

# NEOM support materials

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Ariba supplier registration

February 2022



نيوم NEOM

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# Ariba Supplier Self Registration

1. Buyer can invite suppliers via email with this link: <http://neom.supplier.mn2.ariba.com/ad/selfRegistration/>
2. Open the link and follow the steps below to register with NEOM

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## Supplier self-registration request form

Supplier Authorized Letter and Submission of Supporting Documents

Please sign and attach the Supplier Authorized Letter along with the supporting documents (Combined in one PDF). \*

[Upload File](#)

[642.2 kb Supplier Authorised Signatory v.5.pdf](#)

Confirmation of Authority

By selecting "I Accept" and submitting this supplier self registration, I hereby represent, warrant and confirm that:

- a) I have the full power, capacity and all necessary authorizations and approvals to make this undertaking and to bind the supplier and cause it to perform its obligations thereunder;
- b) the obligations of the supplier under this undertaking are enforceable in accordance with its respective terms, and neither the acceptance of this undertaking nor the performance thereof violates, conflicts with or results in a breach of any law, agreement or provision to which I am, or the supplier is, subject to;
- c) the supplier is duly organized, validly existing and is in good standing under the respective laws of the jurisdiction in which it is organized, and it is not confronting any current or threatened bankruptcy, insolvency or the like; and
- d) except as otherwise expressly stated in this undertaking, all required authorizations, licenses, exemptions, actions, filings and/or approvals that are required to have been obtained or made by the supplier in connection with the acceptance and performance of this undertaking have been obtained or made and are in full force and effect.

# Ariba Supplier Self Registration

3. Click here to download the supplier-authorized letter in the required format.

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## Supplier self-registration request form

Supplier Authorized Letter and Submission of Supporting Documents

Please sign and attach the Supplier Authorized Letter along with the supporting documents (Combined in one PDF). \* [Upload File](#)

[?](#)

 [642.2 kb Supplier Authorised Signatory v.5.pdf](#)

Confirmation of Authority

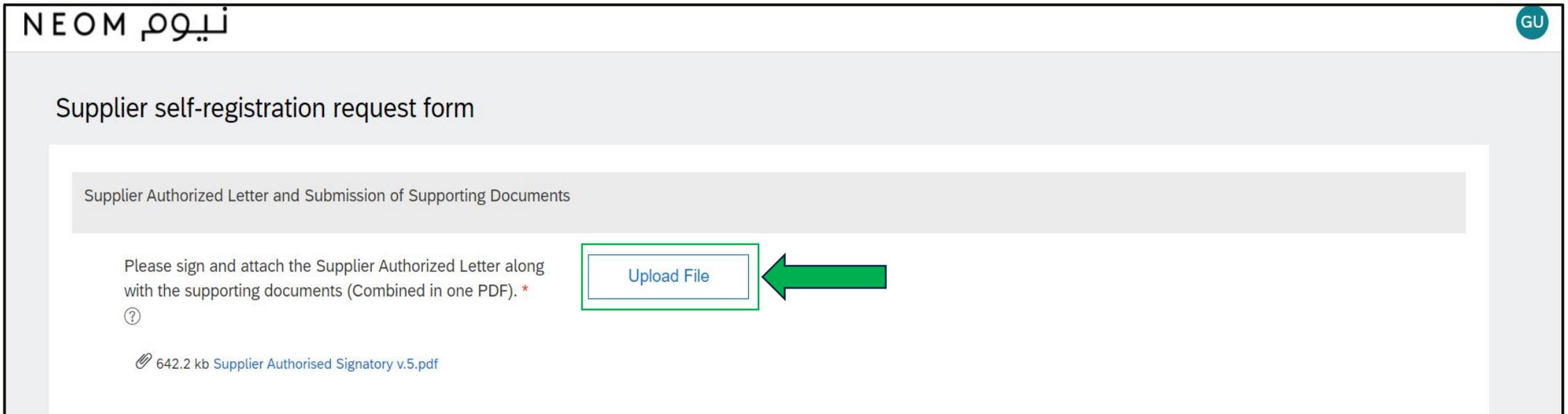
By selecting "I Accept" and submitting this supplier self registration, I hereby represent, warrant and confirm that:

- I have the full power, capacity and all necessary authorizations and approvals to make this undertaking and to bind the supplier and cause it to perform its obligations thereunder;
- the obligations of the supplier under this undertaking are enforceable in accordance with its respective terms, and neither the acceptance of this undertaking nor the performance thereof violates, conflicts with or results in a breach of any law, agreement or provision to which I am, or the supplier is, subject to;
- the supplier is duly organized, validly existing and is in good standing under the respective laws of the jurisdiction in which it is organized, and it is not confronting any current or threatened bankruptcy, insolvency or the like; and
- except as otherwise expressly stated in this undertaking, all required authorizations, licenses, exemptions, actions, filings and/or approvals that are required to have been obtained or made by the supplier in connection with the acceptance and performance of this undertaking have been obtained or made and are in full force and effect.

# Ariba Supplier Self Registration

4. Along with the supplier-authorized signatory, please add one of the following in the same document:

- Power of attorney.
- Board resolution.
- Delegation of authority.
- Other relevant documents like commercial registration (proof that signee has the authority to sign documents for the company/supplier).



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Supplier self-registration request form

Supplier Authorized Letter and Submission of Supporting Documents

Please sign and attach the Supplier Authorized Letter along with the supporting documents (Combined in one PDF). \*

?

642.2 kb Supplier Authorised Signatory v.5.pdf

Upload File

# Ariba Supplier Self Registration

5. Please review the following and then click on “I accept”:

- Confirmation of authority.
- Confidentiality undertaking.
- Confirmation of compliance with the NEOM code of conduct.

## Confirmation of Authority

By selecting “I Accept” and submitting this supplier self registration, I hereby represent, warrant and confirm that:

- I have the full power, capacity and all necessary authorizations and approvals to make this undertaking and to bind the supplier and cause it to perform its obligations thereunder;
- the obligations of the supplier under this undertaking are enforceable in accordance with its respective terms, and neither the acceptance of this undertaking nor the performance thereof violates, conflicts with or results in a breach of any law, agreement or provision to which I am, or the supplier is, subject to;
- the supplier is duly organized, validly existing and is in good standing under the respective laws of the jurisdiction in which it is organized, and it is not confronting any current or threatened bankruptcy, insolvency or the like; and
- except as otherwise expressly stated in this undertaking, all required authorizations, licenses, exemptions, actions, filings and/or approvals that are required to have been obtained or made by the supplier in connection with the acceptance and performance of this undertaking have been obtained or made and are in full force and effect.

Please select \*

|           |
|-----------|
| I Accept  |
| I Decline |



# Ariba Supplier Self Registration



6. Navigate to the next section and complete all the required information based on the format below:

SUPPLIER INFORMATION

Supplier Name \*

Main Address \*

+

Street \* ?  House Number ?

Street 2 ?

Street 3 ?

District ?

Postal Code \* ?  City \* ?

Country \* ?

# Ariba Supplier Self Registration



7. Please complete all required information, based on the format below. When done, please click on 'submit'.

|                      |                      |
|----------------------|----------------------|
| Contact First Name * | <input type="text"/> |
| Contact Last Name *  | <input type="text"/> |
| Contact Email *      | <input type="text"/> |
| Contact No. *        | <input type="text"/> |

  [Cancel](#)

# Ariba Supplier Self Registration



8. Once submitted, you will receive the message: "The NEOM supplier management team will review your request details and make a decision on your request."

Your request for registration as a supplier with NEOM - TEST is complete.

The NEOM - TEST supplier management team will review your request details and make a decision on your request.  
Decision will be sent to your email at [akeila.kumar@wipro.com](mailto:akeila.kumar@wipro.com)

Supplier self-registration request form

[Print](#)

Supplier Authorized Letter and Submission of Supporting Documents

Please sign and attach the Supplier Authorized Letter.



