

USER MANUAL

ARIBA SUPPLIER REGISTRATION



NEOM

TABLE OF CONTENTS

ARIBA SUPPLIER REGISTRATION PROCESS

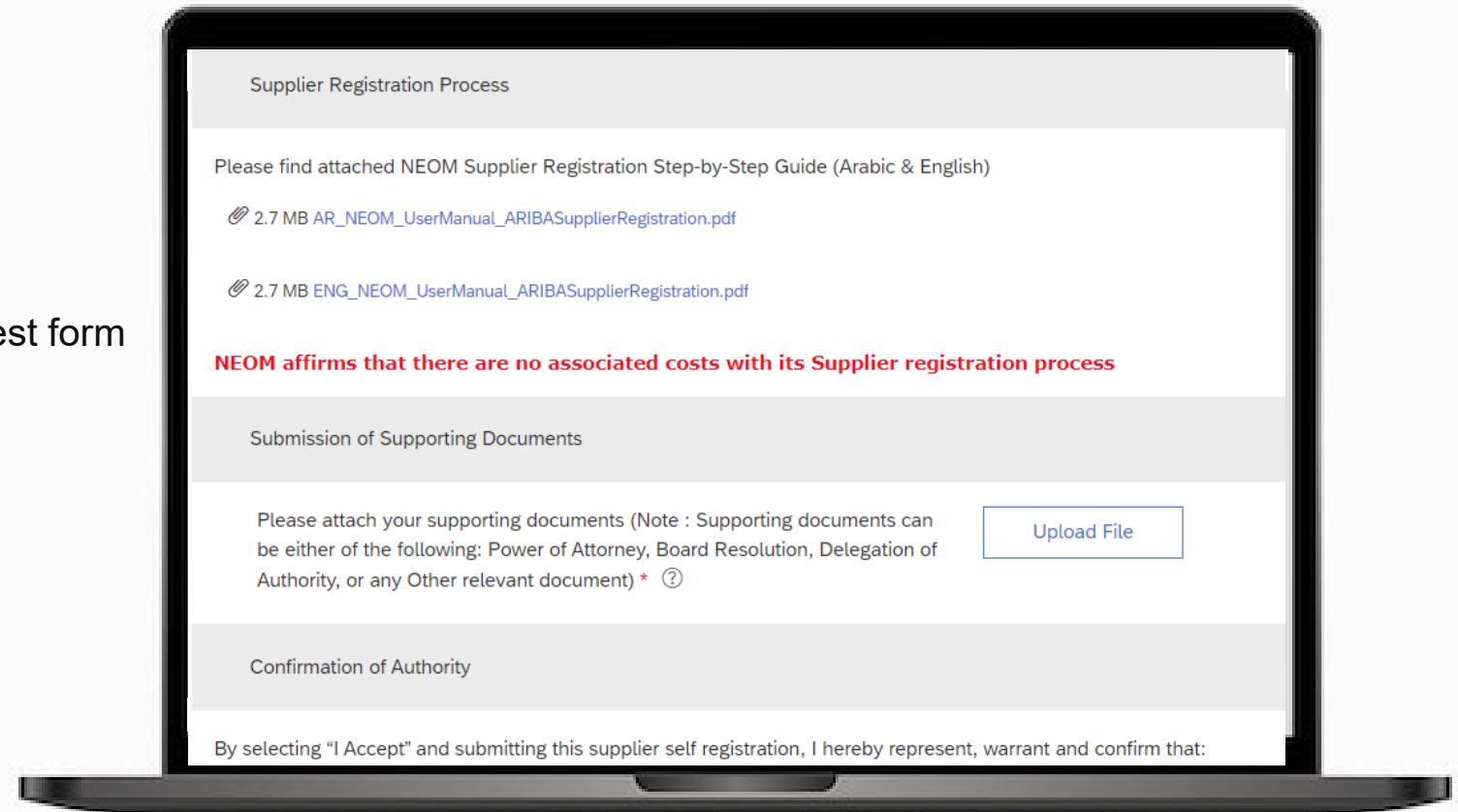
- 1 Supplier Self-Registration
- 2 Responding to the Invitation for Registration
- 3 Creating your supplier account on the Ariba Network
- 4 Responding to NEOM's Supplier Registration Questionnaire
- 5 Overview of your Ariba Supplier Dashboard
- 6 Contact Information

N.B. Throughout the entire process, you should only use English alphabet letters to input all the necessary information.

SUPPLIER SELF-REGISTRATION

ACCESS SELF-REGISTRATION FORM

1 Access ARIBA self-registration request form



Supplier Registration Process

Please find attached NEOM Supplier Registration Step-by-Step Guide (Arabic & English)

[2.7 MB AR_NEOM_UserManual_ARIBASupplierRegistration.pdf](#)

[2.7 MB ENG_NEOM_UserManual_ARIBASupplierRegistration.pdf](#)

NEOM affirms that there are no associated costs with its Supplier registration process

Submission of Supporting Documents

Please attach your supporting documents (Note : Supporting documents can be either of the following: Power of Attorney, Board Resolution, Delegation of Authority, or any Other relevant document) * [?](#)

[Upload File](#)

Confirmation of Authority

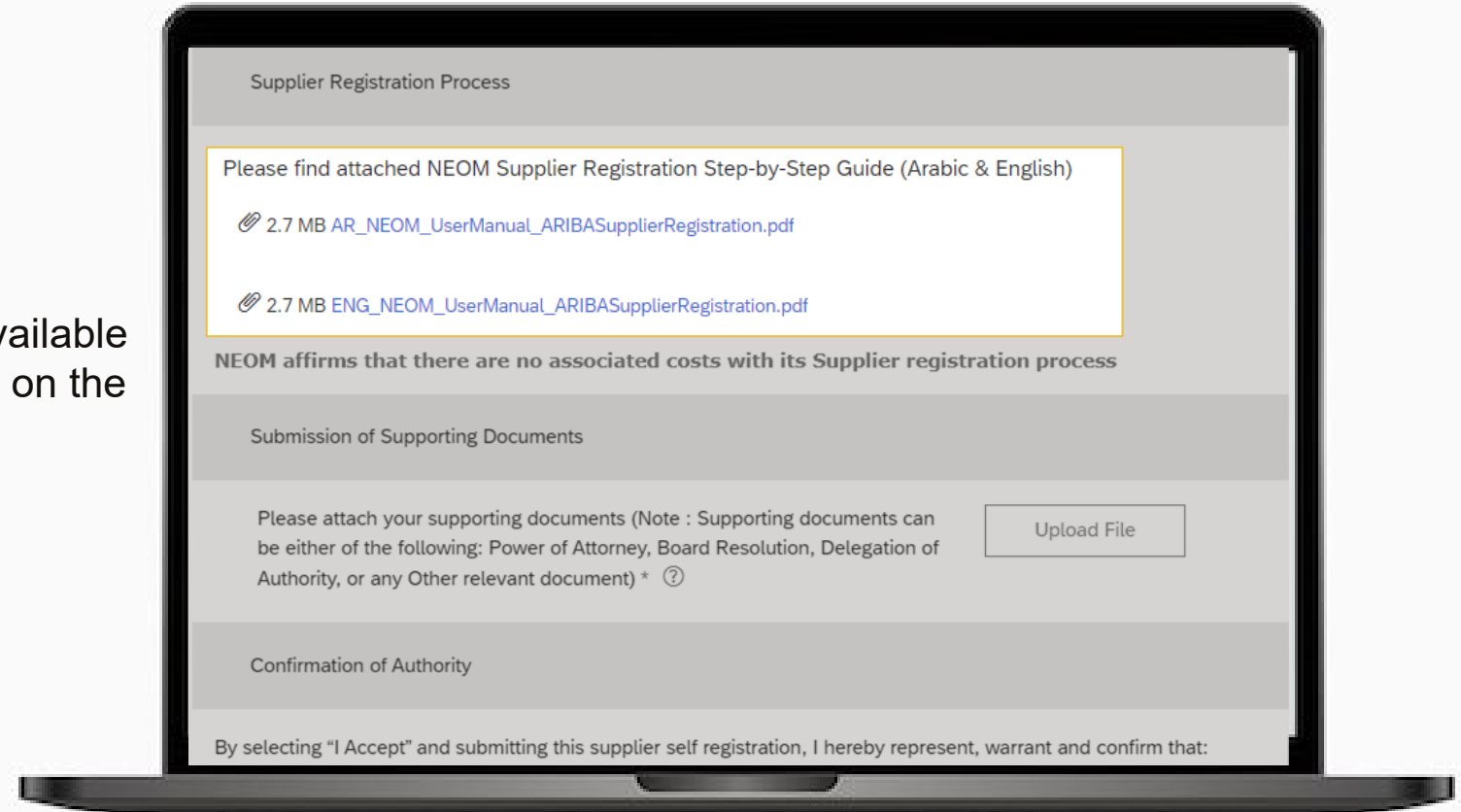
By selecting "I Accept" and submitting this supplier self registration, I hereby represent, warrant and confirm that:

N.B. Access the Ariba *Supplier self-Registration Request Form* by clicking on this [LINK](#)

SUPPLIER SELF-REGISTRATION

DOWNLOAD NEOM'S USER MANUAL

- 2** Download NEOM's user manual (available in Arabic and English) for guidance on the registration process



SUPPLIER SELF-REGISTRATION

UPLOAD RELEVANT DOCUMENTS

3 Upload your company registration certificate or any relevant document, such as:

- Commercial registration certificate
- Incorporation certificate
- UK House registration
- Or other relevant documents

4 For Joint Venture registrations or consortia:

- KSA Companies: Upload JV ZAKAT certificate
- Other Global Companies: Upload commercial registration certificate, incorporation certificate, or equivalent..

