

USER MANUAL

SUPPLIER REGISTRATION

ARIBA



Supplier Onboarding Process Overview

Welcome to Al Akaria's supplier onboarding process via SAP Ariba.

To ensure a smooth and successful registration, please review the following carefully

Important Notice

Supplier registration with Al Akaria requires completion of two mandatory steps* in the correct order:

01 Supplier Request

02 Supplier Registration

*Submitting only one of the steps will result in delays or rejection of your registration request.

For all inquiries or support requests, please contact us at: vm@al-akaria.com



About This Manual

This manual is intended to guide suppliers through the supplier registration process with Al Akaria. It consists of two main components:

01 Step-by-step visual instructions

Illustrated guidance to help you complete the request process with clarity and ease.

02 Video tutorial

A recorded demonstration explaining the full request process.

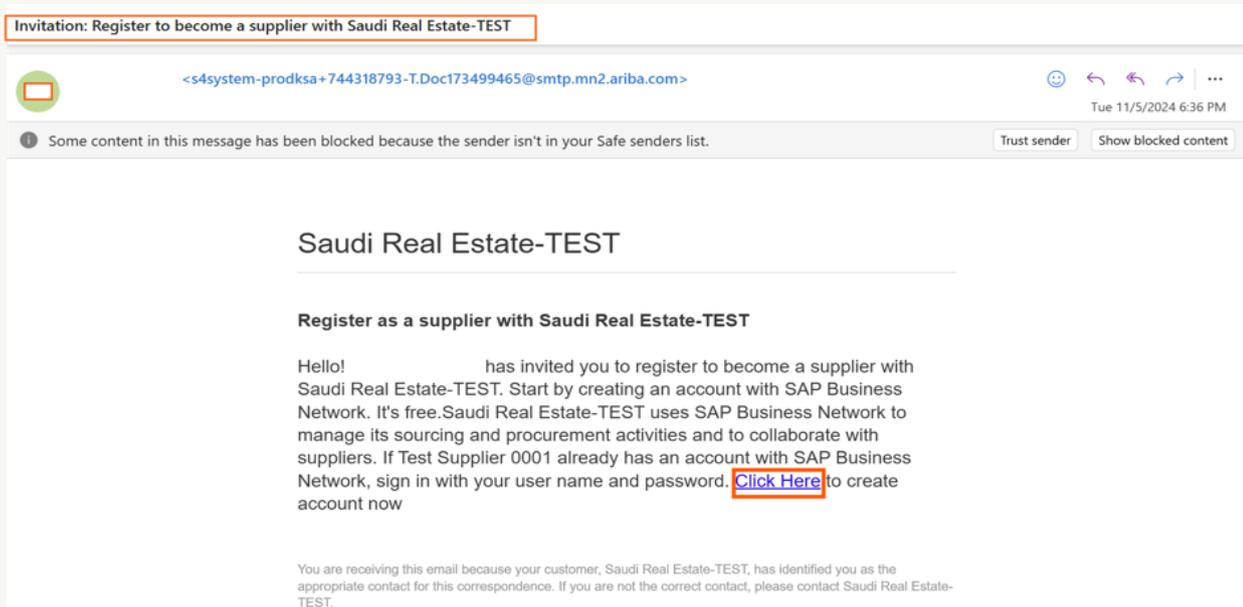
We recommend reviewing both parts to ensure successful completion of the request process.

SUPPLIER REGISTRATION – STEP BY STEP PROCESS

Once the supplier request is approved, business will initiate the supplier registration form and below email will be received at the registered email address of supplier to create supplier account.

