc106517884 - Supplier Registration Questionnaire**

🕐 Time remaining
59 days 02:01:11

All Content

Name ↑	
	Country/Region: * (no value) ⌄
2.10.2 Please provide the contact No.	* [ ]
2.10.3 Please Provide the Email Address (Kindly make sure you enter a email id which will be used to register in Ariba Network . This is the email id for which the PO will be sent)	* [ ]
2.10.4 Holding Company Information (If Any)	[ ]
▼ 2.11 Contact Person Details	Less... −
Provide the complete details of the coontact person	

(*) indicates a required field

Submit Entire Response | **Save draft** | **Compose Message** | **Excel Import**

elm علم

Click in" submit entire response" once you finalize all mandatory fields.

بعد مراجعة وتعبئة جميع البيانات المطلوبة يقوم المورد بالضغط على "submit entire responses"

📑 **Doc106517884 - Supplier Registration Questionnaire**

🕐 Time remaining
59 days 02:01:11

All Content

⊞ ⩔

Name ↑	
	Country/Region: * (no value) ⌄
2.10.2 Please provide the contact No.	* _____
2.10.3 Please Provide the Email Address (Kindly make sure you enter a email id which will be used to register in Ariba Network . This is the email id for which the PO will be sent)	* _____
2.10.4 Holding Company Information (If Any)	_____
▼ 2.11 **Contact Person Details** Less... −	
Provide the complete details of the coontact person	

(*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import

علم elm

Click in "Go back to Elm dashboard" to back to Elm questionnaires

"Go back to Elm dashboard" للعودة لقائمة الاستبيانات الرئيسية النقر على

Ariba Sourcing

Company Settings ▾   Salahaldin Al-Obaidi ▾   Feedback   Help ▾

< Go back to Elm Dashboard

Desktop File Sync

Console

📑 Doc117237423 - Additional Information Questionnaire

🕐 Time remaining
13 days 21:17:36

Event Messages
Event Details
Response History
Response Team

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

Revise Response

▼ Event Contents

All Content

All Content

Name ↑	
1.4.1.8 Contact Landline No.	0114880646 EXT. 124
1.4.1.9 Email Address	salah.alobaidi@saudisystems.com
1.4.1.10 Country	(no value)
▼ 1.4.2 **Top Management Point of Contact Details**	
1.4.2.1 Name of the Contact Person (Provide the Complete Name)	SALAHALDI ALABIDI
1.4.2.2 Job Title/Designation :	VP
1.4.2.3 Mobile No. (Example: 0567004556)	0505272195

1 Company Profile and ...

Compose Message

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Click in "The additional information questionnaire" to fill the mandatory fields

النقر على الاستبيان المعلومات الإضافي لتعبئة البيانات المطلوبة.

Registration Questionnaires

Title	ID	End Time ↓	Commodity	Regions
▼ Status: Open (1)				
Supplier Registration Questionnaire	Doc103305966	8/21/6106 3:24 PM	(no value)	(no value)

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions
▼ Status: Completed (1)				
Additional Information Questionnaire	Doc103307906	7/27/2023 2:21 PM	(no value)	(no value)

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Supplier Registration steps

1 **Supplier Request**

2 **Invitation Mail to Register**

3 **Sing in or log in**

4 **Fill Elm questionnaire**

5 **Submit Elm questionnaire**

6 submit the qualification questionnaire

Fill all the mandatory fields in the additional information questionnaire, Click in" submit entire response" once you finalize all mandatory fields.

يقوم المورد بتعبئة جميع الخانات المطلوبة في الاستبيان الإضافي, بعد مراجعة وتعبئة جميع البيانات المطلوبة يقوم المورد بالضغط على "submit entire responses"

📄 Doc106523473 - Additional Information Questionnaire

🕐 Time remaining
13 days 01:35:36

All Content   ⊞ | ⌄

Name ↑	
▼ 1 **Company Profile and Documentation**	
1.1 Are you a Local Supplier (Having a Saudi CR) or International Supplier (Having a CR other than Saudi CR)?	* Unspecified ⌄
▼ 1.4 **Contact Person Details** Less... —	
Provide the complete details of the contact person	
▼ 1.4.1 **Contact details**	
1.4.1.1 Contact Person First Name	*
	*

(*) indicates a required field

Submit Entire Response   Save draft | Compose Message   Excel Import

علم
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Supplier Registration steps

| 1 Supplier Request | 2 Invitation Mail to Register | 3 Sing in or log in | 4 Fill Elm questionnaire | 5 Submit Elm questionnaire | 6 submit qualification questionnaire |

After the supplier finalized the Elm registration questionnaires, we will review and approve the questionnaires and become "registered supplier".

بعد انتهاء المورد من تعبئة وتسليم استبيانات علم, سنقوم بمراجعة الاستبيانات والموافقة عليها ويصبح مورد "مسجل" لدى علم.

Registration Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Supplier Registration Questionnaire	Doc89080589	6/27/6106 4:35 PM	(no value)	(no value)	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
Additional Information Questionnaire	Doc89087528	6/4/2023 11:21 AM	(no value)	(no value)	Approved

elm علم

Supplier Registration steps

| 1 Supplier Request | 2 Invitation Mail to Register | 3 Sing in or log in | 4 Fill Elm questionnaire | 5 Submit Elm questionnaire | 6 submit qualification questionnaire |

After the supplier finalized the registration process and become "registered supplier", the supplier will receive the qualification questionnaire based on its category to become "qualified supplier".

بعد انتهاء المورد من عملية التسجيل سيصبح "مورد مسجل" لدى شركة علم , وسيتم ارسال استبيان التأهيل" عند الضرورة" بناءً على مجال واختصاص الشركة ليصبح المورد مؤهل بعد الإجابة عليه وتسليمه.

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
Supplier Qualification Questionnaire	Doc105443875	8/22/2023 11:46 AM			Qualification Started

Finally, you finished registration processing, for more information Guides, [Supplier Information Portal](#)

We will be happy to assist you for any question regarding the registration process, as your satisfaction is our top priority elm-vm@elm.sa

Thank you

أخيراً لقد أتممت التسجيل، لتفاصيل ومعلومات أكثر، [Supplier Information Portal](#)

سنكون سعداء لمساعدتك في حال واجهتك مشاكل خلال عملية التسجيل ،رضاك هو أولى أولوياتنا، elm-vm@elm.sa

شكرا لك

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