Supplier Registration Process

Please find attached NEOM Supplier Registration Step-by-Step Guide (Arabic & English)

📎 2.7 MB AR_NEOM_UserManual_ARIBASupplierRegistration.pdf

📎 2.7 MB ENG_NEOM_UserManual_ARIBASupplierRegistration.pdf

NEOM affirms that there are no associated costs with its Supplier registration process

Submission of Supporting Documents

Please attach your supporting documents (Note : Supporting documents can be either of the following: Power of Attorney, Board Resolution, Delegation of Authority, or any Other relevant document) * ?

[Upload File](#)

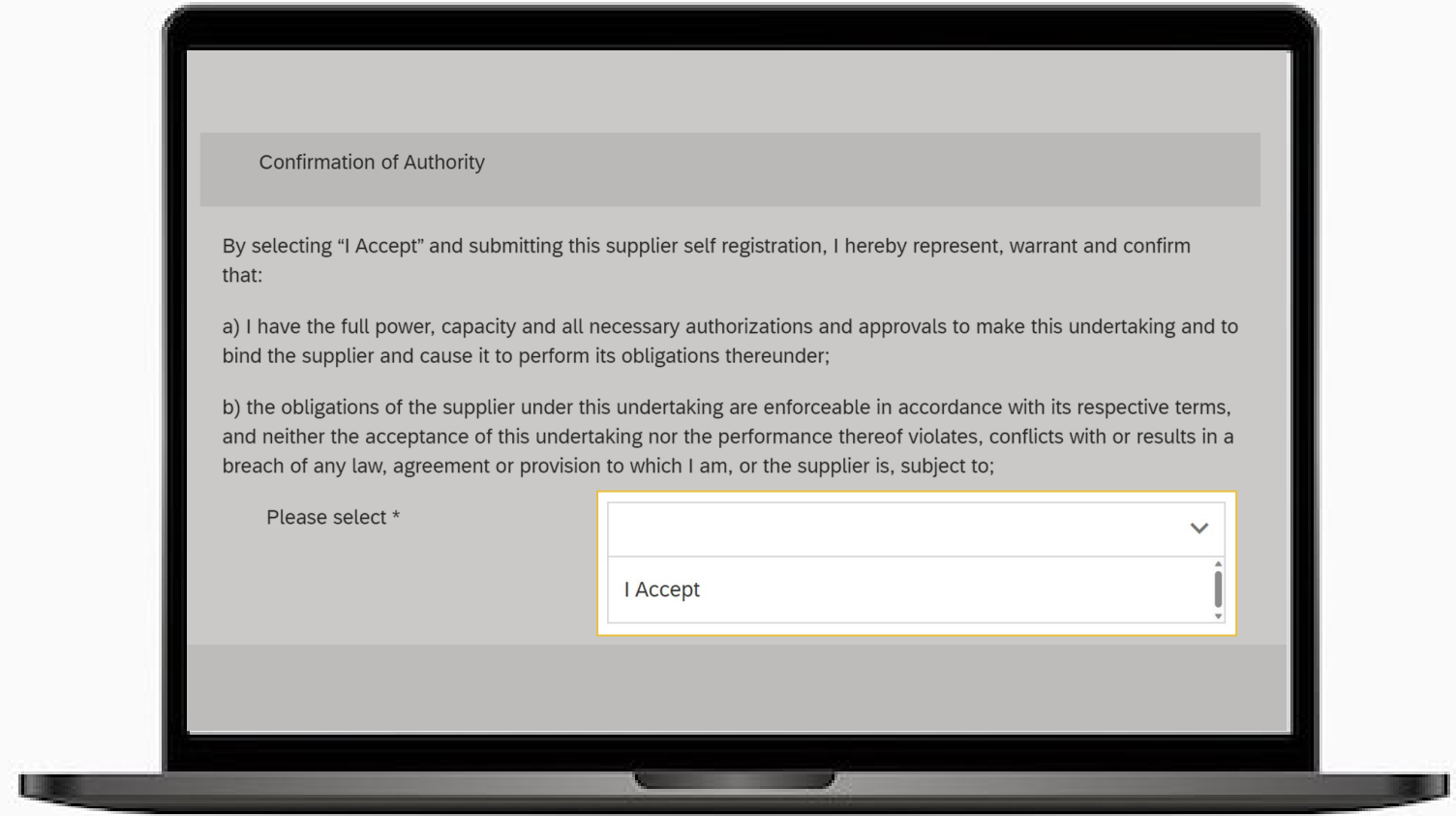
Confirmation of Authority

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

SUPPLIER SELF-REGISTRATION

CONFIRMATION OF AUTHORITY

5 Accept the Confirmation of Authority



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;

Please select *

I Accept


SUPPLIER SELF-REGISTRATION

NEOM'S CODE OF CONDUCT COMPLIANCE

- 6** Download and read the *Supplier code of Conduct*
- 7** Acknowledge you have read the Supplier code of conduct
- 8** Accept that you agree to abide by NEOM's code of conduct

Confirmation of Compliance with the NEOM Code of Conduct

Please refer to the attached Code of Conduct and acknowledge you have read it *

 1.44 MB SUPPLIER CODE...

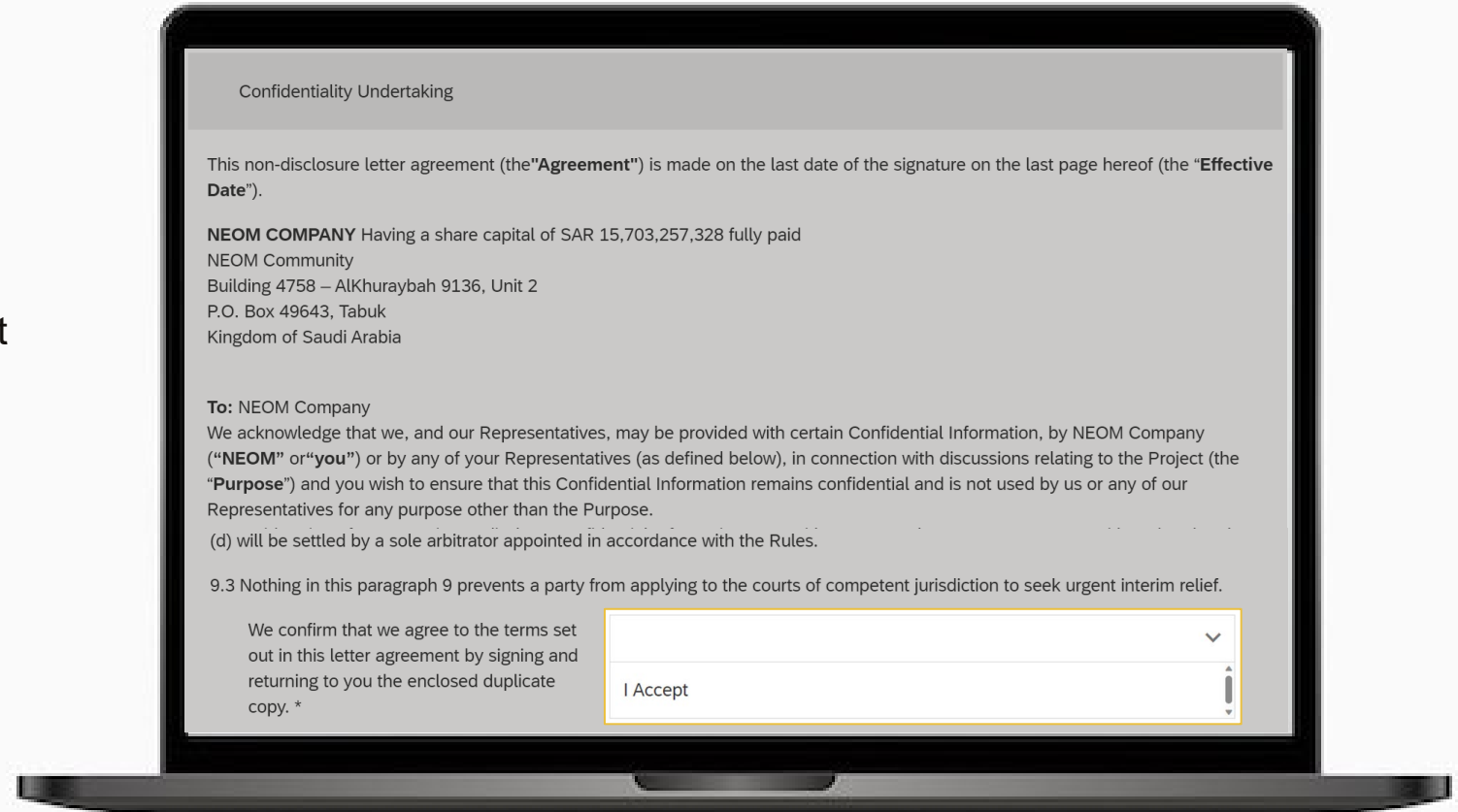
I, on behalf of the `Supplier`, hereby acknowledge and agree to abide by the Code of Conduct *

