

بترو رابغ
Petro Rabigh



ARIBA SUPPLIER REGISTRATION GUIDE

FOR EXISTING PRC SUPPLIERS



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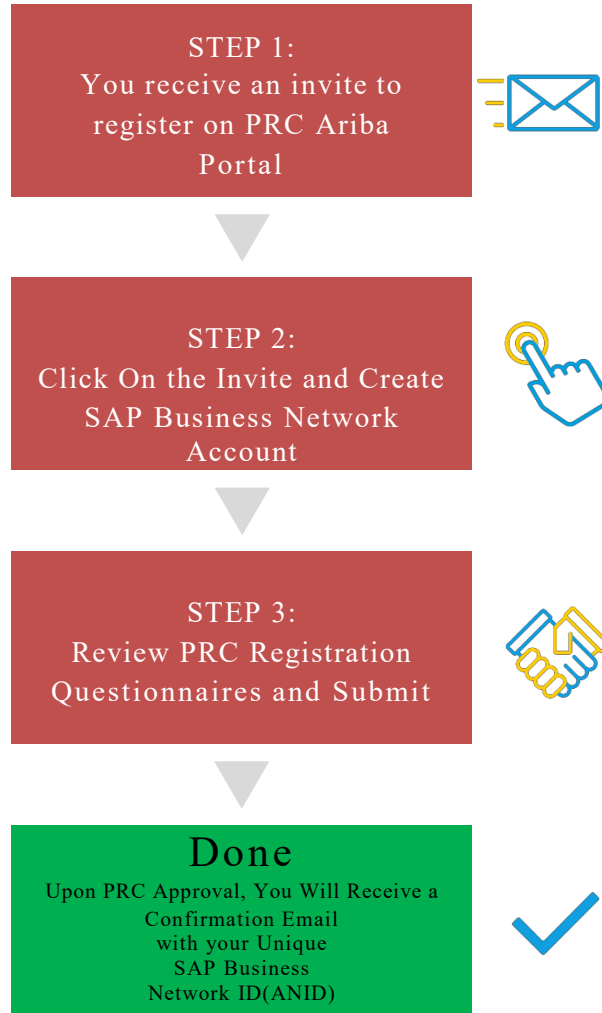
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1. Overall Registration Process for Existing suppliers

With the below three steps, you can easily complete your profile review and validation with Ariba



Important Note

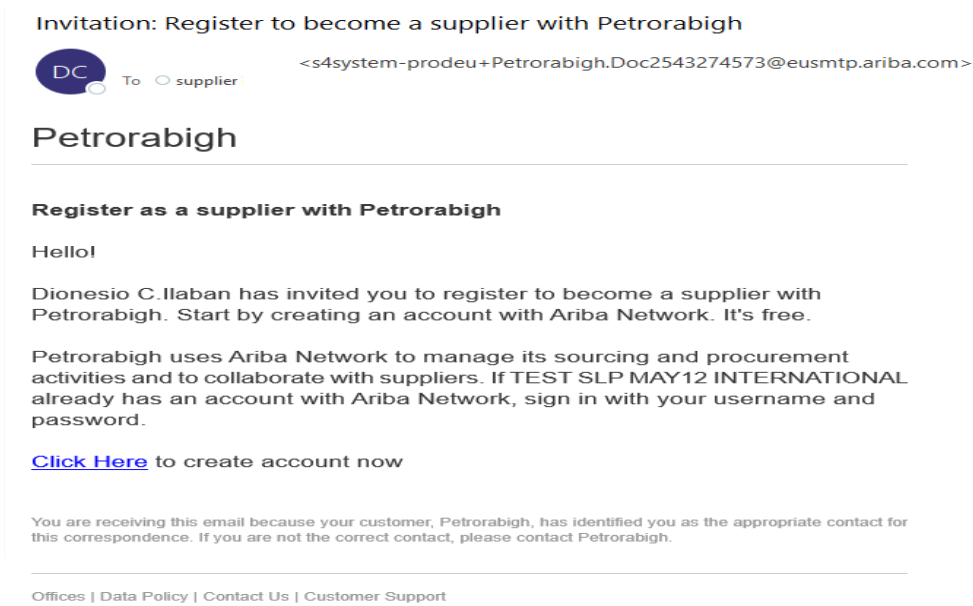
Please note that there is no impact on your current SIPM process with PRC, however, it is important to review and submit your company profile in Ariba.



