



# SAP Ariba – Supplier Onboarding

Tabreed & Group Entities

January 2023

# Supplier Benefits of using SAP Ariba

## **Document status**

- Once Purchase Orders are approved by Tabreed & Group Entities, you will instantly receive them in your Ariba Network account
- Timely Invoice and PO status updates in a single channel of interaction

## **Highly efficient, automated, and secured document process**

- Purchase Orders will be automatically flipped into invoices to reduce chances of errors
- End-to-end visibility

## **Lower administrative costs resulting from electronic document processing**

- Elimination of paper

## **Increased exposure to new business opportunities**

- Other Ariba Customers using the Ariba Network

## Demonstration

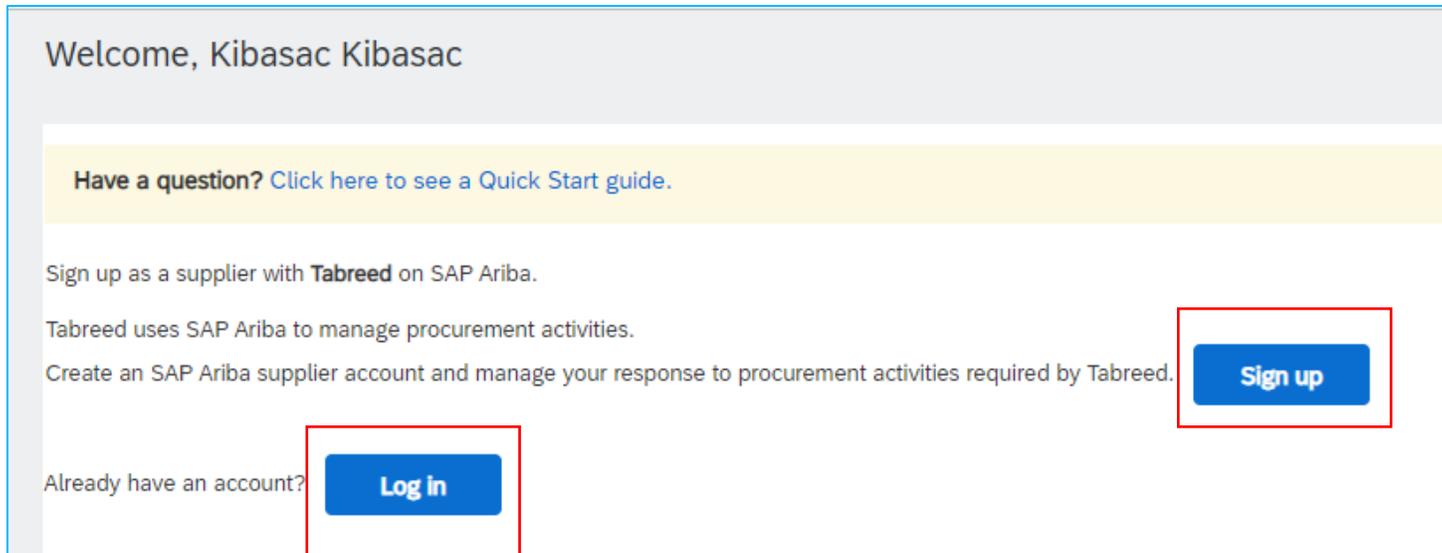


Please go through the following screenshots, as this will help you in getting registered as a supplier with Tabreed & Group Entities.

# Step 1 – Supplier Registration on Ariba (1/2)

If you have received an email invitation from us, click the link within the email message.  
When Ariba Network displays the welcome page, select one of the following options:

- If you already have a **Standard** (free) Ariba account, click **Log in**.
- If you do not have an account, click **Sign up**.
- If you already have an **Enterprise** (paid) Ariba account, click **sign up** to register a standard account (free).



## Step 2 – Supplier Registration on Ariba (2/2)

Complete all the necessary fields as shown below and submit for creating an ARIBA Network ID

Company information

Company Name:\*

Country/Region:\*  If your main office is in a different country, please select that country here.