I Acknowledge

I Accept

SUPPLIER SELF-REGISTRATION CONFIDENTIALITY AGREEMENT

9 Accept the Confidentiality Agreement



SUPPLIER SELF-REGISTRATION

SUPPLIER INFORMATION

10 Fill in Supplier information

The screenshot shows a laptop screen with a registration form titled "SUPPLIER INFORMATION". The form includes the following fields:

- Supplier Name *
- Main Address *
 - Street * ⓘ
 - House Number ⓘ
 - Street 2 ⓘ
 - Street 3 ⓘ
 - District ⓘ
 - Postal Code * ⓘ
 - City * ⓘ
 - Country * ⓘ

SUPPLIER SELF-REGISTRATION

SUBMIT SELF-REGISTRATION FORM

11 Submit the form

The screenshot shows a laptop screen with a registration form. The form includes the following fields and values:

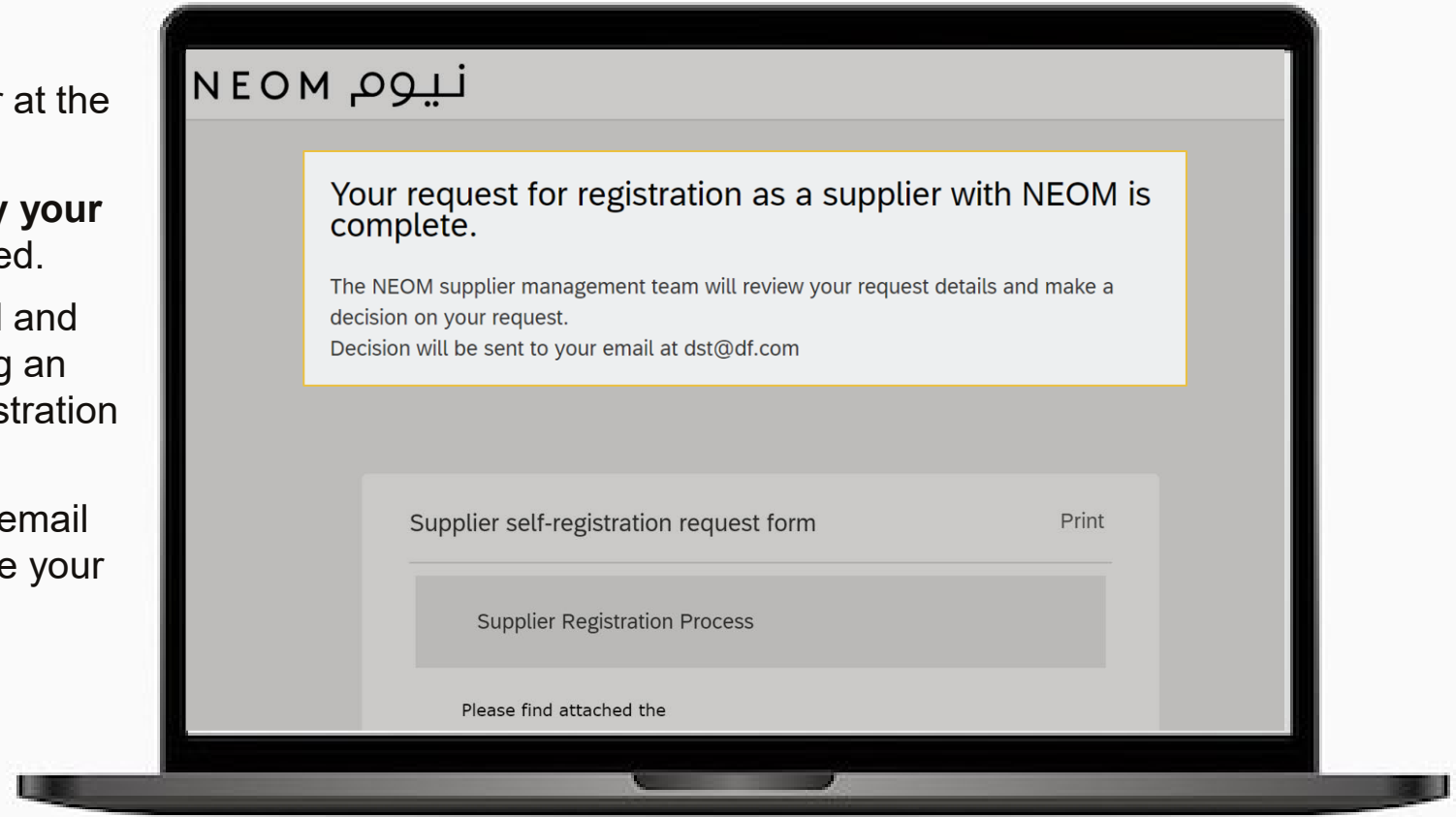
- Country/Region * ? : Test
- Contact First Name * : test
- Contact Last Name * : test
- Contact Email * : test@test.com
- Contact No. * : test

At the bottom right of the form, there is a blue **Submit** button and a **Cancel** link. The **Submit** button is highlighted with a yellow border.

SUPPLIER SELF-REGISTRATION

CONFIRMATION OF SUCCESSFUL SUBMISSION

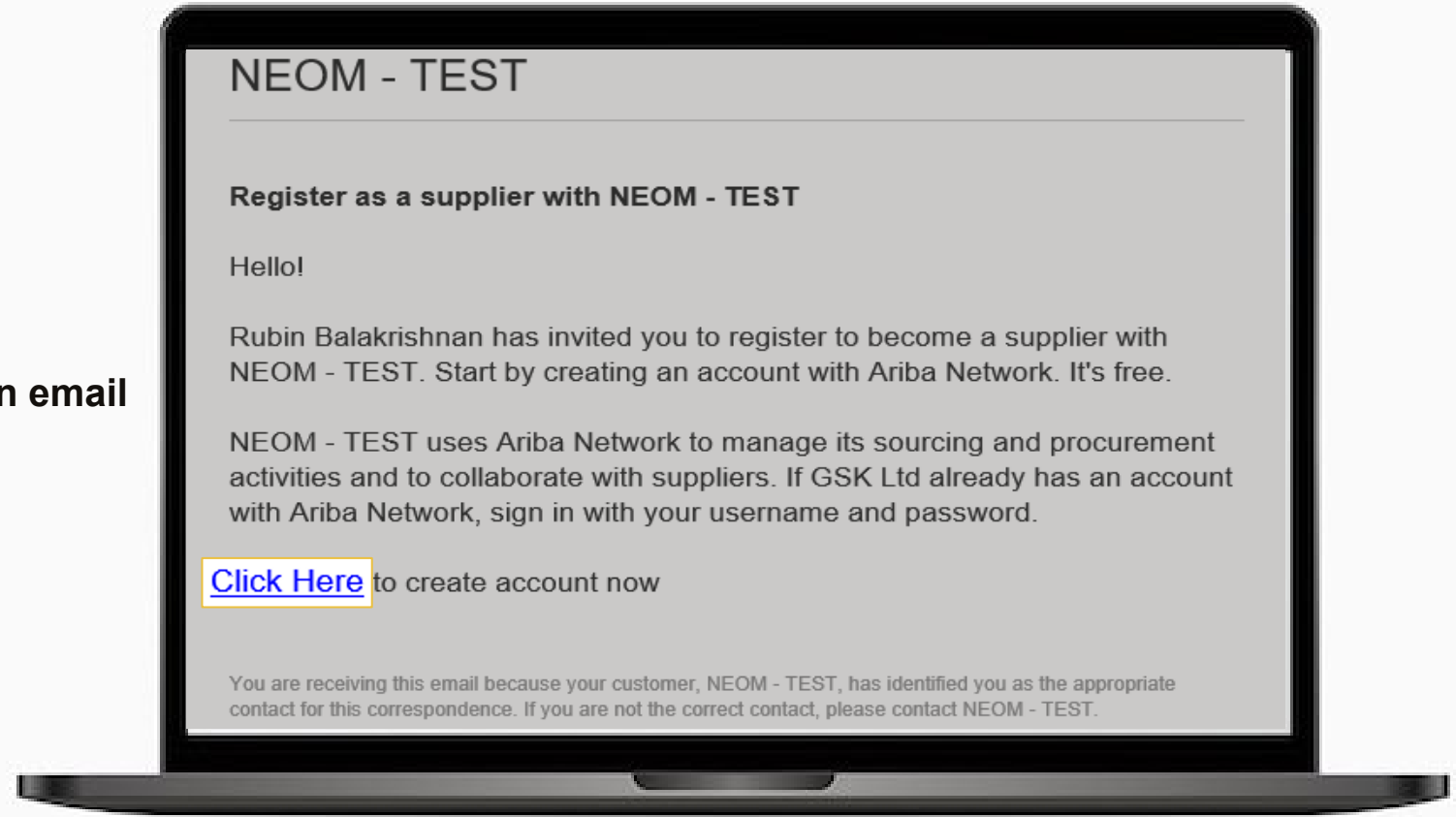
- 12 A **confirmation message** will appear at the top of the page
- 13 Ariba will send you an **email to verify your registration** once it has been reviewed.
 - **If approved:** you will be notified and receive another email containing an invitation link to finalize the registration process (refer to page 12).
 - **If declined:** you will receive an email with feedback on how to improve your registration.