ARIBA REGISTRATION GUIDE FOR EXISTING PRC SUPPLIERS

Step 1: Registration as SAP Business Network for Existing Supplier

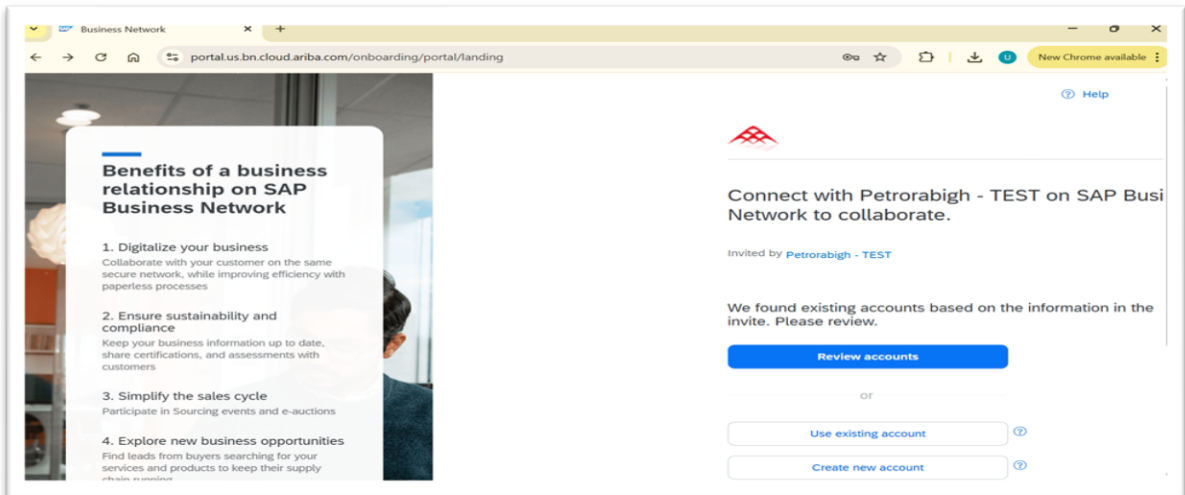
1. If you are an existing supplier for PRC, you will receive an email notification informing you to register on SAP Business Network.



Step 2: Network Account Creation

1. Suppliers without SAP Ariba Account prior to this step are requested to click “Create Network Account”.

Suppliers with SAP Ariba Account prior to this step are requested to click “Use existing account”



2. Create SAP SAP Business Network Account (Sign Up)
New Suppliers to SAP SAP Business Network are required to create a Network Account. By creating a Network Account, the Supplier designated user is allowed to access the supplier profile at anytime in the future.

General information that supplier need to fill during the signup process in the SAP Business Network


SAP Business Network

portal.us.bn.cloud.ariba.com/onboarding/portal/register

Benefits of a business relationship on SAP Business Network

- 1. Digitalize your business**
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure sustainability and compliance**
Keep your business information up to date, share certifications, and assessments with customers
- 3. Simplify the sales cycle**
Participate in Sourcing events and e-auctions
- 4. Explore new business opportunities**
Find leads from buyers searching for your services and products to keep their supply chain running

[Learn more](#)



Create an account to connect and collaborate with Petrorabigh - TEST on SAP Business Network

Company information

DUNS number

Don't know your DUNS number?

Company (legal) name *

Country/Region *

Address line 1 *

Address line 2

City *

Postal code *

State *

Administrator account information

First name * Last name *

Email *


Use my email as my username

Password * Repeat password *


I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot 

[Create account](#)

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ARIBA REGISTRATION GUIDE FOR EXISTING PRC SUPPLIERS

Tell us more about your business

Product and Service Categories: -or-
Waxes x Oils x

Ship-to or Service Locations: -or-
Global x

Tax ID: Enter your Company Tax ID number.

Vat ID: Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

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

I have read and agree to the Terms of Use
 I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

Access the Supplier Profile at any time in the future by simply logging in.

Company information

* Indicates a required field

Company Name:

Country/Region:

Address:

City:

Postal Code:

State:

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.

