



نيوم NEOM

NEOM ARIBA REGISTRATION GUIDE

Contents

- Responding to invitation for Registration
- Creating Account on Ariba Network (Ariba Network Profile)
- Responding to Neom Registration Questionnaire
- Overview of your Ariba Supplier Dashboard

INVITATION TO REGISTER



Supplier will receive below invitation email from Neom to register in Ariba

NEOM - TEST

Register as a supplier with NEOM - TEST

Hello!

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

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

[Click Here](#) to create account now

Click on the highlighted link to proceed

CREATING Ariba NETWORK ACCOUNT



If you have transacted on Ariba with an other company before then use Sign up tab or if you already have the Ariba Network Account the use Log in Tab

Welcome, Muni Roy

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?

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You can use the same login credentials regardless of which Ariba solution your customers are using. Once you have an Ariba Network account, you can:

- 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

Sign up

Log In

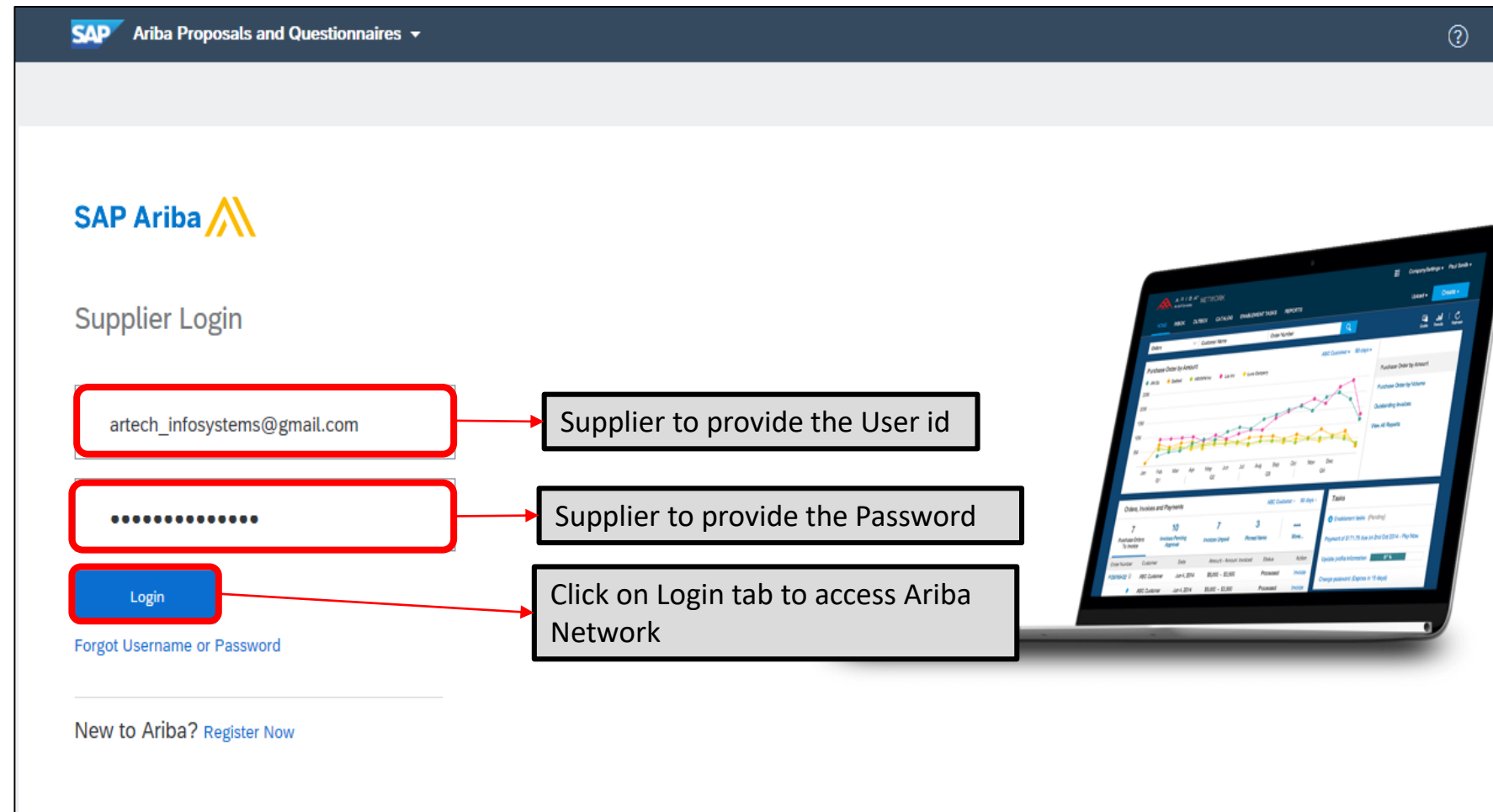
Click **Log In** only if you have an Ariba network account/ have worked on Ariba for other companies. You can use the same login credentials