642.2 kb [Supplier Authorised Signatory v.5.pdf](#)

670.49 kb [Supplier Authorized Letter.pdf](#)

Confirmation of Authority

# Ariba - Invitation for Registration



1. The supplier will receive an invitation email from NEOM to register in Ariba. As the supplier, please click on the link to proceed.

**NEOM - TEST**

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**Register as a supplier with NEOM - TEST**

Hello!

Rubin Balakrishnan has invited you to register to become a supplier with NEOM - TEST. Start by creating an account with Ariba Network. It's free.

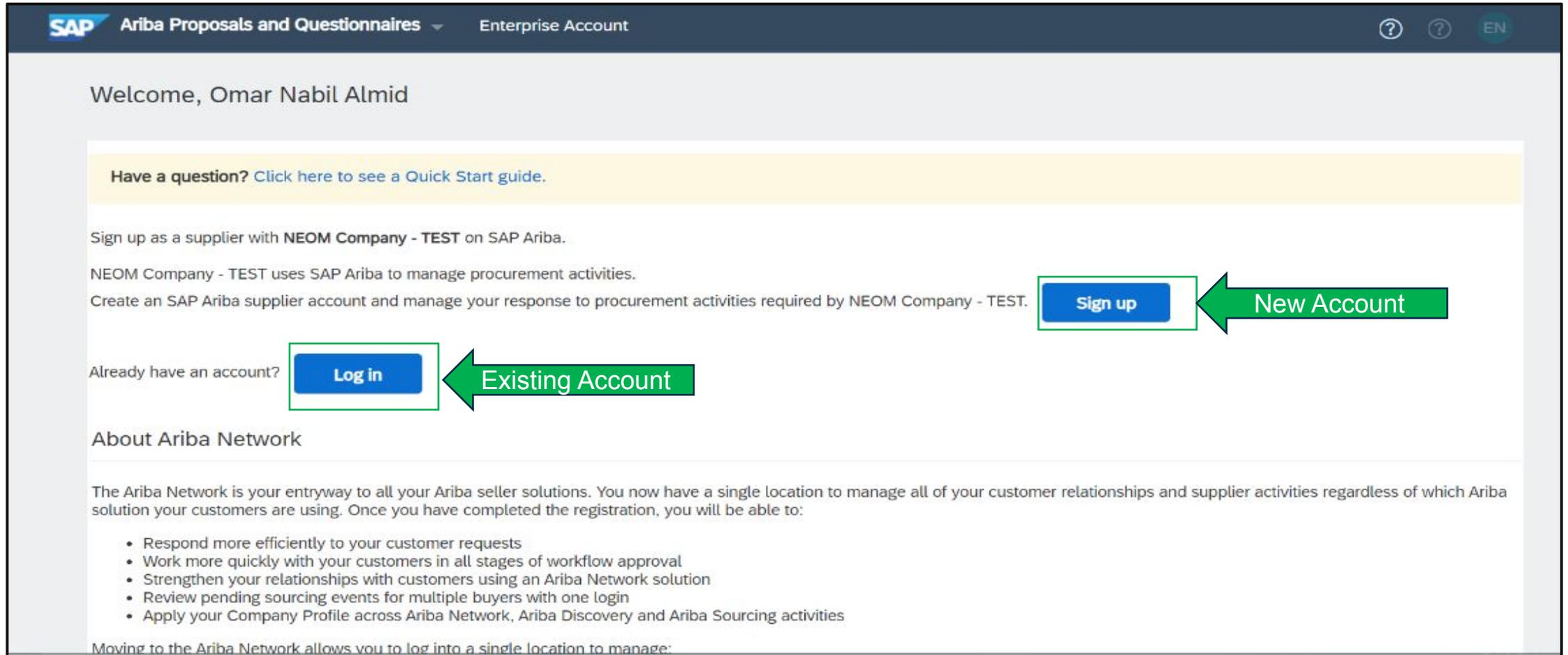
NEOM - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If GSK Ltd already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now 

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

# Ariba - Create an Ariba Network Account

2. For new suppliers, create an account by clicking the 'sign up' button.
3. For existing suppliers, please click the 'login' button.