Provide company information in all mark sections

User account information

* Indicates a required field

Name:

Email:

Use my email as my username

Username:

Password:

Language:

Email orders to:

SAP Business Network Privacy Statement

Must be in email format(e.g john@newco.com) ⓘ

Passwo and low ⓘ

upper ⓘ

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

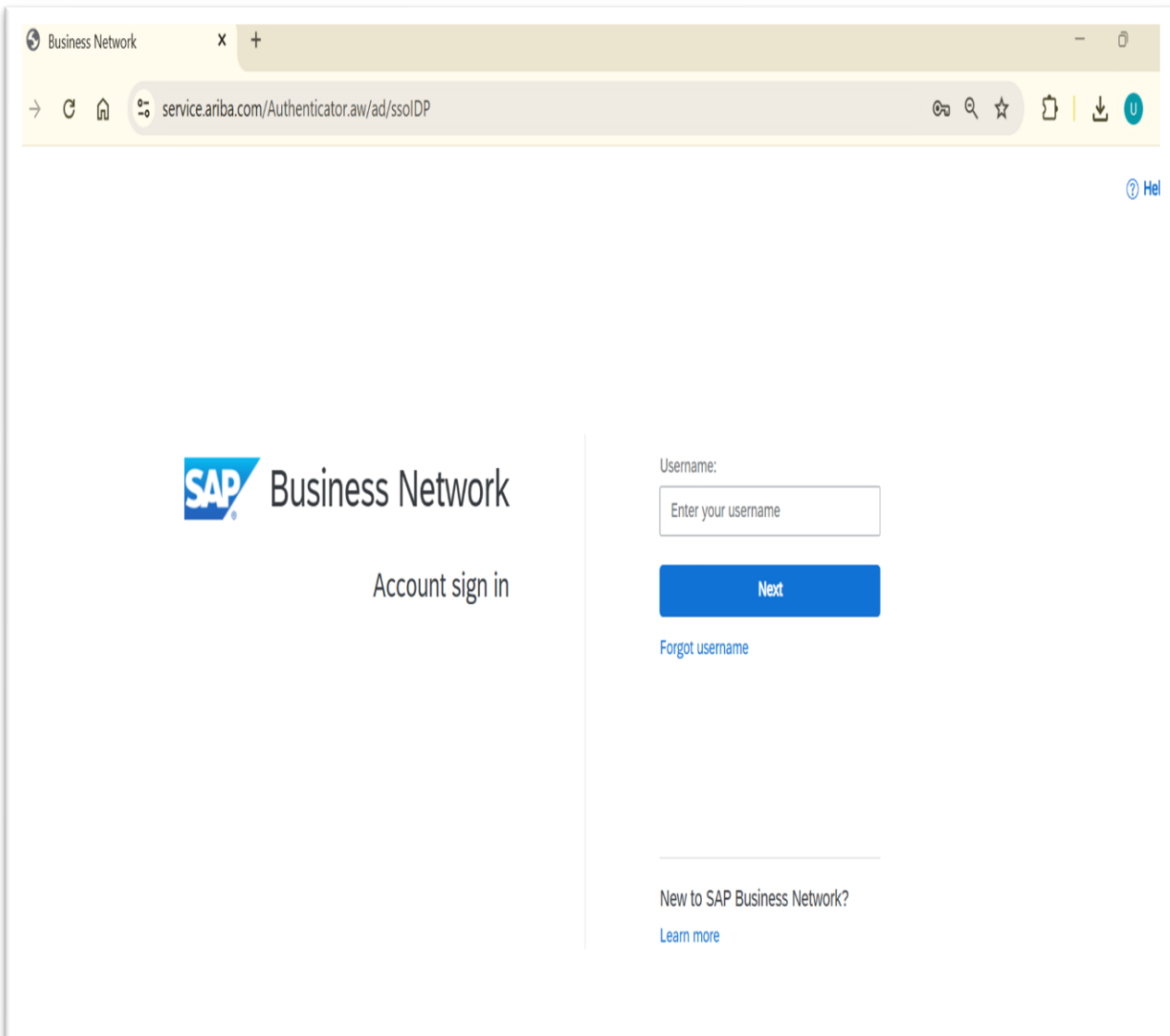
Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Provide company information in all mark sections

Enter Products and Services and Ship to Locations. (Enter at least one and then you can complete your profile further after registration). You can click Browse to choose “Product and Service Categories” and “ship-to Service Locations.



Also, you will receive a mail confirmation from Ariba with your **Username and AN ID**



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Step 3: Responding to Registration Questionnaires

1. After log in, the supplier will be redirected to his migrated data questionnaire. Suppliers are required to review the migrated data and submit the questionnaire in order to activate their account with PRC.
2. Complete the Supplier registration questionnaire and enter all the mandatory fields marked with an asterisk. You may save draft and complete the form within the time remaining.
You may also compose a message to the Buyer in case you require any clarification.
3. Click on Submit Entire Response once you have completed the questionnaire

Response History
Response Team

Expand to see the full message.