N.B. Initial approval only grants partial registration, allowing involvement in any project you are invited to.

RESPONDING TO 'INVITATION FOR REGISTRATION' INVITATION LINK

- 1 Open your **email inbox**
- 2 Click on the **link** in NEOM's **invitation email**

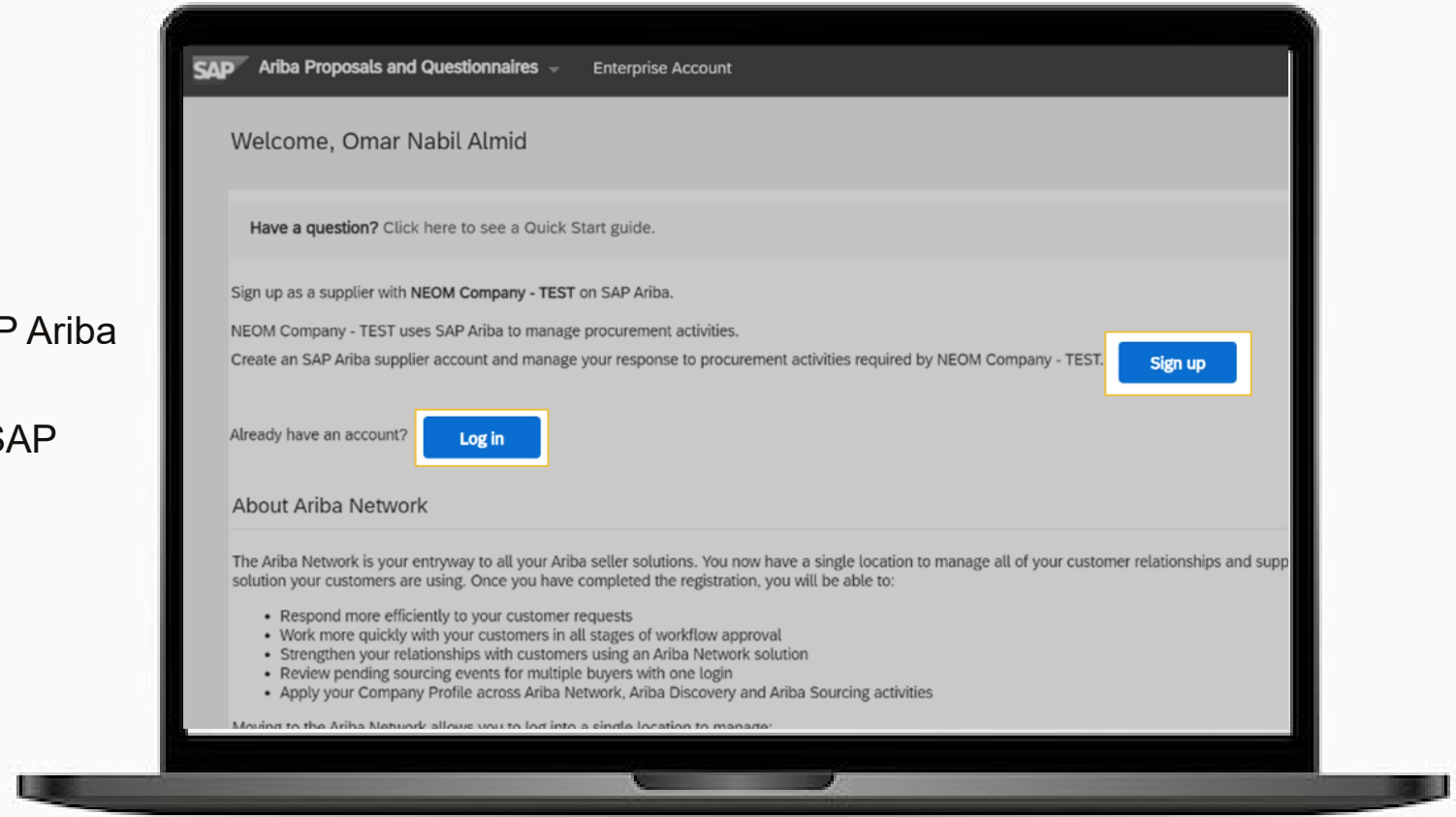


N.B. Invitation email will only be received after NEOM's Supplier Enablement team has reviewed and approved your request

CREATING YOUR ARIBA SUPPLIER ACCOUNT

ACCESS ARIBA SUPPLIER PORTAL

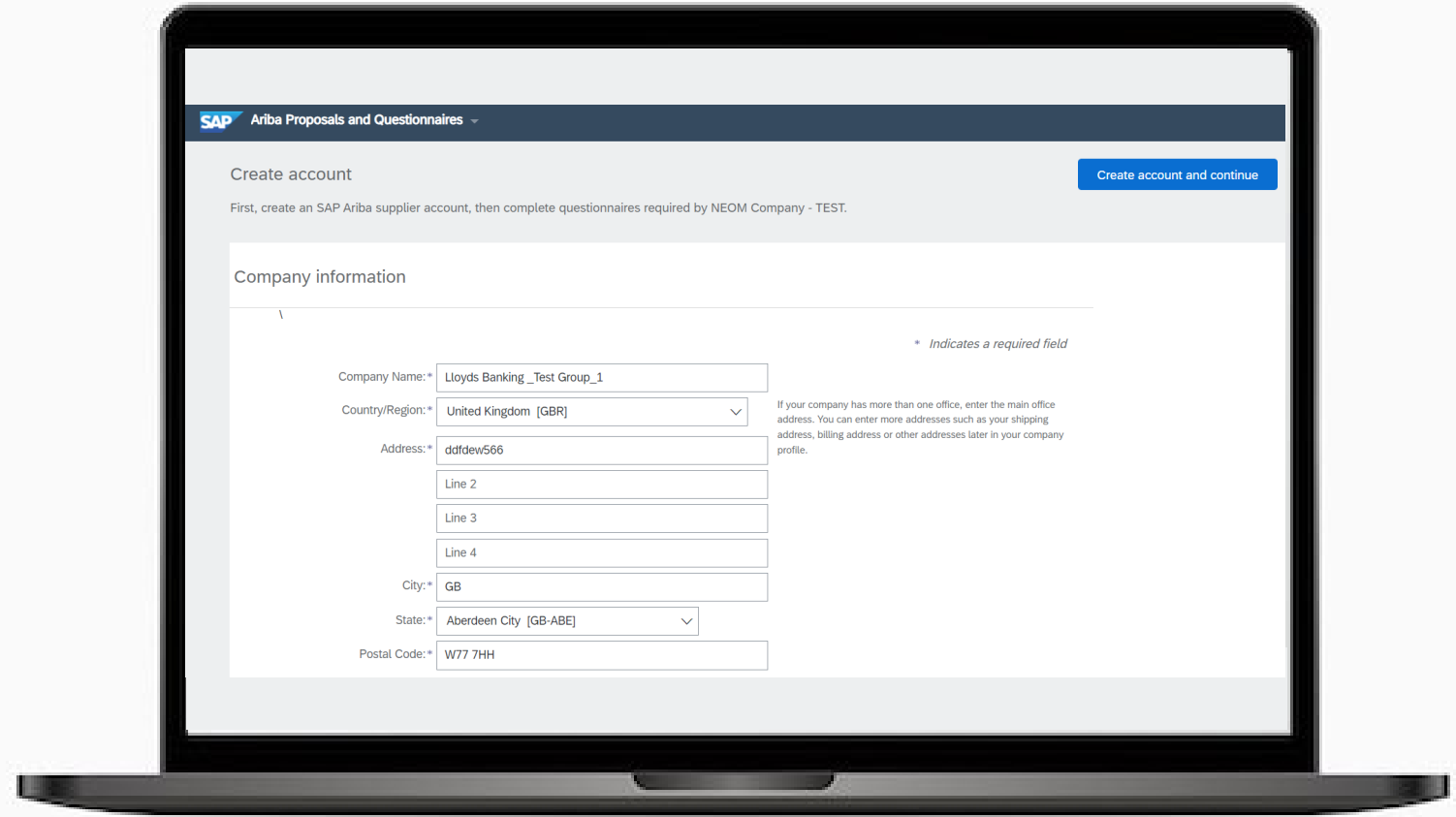
- 1 Click on **Sign Up** to create a new SAP Ariba account
- 2 Click on **Log In** to use your existing SAP Ariba account



