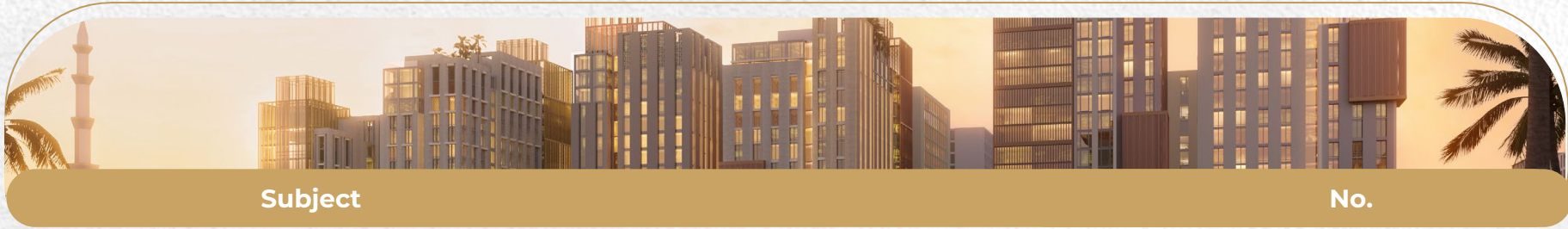




رؤى المدينة القابضة  
Rua Al Madinah Holding



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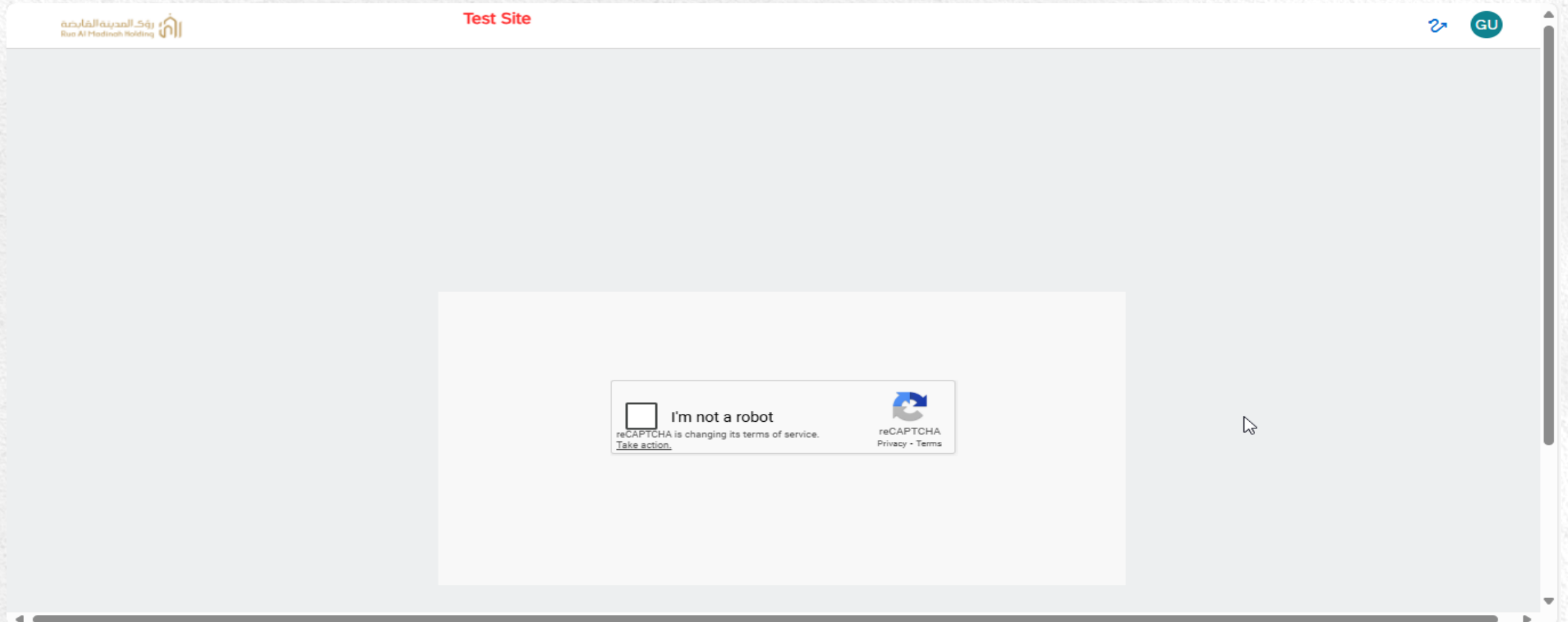


# Supplier Self-Registration



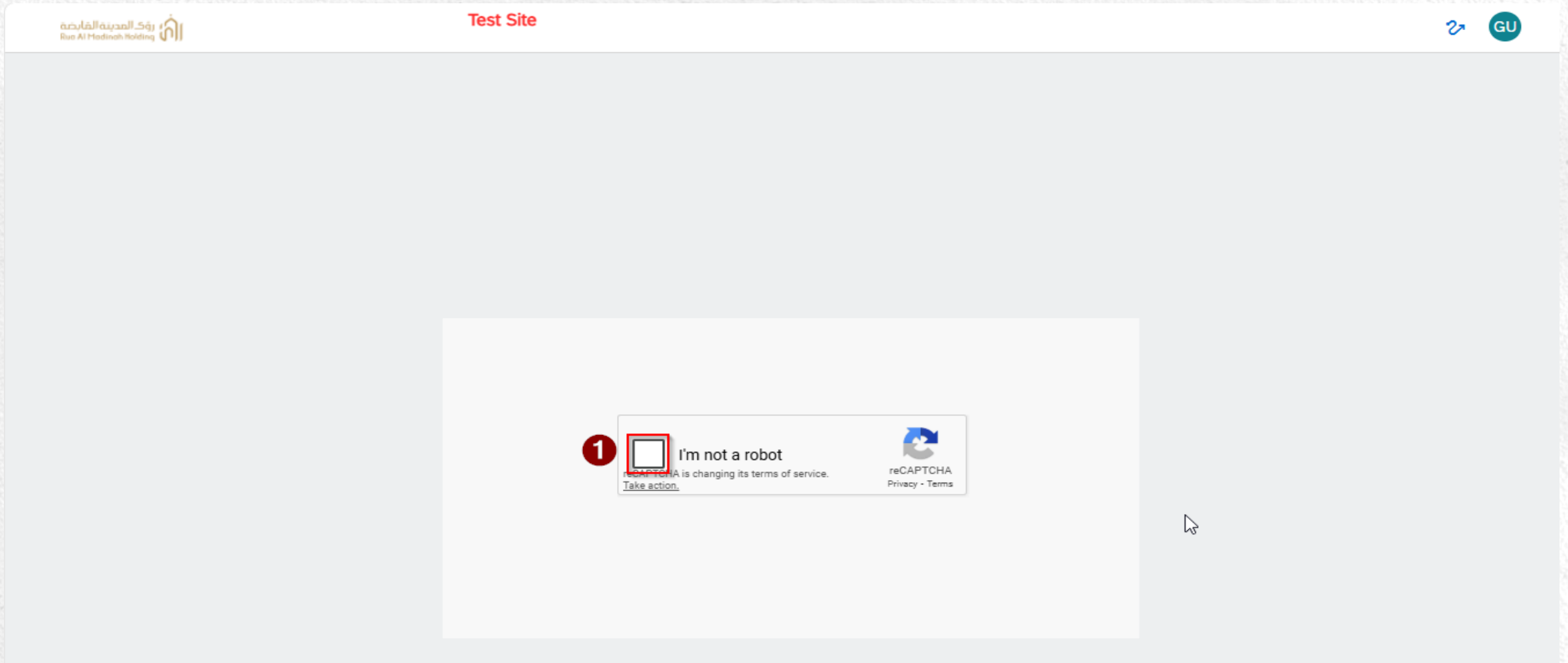
# Supplier Self-Registration

- Click on the registration URL link [http://744845845-T.sourcing.mn2.ariba.com/ad/selfRegistration/\\_c\\_/C2](http://744845845-T.sourcing.mn2.ariba.com/ad/selfRegistration/_c_/C2) (Test URL) and you will be redirected to this page



# Supplier Self-Registration

- Complete the verification by selecting **“I’m not a robot”** Checkbox



# Supplier Self-Registration



- Supplier Self-Registration Request Form screen will be displayed.

رؤى المدينة القابضة  
Rua Al Madinah Holding

Test Site

GU

## Supplier Self-Registration Request Form

▼ Primary Supplier Contact

Supplier Full Legal Name \*

Contact First Name \*

Contact Last Name \*

Contact Email \*

Contact Phone

CR Number \*

Contact Location and Communication Language \*

Submit Cancel



# Supplier Self-Registration

---

## Sample Data Reference for Supplier Self-Registration Request Form :

Use the below sample data as a reference to create your Supplier Self-Registration Request Form:

**Step 1:** Enter **Supplier Name** – example., “Global Tech Solutions LLC” (Mandatory)

**Step 2:** Enter **Contact First Name** – example., “Ahmed” (Mandatory)

**Step 3:** Enter **Contact Last Name** – example., “Khan” (Mandatory)

**Step 4:** Enter **Contact Email** – Use your Email id (example., s.sakthi.c@ruaalmdinah.com) (Mandatory)

**Step 5:** Enter **Contact Phone** – (Optional)

**Step 6:** Enter **CR Number** – example., 2468082902 (Mandatory)

**Step 7:** Select **Contact Location and Communication Language** – Choose “**English**” from the dropdown (Mandatory)

**Step 8:** Click on “**Submit**” to complete the registration request.



# Supplier Self-Registration

- Please fill in all the required fields with accurate company and contact details. Make sure to select your location and preferred communication language before submitting
- **Note :** The details entered in this example are for reference only. Please ensure you provide your own company's accurate supplier details while filling out the form.

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Rua Al Madinah Holding

Test Site

GU

### Supplier Self-Registration Request Form

Primary Supplier Contact

Supplier Full Legal Name *	Global Tech Solutions LLC	1
Contact First Name *	Ahmed	2
Contact Last Name *	Khan	3
Contact Email *	ahmed.khan@example.com	4
Contact Phone	9715012345	5
CR Number *	1234567890	6
Contact Location and Communication Language *	English	7

8 Submit Cancel

# Supplier Self-Registration



- The Supplier Registration process has been completed, and the confirmation screen is displayed

**Your request for registration as a supplier with RUA ALMADINAH HOLDING COMPANY-TEST is complete.**

The RUA ALMADINAH HOLDING COMPANY-TEST supplier management team will review your request details and make a decision on your request.  
Decision will be sent to your email at [s.sakthi.c@ruaalmadinah.com](mailto:s.sakthi.c@ruaalmadinah.com)



## Supplier self-registration request form

[Print](#)

### ▼ Primary Supplier Contact

Supplier Full Legal Name	Global Tech Solutions LLC
Contact First Name	Ahmed
Contact Last Name	Khan
Contact Email	<a href="mailto:s.sakthi.c@ruaalmadinah.com">s.sakthi.c@ruaalmadinah.com</a>
Contact Phone	9715012345
CR Number	1234567890
Contact Location and Communication Language	English

# Supplier Self-Registration



- After completing the registration process, the supplier receives an email notification confirming that their registration request has been submitted and is under review by the RUA Almadinah Holding Company team.

The screenshot displays the Outlook web interface. The top navigation bar includes the Outlook logo, a search bar, and user information for Siva Sakthi. The left sidebar shows the 'Favorites' section with folders like 'Inbox' (12027), 'Sent Items', and 'Drafts'. The main content area is titled 'Focused' and shows a list of emails from 'Ariba Administrator' with the subject 'Action needed: Approve...'. The selected email is from 'Ariba Administrator <no-reply@smtp.mn2.ariba.com>' to 'Siva Sakthi', dated 'Sun 10/26/2025 3:59 PM'. The email body contains a warning: '[CAUTION: This email originated from outside your organization. Be careful when opening attachments or clicking links, especially from unknown senders]'. The main text reads: 'Hello Global Tech Solutions LLC, RUA ALMADINAH HOLDING COMPANY-TEST has received your registration request and will review it for approval. Their response will be emailed to s.sakthi.c@ruaalmadinah.com. If you have any questions, please don't reply to this email but instead contact RUA ALMADINAH HOLDING COMPANY-TEST directly. This email has been sent to you on behalf of RUA ALMADINAH HOLDING COMPANY-TEST by SAP Ariba.' The bottom of the email shows 'Reply' and 'Forward' buttons.



# SAP Ariba Supplier Account Creation

# SAP Ariba Supplier Account Creation



- Once the self-registration request is approved by the vendor management team, an email notification will be sent to the supplier. Open the email and click on the “[Click Here](#)” link provided to create your SAP Ariba supplier account.

The screenshot shows an email client interface with a sidebar on the left containing folders like 'Inbox', 'Sent Items', and 'Drafts'. The main area displays a list of emails, with the selected email titled 'Invitation: Register to become a supplier with RUA ALMADINAH HOLDING COMPANY-TEST'. The email content includes a cautionary message, the RUA Al Madinah Holding logo, and a registration invitation with a 'Click Here' link highlighted in a red box.

**Invitation: Register to become a supplier with RUA ALMADINAH HOLDING COMPANY-TEST**

[CAUTION: This email originated from outside your organization. Be careful when opening attachments or clicking links, especially from unknown senders]

رؤى المدينة القابضة  
Rua Al Madinah Holding

Register as a supplier with RUA ALMADINAH HOLDING COMPANY-TEST

Hello!s.sakthi.c has invited you to register to become a supplier with RUA ALMADINAH HOLDING COMPANY-TEST. Start by creating an account with SAP Business Network. It's free.RUA ALMADINAH HOLDING COMPANY-TEST uses SAP Business Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Global Tech Solutions LLCC already has an account with SAP Business Network, sign in with your user name and password. [Click Here](#) to create account now

# SAP Ariba Supplier Account Creation

- Click **Create New Account** to create a SAP Business Network Account
- If the Supplier is having existing Account in Ariba then they can click **Use existing account** button to Login

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

Help

رؤى المدينة القابضة  
Rua Al Madinah Holding

## 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

Connect with RUA ALMADINAH HOLDING COMPANY - TEST on SAP Business Network to collaborate.

Invited by RUA ALMADINAH HOLDING COMPANY-TEST

Create new account

or

Use existing account

Not sure whether your company already has an account?

# SAP Ariba Supplier Account Creation



- The Registration page will be displayed to create your SAP Ariba supplier account

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

< Back

### 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**  
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- 4. Explore new business opportunities**  
Find leads from buyers searching for your services and products to keep their supply chain running

[Learn more](#)

رؤيت المدينة القابضة  
Rua Al Madinah Holding

## Create an account to connect and collaborate with RUA ALMADINAH HOLDING COMPANY - 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



# SAP Ariba Supplier Account Creation

- Enter “**Saudi Arabia**” in the search box and select it from the dropdown

**Note** : Search and select your appropriate Country/Region based on your location

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

### Company information ⓘ

DUNS number

[Don't know your DUNS number?](#)

Company (legal) name \*

Country/Region \*

1

Address line 1 \*

Address line 2

City \*

Postal code \*

State \*

- 1. Digitize 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](#)



# SAP Ariba Supplier Account Creation

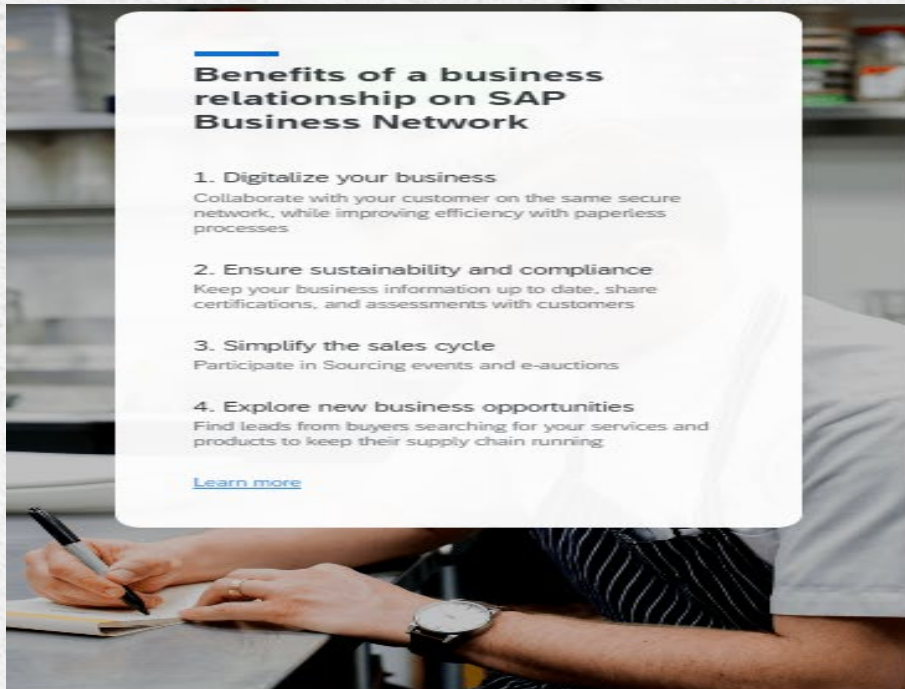
- You need to enter the appropriate supplier address in the designated address fields.

Step 1 : **Address Line 1(example)**: Al Abbas Bin Abdulmuttalib

Step 2 : **City(example)**: Riyadh

Step 3 : **Postal Code(example)**: 12211

Step 4: In the **State(example)** search box, enter the city name and select **Ar - Riyadh [SA-01]** from the dropdown list.



Create an account to connect and collaborate with RUA ALMADINAH HOLDING COMPANY - TEST on SAP Business Network

**Company information**

DUNS number

[Don't know your DUNS number?](#)

Company (legal) name \*

Global Tech Solutions LLCC

Country/Region \*

**1** Saudi Arabia [ SAU ]

Address line 1 \*

**2** Al Abbas Bin Abdulmuttalib

Address line 2

City \*

**3** Riyadh

Postal code \*

**4** 11221

State \*

**5** Ar Riyad [ SA-01 ]

# SAP Ariba Supplier Account Creation



## Steps to Enter Location and Update Username

Step 1: Scroll down the page to view the available information fields.