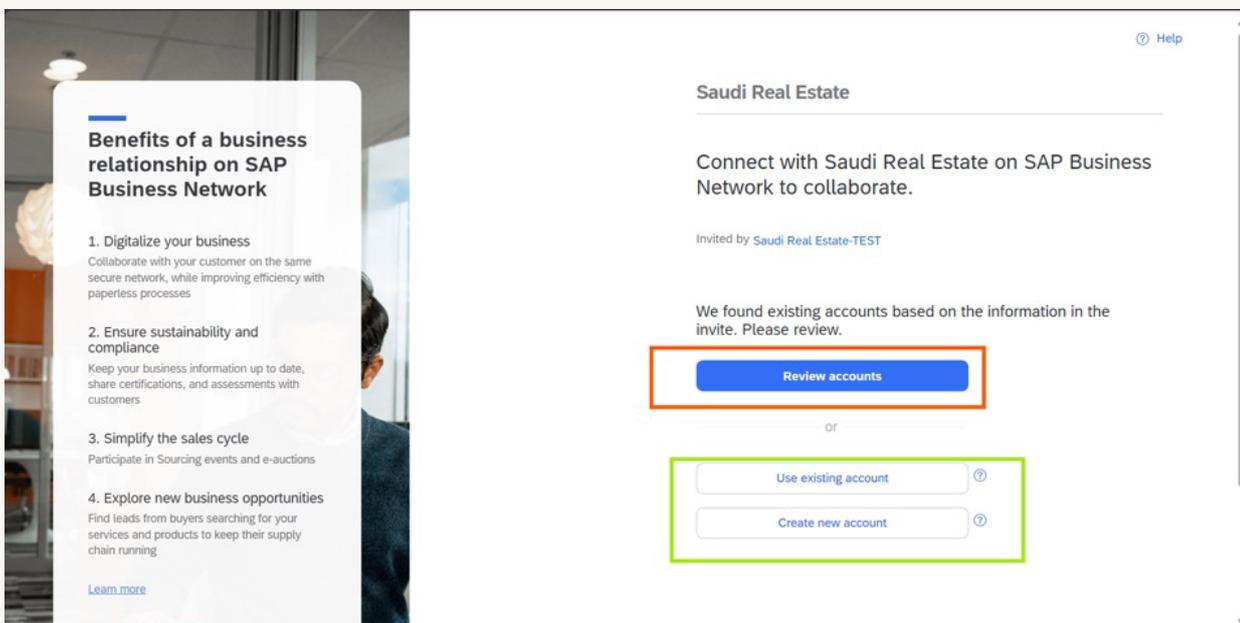
01

The following email will be received on supplier's email address so you can get started on Al-Akaria registration process:



02

Once clicked on the link the supplier will be directed to the following page:



Please note:

- If the supplier is already on the Ariba Network, then can simply click on “review accounts” else “Use existing account”.
- If the supplier is new to Ariba Network, then can create a new account by clicking on “Create new account” button.

03

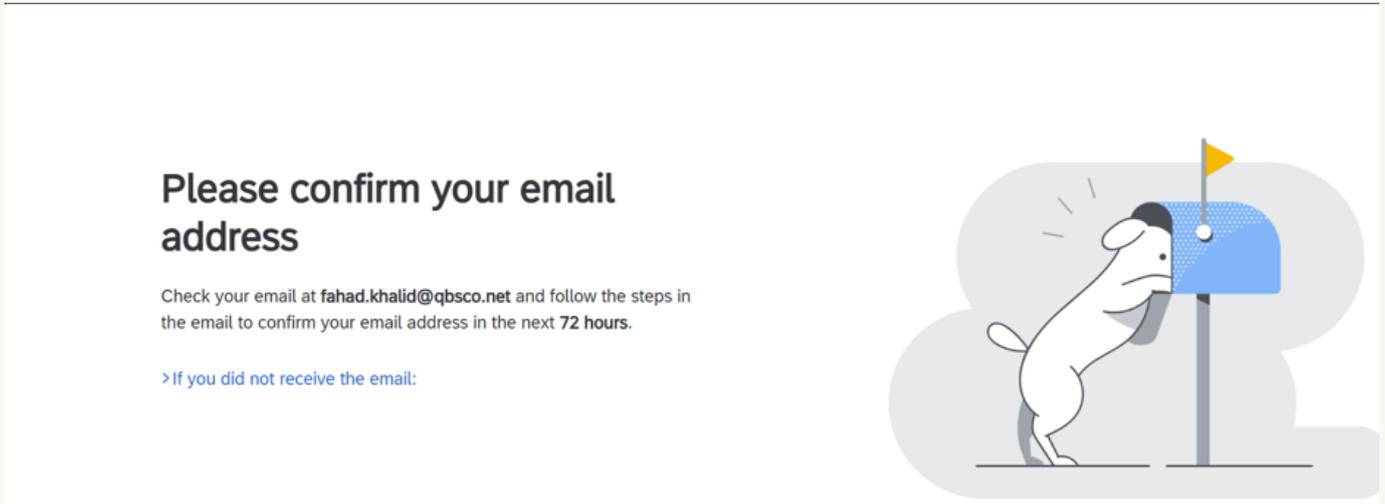
Once clicked on create new account, the supplier will be directed to new account creation form as below:

The screenshot shows a mobile application interface for creating a new account. On the left, there is a sidebar with the heading "Benefits of a business relationship on SAP Business Network" and four numbered points: 1. Digitalize your business, 2. Ensure sustainability and compliance, 3. Simplify the sales cycle, and 4. Explore new business opportunities. The main content area is titled "Saudi Real Estate" and contains the text "Create an account to connect and collaborate with Saudi Real Estate on SAP Business Network". Below this, there is a "Company information" section with the following fields: "DUNS number" (with a help icon), "Company (legal) name" (with the value "Test Supplier 0001"), "Country/Region" (with a dropdown menu showing "Saudi Arabia [SAU]"), "Address line 1" (with the value "Al Olaya street"), and "Address line 2" (empty).

This section of the form contains personal information fields. It includes "First name" (with the value "Ali") and "Last name" (with the value "Mohammad"). Below these is the "Email" field (with the value "fahad.khalid@qbsco.net") and a checkbox labeled "Use my email as my username" which is checked. There are two password fields: "Password" and "Repeat password", both with eye icons to toggle visibility. Below the password fields are two checkboxes: "I have read and agree with the Terms of Use." and "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.", both of which are checked. A note below the checkboxes reads: "Please see the Privacy Statement to learn how we process personal data." At the bottom of this section is a reCAPTCHA widget with the text "I'm not a robot" and a "Create account" button.