▼ 5 Bank Information

▼ 5.1 Bank 1

5.1.1 Name of Bank *

5.1.2 Account Number *

5.1.3 Account Holder name *

5.1.4 (IBAN) Number

▶ 5.1.5 Bank key reference

5.1.6 Currency * Unspecified

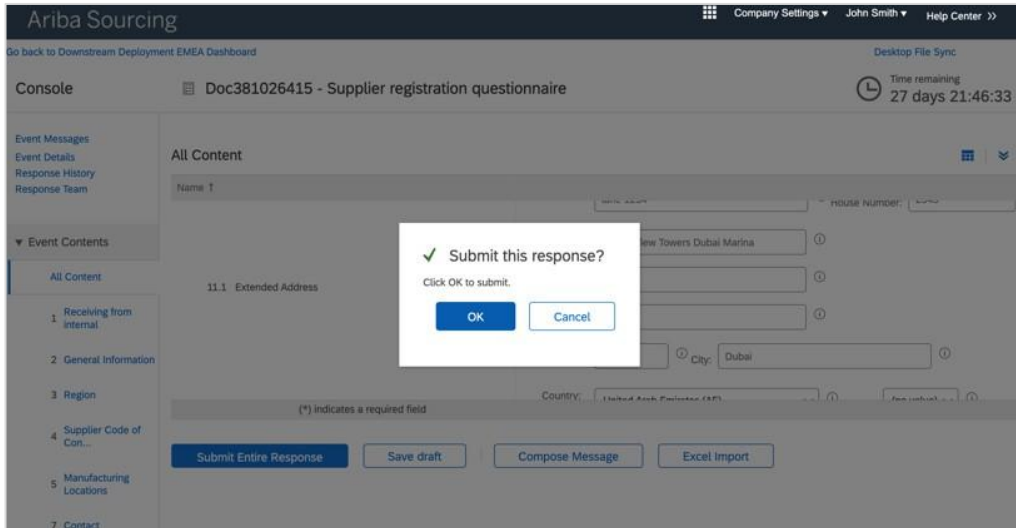
5.1.7 Age of Account (Years)

(*) indicates a required field

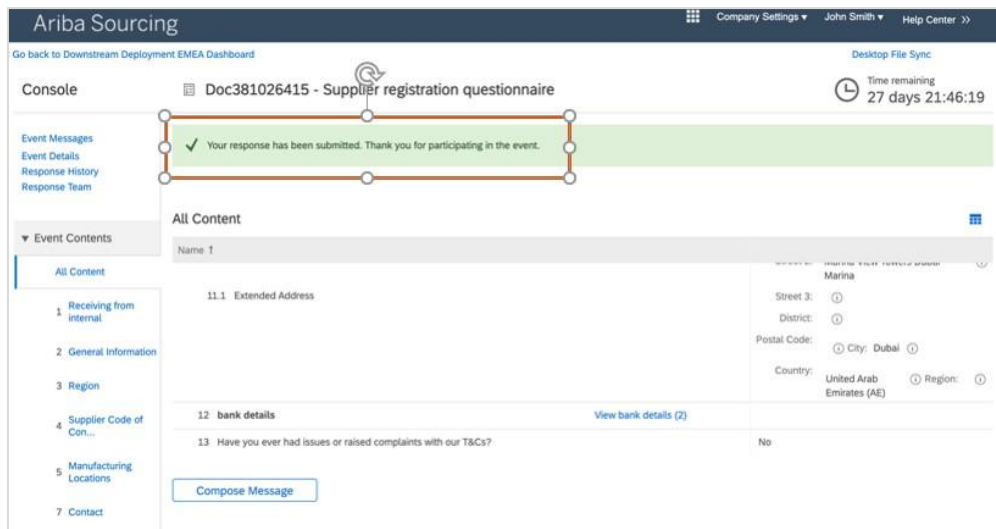
Submit Entire Response | Save draft | Compose Message



ARIBA REGISTRATION GUIDE FOR EXISTING PRC SUPPLIERS



3. Your response has been successfully submitted



4. Your registration will be pending approval while it is being reviewed by PRC



CONGRATULATIONS

You Have Completed All the Steps to Submit Your Profile



Note:-

If in future PRC requested you to provide the response on the qualification or Modular Questionnaire , please login to the SAP Business Network and fill details and submit same as you have done during the registration.