Step 2: Uncheck the option **“Use my email as my username.”**

The screenshot shows a web browser window with the URL `portal.us.bn.cloud.ariba.com/onboarding/portal/register`. The form contains the following fields and options:

- State: Ar Riyad [ SA-01 ]
- Administrator account information:
  - First name: City
  - Last name: Hardware
  - Email: s.sakthi.c@ruaalmadinah.com
  - Use my email as my username (highlighted with a red box)
  - Username: Use email format (sam@example.com)
  - Password and Repeat password fields.
- Agreement checkboxes:
  - 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.
- Footer: Please see the [Privacy Statement](#) to learn how we process personal data.

# SAP Ariba Supplier Account Creation



## Login and Agreement Steps

**Step 1:** Enter the username in the format SupplierFirstName.LastName@ABC.com

**Example:** City.Hardware@ABC.com

**Step 2:** Enter the password **Example** : Ariba@2025

**Step 3:** Re-enter the password **Example** : Ariba@2025

**Step 4:** Select the checkbox “Read and agree to Terms and Conditions.”

**Step 5:** Select the checkbox “Consent to use parts of my personal data for processing and system access.”

**Step 6:** Check I am not a robot then Click on **Create Account** button

The screenshot shows the 'Administrator account information' form with the following fields and steps:

- 6**  Use my email as my username
- 7** Username: Global.Tech@ABC.Com  
*Username uses different domain. make sure it is right*
- 8** Password: [masked] Repeat password: [masked]
- 9**  I have read and agree with the Terms of Use.
- 10**  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.*
- 11**  I'm not a robot (with reCAPTCHA logo)
- 12** **Create account** button

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# SAP Ariba Supplier Account Creation

- The supplier is prompted to confirm their registered email address to activate the SAP Ariba account. This verification step ensures account security and must be completed within 72 hours.

[Help](#)

## Please confirm your email address

Check your email at [s.sakthi.c@ruaalmdinah.com](mailto:s.sakthi.c@ruaalmdinah.com) and follow the steps in the email to confirm your email address in the next **72 hours**.

> [If you did not receive the email:](#)



# SAP Ariba Supplier Account Creation



- The supplier receives a verification email to confirm their registered email address. The supplier must check their inbox and complete the verification within 72 hours to proceed with the registration.
- Click on **Confirm email** button.

Home View Help

New email Delete Archive Sweep Move to Quick steps Read / Unread Copilot

Favourites

- Inbox 1
- Sent Items
- Drafts

Lokesh12.V@emeal...

- Inbox 1
- Drafts
- Sent Items
- Deleted Items
- Junk Email
- Notes
- Archive
- Conversation Histo...
- Search Folders
- Go to Groups

Focused Other

Today

- Siva Sakthi  
Action Required: Confirm... 18:01  
NTT DATA Security Awareness - T...
- Siva Sakthi  
Invitation: Register to bec... 16:50  
NTT DATA Security Awareness - T...
- Shanmugam Ramasamy; D...  
RUA credentials for Lokes... 12:03  
NTT DATA Security Awareness - T...

Last week

- David Costa - Chief Sustainability...  
Mirai TV: New episode ... Fri 17/10  
Without sustainability there is no...
- Piyush Srivastava  
Ariba Service Master ... Thu 16/10  
Please have a look on the issue.
- Shanmugam Ramasamy  
Recall: Re: Meeting Re... Tue 14/10  
NTT DATA Security Awareness - T...

Action Required: Confirm your email Summarise

[CAUTION: This email originated from outside your organization. Be careful when opening attachments or clicking links, especially from unknown senders]

SAP Business Network

## Confirm your email

Hello,

Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.

[Confirm email](#)

Link expires: Wednesday, Oct 29, 2025, 05:21 AM PDT

If the link expired, login to [proposals.seller.ariba.com](https://proposals.seller.ariba.com) and click "Resend". You will then receive another confirmation email.

If you are unable to access the page, copy the link below and paste it into your web browser:  
<https://service.ariba.com/Authentication.aw/ad/confirmEmail?key=dkEeBBE04i6kyjm3TSTpLondb6f8X3pZ&app=Ariba&app=Sourcing>

# SAP Ariba Supplier Account Creation



- Once the supplier Confirms their email then they will receive Welcome mail with ariba credential details.

The screenshot shows an Outlook email client interface. The left sidebar displays the 'Favorites' section with folders for 'Inbox' (12059), 'Sent Items', 'Drafts', and 'Deleted Items' (31). The main pane shows a list of emails, with the selected email from 'Ariba Commerce Cloud' (AC) titled 'Welcome to SAP Business Network'. The email content includes a warning about blocked content, a 'SAP Business Network' logo, and the following text:

**Welcome to SAP Business Network**

Please find your account information below.

**Your account:**  
Company name: **Global Tech Solutions LLCC**  
Username: **Global.Tech@ABC.Com**  
Business Network ID: **AN11240386901-T**  
Administrator email: **s.sakthi.c@ruaalmadinah.com**

# SAP Ariba Supplier Account Creation



- Once the supplier clicks “**Confirm Email**”, their email is verified. They can choose “Don’t show this to me again” and will be redirected to their Supplier Account .

## Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

### Product and Service Categories

-or- [Browse](#)

### Ship-to or Service Locations

-or- [Browse](#)

**1**



# Login SAP Ariba Supplier Network

- After creating a user ID in the Ariba Supplier Network, if you close the page and later submit the supplier registration questionnaire, the invitation link will no longer work because it can be used only once.
- Once your login credentials are created in the Ariba Supplier Network, please access the system by going to **supplier.ariba.com** and log in using your username and password.

Supplier sign-in

Username

Next

[Forgot username](#)

New to SAP Business Network?  
[Register Now](#) or [Learn more](#)

Unlock additional benefits

Are you familiar with the next wave of benefits that come with an enterprise account? By upgrading, you can leverage new ways to grow and strengthen your business.

[Learn More](#)

Enter Username

Supported browsers and plugins


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← → ↻ service.ariba.com/Authenticator.aw/ad/ssolDP 80% ☆ Sign in

Help



## Business Network

Account sign in

Smoke.test@Ariba.com

Password

**Sign in**

[Forgot password](#)

---

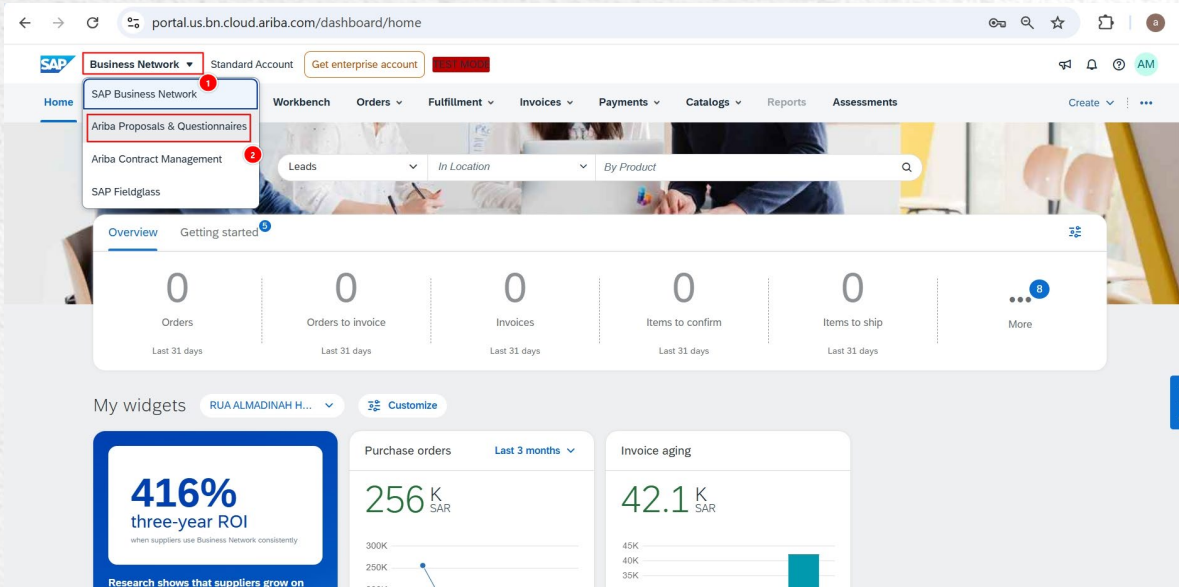
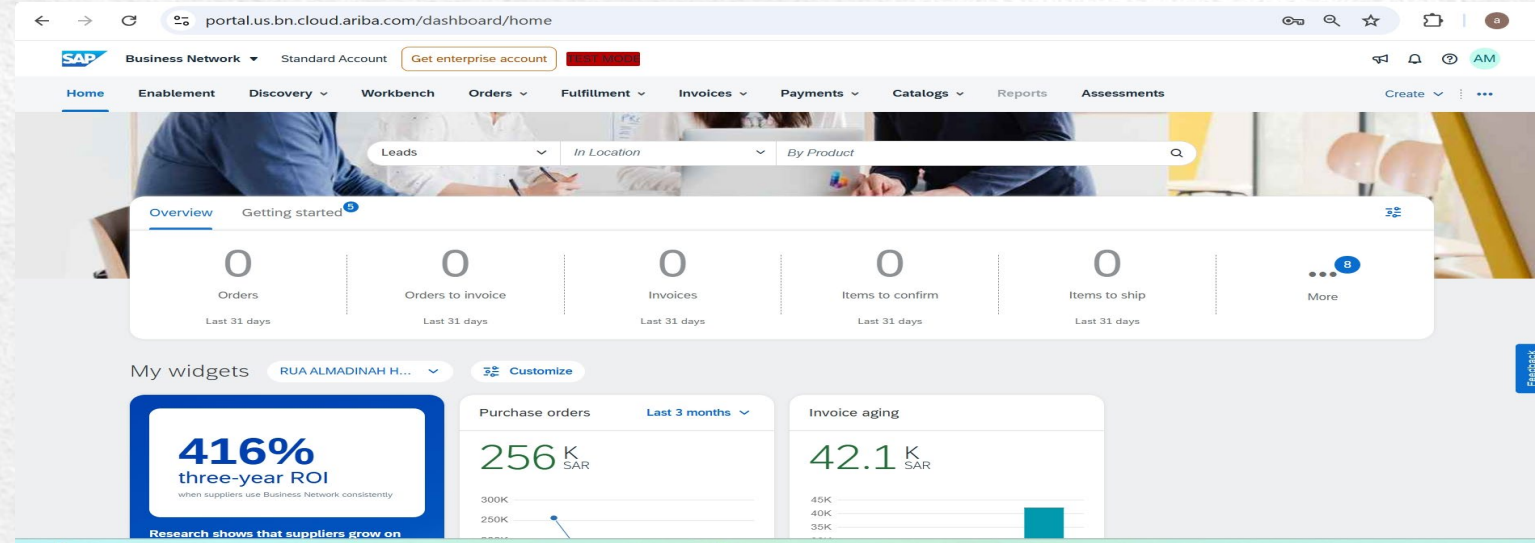
New to SAP Business Network?  
[Register Now](#) or [learn more](#)  
[Explore Leads](#)

**Enter Password**

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After logging in, the Buyer Network screen is displayed on the supplier portal



**Step 1:** Click "Business Partner" dropdown

**Step 2:** Select "Ariba Proposals & Questionnaires"

- Click the Supplier Registration Questionnaire to complete and submit the response.

SAP Ariba Proposals and Questionnaires Standard Account [Get enterprise account](#) TEST MODE

RUA ALMADINAH HOLDING COMPANY-TEST

RUA ALMADINAH HOLDING COMPANY-TEST Requested Profile  
All required customer requested fields have been completed.  
[View customer requested fields >](#)

Public Profile Completeness  
1.6%  
Enter commodities to reach 35% >  
There are no matched postings.

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

رؤى المدينة القابضة  
Rua Al Madinah Holding

Home

### Events

Title	ID	End Time ↓	Event Type	Participated
No items				

### Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
<a href="#">Supplier Registration Questionnaire</a>	Doc243311171	2/8/2026 3:57 PM	Pending Approval

### Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

### Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
<a href="#">Local Registration Certificate Questionnaire</a>	Doc243313517	2/8/2026 3:58 PM	(no value)	(no value)	Approved



# Supplier Registration Questionnaire Submission

# Supplier Registration Questionnaire Submission



- The Supplier Registration Questionnaire Screen is displayed

Browser address bar: s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=wtS6MSBh6g0am3EN&realm=744845845-T&passwordadapter=SourcingSupplierUser&dar...

Ariba Sourcing

< Go back to RUA ALMADINAH HOLDING COMPANY-TEST Dashboard Desktop File Sync

Console Doc217614885 - Supplier Registration Questionnaire Time remaining 119 days 23:28:58

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

All Content

1 NDA

Name ↑
1 NDA
1.1 Tax Organization Type *
Unspecified

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

City Hardware (City.Hardware@ABC.Com) last visited 11 Sep 2025 5:09:41 AM City Hardware Store AN11237432147-T  
SAP Business Network Privacy Statement Security Disclosure Terms of Use

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City Hardware (1757590747670\_s\_sakthi.c@ruaalmadinah.com) last visit 9/11/2025 5:39 PM | RUA ALMADINAH HOLDING COMPANY-TEST | C6\_UI3

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# Supplier Registration Questionnaire Submission



- In the Tax Organization Type field, click the dropdown and select Local.

The screenshot displays the Ariba Sourcing interface for a supplier registration questionnaire. The main content area shows a table with one row for '1.1 Tax Organization Type'. A dropdown menu is open for this field, with 'Local' selected. The page includes a sidebar with navigation options like 'Event Messages' and 'Event Contents'. The top header shows the Ariba Sourcing logo and user settings. The footer contains copyright information for RUA ALMADINAH HOLDING.

# Supplier Registration Questionnaire Submission



- The Local option is selected and displayed in the Tax Organization Type field.

Browser address bar: s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=wtS6MSBh6g0am3EN&realm=744845845-T&passwordadapter=SourcingSupplierUser&dar...

**Ariba Sourcing** | Company Settings | City Hardware | Feedback | Help

< Go back to RUA ALMADINAH HOLDING COMPANY-TEST Dashboard | Desktop File Sync

Console | Doc217614885 - Supplier Registration Questionnaire | Time remaining: 119 days 23:28:10

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

- All Content
- 1 NDA

**All Content**

Name ↑	
▼ 1 NDA	
1.1 Tax Organization Type	* Local ▾
1.2 NDA  References ▾	* Unspecified ▾

(\*) indicates a required field

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

City Hardware (City.Hardware@ABC.Com) last visited 11 Sep 2025 5:09:41 AM | City Hardware Store AN11237432147-T  
SAP Business Network Privacy Statement | Security Disclosure | Terms of Use

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# Supplier Registration Questionnaire Submission



- In the NDA field, There are two options "Accept" and "Reject"
- **Step 1:** If Supplier selects "Reject".
- NDA is Mandatory for supplier registration, so supplier cannot proceed with the registration process

The screenshot displays the Ariba Sourcing interface for a Supplier Registration Questionnaire. The browser address bar shows the URL: `s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=fAhvjl.KLyo4dj9b&realm=744845845-T&passwordadapter=SourcingSupplierUser&dard=1#b0`. The page title is "Ariba Sourcing" and the document ID is "Doc217643776 - Supplier Registration Questionnaire".

The main content area is titled "All Content" and lists the following questions:

- 1.1 Tax Organization Type (Required field, dropdown menu with "Local" selected)
- 1.2 NDA (Required field, dropdown menu with "Reject" selected)
- 2. Mandatory. If reject should not submit the response (Required field, highlighted with a red box)

At the bottom of the questionnaire, there are four buttons: "Submit Entire Response", "Save draft", "Compose Message", and "Excel Import".

The footer contains the following text: "Amrit Groups (Amrit.Groups@ABC.Com) last visited 11 Sep 2025 7:46:09 PM Amrit Construction Groups AN11237471323-T SAP Business Network Privacy Statement Security Disclosure Terms of Use © 1996–2019 Ariba, Inc. All rights reserved." and "Amrit Groups (1757613858596\_s.sakthi.c@ruaalmadinah.com) last visit 9/12/2025 8:16 AM | RUA-ALMADINAH HOLDING COMPANY-TEST | C6\_UI4 © 1996 - 2025 Ariba Inc. All Rights Reserved."

# Supplier Registration Questionnaire Submission



- **Step 1:** If Supplier selects "Accept"

The screenshot displays the Ariba Sourcing interface for a Supplier Registration Questionnaire. The main content area shows a table with the following data:

Name ↑	
1 NDA	
1.1 Tax Organization Type	* Local
1.2 NDA  References	* Unspecified

Below the table, there are four buttons: **Submit Entire Response**, **Save draft**, **Compose Message**, and **Excel Import**. A dropdown menu is open for the '1.2 NDA' row, showing three options: **Accept** (highlighted with a red box), **Reject**, and **Unspecified**. A red circle with the number '1' is positioned next to the 'Accept' option. The page also features a 'Time remaining' indicator showing 119 days 23:27:53.

# Supplier Registration Questionnaire Submission



- Supplier can proceed with registration process.

The screenshot shows the Ariba Sourcing interface for a supplier registration questionnaire. The browser address bar shows the URL: `s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=wtS6MSBh6g0am3EN&realm=744845845-T&passwordadapter=SourcingSupplierUser&dar...`. The page title is "Ariba Sourcing". The breadcrumb trail includes "Go back to RUA ALMADINAH HOLDING COMPANY-TEST Dashboard". The main header shows "Company Settings", "City Hardware", "Feedback", and "Help". The console area displays "Doc217614885 - Supplier Registration Questionnaire" and a "Time remaining" of "119 days 23:27:41".

The "Event Contents" sidebar lists the following sections:

- Event Messages
- Event Details
- Response History
- Response Team
- Event Contents
  - All Content
  - 1 NDA
  - 3 Company details
  - 4 Supplier Contact Inf...
  - 5 Supplier Address Inf...
  - 6 Bank Information
  - 7 Product and Services
  - 8 Additional Documents

The "All Content" section displays the following fields:

Name	Value
1.1 Tax Organization Type	Local
1.2 NDA	Accept
1.4 Please attached the signed NDA document	Attach a file
1.5 Expiration Date	
3.1 Company Name	City Hardware Store

Buttons at the bottom: Submit Entire Response, Save draft, Compose Message, Excel Import.

Footer: City Hardware (City.Hardware@ABC.Com) last visited 11 Sep 2025 5:09:41 AM City Hardware Store AN11237432147-T SAP Business Network Privacy Statement Security Disclosure Terms of Use © 1996–2019 Ariba, Inc. All rights reserved.