CREATING YOUR ARIBA SUPPLIER ACCOUNT

CREATE A SUPPLIER ACCOUNT

3 Enter your company's information

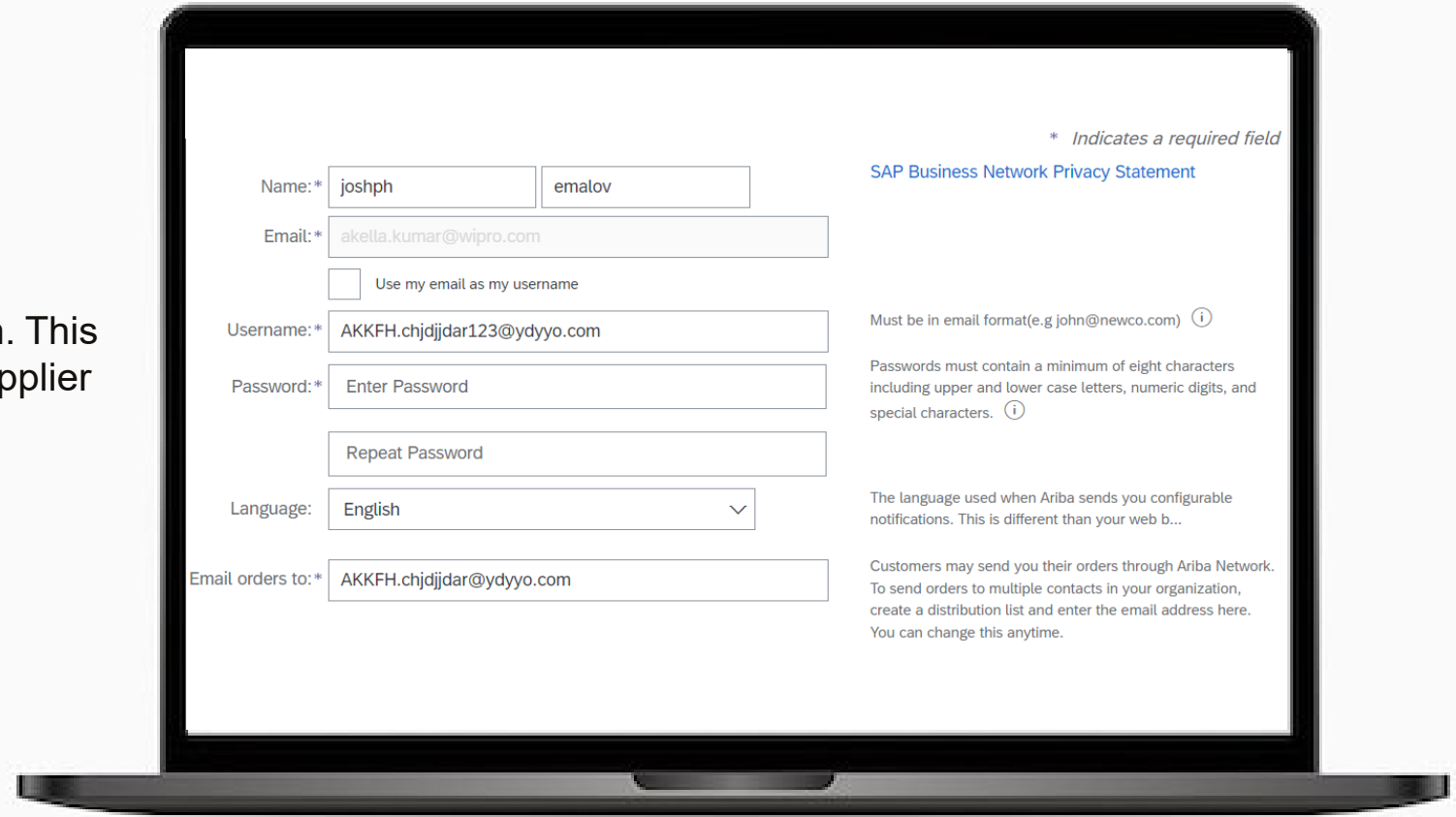


The screenshot displays the 'Create account' page in SAP Ariba. The page title is 'SAP Ariba Proposals and Questionnaires'. Below the title, there is a 'Create account' section with a 'Create account and continue' button. A note states: 'First, create an SAP Ariba supplier account, then complete questionnaires required by NEOM Company - TEST.' The main section is 'Company information', which contains several required fields marked with an asterisk. The fields are: Company Name (Lloyds Banking _Test Group_1), Country/Region (United Kingdom [GBR]), Address (ddfdeW566), Line 2, Line 3, Line 4, City (GB), State (Aberdeen City [GB-ABE]), and Postal Code (W77 7HH). A note on the right side of the form states: '* Indicates a required field' and '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.'

CREATING YOUR ARIBA SUPPLIER ACCOUNT

USER'S ACCOUNT INFORMATION

- 4** Enter the **user's account** information. This will be used to log in to your Ariba Supplier Portal



* Indicates a required field

[SAP Business Network Privacy Statement](#)

Name:*

Email:*

Use my email as my username

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

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

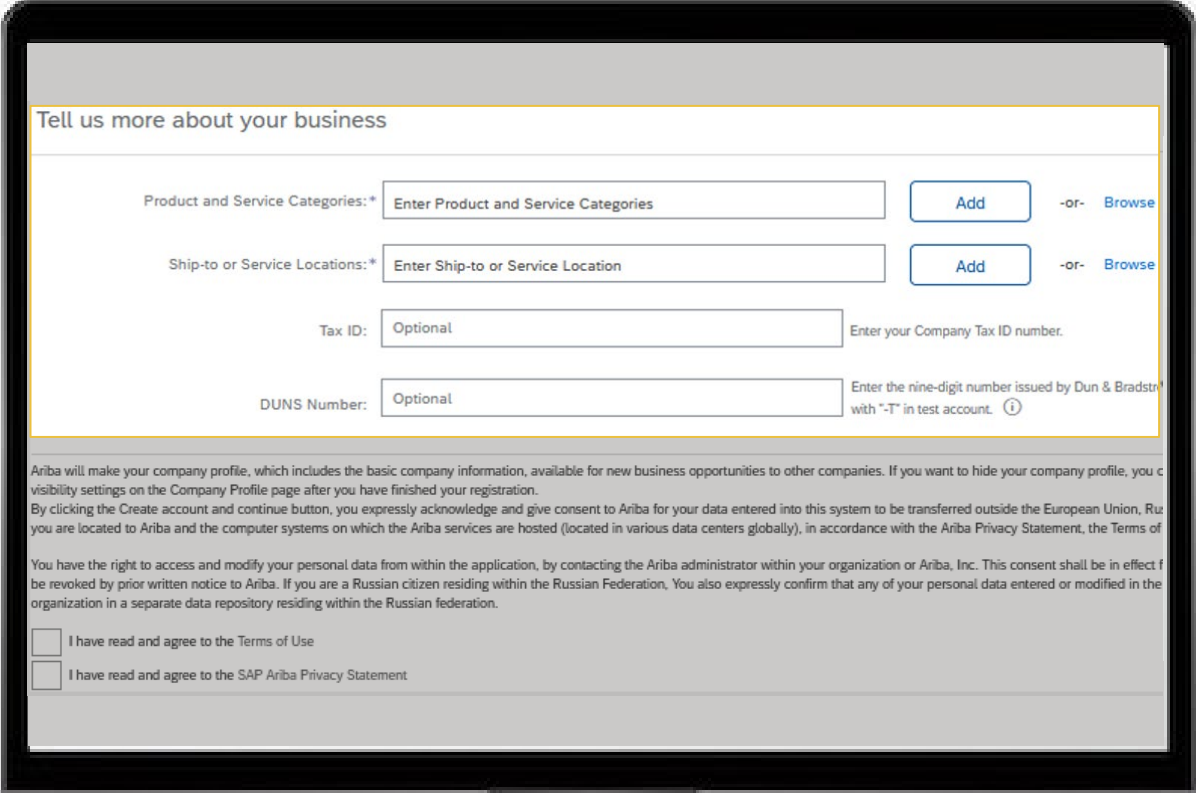
Language: The language used when Ariba sends you configurable notifications. This is different than your web b...

Email orders to:* 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.

CREATING YOUR ARIBA SUPPLIER ACCOUNT

BUSINESS INFORMATION

5 Enter ***“Tell us more about your business”*** information



The screenshot shows a web form titled "Tell us more about your business". It contains the following fields and options:

- Product and Service Categories:*** A text input field with the placeholder "Enter Product and Service Categories", an "Add" button, and a "-or- Browse" link.
- Ship-to or Service Locations:*** A text input field with the placeholder "Enter Ship-to or Service Location", an "Add" button, and a "-or- Browse" link.
- Tax ID:** A text input field with the placeholder "Optional" and a label "Enter your Company Tax ID number."
- DUNS Number:** A text input field with the placeholder "Optional" and a label "Enter the nine-digit number issued by Dun & Bradstreet with '-T' in test account." followed by an information icon.