Address:\*

Postal Code:

City:\*

State:\*

User account information

Name:\*   SAF

Email:\*

Browse Product and Service Categories Didn't find what you were looking for? Try Search »

- Agricultural & Fishing Services >
- Apparel, Luggage & Personal Care >
- Chemicals >
- Cleaning Supplies >
- Computer Hardware, Software & Telecom >
- Construction & Maintenance Services >
- Construction Materials >
- Additives >
- Colorants >
- Compounds & Mixtures >
- Elements & Gases >
- Explosive Materials >
- Solvents >
- Waxes & Oils >
- Color compounds and dispersions > ✓
- Dyes > ✓
- Pigments > ⊕

My Selections (4)

- Anti oxidants [\(View\)](#)
- Anti gas migration agents [\(View\)](#)
- Dyes [\(View\)](#)
- Color compounds and dispersions [\(View\)](#)

# Step 3 – Supplier Registration with Tabreed (1/6)

## Section 1 of the supplier registration questionnaire:

- Once you see this screen, you have landed on the registration questionnaire page specific to Tabreed Group & Entities.
- Please keep in mind to submit your registration questionnaires as soon as possible (within the time limit provided at the top-right of your screen).
- Street: Please keep in mind that the maximum length of this section is 60 characters.

# Step 3 – Supplier Registration with Tabreed (2/6)

Console Doc182603892 - Supplier Registration Questionnaire Time remaining 9 days 23:44:14

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

All Content

1 General Supplier Inf...

2 Bank Information

3 Commercial Registrat...

Some of the information in this questionnaire has changed. It now includes the most current information from the buyer's systems.

All Content

Name ↑

1 General Supplier Information

1.1 Registration for the following company: \* Unspecified

1.2 Supplier Legal Name: \* Komasac LLC

1.3 Please select the categories that your organization is registering for: \*(select a value) [ select ]

1.4 Phone No. **Disclaimer:** Please enter a phone number in the format starting with country code (ex: +966xxxxxxxx) \* \*

1.5 Main Address: ⓘ

Street: \*

City: \* Abu Dhabi

State/Province/Region: ⓘ

PO BOX: \* 99999

## Section 1 of the supplier registration questionnaire:

- PO Box: Please ensure to not add spaces

# Step 3 – Supplier Registration with Tabreed (3/6)

- 1 General Supplier Inf...
- 2 Bank Information
- 3 Commercial Registrat...

Section 2 of the supplier registration questionnaire

No Spaces in Postal code  
Sample: 098765

Limit is 6 characters,  
see sample

Bank Account Information: ⓘ

State/Province/Region:	Sample: AD / RAK/ DXB
Postal Code:	789065
Account Holder Name:	Komasac LLC
Bank Key/ABA Routing Number:	035

- Once you reach **section 2** (bank information) in the registration questionnaire, make sure you insert the correct **Bank Key**
- [Click here](#) to find the bank key specific to your bank

# Step 4 – Supplier Registration with Tabreed (4/6)

- 1 General Supplier Inf...
- 2 Bank Information
- 3 Commercial Registrat...

← Section 2 of the supplier registration questionnaire

Account number must not contain Any spacing or special characters



IBAN Number must not contain spacing or special characters



Account Number:

IBAN Number:

SWIFT Code:

Bank Control Key:

**Note:** Bank Letter attached on the registration should be stamped on Bank Letterhead & dated no older than 6 months

# Step 5 – Supplier Registration with Tabreed (5/6)

1 General Supplier Inf...  
2 Bank Information  
3 Commercial Registrat...

Section 3 of the supplier registration questionnaire

Commercial Registration Information (Section 3 of 3) << Prev. [grid icon]

Name ↑	
▼ 3 Commercial Registration Information	
3.1 Country of Commercial Registration:	ARE [ select ]
3.2 Commercial Registration Number:	* 4555
3.3 If your name is not mentioned on the Trade License - please provide a Power of Attorney Certificate	Attach a file
3.4 VAT/ Sales Tax number(s):	<input type="text"/>
3.5 Supporting Tax Attachments: ⓘ	Attach a file 📎

(\* indicates a required field)

VAT ID under Commercial Registration should be left blank if the selected country for the field “Country of Commercial registration” is **outside UAE**

# Step 5 – Supplier Registration with Tabreed (6/6)

- Upon completion of **sections 1, 2, and 3**, click on **save draft** to make sure everything is completed.
- Once you see the text in green with the ✓-symbol, you can proceed with **submitting the entire response**.

Console Doc182603892 - Supplier Registration Questionnaire Time remaining 9 days 23:26:05

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

- All Content
- 1 General Supplier Inf...
- 2 Bank Information
- 3 Commercial Registrat...