# Supplier Registration Questionnaire Submission



- **Step 1:** On the top right corner, click the dropdown to expand the page view
- **Step 2:** Click Attach a File to upload the signed NDA.

The screenshot displays the Ariba Sourcing interface for a Supplier Registration Questionnaire. The page title is "Doc217614885 - Supplier Registration Questionnaire". The main content area shows a list of questionnaire items:

- 1.1 Tax Organization Type: \* Local
- 1.2 NDA: \* Accept
- 1.4 Please attached the signed NDA document: \* Attach a file
- 1.5 Expiration Date: \*
- 3.1 Company Name: \* City Hardware Store

At the bottom of the questionnaire, there are four buttons: "Submit Entire Response", "Save draft", "Compose Message", and "Excel Import".

The footer contains the following text: "City Hardware (City.Hardware@ABC.Com) last visited 11 Sep 2025 5:09:41 AM City Hardware Store AN11237432147-T SAP Business Network Privacy Statement Security Disclosure Terms of Use © 1996–2019 Ariba, Inc. All rights reserved."

# Supplier Registration Questionnaire Submission



- The Add Attachment screen is displayed.

The screenshot shows a web browser window with the URL `s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=wtS6MSBh6g0am3EN&realm=744845845-T&passwordadapter=SourcingSupplierUser&awr...`. The page title is "Ariba Sourcing". In the top right corner, there are links for "Company Settings", "City Hardware", and "Help". Below the header, there is a navigation bar with a link to "Go back to RUA ALMADINAH HOLDING COMPANY-TEST Dashboard" and a "Desktop File Sync" button. The main content area is titled "Add Attachment" and contains the following text: "Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment." Below this text is a file selection interface with the label "Attachment:" and a button labeled "Choose File". To the right of the button, it says "No file chosen". Below the button is a dashed box containing the text "Or drop file here". At the bottom right of the main content area, there are two buttons: "OK" and "Cancel". At the bottom of the page, there is a footer with the text: "City Hardware (City.Hardware@ABC.Com) last visited 11 Sep 2025 5:09:41 AM City Hardware Store AN11237432147-T SAP Business Network Privacy Statement Security Disclosure Terms of Use" and "© 1996–2019 Ariba, Inc. All rights reserved."

# Supplier Registration Questionnaire Submission



- **Step 1:** Click Choose File. The system navigates to the file explorer.
- **Step 2:** Select the signed NDA document from the system and click Open.

The screenshot shows the Ariba Sourcing interface with an 'Add Attachment' dialog box open. The dialog box contains a file explorer window. The file explorer shows a list of files in the 'Documents' folder. The file 'NDA Signed Document' is selected. The 'Open' button is highlighted. The background shows the 'Add Attachment' page with a 'Choose File' button highlighted.

Name	Status	Date modified
NDA Signed Document	✓	8/24/2025
Plant	✓	5/5/2025
PQQ Reference Document	✓	5/4/2025
PQQ Sourcing Project	✓	5/1/2025
Price detail dummy	✓	4/27/2025
Quality Management	✓	5/5/2025
Resource	✓	5/5/2025

# Supplier Registration Questionnaire Submission



- The selected NDA document is attached and displayed on the Add Attachment screen.

← → ↻ 🔍 s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=wtS6MSBh6g0am3EN&realm=744845845-T&passwordadapter=SourcingSupplierUser&awr... 🔍 ☆ 🏠 | a ⋮

**Ariba Sourcing** Company Settings ▾ City Hardware Help ▾

< Go back to RUA ALMADINAH HOLDING COMPANY-TEST Dashboard Desktop File Sync

## Add Attachment

OK Cancel

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment:  NDA Signed ...ument.docx  
Or drop file here

OK Cancel

City Hardware (City.Hardware@ABC.Com) last visited 11 Sep 2025 5:09:41 AM City Hardware Store AN11237432147-T  
SAP Business Network Privacy Statement Security Disclosure Terms of Use

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# Supplier Registration Questionnaire Submission



- Click on "Ok".

← → ↻ 🏠 s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=wtS6MSBh6g0am3EN&realm=744845845-T&passwordadapter=SourcingSupplierUser&awr... 🔍 ☆ 🏠 | a ⋮

Ariba Sourcing Company Settings ▾ City Hardware Help ▾

< Go back to RUA ALMADINAH HOLDING COMPANY-TEST Dashboard Desktop File Sync

### Add Attachment

OK Cancel

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment:  NDA Signed ...ument.docx  
Or drop file here

OK Cancel

1

City Hardware (City.Hardware@ABC.Com) last visited 11 Sep 2025 5:09:41 AM City Hardware Store AN11237432147-T  
[SAP Business Network Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

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# Supplier Registration Questionnaire Submission



- The selected document is successfully uploaded and displayed in the **Signed NDA** field

Browser address: s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=wtS6MSBh6g0am3EN&realm=744845845-T&passwordadapter=SourcingSupplierUser

Go back to RUA ALMADINAH HOLDING COMPANY-TEST Dashboard

Desktop File Sync

Time remaining: 119 days 23:26:49

Console: Doc217614885 - Supplier Registration Questionnaire

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

- All Content
- 1 NDA
- 3 Company details
- 4 Supplier Contact Inf...
- 5 Supplier Address Inf...
- 6 Bank Information
- 7 Product and Services
- 8 Additional Documents

All Content

1 NDA

1.1 Tax Organization Type: Local

1.2 NDA [References](#)

1.4 Please attached the signed NDA document: **NDA Signed Document.docx** [Update file](#) [Delete file](#)

1.5 Expiration Date

3 Company details

3.1 Company Name: City Hardware Store

3.2 Supplier Type: Unspecified

3.3 Corporate Web Site

3.4 D-U-N-S Number

3.5 Tax Country: Country/Region: (no value)

3.6 Attachments: [Attach a file](#)

3.7 Note to Approvers

3.8 CR Number

3.9 First Name: City

3.10 Last Name: Hardware

# Supplier Registration Questionnaire Submission



- In the Expiration Date field, click the Calendar icon.

**Step 1:** To select a month: click the **single triangle** icon.

**Step 2:** To select a year: click the **double arrow** icon.

**Step 3:** Choose the required expiration date.

The screenshot shows a web browser window with the URL `s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=wtS6MSBh6g0am3EN&realm=744845845-T&passwordadapter=SourcingSupplierUser`. The page title is "Doc217614885 - Supplier Registration Questionnaire". The interface includes a sidebar with "Event Contents" and a main content area with "All Content". The "Expiration Date" field is highlighted with a red box. A calendar pop-up is visible, showing the date selection process. The calendar is set to September 26, 2023. The date "1" is highlighted with a red circle, and the date "3" is highlighted with a red circle. The date "2" is also highlighted with a red circle. The calendar is set to September 26, 2023. The date "1" is highlighted with a red circle, and the date "3" is highlighted with a red circle. The date "2" is also highlighted with a red circle.

# Supplier Registration Questionnaire Submission



- The selected date is displayed in the Expiration Date field.

Browser address bar: s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=wtS6MSBh6g0am3EN&realm=744845845-T&passwordadapter=SourcingSupplierUser#b0

Go back to RUA ALMADINAH HOLDING COMPANY-TEST Dashboard | Desktop File Sync | Time remaining: 119 days 23:26:39

Console | Doc217614885 - Supplier Registration Questionnaire

Event Messages | Event Details | Response History | Response Team

Event Contents

- All Content
- 1 NDA
- 3 Company details
- 4 Supplier Contact Inf...
- 5 Supplier Address Inf...
- 6 Bank Information
- 7 Product and Services
- 8 Additional Documents

All Content

Name ↑	
1.5 Expiration Date	* Mon, 10 Sep, 2029
▼ 3 Company details	
3.1 Company Name	* City Hardware Store
3.2 Supplier Type	* Unspecified ▼
3.3 Corporate Web Site	
3.4 D-U-N-S Number	
3.5 Tax Country	* Country/Region: (no value) ▼ ⓘ
3.6 Attachments	Attach a file
3.7 Note to Approvers	
3.8 CR Number	* <input type="text"/>
3.9 First Name	* City
3.10 Last Name	* Hardware
3.11 Email	* s.sakthi.c@ruaalmadinah.com
3.12 Confirm Email	* s.sakthi.c@ruaalmadinah.com
▼ 4 Supplier Contact Information	
▼ 4.1 Supplier Contact Information-1	

# Supplier Registration Questionnaire Submission



- The In the Supplier Type field (Mandatory field)

**Step 1:** Click the dropdown

**Step 2:** Select **[1010] – Contractor**.

The screenshot shows a web browser window with the URL `s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=wtS6MSBh6g0am3EN&realm=744845845-T&passwordadapter=SourcingSupplierUser#b0`. The page title is "Doc217614885 - Supplier Registration Questionnaire". The form is titled "All Content" and contains several sections:

- 1.5 Expiration Date:** Mon, 10 Sep, 2029
- 3 Company details:**
  - 3.1 Company Name:** City Hardware Store
  - 3.2 Supplier Type:** Unspecified (dropdown menu is open, showing options: Unspecified, [1010] - Contractor, [1020] - Consultant, [1030] - Supplier, [1035] - Supplier Service)
  - 3.3 Corporate Web Site:** Unspecified
  - 3.4 D-U-N-S Number:** [1010] - Contractor
  - 3.5 Tax Country:** [1020] - Consultant
  - 3.6 Attachments:** [1030] - Supplier
  - 3.7 Note to Approvers:** [1035] - Supplier Service
- 3.8 CR Number:** Attach a file
- 3.9 First Name:** City
- 3.10 Last Name:** Hardware
- 3.11 Email:** s.sakthi.c@ruaalmdinah.com
- 3.12 Confirm Email:** s.sakthi.c@ruaalmdinah.com

The form also includes a sidebar with navigation options: Event Messages, Event Details, Response History, Response Team, and Event Contents (All Content, 1 NDA, 3 Company details, 4 Supplier Contact Inf..., 5 Supplier Address Inf..., 6 Bank Information, 7 Product and Services, 8 Additional Documents).

# Supplier Registration Questionnaire Submission



- In the Tax Country field (Mandatory field)

Step 1: Click the Dropdown

Step 2: Select Saudi Arabia.(Note: Select you appropriate Country/Region Name)

The screenshot shows a web browser window with the URL `s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=wtS6MSBh6g0am3EN&realm=744845845-T&passwordadapter=SourcingSupplierUser#b0`. The page title is "Doc217614885 - Supplier Registration Questionnaire". The form is titled "All Content" and contains several sections:

- 3.3 Corporate Web Site**: Text input field.
- 3.4 D-U-N-S Number**: Text input field.
- 3.5 Tax Country**: Dropdown menu with "Saudi Arabia (SA)" selected. A red box highlights the dropdown, and a red circle with the number "1" is next to the selected option. A red circle with the number "2" is next to the "Attach a file" button.
- 3.6 Attachments**: "Attach a file" button.
- 3.7 Note to Approvers**: Text input field.
- 3.8 CR Number**: Text input field.
- 3.9 First Name**: Text input field with "City" placeholder.
- 3.10 Last Name**: Text input field with "Hardware" placeholder.
- 3.11 Email**: Text input field with "s.sakthi.c@ruaalmadinah.com" placeholder.
- 3.12 Confirm Email**: Text input field with "s.sakthi.c@ruaalmadinah.com" placeholder.
- 4 Supplier Contact Information**: Section header.
- 4.1 Supplier Contact Information-1**: Section header.
- 4.1.1 Salutation**: Text input field.
- 4.1.2 First Name**: Text input field with "City" placeholder.
- 4.1.3 Middle name**: Text input field.
- 4.1.4 Last Name**: Text input field with "Hardware" placeholder.

# Supplier Registration Questionnaire Submission



- The Tax Country field displays Saudi Arabia.

s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=fAhvjI.KLy04dj9b&realm=744845845-T&passwordadapter=SourcingSupplierUser#b0

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

- All Content
- 1 NDA
- 3 Company details
- 4 Supplier Contact Inf...
- 5 Supplier Address Inf...
- 6 Bank Information
- 7 Product and Services
- 8 Additional Documents

All Content

1.5	Expiration Date	*	Wed, 11 Sep, 2030									
3 Company details												
3.1	Company Name	*	City Hardware Store									
3.2	Supplier Type	*	[1010] - Contractor									
3.3	Corporate Web Site											
3.4	D-U-N-S Number											
3.5	Tax Country	*	Country/Region: Saudi Arabia (SA)									
<table border="1"><thead><tr><th>Tax Name</th><th>Tax Type</th><th>Tax Number</th></tr></thead><tbody><tr><td>VAT Registration Number</td><td>Organization</td><td></td></tr><tr><td>Tax Identification Number</td><td>Organization</td><td></td></tr></tbody></table>				Tax Name	Tax Type	Tax Number	VAT Registration Number	Organization		Tax Identification Number	Organization	
Tax Name	Tax Type	Tax Number										
VAT Registration Number	Organization											
Tax Identification Number	Organization											
3.6	Attachments		Attach a file									
3.7	Note to Approvers											
3.8	CR Number	*										
3.9	First Name	*	City									
3.10	Last Name	*	Hardware									
3.11	Email	*	s.sakthi.c@ruaalmadinah.com									
3.12	Confirm Email	*	s.sakthi.c@ruaalmadinah.com									

(\*) indicates a required field

# Supplier Registration Questionnaire Submission



**Step 1:** In the VAT Registration Number field, enter 310000123456789.

**Step 2:** In the Tax Identification Code field, enter 3100001234.

**Step 3:** In the CR Number field, enter 24680.

Console | Doc217614885 - Supplier Registration Questionnaire | Time remaining: 119 days 23:26:12

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

- All Content
- 1 NDA
- 3 Company details
- 4 Supplier Contact Inf...
- 5 Supplier Address Inf...
- 6 Bank Information
- 7 Product and Services
- 8 Additional Documents

All Content

3.3 Corporate Web Site

3.4 D-U-N-S Number

3.5 Tax Country

Country/Region: Saudi Arabia (SA)

Tax Name	Tax Type	Tax Number
VAT Registration Number	Organization	310000123456789
Tax Identification Number	Organization	3100001234

Attach a file

3.6 Attachments

3.7 Note to Approvers

3.8 CR Number: 24680

3.9 First Name: City

3.10 Last Name: Hardware

3.11 Email: s.sakthi.c@ruaalmdinah.com

3.12 Confirm Email: s.sakthi.c@ruaalmdinah.com

4 Supplier Contact Information

4.1 Supplier Contact Information-1

4.1.1 Salutation

# Supplier Registration Questionnaire Submission



The entered VAT Registration Number, Tax Identification Code, and CR Number are displayed in their respective fields.

Browser address bar: s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=fAhvjI.KLyo4dj9b&realm=744845845-T&passwordadapter=SourcingSupplierUser#b0

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

- All Content
- 1 NDA
- 3 Company details
- 4 Supplier Contact Inf...
- 5 Supplier Address Inf...
- 6 Bank Information
- 7 Product and Services
- 8 Additional Documents

### All Content

Name ↑

▼ 3 Company details

3.1 Company Name \*

3.2 Supplier Type \*

3.3 Corporate Web Site

3.4 D-U-N-S Number

3.5 Tax Country \*

Country/Region:

Tax Name	Tax Type	Tax Number
VAT Registration Number	Organization	<input type="text" value="310000123456789"/>
Tax Identification Number	Organization	<input type="text" value="3100001234"/>

3.6 Attachments [Attach a file](#)

3.7 Note to Approvers

3.8 CR Number \*

3.9 First Name \*

3.10 Last Name \*

3.11 Email \*

3.12 Confirm Email \*

▼ 4 Supplier Contact Information

▼ 4.1 Supplier Contact Information-1

(\*) indicates a required field



# Supplier Registration Questionnaire Submission

Scroll down the Registration screen and enter the mandatory fields:

Enter the information from your test data into the required fields.

## Supplier Contact Information-1

**Step 1:** Job Title(example): Manager

**Step 2:** Phone Number(example): 7401238167

**Step 3:** Mobile Number(example): 9934567812

**Step 4:** Email: Enter your email ID.

The screenshot displays a web browser window with the URL `s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=fAhvjl.KLyo4dj9b&realm=744845845-T&passwordadapter=SourcingSupplierUser#b0`. The page title is "All Content". The main content area shows a list of fields for "Supplier Contact Information-1" and "Supplier Contact Information-2". The fields are:

- 4.1.1 Salutation
- 4.1.2 First Name
- 4.1.3 Middle name
- 4.1.4 Last Name
- 4.1.5 Job Title
- 4.1.6 Phone Number
- 4.1.7 Mobile
- 4.1.8 Fax
- 4.1.9 Email
- 4.1.10 User Account
- 4.1.11 Roles
- 4.2.1 Salutation
- 4.2.2 First Name
- 4.2.3 Middle name
- 4.2.4 Last Name
- 4.2.5 Job Title

Fields 4.1.5 (Job Title), 4.1.6 (Phone Number), 4.1.7 (Mobile), and 4.1.9 (Email) are highlighted with red boxes. Red circles with numbers 1, 2, 3, and 4 are placed next to the input fields for Job Title, Phone Number, Mobile, and Email respectively.

# Supplier Registration Questionnaire Submission



All mandatory fields are populated with the entered values and displayed on the registration screen

The screenshot shows a web browser window with the URL `s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=fAhvjI.KLyo4dj9b&realm=744845845-T&passwordadapter=SourcingSupplierUser#b0`. The page displays a registration questionnaire with the following content:

All Content	
Name ↑	
▼ 4.1 Supplier Contact Information-1	
4.1.1 Salutation	<input type="text"/>
4.1.2 First Name	* <input type="text" value="City"/>
4.1.3 Middle name	<input type="text"/>
4.1.4 Last Name	* <input type="text" value="Hardware"/>
4.1.5 Job Title	* <input type="text" value="Manager"/>
4.1.6 Phone Number	* <input type="text" value="7401238167"/>
4.1.7 Mobile	* <input type="text" value="9934567812"/>
4.1.8 Fax	<input type="text"/>
4.1.9 Email	* <input type="text" value="s.sakthi.c@ruaalmdinah.com"/>
4.1.10 User Account	<input type="text"/>
4.1.11 Roles	<input type="text"/>
▼ 4.2 Supplier Contact Information-2	
4.2.1 Salutation	<input type="text"/>
4.2.2 First Name	* <input type="text"/>
4.2.3 Middle name	<input type="text"/>
4.2.4 Last Name	* <input type="text"/>
4.2.5 Job Title	* <input type="text"/>

(\*) indicates a required field



# Supplier Registration Questionnaire Submission

---

Enter the information from your test data into the required fields.