In the current scenario, we will assume that supplier is having Ariba Network and login using the current user id

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

CREATING Ariba NETWORK ACCOUNT

Once Supplier click on the link in the email, s/he will be guided to Log in Tab where s/he will fill the user id and access the Ariba Network



The screenshot shows the SAP Ariba Supplier Login interface. The header includes the SAP logo and 'Ariba Proposals and Questionnaires'. The main content area features the 'SAP Ariba' logo and the 'Supplier Login' heading. Below this, there are three input fields: a username field containing 'artech_infosystems@gmail.com', a password field with masked characters, and a blue 'Login' button. A link for 'Forgot Username or Password' is located below the login button. At the bottom, there is a link for 'New to Ariba? Register Now'. To the right of the login form, a tablet displays a dashboard with various charts and tables. Red arrows point from the input fields and the login button to explanatory text boxes: 'Supplier to provide the User id' for the username field, 'Supplier to provide the Password' for the password field, and 'Click on Login tab to access Ariba Network' for the login button.

SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

artech_infosystems@gmail.com

Supplier to provide the User id

Supplier to provide the Password

Login

Click on Login tab to access Ariba Network

[Forgot Username or Password](#)

New to Ariba? [Register Now](#)

CREATING Ariba NETWORK ACCOUNT

SAP Ariba Network ▾ Standard Account **Upgrade** TEST MODE ⚙️ ? AB

What is your primary business role in your company? Selecting a role will help us provide you with a better experience.
You can change your business role at any time on the My Account page.

- ☐ Accounts Receivables
- ☐ Business Owner
- ☐ Customer Service
- ☐ E-Commerce
- ☐ Field Services
- ☐ Finance
- ☐ Information Technology
- ☐ Manager
- ☐ Marketing
- ☐ Order Management
- ☐ Sales
- ☐ Service Administrator
- ☐ Shipping
- ☐ Treasury
- ☐ Other

Continue to the Ariba Network

Supplier to select the Primary Business Roles and click on Continue to the Ariba Network

CREATING Ariba NETWORK ACCOUNT



Supplier will be brought to Ariba Proposals and Questionnaires Page, from where s/he will be able to complete the Registration Questionnaires

SAP Ariba Proposals and Questionnaires Standard Account Upgrade TEST MODE

NEOM - TEST

There are no matched postings.

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
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc23294639	8/22/2020 12:16 PM	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Supplier can access to proposals and questionnaires

This is where your Registration Questionnaire, with status as registered or pending. Supplier click the link to continue to fill the form

NEOM SUPPLIER REGISTRATION FORM



After account creation, you will be directed to fill up and submit the Neom Supplier Registration form. All questions marked with a star are mandatory

Go back to NEOM - TEST Dashboard

Click here to go to your main dashboard

Desktop File Sync

Time remaining 29 days 23:31:22

Remaining time to Fill and submit the form. The maximum days to submit are 30 days

Click to enlarge the form content

Console Doc23294639 - Supplier Registration Questionnaire

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 COMPANY DETAILS

2 CONTACT DETAILS

3 ORGANISATION TYPE

4 Type of Business

Construction
Manufacturer
Services
Trader/Distributor
Consultancy

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Navigate through different sections here. Fill all Section for information purpose

Supplier to save the draft version to avoid losing data

REGISTRATION FORM-GENERAL INFO SECTION

Doc23294639 - Supplier Registration Questionnaire Time remaining 29 days 22:16:04

All Content

Name ↑	
1.1 Full Company Name	* Artech Infosystems, India
1.2 Commercial Registration Number	
1.3 Mentioned Validity of Commercial Registration	
1.4 Other names/also known or operating under	
1.5 General Description of Supplier	
1.6 ZAKAT Number	
1.7 Company Website	* www.artechinfo.in
1.8 Company Address	* Street: Cyber Park, 1st Floor, Block B Plot No. 76 & City: * Bangalore State/Province/Region: 10 ⓘ Postal Code: * 560100 Country: * India ▼
1.9 P.O. Box	560100

Key Points:

- All the information will be loaded from supplier registration page, Supplier to verify the data and make changes if required.