The screenshot shows the Petro Rabigh Supplier Management website interface. It includes a navigation bar with 'Home', 'Download Tutorials', and 'Update Profile'. A welcome message states: 'Welcome to the Petro Rabigh Supplier Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. All Suppliers are requested to update the code of conduct in registration Questionnaire section'. Below this, there are three sections, each with a table of completed items:

- Events:** A table with columns 'Title', 'ID', 'End Time', 'Event Type', and 'Participated'. It shows 'No Items'.
- Registration Questionnaires:** A table with columns 'Title', 'ID', 'End Time', 'Commodity', 'Regions', and 'Status'. It shows one completed item: 'Supplier registration questionnaire' with ID 'Doc2547294108', end time '5/20/2025 8:23 PM', commodity 'All Commodities All', regions '(no value)', and status 'Registered'.
- Qualification Questionnaires:** A table with columns 'Title', 'ID', 'End Time', 'Commodity', 'Regions', and 'Status'. It shows one completed item: 'Supplier qualification questionnaire' with ID 'Doc2549962765', end time '5/17/2025 1:56 PM', commodity 'Valves Valves, Safety & Security Equip S..., Vessels Vessels', regions 'IT Italy', and status 'Qualified'.
- Questionnaires:** A table with columns 'Title', 'ID', 'End Time', 'Commodity', 'Regions', and 'Status'. It shows two completed items: 'Modular Questions_Linkage' with ID 'Doc2550038660', end time '5/18/2025 5:14 PM', commodity '(no value)', regions '(no value)', and status 'Pending Approval'; and 'Modular Questions_ISO 20400' with ID 'Doc2550038665', end time '5/17/2025 4:12 PM', commodity '(no value)', regions '(no value)', and status 'Approved'.



CONGRATULATIONS

You Have Completed All the Steps to Submit Your Profile



2. Video Guide

In this section, you can find the videos that will guide on the above steps; related to supplier management applications in SLP section:

[Petro Rabigh - Supplier Information Portal](#)



3. FAQ

1. What are the benefits of using SAP Ariba?

Ariba will enhance the supplier experience as it will provides more solution for the suppliers such as supplier performance visibility, rising and rating support request and also ability to manage your profile with better control on the documents and certificates provided. Moreover, it will streamline the current manual process of the contract creation.

2. Is the platform SAP Ariba for PRC?

SAP Ariba application is only for PRC.

3. What is the difference between SIPM and SLP?

Form process wise both system used for supplier registration and qualification, however, SAP Ariba SLP is a global solution that bring more control to manage your profile and interact with PRC team, refer to Q1.

4. SLP stands for what

SAP Ariba SLP stand for “Supplier lifecycle and performance”.

5. How does SAP Ariba work?

You can refer to Page #11 for the training videos.

16. Is SAP Ariba Secure?

PRC deal with a secured application, however, for any cybersecurity attack, supplier shall comply with T&C and to communicate with PRC cybersecurity team not later than 24 hours.

7. If I have already an SAP Ariba account, does the SLP need to be completed?

For existing suppliers with PRC, your company shall respond to the registration questionnaires, refer to page #4.

8. Do you have the deadline for SAP Ariba registration?

Registration questionnaires shall be submitted within 30 days from the invite date.



3. FAQ

9. If I already have an account on another supplier portal do I need to register on SLP?
Yes, the basic details will be available in SLP, but you need to maintain the missing information on SLP.

10. If I already have an account on Sap Ariba with another company, I need to registration again.

.No, you can use the existing login credentials and answer the registration questionnaire requested by PRC.

11. How many users can be registered on SAP Ariba for each supplier?
You can add multiple users for your SAP Business Network account. There is no known limit for number of users to be added to the account.

12. Is the vendor ID will be changed on SAP Ariba?

No, the vendor IDs will remain the same for the existing suppliers.

13. How to contact PRC for support?

PRC can be contacted through Suppliers feedback application in Ariba or supplier support email ID, aribasupport@petrorabigh.com

14. If I have an issue with the Ariba username and password whom to contact?

Please contact Ariba support team using the Forgot password available on the portal.

15. Is the questionnaire valid after 30 days?

Yes, the registration questionnaire is valid for 30 days. If for any reason, the questionnaire cannot be submitted, please contact call center.

16. If the admin user has left the company and we don't know our log in credentials, what we can do?

Contact Petro Rabigh and provide the new contacts emails & details of the new admin user.

16. If we want to add additional users to use SLP Ariba, what we can do?

Contact Petro Rabigh and provide the additional contacts emails & details of the additional users.