Supplier Contact Information-2

**Step 1:** First name(example): City

**Step 2:** Last Name(example): Hardware

**Step 3:** Job Title(example): Manager

**Step 4:** Phone Number(example): 7401238167

**Step 5:** Mobile Number(example): 9934567812

**Step 6:** Email: Enter your email ID (Screenshot attached in Next Slide)

# Supplier Registration Questionnaire Submission



← → ↻ 🔍 s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=fAhvjl.KLyo4dj9b&realm=744845845-T&passwordadapter=SourcingSupplierUser#b0 🔍 ☆ 📁 ⬇️ a ⋮

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

- All Content
- 1 NDA
- 3 Company details
- 4 Supplier Contact Inf...
- 5 Supplier Address Inf...
- 6 Bank Information
- 7 Product and Services
- 8 Additional Documents

### All Content

Name ↑

▼ 4.2 Supplier Contact Information-2

4.2.1 Salutation	<input type="text"/>	
4.2.2 First Name	<input type="text"/>	1
4.2.3 Middle name	<input type="text"/>	
4.2.4 Last Name	<input type="text"/>	2
4.2.5 Job Title	<input type="text"/>	
4.2.6 Phone Number	<input type="text"/>	3
4.2.7 Mobile	<input type="text"/>	4
4.2.8 Fax	<input type="text"/>	
4.2.9 Email	<input type="text"/>	5
4.2.10 User Account	<input type="text"/>	
4.2.11 Roles	<input type="text"/>	

▼ 4.3 Supplier Contact Information-3

4.3.1 Salutation	<input type="text"/>	
4.3.2 First Name	<input type="text"/>	
4.3.3 Middle name	<input type="text"/>	
4.3.4 Last Name	<input type="text"/>	
4.3.5 Job Title	<input type="text"/>	

(\*) indicates a required field

# Supplier Registration Questionnaire Submission



All mandatory fields are populated with the entered values and displayed on the registration screen

Name ↑	
▼ 4.2 Supplier Contact Information-2	
4.2.1 Salutation	<input type="text"/>
4.2.2 First Name *	City
4.2.3 Middle name	<input type="text"/>
4.2.4 Last Name *	Hardware
4.2.5 Job Title *	Manager
4.2.6 Phone Number *	7401238167
4.2.7 Mobile *	9934567812
4.2.8 Fax	<input type="text"/>
4.2.9 Email *	s.sakthi.c@ruaalmadinah.com
4.2.10 User Account	<input type="text"/>
4.2.11 Roles	<input type="text"/>
▼ 4.3 Supplier Contact Information-3	
4.3.1 Salutation	<input type="text"/>
4.3.2 First Name *	<input type="text"/>
4.3.3 Middle name	<input type="text"/>
4.3.4 Last Name *	<input type="text"/>
4.3.5 Job Title *	<input type="text"/>

(\*) indicates a required field

# Supplier Registration Questionnaire Submission



Scroll down the Registration screen and enter the mandatory fields:

Supplier Contact Information-3

**Step 1:** First name(example): City

**Step 2:** Last Name(example): Hardware

**Step 3:** Job Title(example): Manager

**Step 4:** Phone Number(example): 7401238167

**Step 5:** Mobile Number(example): 9934567812

**Step 6:** Email: Enter your email ID

The screenshot shows a web browser window with the URL `s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=fAhvjI.KLyo4dj9b&realm=744845845-T&passwordadapter=SourcingSupplierUser#b0`. The page displays a registration questionnaire with a left-hand navigation menu and a main content area. The main content area is titled "All Content" and contains a list of fields for "Supplier Contact Information-3" and "Supplier Address Information".

The "Supplier Contact Information-3" section includes the following fields:

- 4.2.11 Roles
- 4.3.1 Salutation
- 4.3.2 First Name (Mandatory field, marked with a red asterisk and a red circle with the number 1)
- 4.3.3 Middle name
- 4.3.4 Last Name (Mandatory field, marked with a red asterisk and a red circle with the number 2)
- 4.3.5 Job Title (Mandatory field, marked with a red asterisk and a red circle with the number 3)
- 4.3.6 Phone Number (Mandatory field, marked with a red asterisk and a red circle with the number 4)
- 4.3.7 Mobile (Mandatory field, marked with a red asterisk and a red circle with the number 5)
- 4.3.8 Fax
- 4.3.9 Email (Mandatory field, marked with a red asterisk and a red circle with the number 6)
- 4.3.10 User Account
- 4.3.11 Roles

The "Supplier Address Information" section includes the following fields:

- 5.1 Supplier Address (with a "Show More" link)
- Street: (Mandatory field, marked with a red asterisk and a red circle with the number 1)
- House Number: (Mandatory field, marked with a red asterisk and a red circle with the number 1)
- Street 2: (Mandatory field, marked with a red asterisk and a red circle with the number 1)
- Street 3: (Mandatory field, marked with a red asterisk and a red circle with the number 1)

At the bottom of the form, there is a note: "(\*) Indicates a required field".

# Supplier Registration Questionnaire Submission



All mandatory fields are populated with the entered values and displayed on the registration screen

← → ↻ 🔍 ☆ 📄 ⬇️ a ⋮

s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=fAhvjl.KLyo4dj9b&realm=744845845-T&passwordadapter=SourcingSupplierUser#b0

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

All Content

1 NDA

3 Company details

4 Supplier Contact Inf...

5 Supplier Address Inf...

6 Bank Information

7 Product and Services

8 Additional Documents

### All Content

Name ↑

4.2.11 Roles

▼ 4.3 Supplier Contact Information-3

4.3.1 Salutation

4.3.2 First Name \* City

4.3.3 Middle name

4.3.4 Last Name \* Hardware

4.3.5 Job Title \* Manager

4.3.6 Phone Number \* 7401238167

4.3.7 Mobile \* 9934567812

4.3.8 Fax

4.3.9 Email \* s.sakthi.c@ruaalmdinah.com

4.3.10 User Account

4.3.11 Roles

▼ 5 Supplier Address Information

\*Show More

Street: House Number:

Street 2:

Street 3:

5.1 Supplier Address

(\*) indicates a required field



# Supplier Registration Questionnaire Submission

Scroll down the Registration screen and Enter the Mandatory information.

Supplier Address Information (Mandatory Fields)

**Step 1:** House Number(example): 4510

**Step 2:** Street 1(example): 6th Street

**Step 3:** Street 2(example): King Abdullah Branch Road

**Step 4:** Postal Code(example): 11221

**Step 5:** City(example): Mursalat

**Step 6:** Click the Country/Region dropdown and select Saudi Arabia.

**Step 7:** Click the State/Province/Region dropdown and select Riyadh (01).

The screenshot shows a web browser window displaying a supplier registration questionnaire. The browser address bar shows the URL: `s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=fAhvj1.KLyo4dj9b&realm=744845845-T&passwordadapter=SourcingSupplierUser#b0`. The page title is "Supplier Address Information". The form contains several fields, some of which are highlighted with red boxes and numbered 1 through 7, corresponding to the steps listed in the text above. The fields are: 1. House Number (example: 4510), 2. Street 1 (example: 6th Street), 3. Street 2 (example: King Abdullah Branch Road), 4. Postal Code (example: 11221), 5. City (example: Mursalat), 6. Country/Region (dropdown menu), and 7. State/Province/Region (dropdown menu). The form also includes a "Show More" button, a "Submit Entire Response" button, and a "Save draft" button. The browser tabs show "Response History" and "Response Team". The browser address bar also shows a search icon, a star icon, and a home icon. The browser address bar also shows a user profile icon with the letter "a".

# Supplier Registration Questionnaire Submission



All address fields are populated and Saudi Arabia with Riyadh (01) is displayed in the Country and State fields.

Browser address bar: s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=wtS6MSBh6g0am3EN&realm=744845845-T&passwordadapter=SourcingSupplierUser#b0

Event Contents

- 4.3.8 Fax
- 4.3.9 Email: s.sakthi.c@ruaalmdinah.com
- 4.3.10 User Account
- 4.3.11 Roles
- 5 Supplier Address Information
  - 5.1 Supplier Address
    - Street: 6th street
    - House Number: 4510
    - Street 2: King Abdullah Branch Road
    - Street 3:
    - District:
    - Postal Code: 11221
    - City: \* Mursalat
    - Country/Region: Saudi Arabia (SA)
    - State/Province/Region: Riyadh (01)
- 6 Bank Information: Add Bank Information (0)
- 7 Product and Services
  - 7.1 Category Name: \*(select a value) [select]
- 8 Additional Documents
  - 8.1 Additional Documents: Attach a file

(\*) indicates a required field

Buttons: Submit Entire Response, Save draft, Compose Message, Excel Import

# Supplier Registration Questionnaire Submission



- In the Bank Information section

**Step 1:** click on Add Bank Information.

← → ↻ 🔍 ☆ 📁 | a ⋮

s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=fAhvjI.KLyo4dj9b&realm=744845845-T&passwordadapter=SourcingSupplierUser#b0

1 NDA

3 Company details

4 Supplier Contact Inf...

5 Supplier Address Inf...

6 Bank Information

7 Product and Services

8 Additional Documents

4.3.10 User Account

4.3.11 Roles

▼ 5 Supplier Address Information

\*Show More

5.1 Supplier Address

Street:  ⓘ House Number:  ⓘ

Street 2:  ⓘ

Street 3:  ⓘ

District:  ⓘ

Postal Code:  ⓘ City: \*  ⓘ

Country/Region: (no value) ⓘ State/Province/Region: (no value) ⓘ

6 Bank Information

Add Bank Information (0) 1

▼ 7 Product and Services

7.1 Category Name \*(select a value) [select]

▼ 8 Additional Documents

8.1 Additional Documents Attach a file 📎

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

# Supplier Registration Questionnaire Submission



- The Add Bank Information screen is displayed.

← → ↻ 📄 s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=wtS6MSBh6g0am3EN&realm=744845845-T&passwordadapter=SourcingSupplierUser&awr... 🔍 ☆ 📁 | a ⋮

Ariba Sourcing Company Settings ▾ City Hardware Help ▾

< Go back to RUA ALMADINAH HOLDING COMPANY-TEST Dashboard Desktop File Sync

Save Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 6 Bank Information

Bank Information (0) 📄

Name ↑

No items

Add Bank Information (\*) Indicates a required field

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# Supplier Registration Questionnaire Submission



- **Step 1:** Click on "Add Bank Information"

← → ↻ 🔍 ☆ 📁 | a ⋮

s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=wtS6MSBh6g0am3EN&realm=744845845-T&passwordadapter=SourcingSupplierUser&awr...

Ariba Sourcing Company Settings ▾ City Hardware Help ▾

< Go back to RUA ALMADINAH HOLDING COMPANY-TEST Dashboard Desktop File Sync

Save Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 6 Bank Information

Bank Information (0) ☰

Name ↑

No items

Add Bank Information (\*) indicates a required field

1

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# Supplier Registration Questionnaire Submission



- The Bank information fields are displayed

← → ↻ 🔍 ☆ 📁 | a ⋮

Ariba Sourcing Company Settings City Hardware Help

< Go back to RUA ALMADINAH HOLDING COMPANY-TEST Dashboard Desktop File Sync

Save Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 6 Bank Information

Bank Information (1)

Name ↑	
▼ Bank Information #1	Delete
* Bank Type: No Choice	
Country/Region: (no value)	
Bank Name: <input type="text"/>	
Bank Branch: <input type="text"/>	

Add an additional Bank Information (\*) indicates a required field

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# Supplier Registration Questionnaire Submission



- **Step 1:** Click the down arrow to expand the page

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Ariba Sourcing Company Settings City Hardware Help

< Go back to RUA ALMADINAH HOLDING COMPANY-TEST Dashboard Desktop File Sync

Save Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 6 Bank Information

Bank Information (1) ⌵ 1

Name ↑	
Bank Information #1	Delete
* Bank Type: <input type="text" value="No Choice"/>	
Country/Region: <input type="text" value="(no value)"/>	
Bank Name: <input type="text"/>	
Bank Branch: <input type="text"/>	

Add an additional Bank Information (\*) indicates a required field

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# Supplier Registration Questionnaire Submission



- The page expands, and all additional fields or sections become visible

The screenshot shows a web browser window with the URL `s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=wtS6MSBh6g0am3EN&realm=744845845-T&passwordadapter=SourcingSupplierUser&awr...`. The page title is "Bank Information (1)". The main content area is titled "Bank Information #1" and contains a "Delete" link. The form fields are as follows:

Name ↑	
▼ Bank Information #1	Delete
* Bank Type: No Choice ▾	
Country/Region: (no value) ▾	
Bank Name: <input type="text"/>	
Bank Branch: <input type="text"/>	
Street: <input type="text"/>	
City: <input type="text"/>	
State/Province/Region: <input type="text"/>	
Postal Code: <input type="text"/>	
Account Holder Name: <input type="text"/>	
SWIFT Code: <input type="text"/>	
Bank Control Key: No Choice ▾	

Bank account information

Please attach a bank reference or bank statement from the nominated bank account [\\*Attach a file](#)

[Add an additional Bank Information](#) (\*) indicates a required field

# Supplier Registration Questionnaire Submission



- **Step 1:** In Bank Type, click the dropdown and select Domestic.

← → ↻ s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=fAhvjI.KLyo4dj9b&realm=744845845-T&passwordadapter=SourcingSupplierUser&awrdt=1... 🔍 ☆ 📁 | a ⋮

All Content > Bank information

### Bank Information (1)

Name ↑	
<b>Bank Information #1</b>	Delete
Bank account information	<p>* <b>Bank Type:</b> No Choice ▾</p> <p>Country/Region: (no value) ▾</p> <p>Bank Name: <input type="text"/></p> <p>Bank Branch: <input type="text"/></p> <p>Street: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State/Province/Region: <input type="text"/></p> <p>Postal Code: <input type="text"/></p> <p>Account Holder Name: <input type="text"/></p> <p>SWIFT Code: <input type="text"/></p> <p>Bank Control Key: No Choice ▾</p>

Please attach a bank reference or bank statement from the nominated bank account [\\*Attach a file](#)

[Add an additional Bank Information](#) (\*) indicates a required field

# Supplier Registration Questionnaire Submission



- The Bank Type field displays.

Browser address bar: s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=fAhvjl.KLy04dj9b&realm=744845845-T&passwordadapter=SourcingSupplierUser&awrdt=1...

Bank Information (1)

Name ↑	
<b>Bank Information #1</b>	<a href="#">Delete</a>
Bank account information	<p><b>*</b> Bank Type: <input type="text" value="Domestic"/></p> <p>Country/Region: <input type="text" value="(no value)"/></p> <p>Bank Name: <input type="text"/></p> <p>Bank Branch: <input type="text"/></p> <p>Street: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State/Province/Region: <input type="text"/></p> <p>Postal Code: <input type="text"/></p> <p>Account Holder Name: <input type="text"/></p> <p>SWIFT Code: <input type="text"/></p> <p>Bank Control Key: <input type="text" value="No Choice"/></p>
Please attach a bank reference or bank statement from the nominated bank account	<a href="#">*Attach a file</a>

[Add an additional Bank Information](#)

(\*) indicates a required field

# Supplier Registration Questionnaire Submission



- (Mandatory field) In Country/Region, click the dropdown and select Search More..

Bank Information (1)

Name ↑

Bank Information #1 Delete

Bank Type: Domestic ▾

Country/Region: (no value) ▾

Bank Name:  Search more

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

SWIFT Code:

Bank Control Key: No Choice ▾

Please attach a bank reference or bank statement from the nominated bank account

\*Attach a file

(\*) indicates a required field

https://s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=wtS6MSBh6g0a...

# Supplier Registration Questionnaire Submission



- The Search More window is displayed

The screenshot shows a web browser window with the URL `s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=fAhvjI.KLyo4dj9b&realm=744845845-T&passwordadapter=SourcingSupplierUser&awrdt=1...`. The main page is titled "Bank Information (1)" and contains a form for "Bank Information #1". A modal window titled "Choose Value for Country/Region" is open, displaying a search bar and a list of countries with "Select" buttons next to each. The countries listed are: Afghanistan, Aland Islands, Albania, Algeria, American Samoa, Andorra, Angola, Anguilla, Antarctica, Antigua and Barbuda, Argentina, Armenia, Aruba, Australia, Austria, and Azerbaijan. A "Done" button is at the bottom of the modal. The background form includes a "Domestic" dropdown, a "(no value)" dropdown, several empty input fields, and a "No Choice" dropdown. A note at the bottom of the form states "Please attach a bank reference or bank statement from the nominated bank account" and there is an "Add an additional Bank Information" button.

# Supplier Registration Questionnaire Submission



- **Step 1:** In the Name field, enter Saudi
- **Step 2:** Click "Search"

The screenshot displays a web browser window with the URL `s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=wtS6MSBh6g0am3EN&realm=744845845-T&passwordadapter=SourcingSupplierUser&awr...`. The main content area shows a 'Bank Information (1)' section with a 'Name' field and a 'Bank account information' section. A modal window titled 'Choose Value for Country/Region' is open, featuring a search bar with 'saudi' entered and a 'Search' button. Below the search bar is a list of countries with 'Select' buttons next to each. The background shows a 'Bank Information' form with a 'Name' field and a 'Bank account information' section. A modal window titled 'Choose Value for Country/Region' is open, featuring a search bar with 'saudi' entered and a 'Search' button. Below the search bar is a list of countries with 'Select' buttons next to each. The background shows a 'Bank Information' form with a 'Name' field and a 'Bank account information' section.

# Supplier Registration Questionnaire Submission



- The system displays a "Saudi Arabia"

The screenshot shows a web browser window with the URL `s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=wtS6MSBh6g0am3EN&realm=744845845-T&passwordadapter=SourcingSupplierUser&awr...`. The page title is "Bank Information (1)". The form contains several fields: "Bank Type" (Domestic), "Country/Region" (no value), "Bank Name", "Branch", "Address", "City", "Postal Code", "Phone", "Fax", "Email", and "Bank Control Key" (No Choice). A modal dialog titled "Choose Value for Country/Region" is open, showing a search box with "saudi" and a "Search" button. Below the search box is a list of results with "Saudi Arabia" selected and a "Select" button. A "Done" button is at the bottom of the modal. At the bottom of the page, there is a note: "Please attach a bank reference or bank statement from the nominated bank account" and a link "Attach a file". A legend indicates that "(\*)" indicates a required field.