SAP Ariba Proposals and Questionnaires Enterprise Account

Welcome, Omar Nabil Almid

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **NEOM Company - TEST** on SAP Ariba.

NEOM Company - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by NEOM Company - TEST.

Already have an account?

**Sign up** ← **New Account**

**Log in** ← **Existing Account**

### About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

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

# Ariba - Create an Ariba Network Account

4. Complete all mandatory fields marked with an \*.

**SAP** Ariba Proposals and Questionnaires

## Create account

[Create account and continue](#)

First, create an SAP Ariba supplier account, then complete questionnaires required by NEOM Company - TEST.

### Company information

\* Indicates a required field

Company Name:\*

Country/Region:\*

Address:\*

City:\*

State:\*

Postal Code:\*

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

# Ariba - Create an Ariba Network Account

5. Complete all information fields marked with \*.

\* Indicates a required field

**Name:** \*

**Email:** \*

Use my email as my username

**Username:** \*

**Password:** \*

**Language:**  ▼

**Email orders to:** \*

[SAP Business Network Privacy Statement](#)

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

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ⓘ

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

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

# Ariba - Create an Ariba Network Account



6. Complete all information fields marked with an \*.

### Tell us more about your business

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

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

Tax ID:  Enter your Company Tax ID number.

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

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

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

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

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

# Ariba - Create an Ariba Network Account



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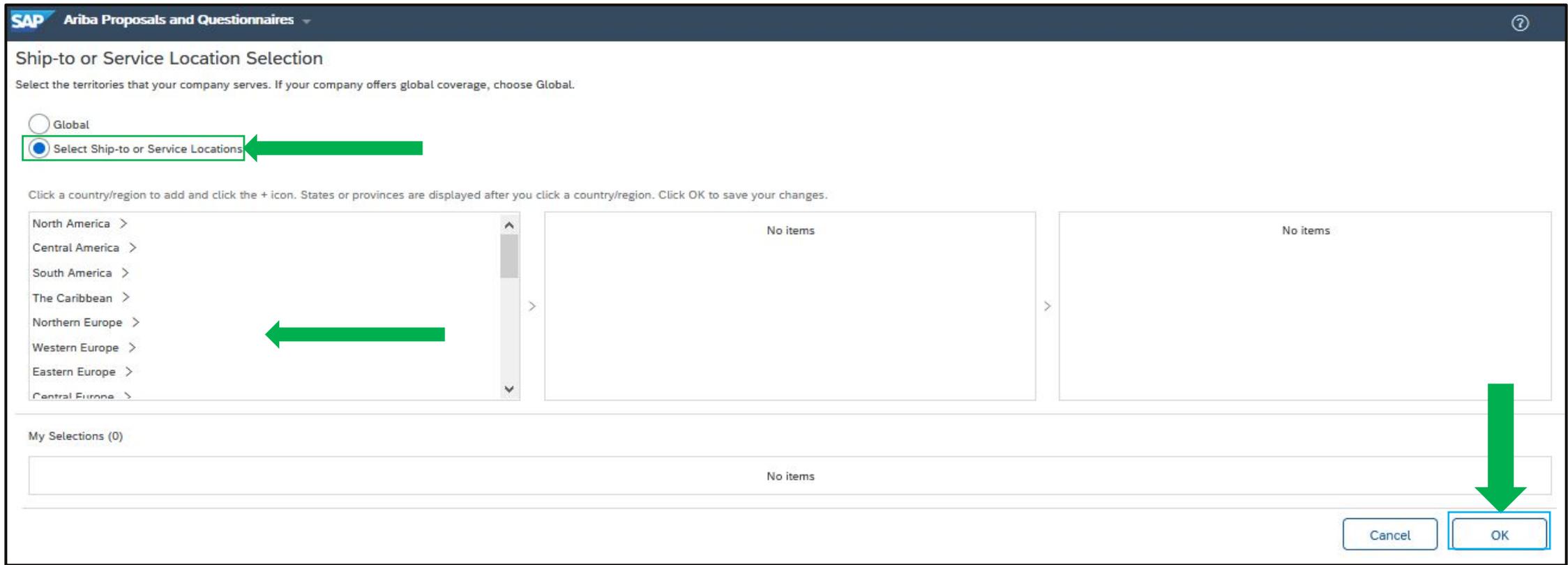
7. Select the business domain and select the relevant product(s)/service(s).
8. Click on the '+' symbol.
9. Select the check box.
10. When completed, click on the 'Ok' button.