Commercial Registration Information (Section 3 of 3) Prev.

Name ↑

3 Commercial Registration Information

3.1 Country of Commercial Registration:	ARE [ select ]
3.2 Commercial Registration Number:	* CN-103224
3.3 If your name is not mentioned on the Trade License - please provide a Power of Attorney Certificate	Attach a file
3.4 VAT/ Sales Tax number(s):	9876762223451
3.5 Supporting Tax Attachments: ⓘ	Attach a file 📎

(\*) indicates a required field

Submit Entire Response Save draft | Compose Message Excel Import

## Step 6 – Other Questionnaires

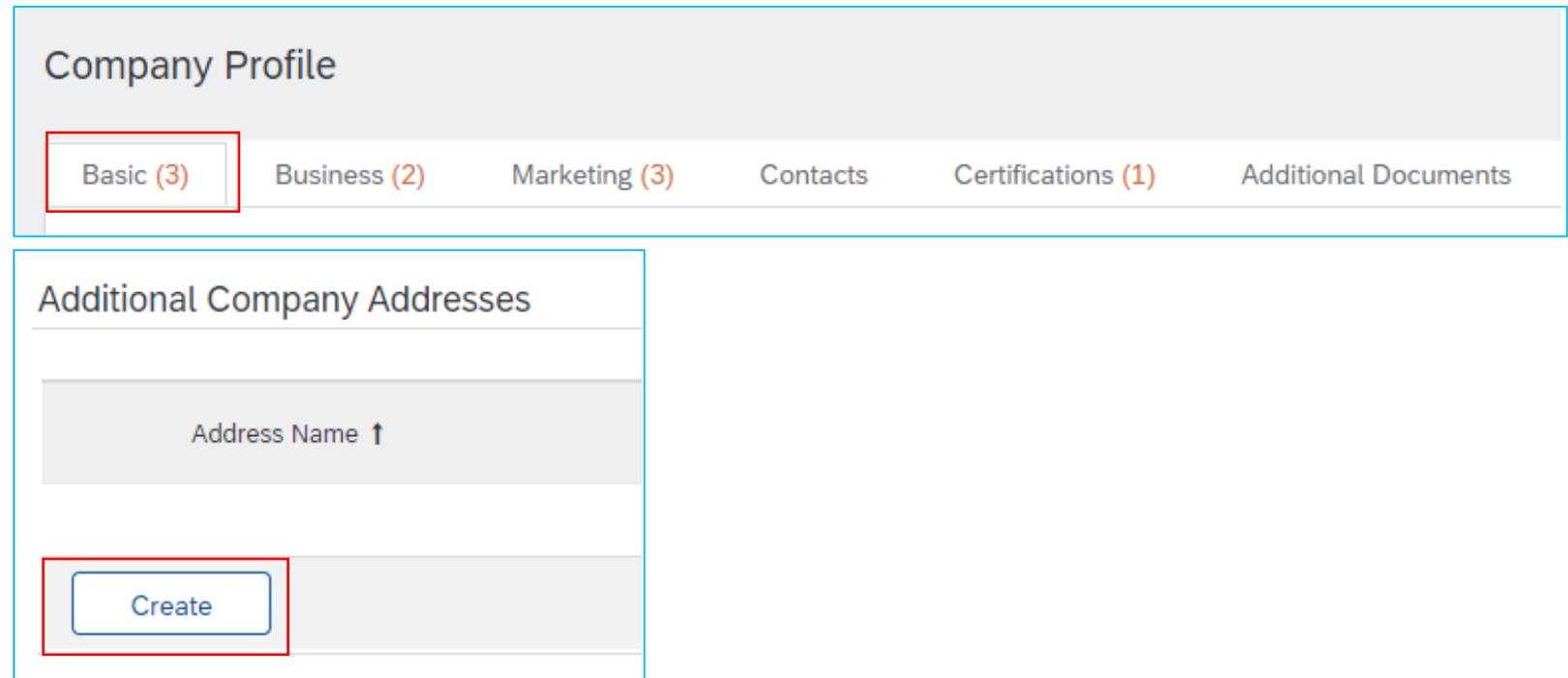
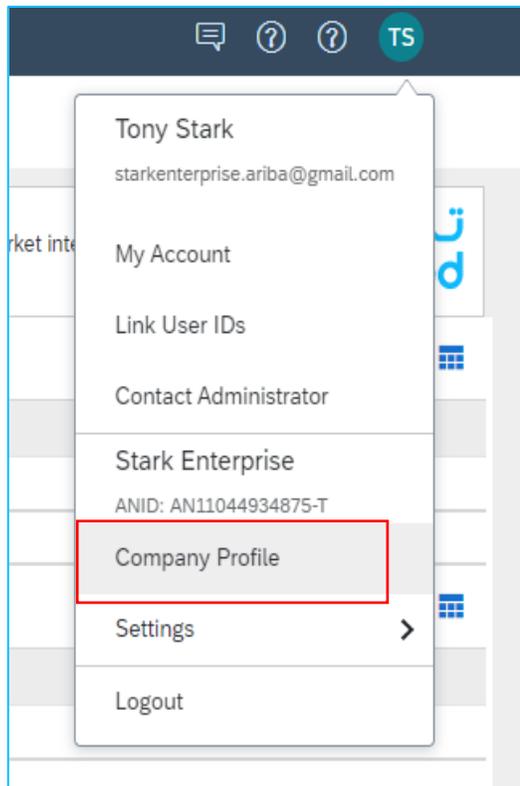
Repeat the same steps for the remaining questionnaires, as seen below

