

USER MANUAL SUPPLIER REQUEST 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 request 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.

PROCESS FLOW:



Goto Al-Akaria website and click SUPPLIER'S PORTAL
Or use the below link:

[Click Here](#)

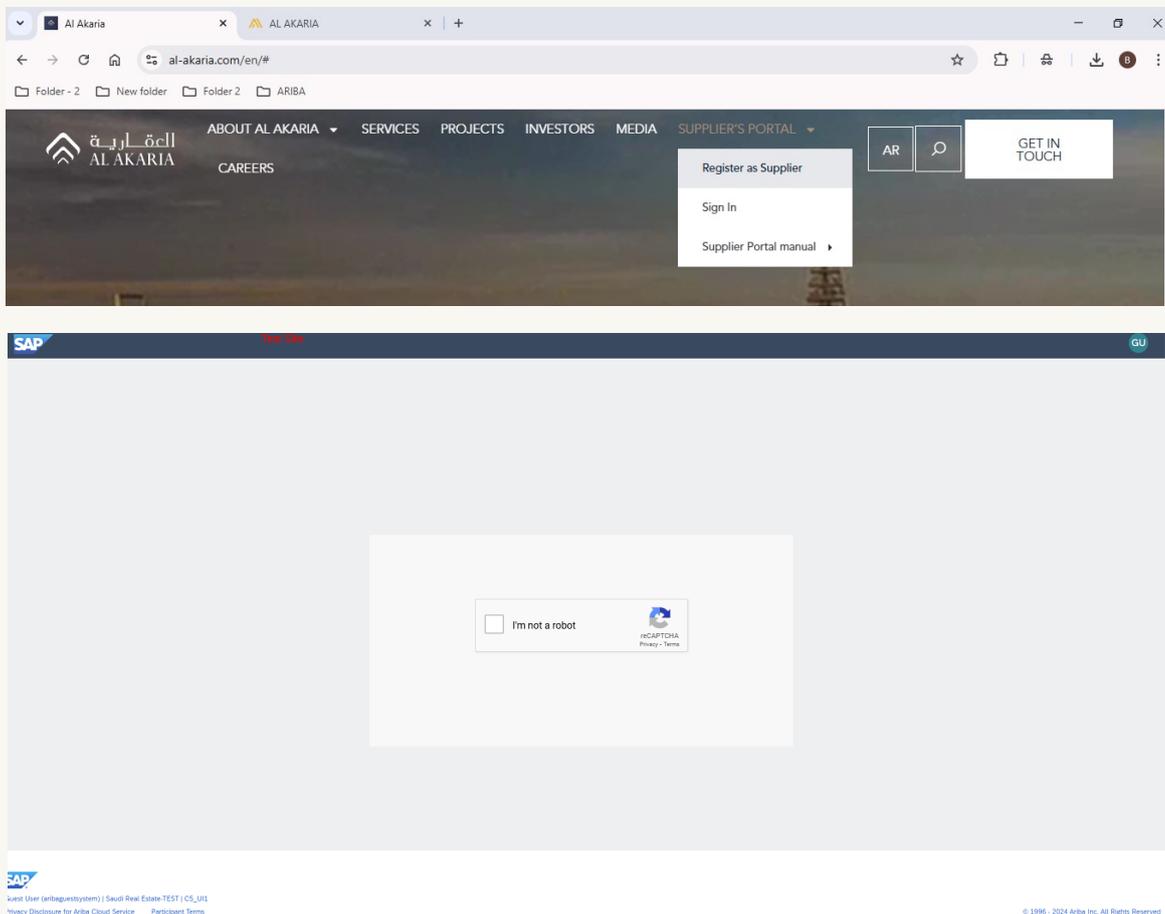
Let's go through the process step by step as shown below:

01

After logging into Ariba, you will see the welcome screen.

02

Click on Create drop down menu and then click "Register as Supplier"



03

Fill in the form with supplier information. Please note fields with red Asterix (*) is mandatory and cannot be skipped.

The screenshot shows a web browser window with the URL `s1.mn2.ariba.com/Sourcing/Main/aw?awh=r&awssk=7Hx7OXBeKexdge7S&realm=744318793&dard=1`. The page title is "Supplier self-registration request form". The form is divided into sections:

- 1 General Supplier Information**
 - 1.1 Supplier name - English * (text input)
 - 1.2 Supplier Name - Arabic (text input)
 - 1.3 Type of Supplier * (dropdown menu, currently showing "Local Vendor")
- 1.4 Supplier Office Address**

Enter your complete office address: Should not exceed 35 characters including space and special characters.

 - 1.4.1 Street * (text input)
 - 1.4.2 City * (text input)
 - 1.4.3 Postal Code * (text input)
 - 1.4.4 Country * (dropdown menu, currently showing "SA")

04

After filling in the relevant vendor details click on submit.

The screenshot shows the "Primary Supplier Contact" and "Additional Information" sections of the form:

- 2 Primary Supplier Contact**
 - 2.1 Contact Person (First Name) * (text input)
 - 2.2 Contact Person (Last Name) * (text input)
 - 2.3 Contact Person (Email) * (text input)
 - 2.4 Contact Person (Phone No) * (text input)
- 3 Additional Information**
 - 3.1 Category * (dropdown menu)
 - 5 Preferred communication language * (dropdown menu, currently showing "EN")
 - 6 Detailed Company Profile * (button labeled "Upload File")
 - 7 How did you know about Al-Akaria Saudi Real Estate Company? (text input)

At the bottom right, there are "Submit" and "Cancel" buttons.

05

Once submitted, you will see confirmation of form submission.

The screenshot shows the SAP interface for a 'Supplier request form'. At the top, a dark blue header contains the SAP logo and navigation icons. Below the header, a message box with a red border contains the text: 'Your supplier request submission is in progress. Once it is complete, you can view the submitted request.' The main content area is titled 'Supplier request form' and includes a 'Done' button. The form is organized into sections: '1 General Supplier Information', '1.4 Supplier Office Address', and '2 Primary Supplier Contact'. Each section contains specific fields with their values.

Section	Field	Value
1 General Supplier Information	1.1 Supplier name - English	Test Supplier 0001
	1.2 Supplier Name - Arabic	
	1.3 Type of Supplier	Local Vendor
1.4 Supplier Office Address	1.4.1 Office Address	At Olaya street Riyadh, 47473 Saudi Arabia
	Enter your complete office address	
2 Primary Supplier Contact	2.1 Contact Person (First Name)	Ali
	2.2 Contact Person (Last Name)	Mohammad
	2.3 Contact Person (Email)	Ali.m@al-akaria.com

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



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Thank you