REGISTRATION FORM-CONTACT DETAILS SECTION

All Content

Name ↑	
1.9 P.O. Box	<input type="text" value="560100"/>
1.10 Email ID	<input type="text" value="krishna.murthy19@wipro.com"/>
1.11 Telephone	<input type="text" value="1255163858"/>
1.12 Fax	<input type="text"/>
1.13 Tax Number 1	<input type="text"/>
1.14 Tax Number 2	<input type="text"/>
1.15 Country of origin	(select a value) select
1.16 Commodity Code	(select a value) select
▼ 2 CONTACT DETAILS	
▼ 2.1 CEO	
2.1.1 Contact Person	<input type="text"/>
2.1.2 Designation	<input type="text"/>
2.1.3 Mobile Number	<input type="text"/>
2.1.4 Email	<input type="text"/>
▼ 2.2 Contact 1	
2.2.1 Contact Person	<input type="text"/>
2.2.2 Designation	<input type="text"/>

Key Points:

- All the information will be loaded from supplier registration page, Supplier to verify the data and make changes if required.
- Update contact information for the key member of your organization.

REGISTRATION FORM-ORGANISATION & BANK INFO SECTION



All Content

Name ↑

▼ 3 ORGANISATION TYPE

3.1 Years in Business * 2005

3.2 Numbers of Employees out of KSA * 12000

3.3 Number of Employees in KSA * 150

3.4 Last Year Revenue * 150,000,000.00 SAR

3.5 Last Net Profit * 120,000,000.00 SAR

3.6 Select the Business Structure Type * Consultant ▼

3.7 Please attach passport copy Attach a file

4 Type of Business

* ☐ Construction

☐ Manufacturer

☒ Services

☐ Trader/Distributor

☐ Consultancy

☐ Other

6 Bank Info Add Bank Info (1)

▼ 7 NEOM LEGAL DOCUMENTS

7.1 Is company KSA based? No ▼

▼ 7.3 REQUIRED DOCUMENTS - NON KSA BASED COMPANIES Less... -

Key Points:

- Supplier should fill all the details which will help Neom in Evaluation of the supplier.
- Supplier to fill the bank details and other mandatory information.

REGISTRATION FORM-ATTACHMENT INFO SECTION



7.3 REQUIRED DOCUMENTS - NON KSA BASED COMPANIES

Less...

Instructions:

- Please download Neom legal documents in your local machine using the respective reference links in the below questions. Read, initial each page, sign and stamp last page of document.
- Attach the signed copy of document against the respective questions.
- In case you have any comments in the content of these documents, please contact the concerned Neom buyer.
- Recommended one attachment file size is upto 10MB and attachment types: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, JPEG, GIF, VSO, CSV, TXT, BITMAP, ZIP, 7z...

7.3.1 Non-disclosure agreement	References
7.3.2 Attach signed copy of Non-disclosure agreement	* How to set a Default DashBoard for all users.pdf Update file Delete file
7.3.3 Code of Conduct	References
7.3.4 Attach signed copy of code of conduct agreement	* How to set a Default DashBoard for all users.pdf Update file Delete file
7.3.5 Company Presentation/Profile	* How to set a Default DashBoard for all users.pdf Update file Delete file
7.3.6 Audited Financial Statements for last 3 years	* How to set a Default DashBoard for all users.pdf Update file Delete file
7.3.7 Registration License	* How to set a Default DashBoard for all users.pdf Update file Delete file
7.3.8 List of Completed Projects for the last 5 Years	* Central Sourcing.docx Update file Delete file
7.3.9 Authorized Signatory Letter identifying the Authorized Company Employees dealing with NEOM	* Central Sourcing.docx Update file Delete file
7.3.10 Bank letter that shows the Beneficiary Name & Account Details	* Central Sourcing.docx Update file Delete file
8 MANUFACTURING LOCATIONS	
8.1 Please complete the attached sheet with the requested factory information	Attach a file
8.2 Do all of your Factories have a documented manufacturing and plant contingency plan with a listing of alternative sourcing locations?	No
8.3 If no, please explain.	On Site support provided

The types of questions in this section are:

- Single select
- Certificate Type
- Attachment Type
- Multiple attachments anywhere can be attached as a ZIP/RAR file
- Supplier to provide details regarding the certificate and also load the same for Neom review. This will help in monitoring and also sent notification if the certificate is about to expiry

REGISTRATION FORM-VENDOR INFO SECTION



▼ 9 PARENT CHILD OR SUBSIDIARY RELATIONSHIP Less... -

NEOM would like to know parent child relationship of organisation. If your organisation has parent company and many child or subsidiary companies, Please fill below questionnaire.