The screenshot shows the 'Product and Service Category Selection' dialog in SAP Ariba. The interface is divided into several sections:

- Search and Browse:** At the top, there are 'Search' and 'Browse' tabs. Below them is a helpful instruction: 'Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.'
- Browse Product and Service Categories:** This section contains three columns of category lists. A green circle '7' highlights the '+' icon next to the 'Antibiotics' category in the third column.
- My Selections (1):** Below the category lists, there is a section titled 'My Selections (1)'. It contains a single entry: 'Amoxicillin (View)'. A green circle '9' highlights the checkbox next to this entry.
- Buttons:** At the bottom right, there are 'Cancel' and 'OK' buttons. A green arrow points to the 'OK' button, which is also highlighted with a green box. A green circle '8' is placed above the 'OK' button.

# Ariba - Create an Ariba Network Account

11. Under the 'ship-to or service locations', select the business domain and relevant product(s)/service(s)
12. Select any relevant locations, click on the '+' and then click on the 'ok' button



SAP Ariba Proposals and Questionnaires

### Ship-to or Service Location Selection

Select the territories that your company serves. If your company offers global coverage, choose Global.

Global

Select Ship-to or Service Locations

Click a country/region to add and click the + icon. States or provinces are displayed after you click a country/region. Click OK to save your changes.

North America >

Central America >

South America >

The Caribbean >

Northern Europe >

Western Europe >

Eastern Europe >

Central Europe >

No items

No items

My Selections (0)

No items

Cancel OK

# Ariba - Create an Ariba Network Account

13. Select both boxes and click on the 'create account and continue'.

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

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

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

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

# Ariba - Supplier Registration Questionnaire



1. Click to return to the main dashboard.
2. The time remaining to submit the questionnaire is displayed.
3. Please complete all fields marked with an \*.
4. Click to enlarge the content.

# Ariba - Supplier Registration Questionnaire



5. Enter all required details and then upload any relevant documents.

| Name ↑  |  |
|---|--|
| ▼ 1 COMPANY DETAILS                           |  |
| 1.1 Company Legal Name                        | * <input type="text" value="Lloyds Banking_Test Group_1"/>   |
| 1.2 Other names/also known or operating under | <input type="text"/>   |
| 1.3 Company Website                           | <input type="text"/>   |
| 1.4 Company Address                           | * Show More<br>Street: <input type="text" value="ddfdeu566"/> ⓘ House Number: <input type="text" value="6666"/> ⓘ<br>Street 2: <input type="text"/> ⓘ<br>District: <input type="text"/> ⓘ<br>Postal Code: <input type="text" value="W77 7HH"/> ⓘ City: * <input type="text" value="GB"/> ⓘ<br>Country: <input type="text" value="United Kingdom (GB)"/> ⓘ Region: <input type="text" value="Derby (DER)"/> ⓘ |
| 1.5 Telephone                                 | * <input type="text" value="888577588"/>   |
| 1.6 Email ID                                  | * <input type="text"/>   |

# Ariba - Supplier Registration Questionnaire

6. Click on 'add contact details' and update your information.
7. Complete all required fields marked with an \* and upload the relevant documents.