# Supplier Registration Questionnaire Submission



- **Step 1:** From the search results, click to select the country

The screenshot shows a web browser window with the URL `s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=wtS6MSBh6g0am3EN&realm=744845845-T&passwordadapter=SourcingSupplierUser&awr...`. The page title is "Bank Information (1)". The main content area is a form for entering bank details. A modal dialog titled "Choose Value for Country/Region" is open in the center. The dialog has a search bar with "saudi" entered and a "Search" button. Below the search bar is a list with "Saudi Arabia" selected, and a "Select" button is highlighted with a red box. At the bottom of the dialog are "Done" and "Done" buttons. A red circle with the number "1" is next to the "Select" button. The background form includes fields for "Bank Type" (Domestic), "Country/Region" (no value), "Bank Name", "Bank Control Key" (No Choice), and a file upload field. A footer note says "Please attach a bank reference or bank statement from the nominated bank account".

# Supplier Registration Questionnaire Submission



- The selected country is displayed in the Country/Region field

← → ↻ s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=wtS6MSBh6g0am3EN&realm=744845845-T&passwordadapter=SourcingSupplierUser&awr... 🔍 ☆ 📁 | a ⋮

All Content > Bank information

### Bank Information (1)

Name ↑

▼ Bank Information #1 Delete

Bank account information

Bank Type: Domestic ▾

Country/Region: Saudi Arabia ▾

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

Bank Key/ABA Routing Number:

Account Number:

IBAN Number:

(\*) indicates a required field



# Supplier Registration Questionnaire Submission

- The Below Fields are "Mandatory"

**Note:** All information is provided below is example

**Step 1:** Bank Name: Saudi Investment Bank

**Step 2:** Account Holder Name: City

**Step 3:** Bank Key/ABA Routing Number: SIBCSAR

**Step 4:** Account Number: 202120968001

**Step 5:** IBAN Number: SA6865000000202120968001

Bank Information (1)

Bank Type: Domestic

Country/Region: Saudi Arabia

Bank Name:  1

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:  2

Bank Key/ABA Routing Number:  3

Account Number:  4

IBAN Number:  5

(\*) indicates a required field

# Supplier Registration Questionnaire Submission



- All entered bank details are displayed

← → ↻ s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=fAhvjI.KLyo4dj9b&realm=744845845-T&passwordadapter=SourcingSupplierUser&awrdt=1... 🔍 ☆ 📁 | a ⋮

All Content > Bank information

### Bank Information (1)

Name ↑

▼ Bank Information #1 Delete

\* Bank Type: Domestic ▾

Country/Region: Saudi Arabia ▾

Bank Name: Saudi Investment bank

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name: City

Bank Key/ABA Routing Number: SIBCSAR

Account Number: 202120968001

IBAN Number: SA686500000202120968001

Bank account information

[Add an additional Bank Information](#)

(\*) indicates a required field

# Supplier Registration Questionnaire Submission



- **Step 1:** Double-click the dropdown arrow

Browser address bar: s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=wtS6MSBh6g0am3EN&realm=744845845-T&passwordadapter=SourcingSupplierUser&awr...

Ariba Sourcing

< Go back to RUA ALMADINAH HOLDING COMPANY-TEST Dashboard

Desktop File Sync

Save Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 6 Bank Information

Bank Information (1)

Name ↑

Bank Information #1 Delete

\* Bank Type: Domestic

Country/Region: Saudi Arabia

Bank Name: Saudi Investment bank

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name: City

Bank Key/ABA Routing Number: SIBCSAR

Account Number: 202120968001

Bank account information

# Supplier Registration Questionnaire Submission



- The dropdown expands fully, displaying all available options for selection

Bank account information

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

Bank Key/ABA Routing Number:

Account Number:

IBAN Number:

SWIFT Code:

Bank Control Key:

Please attach a bank reference or bank statement from the nominated bank account [\\*Attach a file](#)

[Add an additional Bank Information](#) (\*) indicates a required field

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# Supplier Registration Questionnaire Submission



- (Mandatory field) Note: Select any file in your System

**Step 1:** Click Attach File to upload a bank statement.

Bank account information

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

Bank Key/ABA Routing Number:

Account Number:

IBAN Number:

SWIFT Code:

Bank Control Key:

Please attach a bank reference or bank statement from the nominated bank account

\*Att: 1 file

[Add an additional Bank Information](#)

(\*) indicates a required field

# Supplier Registration Questionnaire Submission



- Add Attachment Screen is displayed.

← → ↻ 🔍 s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=wtS6MSBh6g0am3EN&realm=744845845-T&passwordadapter=SourcingSupplierUser 🔍 📁 ☆ 🗑️ | a ⋮

Ariba Sourcing Company Settings ▾ City Hardware Help ▾

< Go back to RUA ALMADINAH HOLDING COMPANY-TEST Dashboard Desktop File Sync

## Add Attachment OK Cancel

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment:  No file chosen

Or drop file here

OK Cancel

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# Supplier Registration Questionnaire Submission



- **Step 1:** Click Choose File. The system navigates to the file explorer.
- **Step 2:** Select the Bank document from the system and click Open..

The screenshot displays the Ariba Sourcing 'Add Attachment' interface. The 'Choose File' button is highlighted with a red box and a red circle with the number 1. An 'Open' file explorer window is overlaid, showing a list of files. The 'Bank details statement' file is highlighted with a red box and a red circle with the number 2. The 'Open' button in the file explorer is highlighted with a red box and a red circle with the number 3.

Name	Status	Date modified
ARR Document	✓	4/28/2025
Bank details statement	✓	4/30/2025
Commercial Submission	✓	7/7/2025
Company information	✓	5/5/2025
Conflict of interest	✓	5/5/2025
CR Certificate	✓	5/5/2025
Declaration	✓	5/5/2025

# Supplier Registration Questionnaire Submission



- The bank statement is displayed in the attachment section

← → ↻ 🔍 📄 ☆ 📁 | a ⋮

s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=wtS6MSBh6g0am3EN&realm=744845845-T&passwordadapter=SourcingSupplierUser

Ariba Sourcing Company Settings City Hardware Help

< Go back to RUA ALMADINAH HOLDING COMPANY-TEST Dashboard Desktop File Sync

### Add Attachment

OK Cancel

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment:  Bank details...tement.docx

Or drop file here

OK Cancel

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# Supplier Registration Questionnaire Submission



- **Step 1:** Click On "Ok"

The screenshot shows a web browser window with the URL `s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=wtS6MSBh6g0am3EN&realm=744845845-T&passwordadapter=SourcingSupplierUser`. The page title is "Ariba Sourcing". The main content area is titled "Add Attachment" and contains the following text: "Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment." Below this text, there is a file selection area with the text "Attachment: Choose File Bank details...tement.docx" and a dashed box containing "Or drop file here". At the bottom right of the dialog, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red box, and a red circle with the number "1" is placed below it, indicating the step to click.

# Supplier Registration Questionnaire Submission



- **Step 1:** Click On "Save"

← → ↻ 🔍 s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=wtS6MSBh6g0am3EN&realm=744845845-T&passwordadapter=SourcingSupplierUser... 🔍 📄 ☆ 🗑️ | a ⋮

Ariba Sourcing Company Settings ▾ City Hardware Help ▾ Messages >>

< Go back to RUA ALMADINAH HOLDING COMPANY-TEST Dashboard Desktop File Sync

**Save** **Cancel**

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 6 Bank Information

Bank Information (1) ☰ ⤴

Name ↑

▼ Bank Information #1 Delete

\* Bank Type: Domestic ▾

Country/Region: Saudi Arabia ▾

Bank Name: Saudi Investment bank

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name: City

Bank Key/ABA Routing Number: SIBCSAR

Account Number: 202120968001

# Supplier Registration Questionnaire Submission



- In the Category Name field

**Step 1:** click "Select"

The screenshot shows a web browser window with the URL `s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=wtS6MSBh6g0am3EN&realm=744845845-T&passwordadapter=SourcingSupplierUser`. The form is titled "5.1 Supplier Address" and includes the following fields:

- Street: 6th street
- House Number: 4510
- Street 2: King Abdullah Branch Road
- Street 3: (empty)
- District: (empty)
- Postal Code: 11221
- City: \* Mursalat
- Country/Region: Saudi Arabia (SA)
- State/Province/Region: Riyadh (01)

Section 7 Product and Services includes a dropdown menu for "7.1 Category Name" with the text "(select a value) select ]". A red box highlights the "select ]" button, and a red circle with the number 1 is placed next to it.

Section 8 Additional Documents includes a button for "Attach a file".

At the bottom of the form, there are four buttons: "Submit Entire Response", "Save draft", "Compose Message", and "Excel Import".

A note at the bottom of the form states: "(\*) indicates a required field".



# Supplier Registration Questionnaire Submission

- (Mandatory Field) **Step 1:** Click the Building and Construction Machinery and Accessories dropdown.
- Step 2:** Select Heavy Construction Machinery and Equipment.
- Step 3:** Click Done.

The screenshot shows the SAP Business Network Supplier Registration Questionnaire Submission interface. The 'Choose Values for Commodity' dialog is open, displaying a list of commodity categories. The 'Building and Construction Machinery and Accessories' category is expanded, and 'Heavy construction machinery and equipment' is selected. The 'Done' button is highlighted.

**Choose Values for Commodity**

Add to Currently Selected

Name  Search

<input type="checkbox"/>	Name ↑	ID
<input type="checkbox"/>	▼ All Commodities	All
<input type="checkbox"/>	▶ Building and Construction and Maintenance Services	72
<input type="checkbox"/>	1 ▶ Building and Construction Machinery and Accessories	22
<input checked="" type="checkbox"/>	2 ▶ Heavy construction machinery and equipment	2210
<input type="checkbox"/>	▶ Cleaning Equipment and Supplies	47
<input type="checkbox"/>	▶ Commercial and Military and Private Vehicles and their Accessories and Components	25
<input type="checkbox"/>	▶ Editorial and Design and Graphic and Fine Art Services	82
<input type="checkbox"/>	▶ Education and Training Services	86
<input type="checkbox"/>	▶ Engineering and Research and Technology Based Services	81
<input type="checkbox"/>	▶ Environmental Services	77
<input type="checkbox"/>	▶ Financial and Insurance Services	84
<input type="checkbox"/>	▶ Fuels and Fuel Additives and Lubricants and Anti corrosive Materials	15
<input type="checkbox"/>	▶ Furniture and Furnishings	56
<input type="checkbox"/>	▶ Healthcare Services	85
<input type="checkbox"/>	▶ Industrial Cleaning Services	76
<input type="checkbox"/>	▶ Management and Business Professionals and	22

Currently Selected

<input type="checkbox"/>	Name ↑	ID
No items		

Done

# Supplier Registration Questionnaire Submission



- **Step 1:** Click Submit Entire Response to complete the supplier registration process.

The screenshot shows a web browser window with the URL `s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=bchU50Z.n43jkhll&realm=744845845-T&passwordadapter=SourcingSupplierUser`. The page is a supplier registration questionnaire. On the left, a navigation menu lists sections 1 through 8. The main content area shows sections 4.3.10, 4.3.11, 5, 5.1, 6, 7, and 8. The 'Submit Entire Response' button is highlighted with a red box and a red circle with the number 1.

Navigation Menu:

- 1 NDA
- 3 Company details
- 4 Supplier Contact Inf...
- 5 Supplier Address Inf...
- 6 Bank Information
- 7 Product and Services
- 8 Additional Documents

Main Content Area:

- 4.3.10 User Account
- 4.3.11 Roles
- 5 Supplier Address Information
  - \*Show More
  - Street: 6th street
  - House Number: 4510
  - Street 2: King Abdullah Branch Road
  - Street 3:
  - District:
  - Postal Code: 11221
  - City: \* Mursalat
  - Country/Region: Saudi Arabia (SA)
  - State/Province/Region: Riyadh (01)
- 6 Bank Information
  - Add Bank Information (1)
- 7 Product and Services
  - 7.1 Category Name: \*Building and Construction Machinery and .... Heavy construction machinery and equipment [ select ]
- 8 Additional Documents
  - 8.1 Additional Documents: Attach a file

(\*) indicates a required field

Buttons: Submit Entire Response, Save draft, Compose Message, Excel Import

# Supplier Registration Questionnaire Submission



- A confirmation message or screen is displayed indicating completion
- Click OK to submit the response.

The screenshot shows the Ariba Sourcing interface for a supplier registration questionnaire. The browser address bar shows the URL: `s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=wtS6MSBh6g0am3EN&realm=744845845-T&passwordadapter=SourcingSupplierUser...`. The page title is "Ariba Sourcing". The breadcrumb trail is "Go back to RUA ALMADINAH HOLDING COMPANY-TEST Dashboard". The main content area is titled "Doc217614885 - Supplier Registration Questionnaire". A modal dialog box is displayed in the center, asking "Submit this response?" with a green checkmark icon. Below the question, it says "Click OK to submit." and has two buttons: "OK" and "Cancel". The background shows a form with various fields, including "4.1.9 Email" (s.sakthi.c@ruaalmadinah.com), "4.2.1 Salutation", "4.2.2 First Name" (City), "4.2.3 Middle name", "4.2.4 Last Name" (Hardward), "4.2.5 Job Title" (Manager), "4.2.6 Phone Number" (7401238167), "4.2.7 Mobile" (9934567812), "4.2.8 Fax", and "4.2.9 Email" (s.sakthi.c@ruaalmadinah.com). The left sidebar contains a navigation menu with "Event Messages", "Event Details", "Response History", "Response Team", and "Event Contents". The "Event Contents" section is expanded, showing "All Content" and a list of sections: "1. NDA", "3. Company details", "4. Supplier Contact Inf...", "5. Supplier Address Inf...", "6. Bank Information", "7. Product and Services", and "8. Additional Documents". The "4.2 Supplier Contact Information-2" section is expanded, showing the fields listed above. The top right corner shows "Company Settings", "City Hardware", "Feedback", and "Help". A "Desktop File Sync" button is also visible. A timer in the top right corner shows "Time remaining 119 days 23:23:13".

# Supplier Registration Questionnaire Submission



- Once the supplier successfully submits the registration questionnaire, a confirmation message “Your response has been submitted” will appear.
- Click on Dashboard to return to the main supplier account overview page

The screenshot displays the Ariba Sourcing user interface. At the top, the header includes the 'Ariba Sourcing' logo and navigation links for 'Company Settings', 'Ahmed Khan', 'Feedback', 'Help', and 'Messages'. Below the header, a navigation bar contains a link to 'Go back to RUA ALMADINAH HOLDING COMPANY-TEST' and a 'Dashboard' link highlighted with a red box and a '1' in a red circle. The main content area is titled 'Doc226301975 - Supplier Registration Questionnaire' and features a green confirmation banner with a checkmark icon and the text: 'Your response has been submitted. Thank you for participating in the event.' Below this banner is a blue 'Revise Response' button. On the left, a sidebar menu lists 'Event Messages', 'Event Details', 'Response History', and 'Response Team', followed by 'Event Contents' with a sub-menu for 'All Content' containing items 1 through 6. The main content area shows a table with columns for 'Name' and 'Email', with the email address 'S.sakini.c@ruaamadina.com' visible. Below the table, there is a section for '5 Supplier Address Information' with a 'Show More' link and details for 'Street: No:49', 'House Number: 4510', 'Street 2: 6th Street', and 'Street 3: King Abdhulla Branch Road'.



# Local Registration Certificate Questionnaire Submission

# Local Registration Certificate Questionnaire Submission



- Once After submitting the Supplier Registration Questionnaire, the next step is to complete the Local Registration Certificate Questionnaire listed under the Questionnaires section.
- Click on Local Registration Certificate Questionnaire to open and begin filling in the required details

The screenshot displays a dashboard with several sections:

- Registration Questionnaires**: A table with columns: Title, ID, End Time ↓, Status. It shows one item: "Supplier Registration Questionnaire" (ID: Doc226301975, End Time: 27/10/2025 10:05, Status: Pending Approval).
- Qualification Questionnaires**: A table with columns: Title, ID, End Time ↓, Commodity, Regions, Status. It shows "No items".
- Questionnaires**: A table with columns: Title, ID, End Time ↓, Commodity, Regions, Status. It shows one item: "Local Registration Certificate Questionnaire" (ID: Doc226335257, End Time: 25/11/2025 16:35, Commodity: (no value), Regions: (no value), Status: Not Responded). This item is highlighted with a red box and a red circle with the number 1.
- Certificates**: A table with columns: Certificate Info, Effective, Expiration, Attachment, Questionnaire, Status. It shows "No items".
- Tasks**: A section with no visible items.

# Local Registration Certificate Questionnaire Submission



- The Local Registration Questionnaire screen opens, displaying all relevant questions

The screenshot shows the Ariba Sourcing interface for a Local Registration Certificate Questionnaire. The browser address bar shows the URL: `s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=wtS6MSBh6g0am3EN&realm=744845845-T&passwordadapter=SourcingSupplierUser...`. The page title is "Ariba Sourcing" and the breadcrumb is "Doc217633922 - Local Registration Certificate Questionnaire". A timer indicates "Time remaining 29 days 23:49:04".

The main content area is titled "All Content" and contains a table of questions:

Name	
<b>1 Company Profile</b>	
1.1 Company Profile Attachment	*Attach a file
<b>2 Certificates</b>	
2.1 CR certificate	* Unspecified
2.2 VAT certificate	* Unspecified
2.3 GOSI certificate	* Unspecified
2.4 ZAKAT certificate	* Unspecified

At the bottom of the form, there are four buttons: "Submit Entire Response", "Save draft", "Compose Message", and "Excel Import". A note at the bottom states: "(\*) indicates a required field".

# Local Registration Certificate Questionnaire Submission



- **Step 1:** On the top-right corner, click the dropdown to expand the screen.

The screenshot displays the Ariba Sourcing interface for a questionnaire submission. The browser address bar shows the URL: `s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=wtS6MSBh6g0am3EN&realm=744845845-T&passwordadapter=SourcingSupplierUser...`. The page title is "Ariba Sourcing".

Navigation links include "Company Settings", "City Hardware", "Feedback", and "Help". A "Desktop File Sync" button is also present. The main content area is titled "Doc217633922 - Local Registration Certificate Questionnaire" and shows a "Time remaining" of 29 days 23:49:04.