Below the form, there is a paragraph of text explaining that Ariba will make the company profile available for new business opportunities and that data may be transferred outside the European Union. At the bottom, there are two checkboxes for agreement:

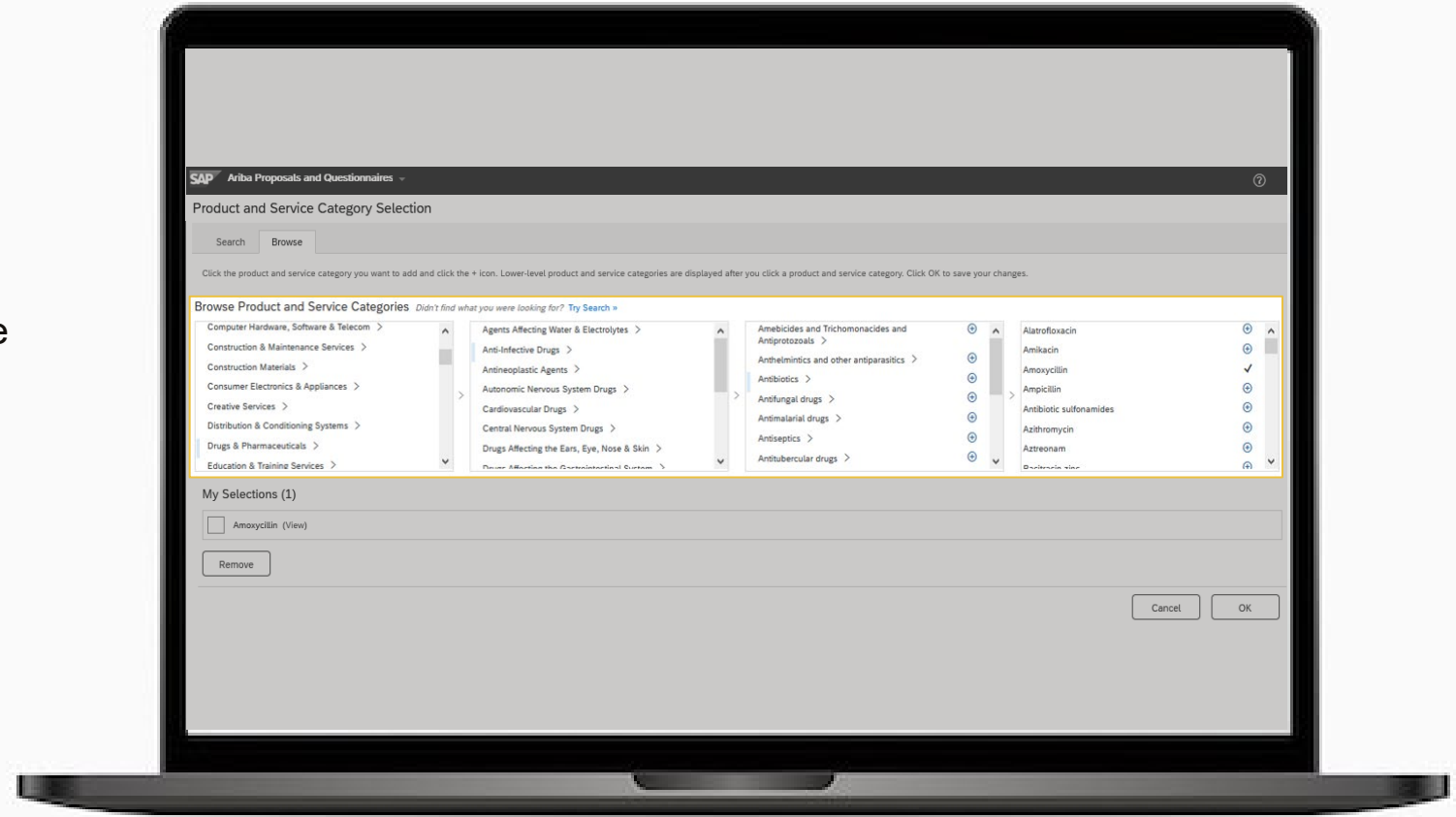
- I have read and agree to the Terms of Use
- I have read and agree to the SAP Ariba Privacy Statement

N.B. You have the option to leave the 'Tax ID' and 'DUNS Number' fields blank; they are not required.

CREATING YOUR ARIBA SUPPLIER ACCOUNT

BUSINESS INDUSTRY

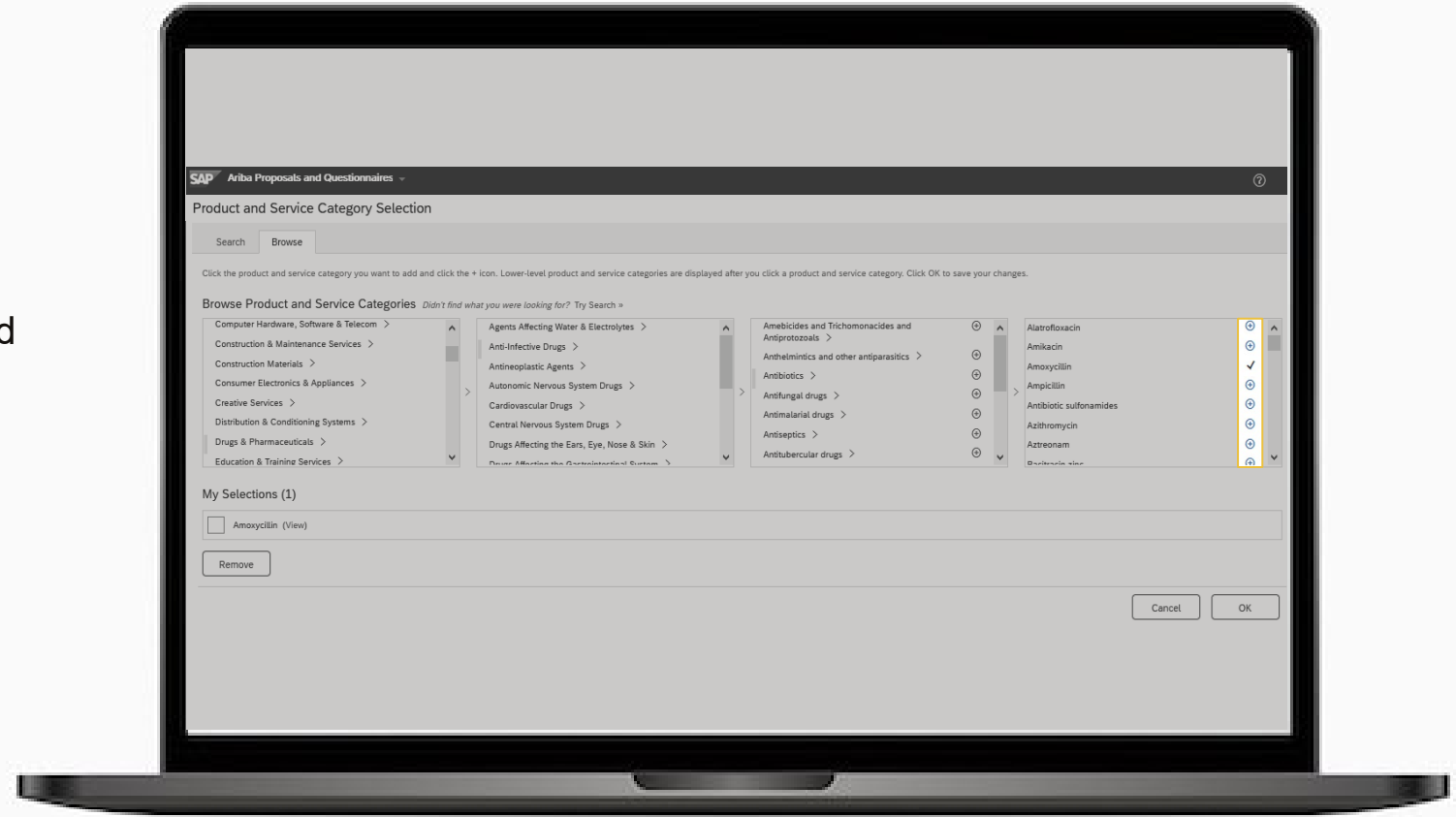
- 6 Select the **Business Domain** and the relevant products and services