| Name ↑   |   |
|--|---|
| ▼ 2 CONTACT DETAILS  |   |
| 2.1 Contact Details  | <a href="#">Add Contact Details (0)</a> <b>6</b>  |
| ▼ 3 COMPANY PROFILE  |   |
| <b>7</b> 3.1 Is your company based in KSA?                               | * Unspecified ▾   |
| 3.2 In which entity your company fall?                                   | * Unspecified ▾   |
| 3.3 Company`s Ownership  | * Unspecified ▾   |
| 3.4 In which category does your company can be identified as?            | * Unspecified ▾   |
| 3.7 Is your organization Parent(individual) or Child/Subsidiary company? | * Unspecified ▾   |
| ▼ 4 COMPANY CLASSIFICATION   |   |
| 4.1 Select Business Structure  | * Unspecified ▾   |
| 4.2 Select Business Type   | *<br><input type="checkbox"/> Construction<br><input type="checkbox"/> Manufacturer<br><input type="checkbox"/> Services<br><input type="checkbox"/> Trader/Distributor<br><input type="checkbox"/> Consultancy<br><input type="checkbox"/> Individual Consultant<br><input type="checkbox"/> Other |

# Ariba - Supplier Registration Questionnaire

8. Complete all fields and upload any relevant documents.
9. Click on 'add bank information' and add your details.

|   |  |
|---|--|
| Name ↑  |  |
| 4.2 Select Business Type <span style="border: 1px solid green; border-radius: 50%; padding: 2px 6px;">8</span>  | <input type="checkbox"/> Services<br><input type="checkbox"/> Trader/Distributor<br><input type="checkbox"/> Consultancy<br><input type="checkbox"/> Individual Consultant<br><input type="checkbox"/> Other |
| 4.8 Select your commodity   | (select a value) [ <a href="#">select</a> ]  |
| 4.9 Number of years in Business   | * <input type="text"/>   |
| <b>5 LEGAL DOCUMENTS</b>  |  |
| 6 <b>BANK INFORMATION</b>   | <span style="border: 1px solid green; padding: 2px;">Add BANK INFORMATION (0) Less...</span> <span style="border: 1px solid green; border-radius: 50%; padding: 2px 6px;">9</span>                           |
| In this step, please make sure to add your bank type as foreign if you are based <b>outside KSA</b> .   |  |
| <b>7 NEOM DECLARATION</b>   |  |
| 7.1 Neom reserves the rights to seek additional information and/or documents in line with Supplier registration process.  |  |
| 7.2 By submitting this registration questionnaire above, on behalf of the company listed above, I certify that all the information provided are true and correct. We acknowledge and understand that the information and documents provided here under are for the purpose of registration with Neom Central Procurement. We confirm that we shall be responsible to keep the documents/ information provided to Neom are current and updated. We acknowledge the receipt of Neom Terms & Conditions of purchase. | Unspecified ▾  |

(\*) indicates a required field

# Ariba - Supplier Registration Questionnaire



10. Complete all fields and select the relevant commodity in 4.8.

All Content

| Name ↑                          |  |
|---------------------------------|--|
| 4.2 Select Business Type        | <input type="checkbox"/> Services<br><input type="checkbox"/> Trader/Distributor<br><input type="checkbox"/> Consultancy<br><input type="checkbox"/> Individual Consultant<br><input type="checkbox"/> Other |
| 4.8 Select your commodity       | *(select a value) [ <a href="#">select</a> ]   |
| 4.9 Number of Years in Business | *<br><div>All Content &gt; 2.1 Contact Details<br/>Contact Details (0)<br/>Name ↑<br/>No items<br/><a href="#">Add Contact Details</a> (*) indicates a required field</div>                                  |
| 5 LEGAL DOCUMENTS               |  |
| 6 BANK INFO                     | <a href="#">Add BANK INFO (0)</a> Less... <input type="button" value="-"/>   |

In this step, please make sure to add your bank type as foreign if you are based outside KSA.