The left sidebar contains "Event Messages", "Event Details", "Response History", and "Response Team". Under "Event Contents", the "All Content" section is selected, showing a list of items:

- 1 Company Profile
  - 1.1 Company Profile Attachment
- 2 Certificates
  - 2.1 CR certificate
  - 2.2 VAT certificate
  - 2.3 GOSI certificate
  - 2.4 ZAKAT certificate

Each certificate item has a dropdown menu set to "Unspecified". A red notification bubble with the number "1" is visible in the top right corner of the content area. At the bottom, there are buttons for "Submit Entire Response", "Save draft", "Compose Message", and "Excel Import".

Footnote: (\*) indicates a required field

Footer: City Hardware (City.Hardware@ABC.Com) last visited 11 Sep 2025 5:17:24 AM City Hardware Store AN11237432147-T  
SAP Business Network Privacy Statement Security Disclosure Terms of Use  
© 1996–2019 Ariba, Inc. All rights reserved.

# Local Registration Certificate Questionnaire Submission



- **Step 1:** Click Attach a File to upload the company profile..

Name ↑	
<b>1 Company Profile</b>	
1.1 Company Profile Attachment	*Attach a file
<b>2 Certificates</b>	
2.1 CR certificate	* Unspecified
2.2 VAT certificate	* Unspecified
2.3 GOSI certificate	* Unspecified
2.4 ZAKAT certificate	* Unspecified
2.5 Memorandum of Association	* Unspecified
2.6 Chamber of Commerce certificate	* Unspecified
2.7 Saudization certificate	* Unspecified
2.8 Bank Account proof letter with IBAN information	* Unspecified
<b>3 Additional Documents</b>	
3.1 Saudi Arabian General Investment Authority certificate	Unspecified
3.2 ISO certificate	Unspecified
3.3 Additional Documents	Attach a file
<b>4 Partnership Contract</b>	
4.1 Local Content Certificate	Unspecified
4.2 Commercial activity license	Unspecified

(\*) indicates a required field

https://s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=wtS6MSBh6g0a... [Compose Message](#) [Excel Import](#)

# Local Registration Certificate Questionnaire Submission

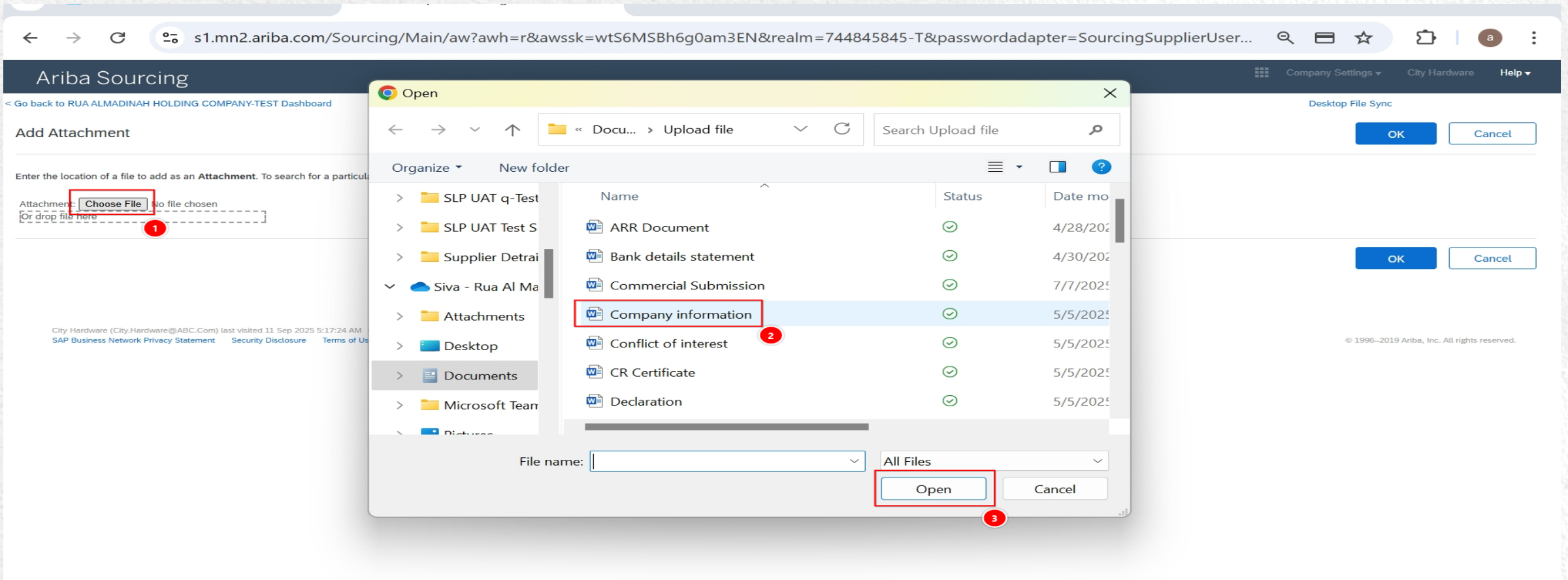


- Add Attachment Screen is displayed

# Local Registration Certificate Questionnaire Submission



- Step 1: Click on "Choose file"
- Step 2: The system opens the file explorer, allowing the supplier to select the company Information document.
- Step 3: Click on "Open"



# Local Registration Certificate Questionnaire Submission



- Once selected, the document is displayed in the attachment section.

← → ↻ 🔍 📄 ☆ 🗑️ | a ⋮

s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=wtS6MSBh6g0am3EN&realm=744845845-T&passwordadapter=SourcingSupplierUser...

Ariba Sourcing Company Settings ▾ City Hardware Help ▾

< [Go back to RUA ALMADINAH HOLDING COMPANY-TEST Dashboard](#) Desktop File Sync

Add Attachment OK Cancel

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: Choose File Company information.docx  
Or drop file here

OK Cancel

City Hardware (City.Hardware@ABC.Com) last visited 11 Sep 2025 5:17:24 AM City Hardware Store AN11237432147-T  
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# Local Registration Certificate Questionnaire Submission



- **Step 1:** Click on "Ok".

← → ↻ 🔍 s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=wtS6MSBh6g0am3EN&realm=744845845-T&passwordadapter=SourcingSupplierUser... 🔍 📄 ☆ 🏠 | a ⋮

**Ariba Sourcing** Company Settings ▾ City Hardware Help ▾

< Go back to RUA ALMADINAH HOLDING COMPANY-TEST Dashboard Desktop File Sync

**Add Attachment** OK Cancel

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: Choose File Company information.docx  
Or drop file here

OK Cancel

City Hardware (City.Hardware@ABC.Com) last visited 11 Sep 2025 5:17:24 AM City Hardware Store AN11237432147-T  
SAP Business Network Privacy Statement Security Disclosure Terms of Use

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# Local Registration Certificate Questionnaire Submission



- The document is successfully displayed in the Company Profile attachment section.

The screenshot displays the Ariba Sourcing interface for document submission. The browser address bar shows the URL: `s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=wtS6MSBh6g0am3EN&realm=744845845-T&passwordadapter=SourcingSupplierUser`. The page title is "Ariba Sourcing". The breadcrumb trail includes "Go back to RUA ALMADINAH HOLDING COMPANY-TEST Dashboard". The main content area is titled "Doc217633922 - Local Registration Certificate Questionnaire" and shows a "Time remaining" of "29 days 23:48:49".

The interface is divided into a left sidebar and a main content area. The sidebar contains "Event Messages" (Event Details, Response History, Response Team) and "Event Contents" (All Content, 1 Company Profile, 2 Certificates, 3 Additional Documents, 4 Partnership Contract). The main content area is titled "All Content" and displays a table of document items:

Name ↑	
<b>1 Company Profile</b>	
1.1 Company Profile Attachment	* <a href="#">Company information.docx</a> <a href="#">Update file</a> <a href="#">Delete file</a>
<b>2 Certificates</b>	
2.1 CR certificate	* Unspecified
2.2 VAT certificate	* Unspecified
2.3 GOSI certificate	* Unspecified
2.4 ZAKAT certificate	* Unspecified
2.5 Memorandum of Association	* Unspecified
2.6 Chamber of Commerce certificate	* Unspecified
2.7 Saudization certificate	* Unspecified
2.8 Bank Account proof letter with IBAN information	* Unspecified
<b>3 Additional Documents</b>	
3.1 Saudi Arabian General Investment Authority certificate	Unspecified
3.2 ISO certificate	Unspecified
3.3 Additional Documents	<a href="#">Attach a file</a>
<b>4 Partnership Contract</b>	

# Local Registration Certificate Questionnaire Submission



- In Certificates,

**Step 1:** Click the CR Certificate dropdown.

If the supplier selects Yes, they can enter the certificate details.

The screenshot shows a web browser window with the URL `s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=bchU50Z.n43jkhll&realm=744845845-T&passwordadapter=SourcingSupplierUser#b0`. The page displays a questionnaire titled "All Content" with a sidebar on the left containing "Event Messages", "Event Details", "Response History", and "Response Team". The main content area is divided into sections: "1 Company Profile", "2 Certificates", "3 Additional Documents", and "4 Partnership Contract". Under "2 Certificates", the "CR certificate" dropdown is open, showing options "Unspecified", "Yes", "No", and "Unspecified". The "Yes" option is highlighted with a red box, and a red circle with the number "1" is next to it. Other dropdowns in the form are currently set to "Unspecified". At the bottom of the form, there is a note: "(\*) indicates a required field".

# Local Registration Certificate Questionnaire Submission



- The Detail fields for entering the CR Certificate information are displayed.

← → ↻ 🔍 s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=bchU50Z.n43jkhll&realm=744845845-T&passwordadapter=SourcingSupplierUser#b0 🔍 ☆ 📁 | a ⋮

<b>▼ 1 Company Profile</b>	
1.1 Company Profile Attachment	*  Company information.docx <a href="#">Update file</a> <a href="#">Delete file</a>
<b>▼ 2 Certificates</b>	
2.1 CR certificate	* Yes <input type="button" value="v"/> <a href="#">Details</a>
2.2 VAT certificate	* Unspecified <input type="button" value="v"/>
2.3 GOSI certificate	* Unspecified <input type="button" value="v"/>
2.4 ZAKAT certificate	* Unspecified <input type="button" value="v"/>
2.5 Memorandum of Association	* Unspecified <input type="button" value="v"/>
2.6 Chamber of Commerce certificate	* Unspecified <input type="button" value="v"/>
2.7 Saudization certificate	* Unspecified <input type="button" value="v"/>
2.8 Bank Account proof letter with IBAN information	* Unspecified <input type="button" value="v"/>
<b>▼ 3 Additional Documents</b>	
3.1 Saudi Arabian General Investment Authority certificate	Unspecified <input type="button" value="v"/>
3.2 ISO certificate	Unspecified <input type="button" value="v"/>
3.3 Additional Documents	<a href="#">Attach a file</a>
<b>▼ 4 Partnership Contract</b>	
4.1 Local Content Certificate	Unspecified <input type="button" value="v"/>
4.2 Commercial activity license	Unspecified <input type="button" value="v"/>

(\*) indicates a required field

[Submit Entire Response](#) | [Save draft](#) | [Compose Message](#) | [Excel Import](#)

# Local Registration Certificate Questionnaire Submission



- **Step 1:** Click "Details".

← → ↻ 🔍 s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=bchU50Z.n43jkhll&realm=744845845-T&passwordadapter=SourcingSupplierUser#b0 🔍 ☆ 📁 | a ⋮

▼ 1 Company Profile	
1.1 Company Profile Attachment	* 📄 Company information.docx ▾ Update file Delete file 🗑️
▼ 2 Certificates	
2.1 CR certificate	* Yes ▾ <b>Details</b> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span>
2.2 VAT certificate	* Unspecified ▾
2.3 GOSI certificate	* Unspecified ▾
2.4 ZAKAT certificate	* Unspecified ▾
2.5 Memorandum of Association	* Unspecified ▾
2.6 Chamber of Commerce certificate	* Unspecified ▾
2.7 Saudization certificate	* Unspecified ▾
2.8 Bank Account proof letter with IBAN information	* Unspecified ▾
▼ 3 Additional Documents	
3.1 Saudi Arabian General Investment Authority certificate	Unspecified ▾
3.2 ISO certificate	Unspecified ▾
3.3 Additional Documents	Attach a file 📎
▼ 4 Partnership Contract	
4.1 Local Content Certificate	Unspecified ▾
4.2 Commercial activity license	Unspecified ▾

(\*) indicates a required field

[Submit Entire Response](#) | [Save draft](#) | [Compose Message](#) | [Excel Import](#)

# Local Registration Certificate Questionnaire Submission



- The CR Certificate Detail form opens, allowing the supplier to enter the certificate information

The screenshot displays the Ariba Sourcing interface. The main content area shows the '2.1 CR certificate' form. The form includes the following fields:

- Certificate Type: CR certificate
- Issuer: \*
- Year of Publication: \*
- Certificate Number: \*
- Certificate Location: \*
- Effective Date: \*
- Expiration Date: \*
- Attachment: \* Choose File No file chosen
- Description:

The background shows the 'All Content' sidebar with a list of certificate types:

- 1 Company Profile
- 2 Certificates
  - 2.1 CR certificate
  - 2.2 VAT certificate
  - 2.3 GOSI certificate
  - 2.4 ZAKAT certificate
  - 2.5 Memorandum of Association
  - 2.6 Chamber of Commerce certificate
  - 2.7 Saudization certificate
  - 2.8 Bank Account proof letter with IBAN information
- 3 Additional Documents
  - 3.1 Saudi Arabian General Investment Authority certificate
  - 3.2 ISO certificate
  - 3.3 Additional Documents
- 4 Partnership Contract



# Local Registration Certificate Questionnaire Submission

- In the CR Certificate Detail form, enter the following information
- **Step 1(example):** Issuer: CR
- **Step 2(example):** Year of Publish: 2024
- **Step 3(example):** Certificate Number: 3456
- **Step 4(example):** Certificate Location: Riyadh

The screenshot shows the Ariba Sourcing interface. The top navigation bar includes 'Company Settings', 'City Hardware', 'Feedback', 'Help', and 'Messages'. The main content area displays a '2.1 CR certificate' form. The form is titled '2.1 CR certificate' and contains the following fields:

- Certificate Type: CR certificate
- Issuer: \* (1)
- Year of Publication: \* (2)
- Certificate Number: \* (3)
- Certificate Location: \* (4)
- Effective Date: \*
- Expiration Date: \*
- Attachment: \* (Choose File) No file chosen
- Description: \*

The form has 'OK' and 'Cancel' buttons at the bottom. The background shows a sidebar with 'Event Contents' and a main content area with 'All Content'.



# Local Registration Certificate Questionnaire Submission

- In the Effective Date field,  
**Step 1:** Click the Calendar icon.  
**Step 2:** Click the double arrow to navigate to the previous year  
**Step 3:** select the required date.

The screenshot shows the Ariba Sourcing interface for a 'Local Registration Certificate' submission. The main form is titled '2.1 CR certificate' and contains the following fields:

- Certificate Type: CR certificate
- Issuer: CR
- Year of Publication: 2024
- Certificate Number: 3456
- Certificate Location: Riyadh
- Effective Date: (Calendar icon)
- Expiration Date: (Calendar icon)
- Attachment: (File upload area)

The 'Effective Date' field is highlighted with a red box, and a calendar overlay is shown. The calendar is set to September 2024, and the date '11' is selected. A red circle '1' is placed over the right arrow, and a red circle '2' is placed over the left arrow. A red circle '3' is placed over the date '11'. The calendar also shows the date '3' selected. The 'Expiration Date' field is also highlighted with a red box, and a calendar overlay is shown. The calendar is set to September 2024, and the date '24' is selected. A red circle '1' is placed over the right arrow. The 'Attachment' field is highlighted with a red box, and a file upload area is shown. The file upload area contains a red circle '2' and a dashed box indicating the file upload area. The 'OK' and 'Cancel' buttons are visible at the bottom of the form.



# Local Registration Certificate Questionnaire Submission

- In the Expiration Date field,  
**Step 1:** click the Calendar icon.  
**Step 2:** Click the double arrow to navigate to the Future year  
**Step 3:** select the required date.

The screenshot shows the Ariba Sourcing interface for a '2.1 CR certificate' form. The form fields are as follows:

Certificate Type:	CR certificate
Issuer:	CR
Year of Publication:	2024
Certificate Number:	3456
Certificate Location:	Riyadh
Effective Date:	Tue, 10 Sep, 2024
Expiration Date:	[Calendar Widget]
Attachment:	[File Upload Area]

The calendar widget is open, showing the month of September 2024. The date 11 is selected. Red annotations highlight the calendar icon (1), the navigation arrows (2), and the selected date (3).

# Local Registration Certificate Questionnaire Submission



- **Step 1:** Click Choose File in the CR Certificate section..