CREATING YOUR ARIBA SUPPLIER ACCOUNT

BUSINESS PRODUCTS AND SERVICES SELECTION

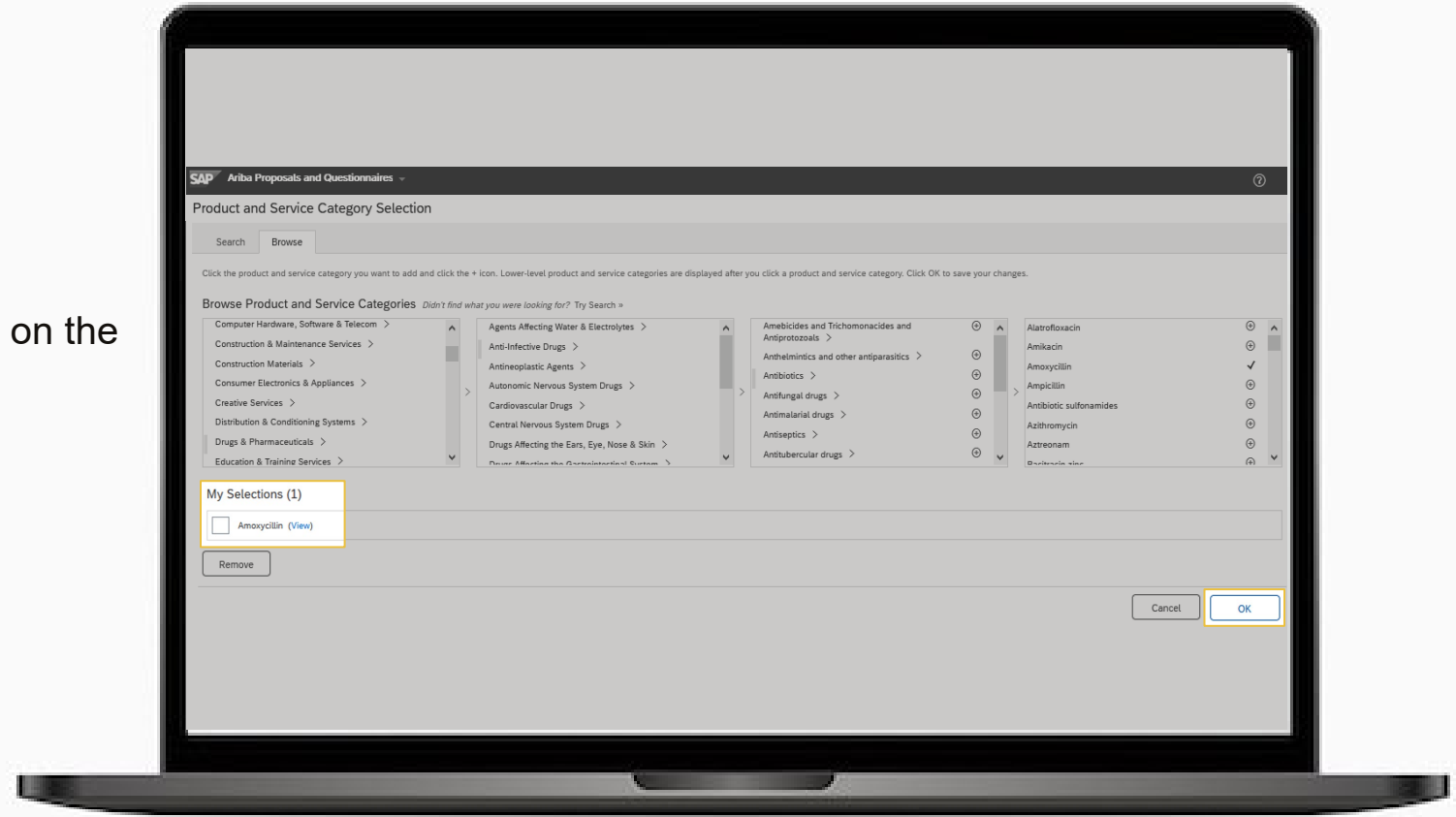
- 7 Click on the **+** icon next to the desired product to add it to your selection



CREATING YOUR ARIBA SUPPLIER ACCOUNT

FINAL PRODUCTS AND SERVICES SELECTION

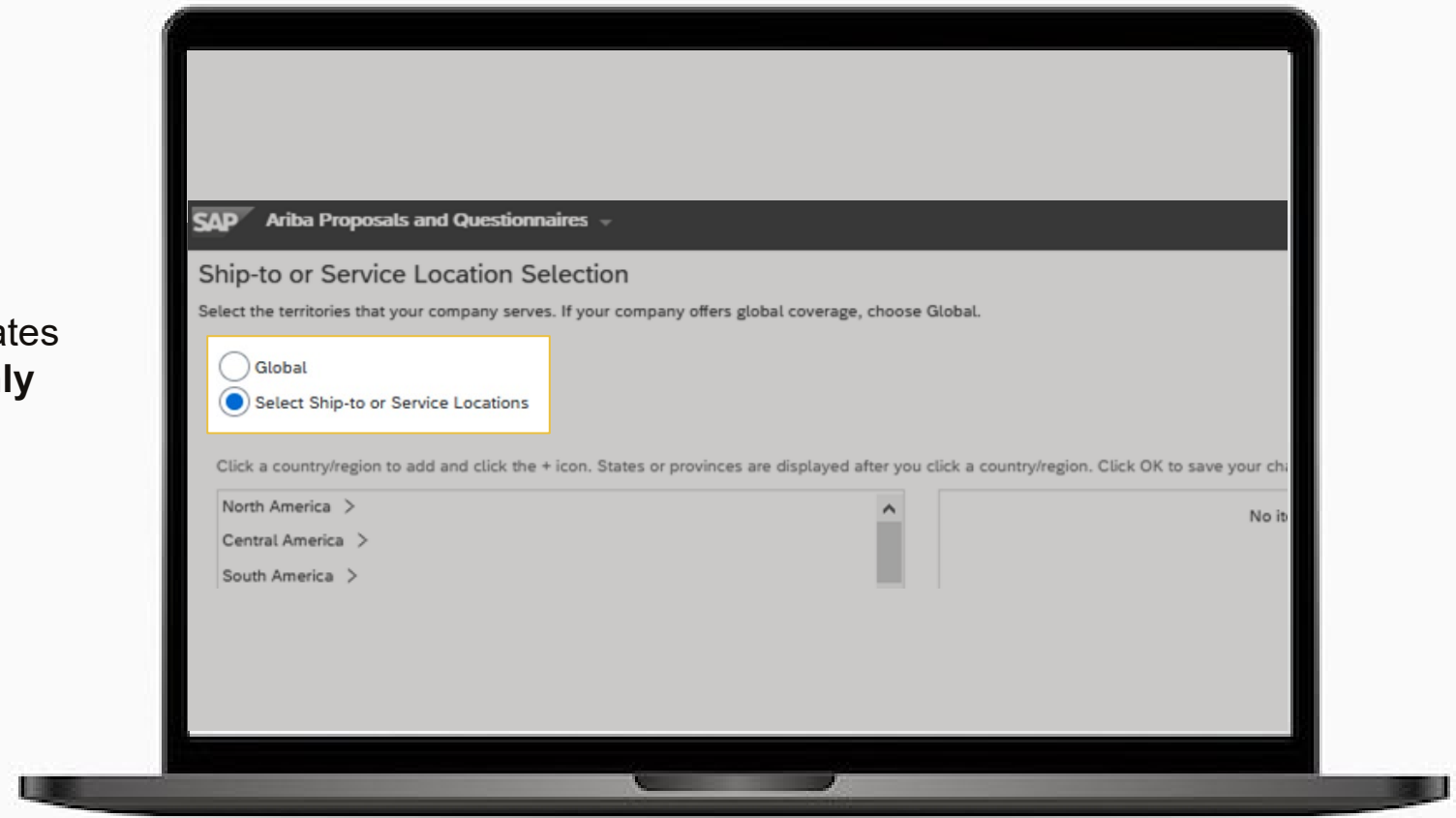
- 8 Make your **final selection** by clicking on the checkboxes
- 9 Click OK to continue



CREATING YOUR ARIBA SUPPLIER ACCOUNT

BUSINESS GEOGRAPHIC OPERATIONS

- 10** Indicate whether your business operates **globally** or **in selected locations only**