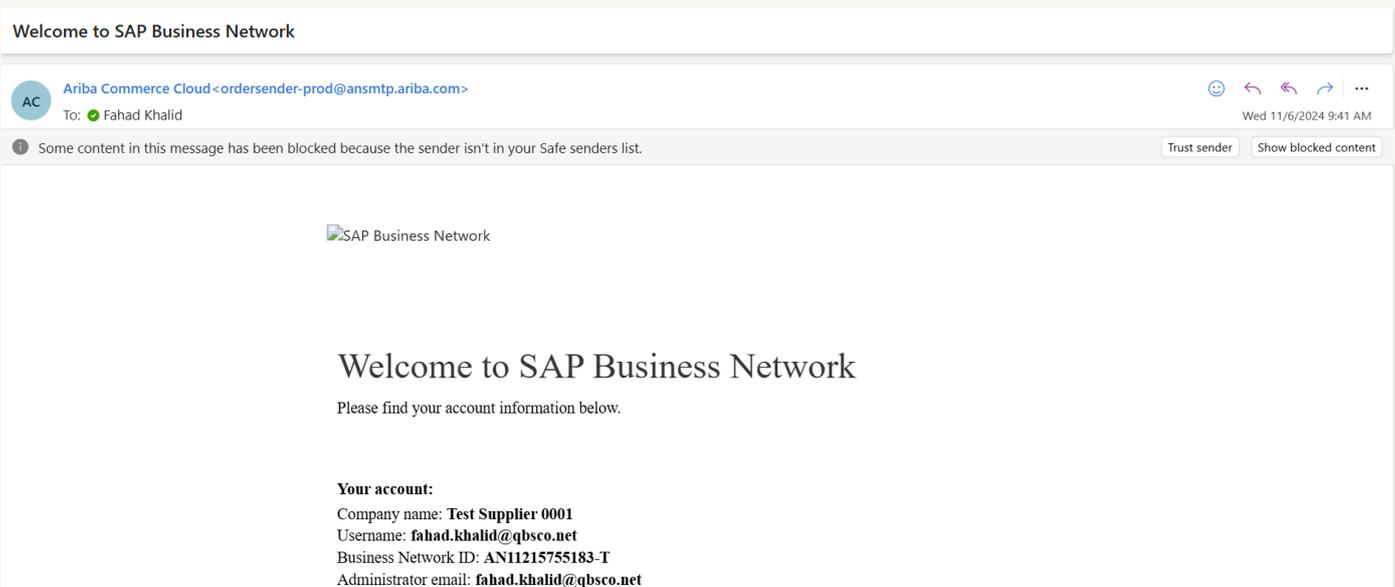
04

Once the new account creation is filled in and submitted, the supplier will be directed to log in screen of Ariba Network and will receive an email to verify their email address:



05

Once the email is verified the supplier will receive the account credentials in their email which will consists of important information as below:



06

After the supplier logs into the Ariba network. There will be Supplier Registration Questionnaire available to be filled in by the supplier. Click on the Registration Questionnaire, the supplier will be directed to the registration form.

The screenshot shows the SAP Ariba Proposals and Questionnaires interface. The user is logged in as Ali Mohammad (AM). The page displays a welcome message and a navigation menu. The main content area shows a list of Registration Questionnaires. The 'Supplier Registration Questionnaire' is highlighted with a red box. The table below shows the details of this questionnaire.

Title	ID	End Time	Status
Supplier Registration Questionnaire	Doc173499465	12/5/2024 6:35 PM	Invited

07

Once the form is submitted by the supplier, the supplier would be able to see that the form is now in approval process:

The screenshot shows the Ariba Sourcing interface. The user is logged in as Ali Mohammad. The page displays a console for the 'Supplier Registration Questionnaire' (Doc173499465). A green message box with a checkmark indicates that the response has been submitted. The main content area shows a list of documents, including 'Acknowledgement' (4.1).

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

Name	
3.8 Previous Experience Similar Work	
3.9 Contractor Customer Satisfaction	
3.10 Credit Report from Sama	
3.11 Financial Statement for the last 3 years	
4 Acknowledgement	
4.1 In signing this registration form below on behalf of _____, we confirm that all data and attached documents are correct and are under our responsibility. In addition we will undertake to notify Al Akaria promptly of any change in Designated Contacts, Authorized Signatories, and ownership in the company. Also, upon such a change in ownership, we will promptly provide Al Akaria with certified copies of all applicable Government documentation establishing the change in ownership, the ownership details and identity of any such new owners of the company.	Yes

Ariba Sourcing Company Settings Ali Mohammad Feedback Help Messages

< Go back to Saudi Real Estate-TEST Dashboard Desktop File Sync

Console Doc173499465 - Supplier Registration Questionnaire Pending Approval

You have submitted a response to the questionnaire.

All Content

Name ↑	
3.8 Previous Experience Similar Work	
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08

Furthermore, the supplier will also be notified that the registration process has been completed as below:

Ariba Administrator <no-reply@smtp.mn2.ariba.com> To: Fahad Khalid Wed 11/6/2024 10:10 AM

Some content in this message has been blocked because the sender isn't in your Safe senders list. Trust sender Show blocked content

Saudi Real Estate-TEST

Registration with Saudi Real Estate-TEST.

Congratulations! Saudi Real Estate-TEST has approved your supplier registration. Test Supplier 0001 has now been included in the supplier database of Saudi Real Estate-TEST.