Note :- If your organisation is individual or no child or no subsidiary companies. Please select "parent"
Please declare provided data is as per true.

9.1 Is your organization Parent(individual) or Child/Subsidiary company? Unspecified ▼

▼ 10 VENDOR CLASSIFICATION

10.1 Select the region from below IND [select]

10.2 In which entity your company fall? Non- Government ▼

10.3 Category of Ownership of company. Non Saudi Ownership ▼

10.4 In which category does you company can be identified as? SME ▼

▼ 11 NEOM DECLARATION

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

11.2 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

Key Points:

- Supplier to fill all the fields on Section 10 to help in evaluation

Supplier to accept the Neom Declaration you selecting Yes, in the drop down list

Click Compose Message if you wish to interact with Neom Supplier management team

Click on **Submit Entire Response** to submit your information to Neom for future Evaluation and complete Supplier on-boarding

✓ Submit this response?

Click OK to submit.

OK

Cancel

After clicking on **Submit Entire Response**, system will ask for confirmation, Please click ok if you are confirming or Cancel to edit the content.

REGISTRATION FORM-DASHBOARD



Ariba Sourcing

Company Settings Muni Roy Help Center

< Go back to NEOM - TEST Dashboard Desktop File Sync

Console Doc23294639 - Supplier Registration Questionnaire Pending Approval

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 COMPANY DETAILS
2 CONTACT DETAILS
3 ORGANISATION TYPE

4 Type of Business
6 Bank Info

View Bank Info (1)

Services

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

Once supplier click on Ok, they will be directed back to registration page and can see the notification that response was submitted successfully

Ariba Sourcing

Company Settings Muni Roy

< Go back to NEOM - TEST Dashboard Desktop File Sync

Console

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 COMPANY DETAILS
2 CONTACT DETAILS