The screenshot displays the Ariba Sourcing interface for a 'Local Registration Certificate' submission. The main window is titled '2.1 CR certificate' and contains the following fields:

- Certificate Type: CR certificate
- Issuer: \* CR
- Year of Publication: \* 2024
- Certificate Number: \* 3456
- Certificate Location: \* Riyadh
- Effective Date: \* Tue, 10 Sep, 2024
- Expiration Date: \* Mon, 10 Sep, 2029
- Attachment: \* Choose File (highlighted with a red box and a red circle with the number 1) No file chosen
- Description: (text area)

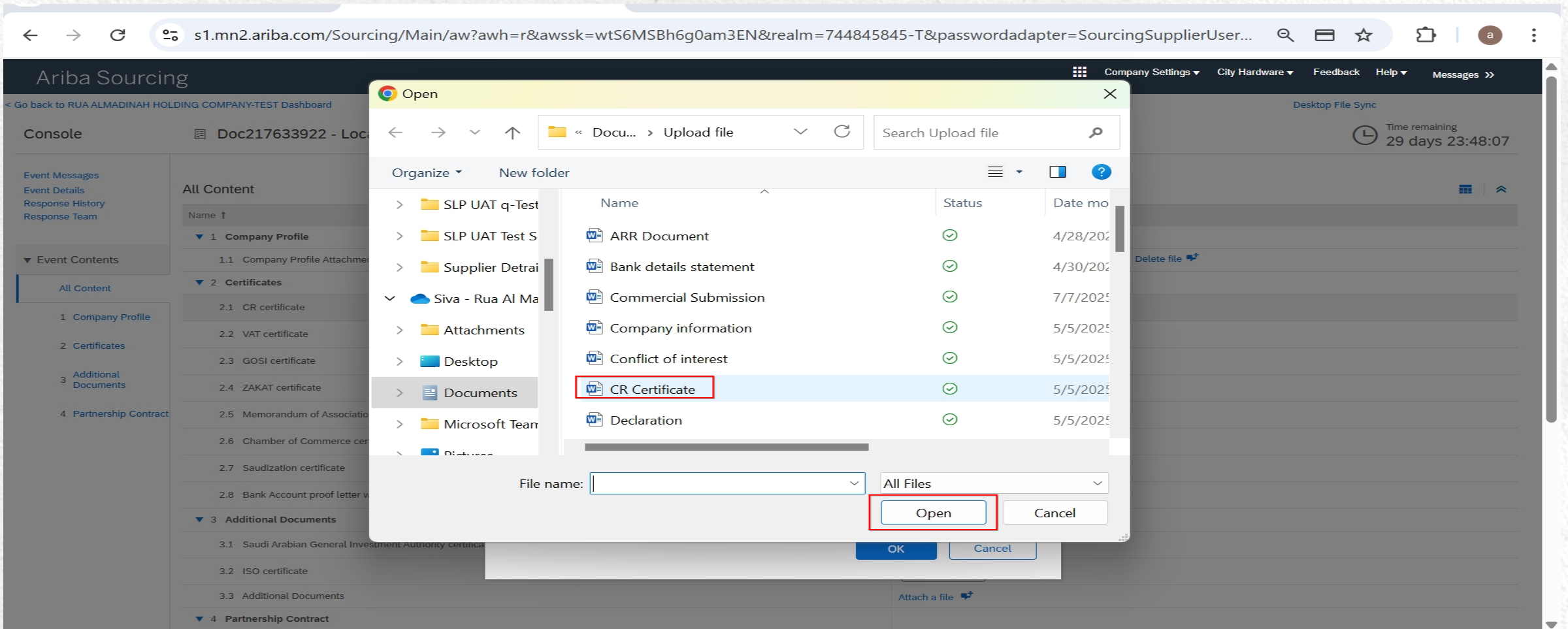
The interface also shows a sidebar with 'All Content' and a list of certificate types, including '2.1 CR certificate'. The top navigation bar includes 'Company Settings', 'City Hardware', 'Feedback', 'Help', and 'Messages'. A 'Time remaining' indicator shows 29 days 23:48:09.

# Local Registration Certificate Questionnaire Submission



**Step 1:** From the file explorer, select the CR document from the system

**Step 2:** click Open.



# Local Registration Certificate Questionnaire Submission



**Step 1:** Click on "Ok".

The screenshot displays the Ariba Sourcing interface for a questionnaire submission. The main window is titled "2.1 CR certificate" and contains the following fields:

- Certificate Type: CR certificate
- Issuer: \* CR
- Year of Publication: \* 2024
- Certificate Number: \* 3456
- Certificate Location: \* Riyadh
- Effective Date: \* Tue, 10 Sep, 2024
- Expiration Date: \* Mon, 10 Sep, 2029
- Attachment: \* Choose File CR Certificate.docx

A red circle highlights the "OK" button at the bottom of the form. The background shows the Ariba Sourcing dashboard with a sidebar menu and a top navigation bar.

# Local Registration Certificate Questionnaire Submission



In Certificates,

**Step 1:** Click the VAT Certificate dropdown. If the supplier selects Yes, they can enter the certificate details.

The screenshot shows a web browser window with the URL `s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=bchU50Z.n43jkhll&realm=744845845-T&passwordadapter=SourcingSupplierUser#b0`. The page displays a questionnaire form with the following sections:

- 1 Company Profile**
  - 1.1 Company Profile Attachment (File upload: Company Information.docx)
- 2 Certificates**
  - 2.1 CR certificate (Yes/No/Unspecified)
  - 2.2 VAT certificate (Yes/No/Unspecified) - **Selected: Yes**
  - 2.3 GOSI certificate (Unspecified)
  - 2.4 ZAKAT certificate (Unspecified)
  - 2.5 Memorandum of Association (Unspecified)
  - 2.6 Chamber of Commerce certificate (Unspecified)
  - 2.7 Saudization certificate (Unspecified)
  - 2.8 Bank Account proof letter with IBAN information (Unspecified)
- 3 Additional Documents**
  - 3.1 Saudi Arabian General Investment Authority certificate (Unspecified)
  - 3.2 ISO certificate (Unspecified)
  - 3.3 Additional Documents (Attach a file)
- 4 Partnership Contract**
  - 4.1 Local Content Certificate (Unspecified)
  - 4.2 Commercial activity license (Unspecified)

At the bottom of the form, there is a note: *(\*) indicates a required field*. Below the form are four buttons: **Submit Entire Response**, **Save draft**, **Compose Message**, and **Excel Import**.

# Local Registration Certificate Questionnaire Submission



## Step 1: Click "Details"

← → ↻ 🔍 s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=bchU50Z.n43jkhll&realm=744845845-T&passwordadapter=SourcingSupplierUser#b0 🔍 ☆ 📁 | a ⋮

<b>▼ 1 Company Profile</b>	
1.1 Company Profile Attachment	* 📄 Company information.docx ▾ Update file Delete file 📄+
<b>▼ 2 Certificates</b>	
2.1 CR certificate	* Yes ▾ Details
2.2 VAT certificate	* Yes ▾ <b>Details</b>
2.3 GOSI certificate	* Unspecified ▾
2.4 ZAKAT certificate	* Unspecified ▾
2.5 Memorandum of Association	* Unspecified ▾
2.6 Chamber of Commerce certificate	* Unspecified ▾
2.7 Saudization certificate	* Unspecified ▾
2.8 Bank Account proof letter with IBAN information	* Unspecified ▾
<b>▼ 3 Additional Documents</b>	
3.1 Saudi Arabian General Investment Authority certificate	Unspecified ▾
3.2 ISO certificate	Unspecified ▾
3.3 Additional Documents	Attach a file 📄+
<b>▼ 4 Partnership Contract</b>	
4.1 Local Content Certificate	Unspecified ▾
4.2 Commercial activity license	Unspecified ▾

(\*) indicates a required field

[Submit Entire Response](#) | [Save draft](#) | [Compose Message](#) | [Excel Import](#)

# Local Registration Certificate Questionnaire Submission



(Mandatory Fields)

**Step 1(example):** Issuer: VAT

**Step 2(example):** Year of Publish: Enter the year (e.g., 2025)

**Step 3(example):** Certificate Number: 5789

**Step 4(example):** Enter the location (e.g., Riyadh)

**Step 5(example):** Effective Date: Click the calendar icon, use the double arrow to select the correct year, and choose the date

**Step 6(example):** Expiration Date: Click the calendar icon, use the double arrow on the Right side to select the correct year, and choose the date

**Step 7:** Attachment: Click Choose File, select the VAT certificate document from the system, and click Open

# Local Registration Certificate Questionnaire Submission



Response Team

Name |

▼ 1 Company Profile

▼ Event Contents

All Content

1 Company Profile

2 Certificates

3 Additional Documents

4 Partnership Contract

▼ 2 Certificates

1.1 Company Profile

2.1 CR certificate

2.2 VAT certificate

2.3 GOSI certificate

2.4 ZAKAT certificate

2.5 Memorandum of Association

2.6 Chamber of Commerce Registration

2.7 Saudization certificate

2.8 Bank Account opening

▼ 3 Additional Documents

3.1 Saudi Arabian General Investment License

3.2 ISO certificate

Submit Entire Response

## 2.2 VAT certificate

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)

Certificate Type: VAT certificate

Issuer: \* VAT **1**

Year of Publication: \* 2025 **2**

Certificate Number: \* 3456 **3**

Certificate Location: \* Riyadh **4**

Effective Date: \* Mon, 13 Oct, 2025 **5**

Expiration Date: \* Sat, 31 Oct, 2026 **6**

Attachment: \* Choose file VAT Certificate.docx **7**

Or drop file here

Description:

**8** OK Cancel

Update file Delete file

# Local Registration Certificate Questionnaire Submission



- Suppliers can select Yes or No for the remaining certificates and upload required documents, for Uploading documents please follow above steps. Once all details are completed, click Submit Entire Response to submit

Response Team	
Name ↑	
2.2 VAT certificate	* Yes <input type="button" value="Details"/>
2.3 GOSI certificate	* No <input type="button" value="7"/>
2.4 ZAKAT certificate	* No <input type="button" value="8"/>
2.5 Memorandum of Association	* No <input type="button" value="9"/>
2.6 Chamber of Commerce certificate	* No <input type="button" value="10"/>
2.7 Saudization certificate	* No <input type="button" value="11"/>
2.8 Bank Account proof letter with IBAN information	* No <input type="button" value="12"/>
<b>3 Additional Documents</b>	
3.1 Saudi Arabian General Investment Authority certificate	No <input type="button" value="13"/>
3.2 ISO certificate	No <input type="button" value="14"/>
3.3 Additional Documents	Attach a file <input type="button" value="+"/>
<b>4 Partnership Contract</b>	
4.1 Local Content Certificate	No <input type="button" value="15"/>
4.2 Commercial activity license	No <input type="button" value="16"/>

(\*) indicates a required field

**17**   |

# Local Registration Certificate Questionnaire Submission



- After clicking Submit, the entire supplier response is successfully submitted, and a confirmation message/screen is displayed.
- Click ok to Submit

The screenshot displays the Ariba Sourcing interface for a 'Local Registration Certificate Questionnaire' (Doc217633922). A modal dialog box is centered on the screen, asking 'Submit this response?' with a green checkmark icon. Below the question, it says 'Click OK to submit.' and provides two buttons: 'OK' (highlighted with a red box) and 'Cancel'. A red circle with the number '1' is positioned below the 'OK' button. The background interface shows a table of questionnaire items with dropdown menus for 'Yes' or 'No' and a 'Details' link. The 'OK' button is highlighted with a red box, and a red circle with the number '1' is positioned below it.

Name ↑	
<b>1 Company Profile</b>	
1.1 Company Profile Attachment	*  Company information.docx  Update file  Delete file
<b>2 Certificates</b>	
2.1 CR certificate	* Yes  Details
2.2 VAT certificate	* Yes  Details
2.3 GOSI certificate	* No
2.4 ZAKAT certificate	* No
2.5 Memorandum of Association	* No
2.6 Chamber of Commerce certificate	* No
2.7 Saudization certificate	* No
2.8 Bank Account proof letter with IBAN information	* No
<b>3 Additional Documents</b>	
3.1 Saudi Arabian General Investment Authority certificate	Unspecified
3.2 ISO certificate	Unspecified
3.3 Additional Documents	Attach a file
<b>4 Partnership Contract</b>	

# Local Registration Certificate Questionnaire Submission



- After successfully submitting the questionnaire, a confirmation message “You have submitted a response to the questionnaire.” appears, indicating that the supplier’s registration details are now pending approval.

The screenshot displays the Ariba Sourcing dashboard for a user named Ahmed Khan. The main header shows the company name 'Ariba Sourcing' and navigation links for 'Company Settings', 'Ahmed Khan', 'Feedback', 'Help', and 'Messages'. Below the header, there is a breadcrumb trail: '< Go back to RUA ALMADINAH HOLDING COMPANY-TEST Dashboard'. The main content area is titled 'Doc226335257 - Local Registration Certificate Questionnaire' and includes a 'Pending Approval' status indicator. A yellow confirmation message box states: 'You have submitted a response to the questionnaire.' Below this, the 'All Content' section shows a table of documents. The table has columns for 'Name' and 'Status'. The first row is '1.1 Company Profile Attachment' with a status of 'Company Profile.docx'. The second row is a collapsed section '2 Certificates' containing eight rows of certificate types and their submission status.

Name ↑	
1.1 Company Profile Attachment	Company Profile.docx
▼ 2 Certificates	
2.1 CR certificate	Yes <a href="#">Details</a>
2.2 VAT certificate	Yes <a href="#">Details</a>
2.3 GOSI certificate	No
2.4 ZAKAT certificate	No
2.5 Memorandum of Association	No
2.6 Chamber of Commerce certificate	No
2.7 Saudization certificate	No
2.8 Bank Account proof letter with IBAN information	No

# Local Registration Certificate Questionnaire Submission



- Once the Supplier Registration Questionnaire is approved, the supplier will receive an email notification confirming that the registration has been approved by RUA ALMADINAH HOLDING COMPANY-TEST.

The screenshot displays an Outlook web interface. The left sidebar shows the 'Inbox' for 's.sakthi.c@ruaalma...' with 12037 items. The main pane shows a list of emails, with the selected one titled 'Approved: Supplier registration with RUA ALMADINAH HOLDING COMPANY-TEST'. The email content includes a warning about blocked content, a congratulatory message from RUA ALMADINAH HOLDING COMPANY-TEST, and a note about the supplier onboarding process. The email is from 'Ariba Administrator' to 'Siva Sakthi' on 10/27/2025 at 11:59 AM. The footer of the email includes links for 'Offices', 'Data Policy', 'Contact Us', and 'Customer Support', and is powered by 'SAP Ariba'.



# Qualification – Contractor – External Questionnaire

# Qualification – Contractor – External Questionnaire



- Once the Supplier Registration Questionnaires are approved, the supplier will receive an email notification to complete the Qualification Questionnaires

The screenshot shows an Outlook email interface. The email is from s.sakthi.c from RUA ALMADINAH HOLDING COMPANY-TEST. The subject is "Qualification-Contractor-EXT-INT". The email content includes a warning about blocked content, a "CAUTION" message, and a detailed invitation to complete questionnaires. It also includes a "Questionnaire Overview" table and a "Click Here" link to view the process.

**CAUTION: This email originated from outside your organization. Be careful when opening attachments or clicking links, especially from unknown senders.**

**RUA ALMADINAH HOLDING COMPANY-TEST**

Hello Ahmed Khan,

Please fill out the listed questionnaires and return them by the specified dates. These questionnaires are necessary to complete the Qualification-Contractor-EXT-INT process. Thank you for taking the time to respond to each one.

**Process Overview**  
Process: Qualification-Contractor-EXT-INT  
Category: Transportation components and systems  
Region: Saudi Arabia  
Business unit:  
Material: Not applicable  
Process owner: s.sakthi.c  
Message:

Name	Assigned To	Respond By
<a href="#">Qualification - Contractor - External</a>	Ahmed Khan	November 25, 2025 at 10:38 PM

[Click Here](#) to view the process.

Best Regards,  
SAP Ariba team

You are receiving this email because your customer, RUA ALMADINAH HOLDING COMPANY-TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact RUA ALMADINAH HOLDING COMPANY-TEST.

Offices | Data Policy | Contact Us | Customer Support

# Qualification – Contractor – External Questionnaire



- **Step 1:** Login the Supplier portal through this URL : <https://supplier.ariba.com/> (Use the Test date to enter supplier username & Password)

**Step 2:** Enter Username

**Step 3:** Enter Password

**Step 4:** Click **Signin** btn

service.ariba.com/Sourcing.aw/109582010/aw?awh=r&awssk=01L\_D4A6&dard=1

SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

User Name

Password

Login

Forgot Username or Password

Gain more visibility from potential customers with SAP Business Network, promote subscription

Get discovered by new customers and grow your business with this new add-on subscription.

Learn More

Supported browsers and plugins

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# Qualification – Contractor – External Questionnaire



- Once the Supplier Registration Approval is completed, the supplier will receive an External Qualification Questionnaire based on the VMT team’s requirement — either Contractor or Design.
- If the supplier receives a Contractor Questionnaire, follow the below steps.
- The supplier needs to open and complete this questionnaire to continue the qualification process.

The screenshot displays a web application interface with several sections:

- Supplier Registration Questionnaire:** A table with columns: Title, ID, End Time, Status. It shows one entry: "Supplier Registration Questionnaire" with ID "Doc226301975" and status "Registered".
- Qualification Questionnaires:** A section header with a grid icon.
- Questionnaires:** A table with columns: Title, ID, End Time, Commodity, Regions, Status. It shows two entries:
  - "Local Registration Certificate Questionnaire" with ID "Doc226335257", status "Approved".
  - "Qualification - Contractor - External" with ID "Doc226494064", status "Not Responded". This entry is highlighted with a red box and a red circle containing the number "1".
- Certificates:** A section header with a grid icon.
- Certificate Table:** A table with columns: Certificate Info, Effective, Expiration, Attachment, Questionnaire, Status. It shows two entries:
  - "CR certificate" with effective date "27/10/2025", expiration "31/10/2026", attachment "CR Certificate.docx", and questionnaire "Local Registration Certificate Questionnaire".
  - "VAT certificate" with effective date "13/10/2025", expiration "31/10/2026", attachment "VAT Certificate.docx", and questionnaire "Local Registration Certificate Questionnaire".
- Supplier Lifecycle Processes:** A section header.

# Qualification – Contractor – External Questionnaire



- All questionnaires are mandatory must upload all the required certificates
- **Step 1:** In the top right side corner, Click "Dropdown".

← → ↻ 🔍 s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=MqCrpXvIQxstl0n6&realm=744845845-T&passwordadapter=SourcingSupplierUser&dard=1 🔍 ☆ 📁 | a ⋮

Ariba Sourcing Company Settings Gammon Ltd Feedback Help Messages

< Go back to RUA ALMADINAH HOLDING COMPANY-TEST Dashboard Desktop File Sync

Console Doc217799208 - Qualification - Contractor - External Time remaining 28 days 08:42:12

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

- All Content
- 1 Company Information
- 2 Financial Information
- 3 Conflict of Interest
- 4 Technical Capability...
- 5 Resources update
- 6 Quality Management
- 7 HSSE
- 8 Plant & Machinery / ...