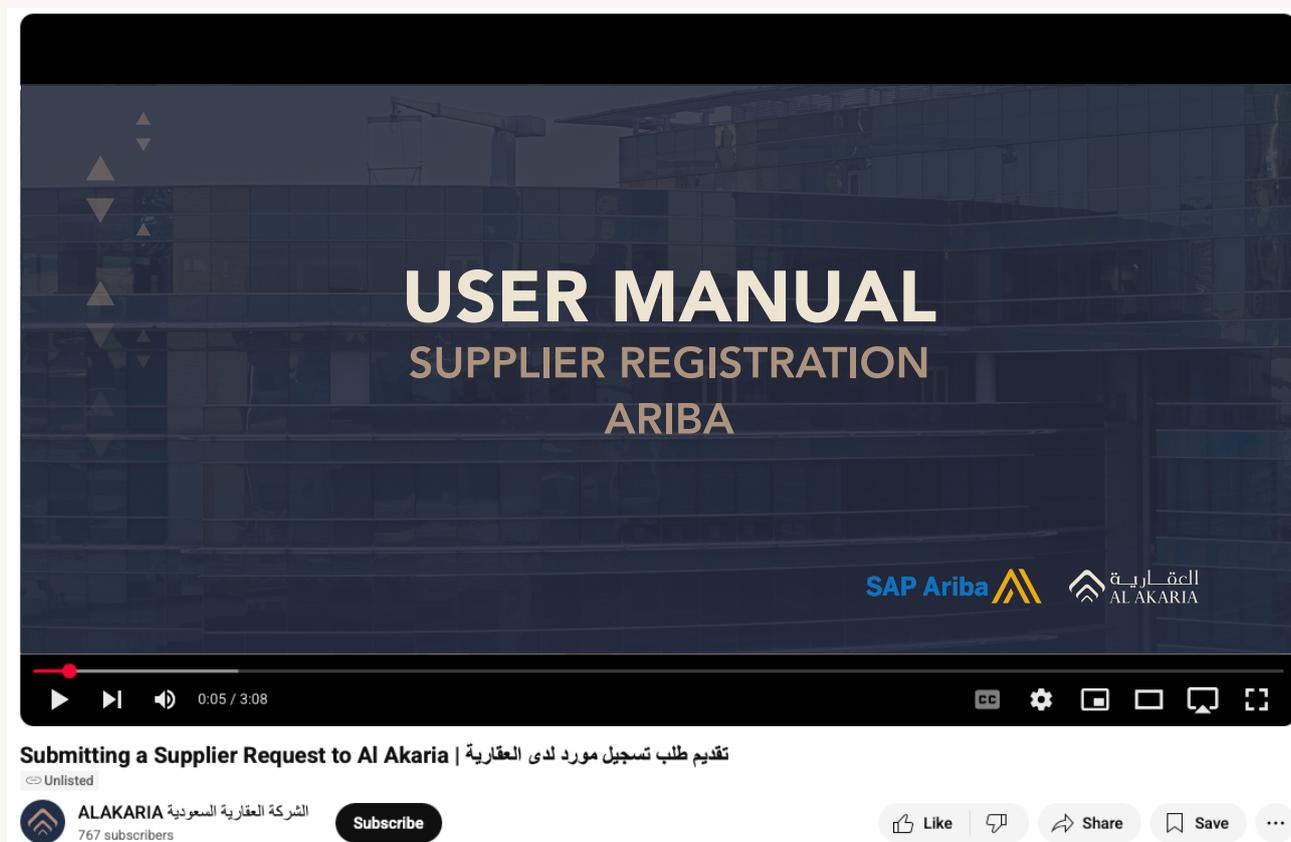
You will be notified when next steps of the supplier onboarding process require your attention.

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

Offices | Data Policy | Contact Us | Customer Support

Powered by SAP Ariba

To learn the steps for submitting your request
You can click the link here



For all inquiries or support requests, please contact us at: vm@al-akaria.com

Thank you