**Key Points:**

- All information will be loaded from the supplier registration page.
- The supplier must verify the data and make any required changes
- Update contact information for any key members of the supplier organization

# Ariba - Supplier Registration Questionnaire

11. Complete all compulsory fields and upload any relevant documents.

## BANK INFORMATION (1)

Name ↑

Bank Info #1 Delete

**\***

Bank Type:

Country:

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

**Key Points:**

- The supplier should add all details that will help NEOM in the supplier evaluation process
- The supplier must complete bank details and any other mandatory information

Please follow below instructions to fill the bank details correctly:

- Bank Type:** Select **Foreign** if your Bank is based outside KSA.
- For remaining steps, you will only need to fill your **IBAN if available** **OR** your account number

[Add an additional Bank Info](#)

(\*) indicates a required field

# Ariba - Supplier Registration Questionnaire



Supplier to complete all mandatory fields marked with an \*.

12. Select 'yes' to accept the NEOM declaration.
13. Click on 'save draft'.
14. Click on 'submit entire response'.
15. Click 'ok'.

## NEOM DECLARATION

(Section 7 of 7) < Prev. ☰

Name ↑

### 7 NEOM DECLARATION

7.1 Neom reserves the rights to seek additional information and/or documents in line with Supplier registration process.

7.2 By submitting this registration questionnaire above, on behalf of the company listed above, I certify that all the information provided are true and correct. We acknowledge and understand that the information and documents provided here under are for the purpose of registration with Neom Central Procurement. We confirm that we shall be responsible to keep the documents/ information provided to Neom are current and updated. We acknowledge the receipt of Neom Terms & Conditions of purchase.

(\*) indicates a required field

Yes ▾

Submit Entire Response

Save draft

Compose Message

Excel Import

✓ Submit this response?

Click OK to submit.

OK

Cancel

# Ariba - Supplier Registration Questionnaire



- After submission, you will receive the message: “You have submitted a response to the questionnaire.”
- The submitted questionnaire will be sent to the NEOM team for review and approval.

A screenshot of the Ariba Sourcing interface. The top header is dark blue with the text "Ariba Sourcing". Below the header, there is a navigation link "Go back to NEOM - TEST Dashboard". The main content area is divided into a "Console" section on the left and a central area. The "Console" section contains a list of links: "Event Messages", "Event Details", "Response History", and "Response Team". The central area displays a yellow confirmation message: "You have submitted a response to the questionnaire." The title of the document is "Doc40417973 - Supplier Registration Questionnaire".

# Ariba - Registration Form Dashboard



If you want to edit the information in the registration questionnaire, please click on the 'revise response'.

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

Revise Response



All Content



Name ↑

▼ 1 COMPANY DETAILS

# Ariba - Registration Form Dashboard



1. The supplier can access proposals and questionnaires.
2. Click here to update company/account details.
3. The supplier registration status will appear

SAP Ariba Proposals and Questionnaires Enterprise Account TEST MODE

NEOM

There are

- Ariba Discovery
- Ariba Proposals And Questionnaires** 1
- Ariba Contracts
- Ariba Network

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

### Events

| Title                           | ID | End Time ↓ | Event Type | Participated |
|---------------------------------|----|------------|------------|--------------|
| ▶ Status: Completed (40)        |    |            |            |              |
| ▶ Status: Open (1)              |    |            |            |              |
| ▶ Status: Pending Selection (6) |    |            |            |              |

### Registration Questionnaires

| Title                               | ID          | End Time ↓        | Status     |
|-------------------------------------|-------------|-------------------|------------|
| ▼ Status: Open (1)                  |             |                   |            |
| Supplier Registration Questionnaire | Doc55642689 | 4/16/6104 6:31 PM | Registered |

### Qualification Questionnaires

# Ariba Supplier Registration - Contact Information



- For general assistance on NEOM supplier registration, please contact:
  - [SRM@neom.com](mailto:SRM@neom.com)
  - [NEOM.suppliers@neom.com](mailto:NEOM.suppliers@neom.com)
- Or reach out to:
  - [Abeer.Alshalan@neom.com](mailto:Abeer.Alshalan@neom.com)
  - [Amer.Assiri@neom.com](mailto:Amer.Assiri@neom.com)

# NEOM support materials

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Thank you for being a much-valued NEOM supplier

February 2022



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