1.1 Full Company Name
1.2 Commercial Registration Number

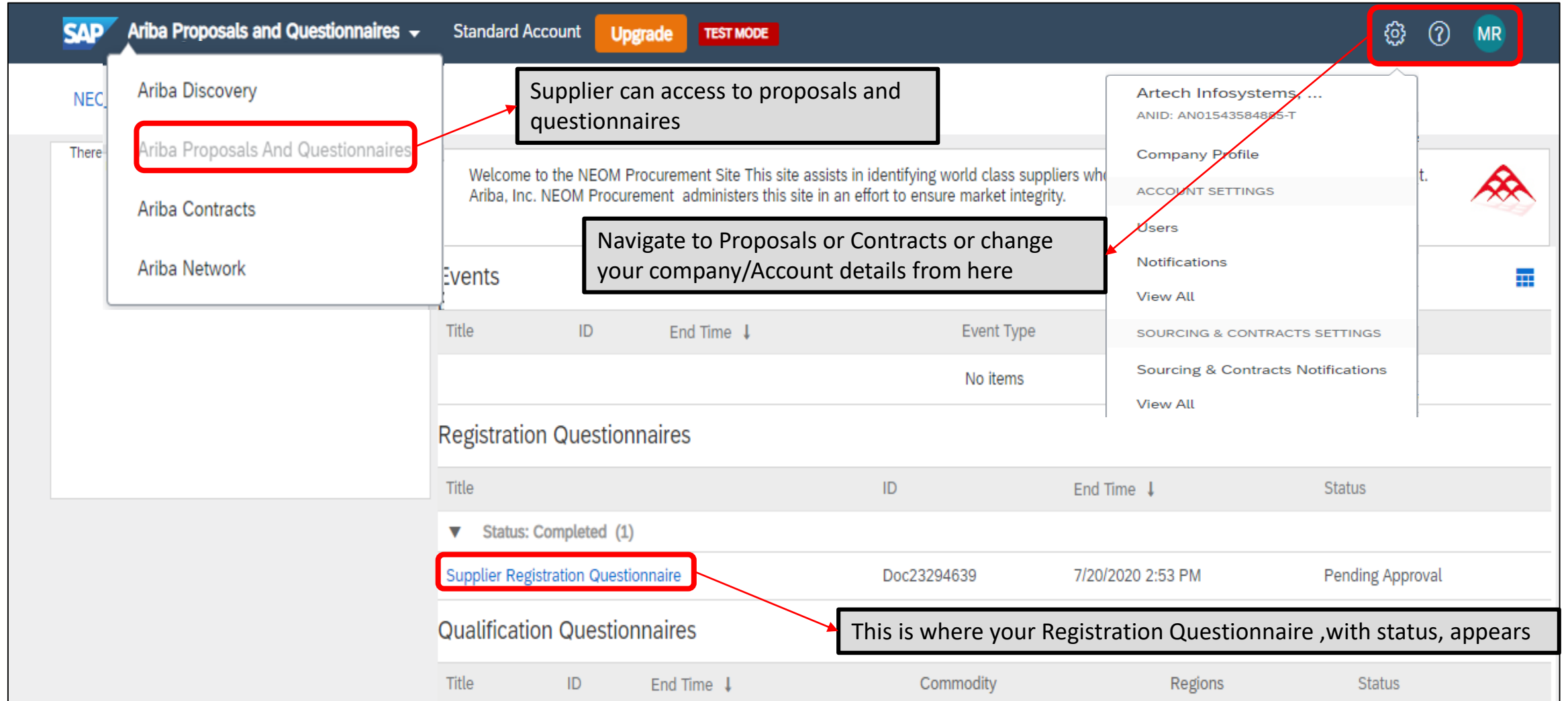
Artech Infosystems, India

Revise Response

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

Supplier can revise his response if they feel the details need any changes

REGISTRATION FORM-DASHBOARD



The screenshot shows the NEOM Procurement Site dashboard. The top navigation bar includes the SAP logo, a dropdown menu for 'Ariba Proposals and Questionnaires', 'Standard Account', an 'Upgrade' button, and a 'TEST MODE' button. On the right, there are icons for settings, help, and a user profile labeled 'MR'. A dropdown menu is open for the 'Ariba Proposals and Questionnaires' dropdown, showing options: 'Ariba Discovery', 'Ariba Proposals And Questionnaires' (highlighted with a red box), 'Ariba Contracts', and 'Ariba Network'. A text box with an arrow points to this option, stating: 'Supplier can access to proposals and questionnaires'. Another text box with an arrow points to the settings icon, stating: 'Navigate to Proposals or Contracts or change your company/Account details from here'. Below the navigation bar, there is a welcome message: 'Welcome to the NEOM Procurement Site This site assists in identifying world class suppliers who Ariba, Inc. NEOM Procurement administers this site in an effort to ensure market integrity.' Below this is a table for 'Events' with columns: Title, ID, End Time ↓, and Event Type. The table is empty, showing 'No items'. Below the 'Events' table is a section for 'Registration Questionnaires' with columns: Title, ID, End Time ↓, and Status. A dropdown menu is open for 'Status: Completed (1)', showing a single entry: 'Supplier Registration Questionnaire' (highlighted with a red box), with ID 'Doc23294639', End Time '7/20/2020 2:53 PM', and Status 'Pending Approval'. A text box with an arrow points to this entry, stating: 'This is where your Registration Questionnaire ,with status, appears'. Below the 'Registration Questionnaires' table is a section for 'Qualification Questionnaires' with columns: Title, ID, End Time ↓, Commodity, Regions, and Status.

SAP Ariba Proposals and Questionnaires Standard Account Upgrade TEST MODE

Artech Infosystems, ...
ANID: AN01543584855-T

Company Profile
ACCOUNT SETTINGS
Users
Notifications
View All
SOURCING & CONTRACTS SETTINGS
Sourcing & Contracts Notifications
View All

Supplier can access to proposals and questionnaires

Navigate to Proposals or Contracts or change your company/Account details from here

Events

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
Supplier Registration Questionnaire	Doc23294639	7/20/2020 2:53 PM	Pending Approval

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
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REGISTRATION FORM-DASHBOARD



Ariba Proposals and Questionnaires ▾

Standard Account Upgrade TEST MODE

⚙️ ? MR

NEOM - TEST

There are no matched postings.

Welcome to the NEOM Procurement System
Ariba, Inc. NEOM Procurement administrator

Supplier can upgrade if needed to Enterprise Account based on their requirement, But please note once upgrade there is cost for transaction, Please reach out to Ariba support before upgrading for details

Events**Registration Questionnaires****Qualification Questionnaires**



نيوم NEOM

THANK YOU