All Content

Name ↑	
▼ 1 Company Information	
1.1 Update Company Information with necessary attachments	*Attach a file 📎
▼ 2 Financial Information	
2.1 Update Financial Information with necessary attachments	*Attach a file 📎
▼ 3 Conflict of Interest	
3.1 Update Conflict of Interest and/or Court ProceedingsWith necessary attachments	*Attach a file 📎
▼ 4 Technical Capability & Experience	
4.1 Update Technical Capability & Experience with necessary attachments	*Attach a file 📎

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

# Qualification – Contractor – External Questionnaire



- **Step 1:** Click "**Attach a file**" to update a company information

The screenshot shows a web browser window with the URL `s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=MqCrpXviQxstl0n6&realm=744845845-T&passwordadapter=SourcingSupplierUser&dard=1`. The page title is "All Content". On the left, there is a navigation menu with "Event Contents" expanded to show a list of sections: 1 Company Information, 2 Financial Information, 3 Conflict of Interest, 4 Technical Capability..., 5 Resources update, 6 Quality Management, 7 HSSE, 8 Plant & Machinery / ..., and 9 Declaration. The main content area displays a table with the following items:

Name ↑	
<b>1 Company Information</b>	
1.1 Update Company Information with necessary attachments	*Attach a file
<b>2 Financial Information</b>	
2.1 Update Financial Information with necessary attachments	*Attach a file
<b>3 Conflict of Interest</b>	
3.1 Update Conflict of Interest and/or Court ProceedingsWith necessary attachments	*Attach a file
<b>4 Technical Capability &amp; Experience</b>	
4.1 Update Technical Capability & Experience with necessary attachments	*Attach a file
<b>5 Resources update</b>	
5.1 Resources update with necessary attachments	*Attach a file
<b>6 Quality Management</b>	
6.1 Update Quality Management with necessary attachments	*Attach a file
<b>7 HSSE</b>	
7.1 Update HSSE with necessary attachments	*Attach a file
<b>8 Plant &amp; Machinery / Equipment</b>	
8.1 Update Plant & Machinery/Equipment with necessary attachments	*Attach a file
<b>9 Declaration</b>	
9.1 Declaration	*Attach a file

(\*) indicates a required field

At the bottom of the page, there are four buttons: "Submit Entire Response", "Save draft", "Compose Message", and "Excel Import".

# Qualification – Contractor – External Questionnaire



- Add Attachment Screen is displayed

← → ↻ 🔍 s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=MqCpXvIQxstl0n6&realm=744845845-T&passwordadapter=SourcingSupplierUser&awrdt=1 🔍 ☆ 📁 | a ⋮

**Ariba Sourcing** Company Settings ▾ Gammon Ltd Help ▾ Messages >>

< Go back to RUA ALMADINAH HOLDING COMPANY-TEST Dashboard Desktop File Sync

## Add Attachment

OK Cancel

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment:  No file chosen

Or drop file here

OK Cancel

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# Qualification – Contractor – External Questionnaire



- **Step 1:** Click "**Choose file**"
- **Step 2:** Select any document from your system to upload.
- **Step 3:** Click "**Open**"

The screenshot shows the Ariba Sourcing interface with the 'Add Attachment' section. A file selection dialog is open over the page. The dialog shows a list of files in the 'Upload file' folder. The file 'Company information' is selected. The 'Open' button is highlighted.

Name	Status	Date modified
ARR Document	✓	4/28/2025
Bank details statement	✓	4/30/2025
Commercial Submission	✓	7/7/2025
Company information	✓	5/5/2025
Conflict of interest	✓	5/5/2025
CR Certificate	✓	5/5/2025
Declaration	✓	5/5/2025

# Qualification – Contractor – External Questionnaire



- **Step 1:** Click "OK"

← → ↻ 🏠 s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=MqCrpXvlQxstl0n6&realm=744845845-T&passwordadapter=SourcingSupplierUser&awrdt=1 🔍 ☆ 📁 | a ⋮

**Ariba Sourcing** Company Settings ▾ Gammon Ltd Help ▾ Messages >>

< Go back to RUA ALMADINAH HOLDING COMPANY-TEST Dashboard Desktop File Sync

### Add Attachment

OK Cancel

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment:  Company information.docx  
Or drop file here

OK Cancel

1

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# Qualification – Contractor – External Questionnaire



- **Step 1:** Click "**Attach a file**" to update a Financial information

The screenshot shows the Ariba Sourcing portal interface. The browser address bar displays the URL: `s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=MqCrpXviQxstl0n6&realm=744845845-T&passwordadapter=SourcingSupplierUser`. The page title is "All Content". On the left, there is a navigation menu with "Event Contents" expanded to show "All Content" selected. The main content area is a table with the following items:

Name ↑	
<b>1 Company Information</b>	
1.1 Update Company Information with necessary attachments	*  Company information.docx  Update file  Delete file
<b>2 Financial Information</b>	
2.1 Update Financial Information with necessary attachments	*Attach a file
<b>3 Conflict of Interest</b>	
3.1 Update Conflict of Interest and/or Court ProceedingsWith necessary attachments	*Attach a file
<b>4 Technical Capability &amp; Experience</b>	
4.1 Update Technical Capability & Experience with necessary attachments	*Attach a file
<b>5 Resources update</b>	
5.1 Resources update with necessary attachments	*Attach a file
<b>6 Quality Management</b>	
6.1 Update Quality Management with necessary attachments	*Attach a file
<b>7 HSSE</b>	
7.1 Update HSSE with necessary attachments	*Attach a file
<b>8 Plant &amp; Machinery / Equipment</b>	
8.1 Update Plant & Machinery/Equipment with necessary attachments	*Attach a file
<b>9 Declaration</b>	
9.1 Declaration	*Attach a file

(\*) indicates a required field

At the bottom of the page, there are four buttons: "Submit Entire Response" (blue), "Save draft", "Compose Message", and "Excel Import".

# Qualification – Contractor – External Questionnaire



- **Step 1:** Click "Choose file"
- **Step 2:** Select any document from your system to upload.
- **Step 3:** Click "Open"

The screenshot shows the Ariba Sourcing interface with an 'Add Attachment' dialog box open. The dialog box has a 'Choose File' button (1) and a file explorer window. The file explorer shows a list of files, with 'Financial Information' selected (2). The 'Open' button (3) is highlighted in the file explorer. The background shows the Ariba Sourcing dashboard with a 'Desktop File Sync' dialog box.

Name	Status	Date modified
Declaration	✓	5/5/2025
Employee Requirement dummy	✓	4/27/2025
EOI supplier document	✓	4/28/2025
Financial Information	✓	5/5/2025
Form of Contract dummy	✓	4/27/2025
HSSE Document	✓	5/5/2025
Instructions	✓	7/9/2025

# Qualification – Contractor – External Questionnaire



- **Step 1:** Click "Ok"

The screenshot shows the Ariba Sourcing interface. At the top, the browser address bar displays the URL: `s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=MqCrpXvIQxstl0n6&realm=744845845-T&passwordadapter=SourcingSupplierUser&awrd=1`. The page header includes 'Ariba Sourcing' and navigation links for 'Company Settings', 'Gammon Ltd', and 'Help'. Below the header, there is a link to 'Go back to RUA ALMADINAH HOLDING COMPANY-TEST Dashboard' and a 'Desktop File Sync' indicator. The main content area is titled 'Add Attachment' and contains the following text: 'Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.' Below this text, there is a file selection area with the text 'Attachment: Choose File Financial Information.docx' and a dashed box containing 'Or drop file here'. At the bottom right of the dialog, there are two buttons: 'OK' (highlighted with a red box and a red circle with the number '1') and 'Cancel'. At the bottom of the page, there is a footer with the text: 'Gammon Ltd (Gammon.Ltd@ABC.Com) last visited 8 Sep 2025 11:11:33 PM Gammon India Ltd. AN11237244357-T SAP Business Network Privacy Statement Security Disclosure Terms of Use' and '© 1996–2019 Ariba, Inc. All rights reserved.'

# Qualification – Contractor – External Questionnaire



- **Note:** Follow the Above step to upload remaining the Certificate
- After uploading all the required attachments under each section, click on “**Submit Entire Response**” to complete the supplier qualification process.

3	Conflict of Interest	▼ 6 Quality Management		
		6.1 Update Quality Management with necessary attachments	*  Quality Management.docx  Update file Delete file <b>7</b>	
4	Technical Capability...	▼ 7 HSSE		
		7.1 Update HSSE with necessary attachments	*  HSSE.docx  Update file Delete file <b>8</b>	
5	Resources update	▼ 8 Plant & Machinery / Equipment		
		8.1 Update Plant & Machinery/Equipment with necessary attachments	*  Plant and Machinery.docx  Update file Delete file <b>9</b>	
6	Quality Management	▼ 9 Declaration		
		9.1 Declaration	*  Declaration.docx  Update file Delete file <b>10</b>	
7	HSSE	(*) indicates a required field		
8	Plant & Machinery / ...			
9	Declaration			
<b>11</b>	<b>Submit Entire Response</b>	Save draft	Compose Message	Excel Import

# Qualification – Contractor – External Questionnaire



- **Step 1: Click "Ok"**

The screenshot displays the Ariba Sourcing interface for a qualification questionnaire. The browser address bar shows the URL: `s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=MqCrpXvIQxstl0n6&realm=744845845-T&passwordadapter=SourcingSupplierUser#b0`. The page title is "Ariba Sourcing" and the breadcrumb is "Go back to RUA ALMADINAH HOLDING COMPANY-TEST Dashboard". The main content area is titled "Doc217799208 - Qualification - Contractor - External" and shows a "Time remaining" of "28 days 08:39:35".

The questionnaire is organized into sections, each with a corresponding file upload option:

Section	Item	File Name	Actions
1 Company Information	1.1 Update Company Information with necessary attachments	Company information.docx	Update file Delete file
	2 Financial Information		
2 Financial Information	2.1 Update Financial Information with necessary attachments	Financial Information.docx	Update file Delete file
	3 Conflict of Interest		
3 Conflict of Interest	3.1 Update Conflict of Interest and/or Court ProceedingsWith necessary attachments	Conflict of interest.docx	Update file Delete file
	4 Technical Capability & Experience		
4 Technical Capability...	4.1 Update Technical Capability & Experience with necessary attachments	Technical Capability and Experience.docx	Update file Delete file
	5 Resources update		
5 Resources update	5.1 Resources update with necessary attachments	Resource.docx	Update file Delete file
	6 Quality Management		
6 Quality Management	6.1 Update Quality Management with necessary attachments	Quality Management.docx	Update file Delete file
	7 HSSE		
7 HSSE	7.1 Update HSSE with necessary attachments	HSSE Document.docx	Update file Delete file
	8 Plant & Machinery / Equipment		
8 Plant & Machinery / ...	8.1 Update Plant & Machinery/Equipment with necessary attachments	Plant.docx	Update file Delete file
	9 Declaration		
9 Declaration	9.1 Declaration	Declaration.docx	Update file Delete file

# Qualification – Contractor – External Questionnaire



- Once the supplier submits the qualification response, a confirmation message appears indicating successful submission and participation in the event.

**Ariba Sourcing** Company Settings ▾ Ahmed Khan ▾ Feedback Help ▾ Messages >>

< Go back to RUA ALMADINAH HOLDING COMPANY-TEST Dashboard Desktop File Sync

Console Doc226494064 - Qualification - Contractor - External Time remaining 29 days 22:32:34

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

- All Content
- 1 Company Information
- 2 Financial Information
- 3 Conflict of Interest
- 4 Technical Capability...

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

All Content

Name ↑	
2.1 Update Financial Information with necessary attachments	Financial Information.docx ▾
<b>▼ 3 Conflict of Interest</b>	
3.1 Update Conflict of Interest and/or Court ProceedingsWith necessary attachments	Conflict of Interest.docx ▾
<b>▼ 4 Technical Capability &amp; Experience</b>	
4.1 Update Technical Capability & Experience with necessary attachments	Technical Capability.docx ▾
<b>▼ 5 Resources update</b>	
5.1 Resources update with necessary attachments	Resources Update.docx ▾
<b>▼ 6 Quality Management</b>	



# Qualification – Design – External Questionnaire

# Qualification – Design – External Questionnaire



- Once the Supplier Registration Approval is completed, the supplier will receive an External Qualification Questionnaire based on the VMT team’s requirement — either Contractor or Design.
- If the supplier receives a Design Questionnaire, follow the below steps to complete the process.

Title	ID	End Time ↓	Status		
▼ Status: Open (1)					
<a href="#">Supplier Registration Questionnaire</a>	Doc226301975	19/11/6108 14:06	Registered		
<b>Qualification Questionnaires</b>					
Title	ID	End Time ↓	Commodity	Regions	Status
No items					
<b>Questionnaires</b>					
Title	ID	End Time ↓	Commodity	Regions	Status
▶ Status: Completed (2)					
▼ Status: Open (1)					
<a href="#">Qualification - Design - External</a>	Doc226557999	26/11/2025 14:28	(no value)	(no value)	Not Responded
<b>Certificates</b>					
Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
CR certificate	27/10/2025	31/10/2026	<a href="#">CR Certificate.docx</a>	<a href="#">Local Registration Certificate Questionnaire</a>	Valid
VAT certificate	13/10/2025	31/10/2026	<a href="#">VAT Certificate.docx</a>	<a href="#">Local Registration Certificate Questionnaire</a>	Valid
<b>Supplier Lifecycle Processes</b>					
<a href="#">Qualification-Design-EXT-INT</a>					

# Qualification – Design – External Questionnaire



- If the supplier receives a Design Questionnaire, they need to complete all required sections by uploading the necessary documents.
- After filling in all details, click **Submit Entire Response** to finish the qualification process  
(**Note** : Follow the above Contractor Steps for Uploading Documents.)

< Go back to RUA ALMADINAH HOLDING COMPANY-TEST Dashboard

Desktop File Sync

Time remaining  
29 days 23:35:48

Console Doc226557999 - Qualification - Design - External

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

All Content

1 Company Information

2 Financial Information

3 Conflict of Interest

4 Technical Capability...

5 Resources update

6 Quality Management

7 Declaration

All Content

Name ↑

1 Company Information

1.1 Update Company Information with necessary attachments

\* Company Information.docx Update file Delete file

2 Financial Information

2.1 Update Financial Information with necessary attachments

\* Financial Information.docx Update file Delete file

3 Conflict of Interest

3.1 Update Conflict of Interest and/or Court ProceedingsWith necessary attachments

\* Conflict of Interest.docx Update file Delete file

4 Technical Capability & Experience

4.1 Update Technical Capability & Experience with necessary attachments

\* Technical Capability.docx Update file Delete file

5 Resources update

5.1 Resources update with necessary attachments

\* Resources Update.docx Update file Delete file

6 Quality Management

6.1 Update Quality Management with necessary attachments

\* Quality Management.docx Update file Delete file

7 Declaration

7.1 Declaration

\* Declaration.docx Update file Delete file

(\*) indicates a required field

9 Submit Entire Response Save draft Compose Message Excel Import

# Qualification – Design – External Questionnaire



- Once the supplier submits the qualification response, a confirmation message appears indicating successful submission and participation in the event.

**Ariba Sourcing** Company Settings Ahmed Khan Feedback Help Messages

[Go back to RUA ALMADINAH HOLDING COMPANY-TEST Dashboard](#) Desktop File Sync

Console Doc226557999 - Qualification - Design - External Time remaining 29 days 23:31:18

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

- All Content
- 1 Company Information
- 2 Financial Information
- 3 Conflict of Interest
- 4 Technical Capability...

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

All Content

Name ↑	
▼ 1 Company Information	
1.1 Update Company Information with necessary attachments	Company Information.docx
▼ 2 Financial Information	
2.1 Update Financial Information with necessary attachments	Financial Information.docx
▼ 3 Conflict of Interest	
3.1 Update Conflict of Interest and/or Court ProceedingsWith necessary attachments	Conflict of Interest.docx
▼ 4 Technical Capability & Experience	



# Supplier Performance Scorecard Review

# Supplier Performance Scorecard Review



- Once the Performance Scorecard is submitted by the VMT team, suppliers can view their overall and category-wise performance scores.
- This allows suppliers to review their performance across Quality, Time, Cost, and Administration metrics.

The screenshot shows the Ariba Sourcing interface. The browser address bar displays the URL: `s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=pymXVYfp5QJs8tUq&realm=744845845-T&passwordadapter=SourcingSupplierUser&dard=1`. The page title is "RUA-SPM-Supplier Material-Scorecard (Oct 2025)". A blue "Done" button is in the top right. Below the title, a message states: "Review your scorecard, paying attention to those grades highlighted as being below the target grade. Note, the owner may not have granted you full visibility to the scorecard, therefore some of the content may be hidden." The main heading is "Orbit Middle East Modern Trading Company Performance from 01/15/2025 to 10/12/2025". A table displays performance metrics:

Name	Weight	Grade
<b>Totals</b>	100	75.00% <span>!</span> ⓘ
1 <b>Quality</b>	25	80.00% ⓘ
2 <b>Time</b>	25	64.00% <span>!</span> ⓘ
3 <b>Cost</b>	25	84.00% ⓘ
4 <b>ADMINISTRATION</b>	25	72.00% <span>!</span> ⓘ

At the bottom, the footer includes: "Adam Martin (Orbit.Middle@Ariba.com) last visited 27 Oct 2025 2:34:48 AM Orbit Middle East Modern Trading Company AN11232850985-T SAP Business Network Privacy Statement Security Disclosure Terms of Use" and "© 1996–2019 Ariba, Inc. All rights reserved."



# FAQ

## **Q1: What is SLP in SAP Ariba?**

**A:** SLP (Supplier Lifecycle and Performance) is a module in SAP Ariba that manages the entire supplier journey — from registration, qualification, and onboarding to performance evaluation. It ensures suppliers meet compliance, quality, and business requirements before engaging in sourcing or procurement activities.

## **Q2: Why do suppliers need to register in SLP?**

**A:** Registration in SLP enables suppliers to become officially recognized partners in the organization's procurement system. It allows them to:

- Participate in sourcing events and bidding.
- Maintain and update their company profiles.
- Complete qualification questionnaires.
- Track performance scorecards and compliance status.

## **Q3: What is Supplier Self-Registration?**

**A:** It's the initial step where a new supplier submits their company details to request inclusion in the buyer's supplier database.

## **Q4: What details are required?**

**A:** Basic company information such as legal name, address, contact, and tax details.

## **Q5: How do I know if my registration is approved?**

**A:** You will receive an email notification once your registration is reviewed and approved.

## **Q7: What is the Supplier Registration Questionnaire?**

**A:** It collects detailed information about your organization's structure, services, financials, and compliance details.

## **Q8: Why is the Local Registration questionnaire required?**

**A:** It verifies your company's legal registration and compliance with local business laws.

## **Q9: What is the Supplier Performance Scorecard?**

**A:** It's a performance evaluation report prepared by the VMT team to measure supplier performance on parameters like Quality, Cost, Delivery, and Responsiveness



**Thank You**