Registration Questionnaires					
Title	ID	End Time ↓	Status		
▼ Status: Open (2)					
Supplier Registration Questionnaire	Doc182041808	2/24/2023 8:30 PM	Registered		
HSEQ	Doc182041810	2/16/2023 10:30 AM	Registered		
Qualification Questionnaires					
Title	ID	End Time ↓	Commodity	Regions	Status
▶ Status: Completed (1)					
Questionnaires					
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (2)					
Commercial Registration	Doc182041836	2/16/2023 10:23 AM	(no value)	(no value)	Approved
HSEQ and Quality Management Certificates	Doc182041853	2/16/2023 10:16 AM	(no value)	(no value)	Approved

## Step 7 – Updating VAT (only for UAE licensed suppliers)

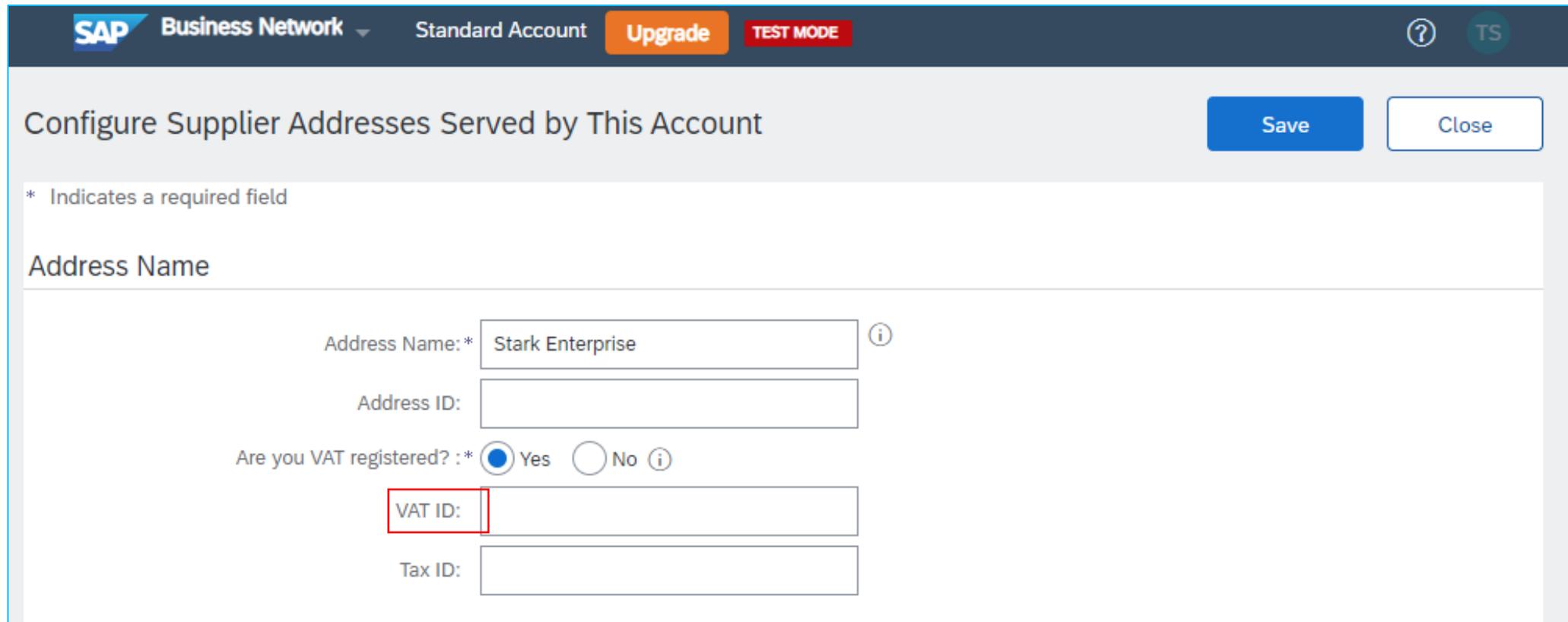
It is mandatory that you update your VAT ID (if applicable) in your Ariba network company profile before submitting your first invoice

- Go to [supplier.ariba.com](https://supplier.ariba.com) and log in using your Ariba Account credentials
- From the top right corner of your screen, click on “Account Settings” then choose “**Company Profile**”
- Under the Basic tab, go to the **Additional Company Addresses** section and click “**Create**”



## Step 7 – Updating VAT (only for UAE licensed suppliers)

- Fill out your VAT ID (*in UAE it is a 15-digit number*)
- Click “**Save**”



The screenshot shows the SAP Business Network interface for configuring supplier addresses. The header includes the SAP logo, 'Business Network', 'Standard Account', 'Upgrade' button, and 'TEST MODE' button. The main title is 'Configure Supplier Addresses Served by This Account', with 'Save' and 'Close' buttons. A note states '\* Indicates a required field'. The form fields are: 'Address Name' (text box with 'Stark Enterprise' and an info icon), 'Address ID' (text box), 'Are you VAT registered?' (radio buttons for 'Yes' and 'No', with 'Yes' selected and an info icon), 'VAT ID' (text box, highlighted with a red border), and 'Tax ID' (text box).

# SAP Business Networks – Account Types

Ariba Standard Account

<https://www.ariba.com/ariba-network/ariba-network-for-suppliers>

Ariba Enterprise Account

<https://www.ariba.com/ariba-network/ariba-network-for-suppliers/accounts-and-pricing>

Guide on Ariba

<https://my.ariba.com/new-supplier-experience>

Ariba Support

<https://helpcenter.ariba.com/index.html?sap-language=en>

General Questions – [Click here](#)

## Document Checklist: (Required to be uploaded in Registration & Qualification Questionnaire)

- ✓ Commercial registration certificate
- ✓ VAT registration certificate
- ✓ Bank details on stamped bank letterhead no older than 6 months
- ✓ Quality accreditation certificates, ISO, BS, industry-specific, etc. for service providers
- ✓ HSEQ policies, procedures & manuals for service providers
- ✓ Most recent audited financial statement
- ✓ Power of attorney or authorization letter to the person authorized to register
- ✓ Sustainability policy/initiatives and related certificates
- ✓ Anti-corruption and bribery policy
- ✓ Portfolio of customers/ previous works
- ✓ Company profile and catalog

# Glossary of Terms

Term	Definition
<b>ANID</b>	The Ariba Network ID is a unique identifier for a buyer or supplier. The term is also referred to as Network ID in some CSV files and was formerly called Ariba Supplier Network (SN) ID.
<b>Ariba Network</b>	Ariba Network gives companies a comprehensive, shared business solution that automates and streamlines multiple business processes, from trading partner discovery to transaction management to financial settlement.
<b>Line Item</b>	A specific named product or service on a transactional business document (such as a purchase order, expense report, or invoice). Business documents can have multiple line items and each line item is for a specific named quantity or amount.
<b>Lot</b>	In a sourcing event, a lot is a group of one or more line items. The price of a lot is the combined total of all the items in the lot.
<b>AN registration</b>	The process by which a supplier creates an account on Ariba Network.
<b>Sourcing Event</b>	The bidding document (RFI, RFP, Auction) that serves as a foundation for all supplier responses / proposals.