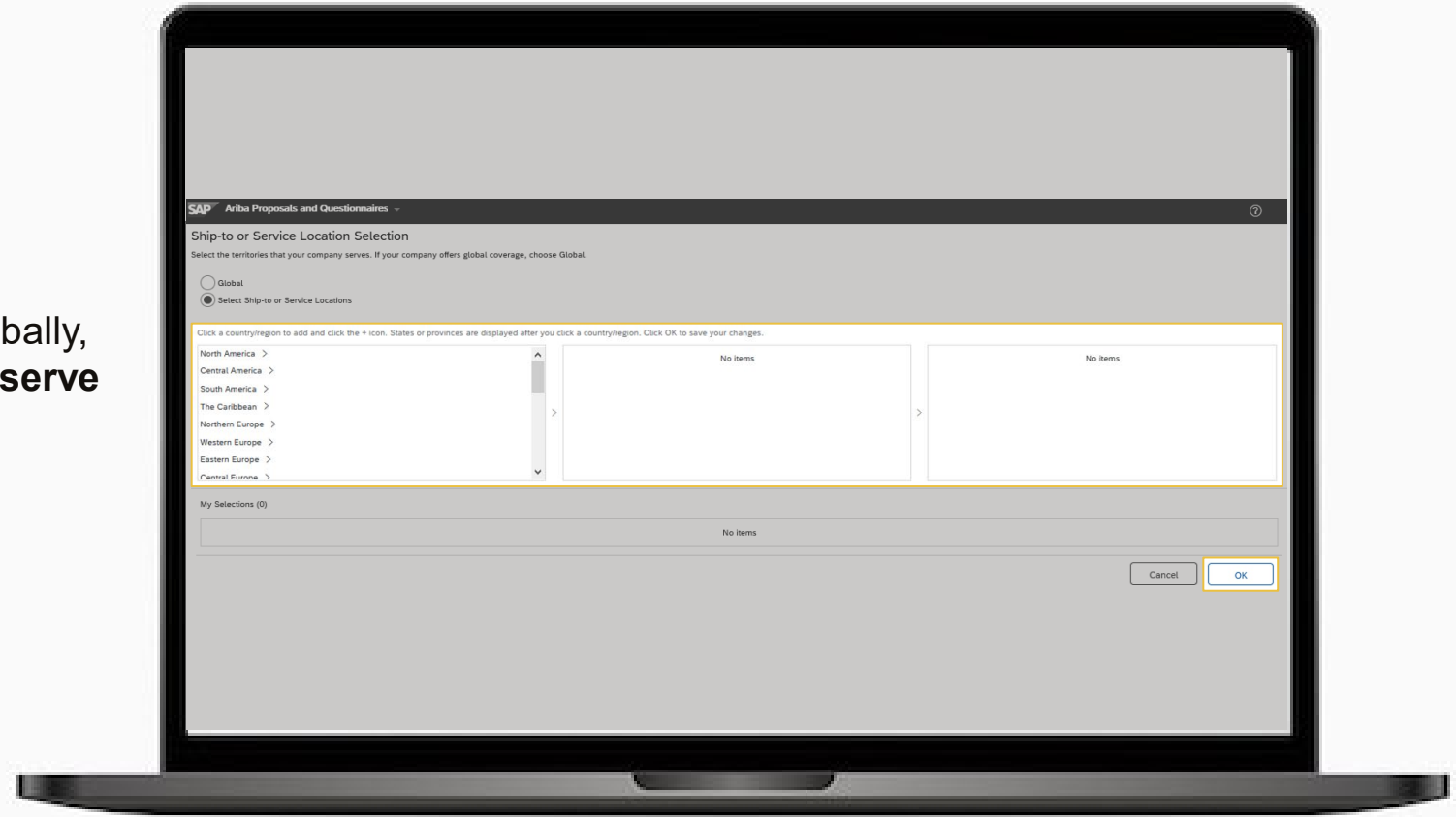


The screenshot shows the SAP Ariba interface for 'Ship-to or Service Location Selection'. The page title is 'SAP Ariba Proposals and Questionnaires'. The main heading is 'Ship-to or Service Location Selection'. Below the heading, there is a instruction: 'Select the territories that your company serves. If your company offers global coverage, choose Global.' There are two radio button options: 'Global' (unselected) and 'Select Ship-to or Service Locations' (selected). Below the options, there is a text box with a plus icon and a list of regions: 'North America >', 'Central America >', and 'South America >'. To the right of the list is a scrollable area with a plus icon and the text 'No it'.

CREATING YOUR ARIBA SUPPLIER ACCOUNT

SERVED REGIONS SELECTION

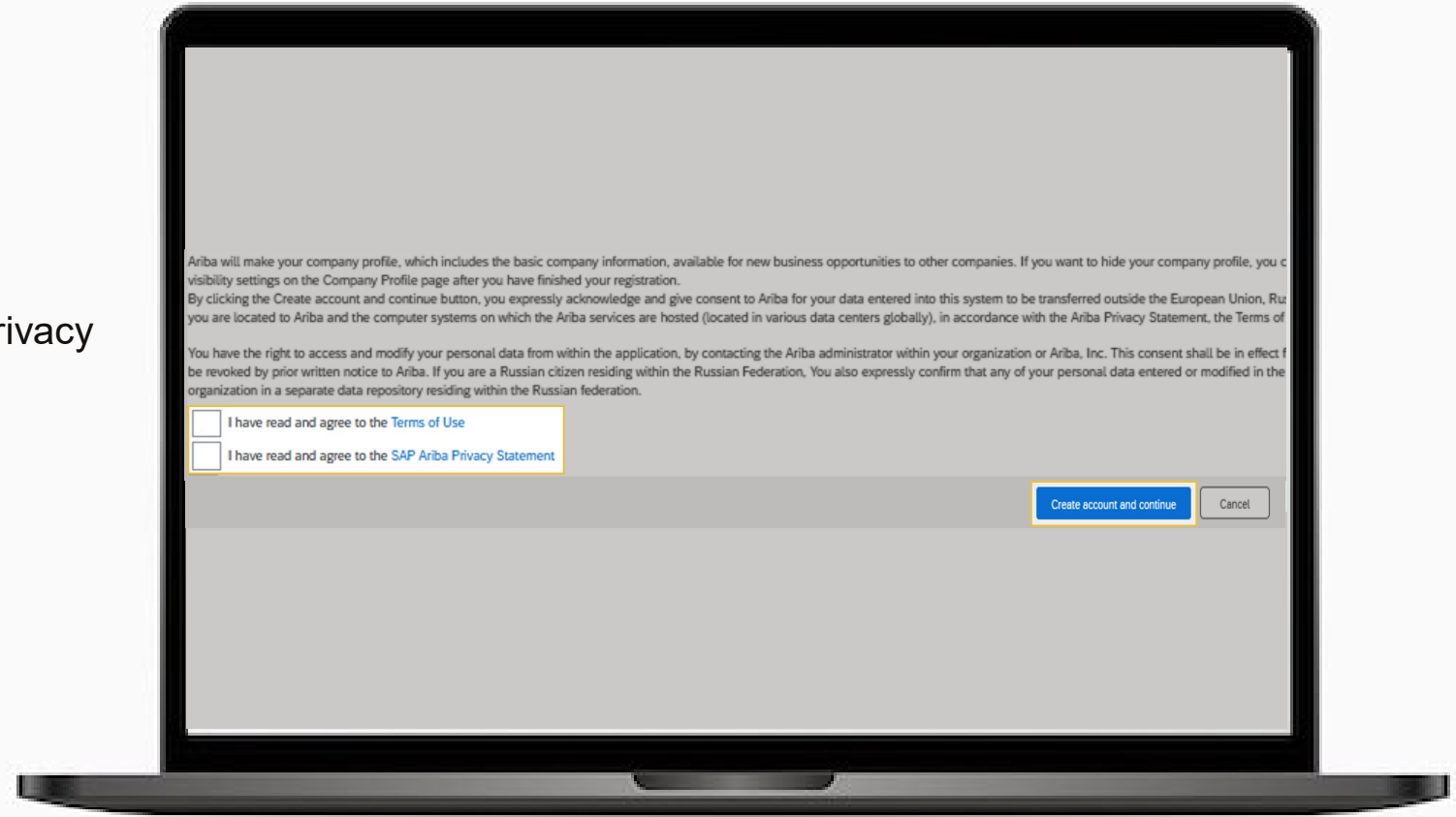
- 11 If your company does not operate globally, **select the geographic regions you serve**
- 12 Click OK to continue



CREATING YOUR ARIBA SUPPLIER ACCOUNT

ARIBA AGREEMENT AND ACCOUNT CREATION

- 13 Agree to the Terms of Use and the Privacy Statement
- 14 Click ***Create Account and continue***



SUPPLIER REGISTRATION QUESTIONNAIRE

START COMPLETING THE QUESTIONNAIRE

- 1 The **remaining time** to complete and submit the questionnaire is displayed
- 2 Click on the **arrow** to **expand the content**

The screenshot shows the Ariba Sourcing interface for a Supplier Registration Questionnaire. The page title is "Ariba Sourcing" and the document ID is "Doc56104744 - Supplier Registration Questionnaire". A timer in the top right corner indicates "Time remaining 29 days 18:58:25". The main content area is titled "All Content" and contains a form with the following fields:

- 1.1 Company Legal Name: (marked as required with an asterisk)
- 1.2 Other names/also known or operating under:
- 1.3 Company Website:
- Show More: (Street) and (House Number)

A note at the bottom of the form states: "(*) indicates a required field".

SUPPLIER REGISTRATION QUESTIONNAIRE

COMPANY DETAILS

3 Enter Company Details, including the upload of any required documents

The screenshot shows a web form for 'COMPANY DETAILS' on a laptop screen. The form is titled 'Name 1' and includes the following sections:

- 1.1 Company Legal Name:** A text input field containing 'Lloyds Banking_Test Group_1'.
- 1.2 Other names/also known or operating under:** An empty text input field.
- 1.3 Company Website:** An empty text input field.
- 1.4 Company Address:** A section with a 'Show More' link and several input fields:
 - Street:** 'ddfdev566' (with a help icon).
 - House Number:** '6666' (with a help icon).
 - Street 2:** An empty text input field (with a help icon).
 - District:** An empty text input field (with a help icon).
 - Postal Code:** 'W77 7HH' (with a help icon).
 - City:** 'GB' (with a help icon).
 - Country:** A dropdown menu showing 'United Kingdom (GB)' (with a help icon).
 - Region:** A dropdown menu showing 'Derby (DER)' (with a help icon).
- 1.5 Telephone:** A text input field containing '888577588'.
- 1.6 Email ID:** An empty text input field.

SUPPLIER REGISTRATION QUESTIONNAIRE

COMPANY CONTACT AND PROFILE DETAILS

- 4 Click on **Add Contact Details** and enter your contact information
- 5 Complete the remaining fields

Name ↑

▼ 2 CONTACT DETAILS

2.1 Contact Details [Add Contact Details \(0\)](#)

▼ 3 COMPANY PROFILE

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 *

- Construction
- Manufacturer
- Services
- Trader/Distributor
- Consultancy
- Individual Consultant
- Other

SUPPLIER REGISTRATION QUESTIONNAIRE

SUPPLIED COMMODITY SELECTION

- 6** Click on **Select** to indicate the **category of commodities** you supply

The screenshot displays a web form titled "All Content" with a table of questions. The question "4.8 Select your commodity" is highlighted with a yellow border, and its dropdown menu is open, showing a selection of "(select a value) [select]". Other questions include "4.2 Select Business Type" with radio button options for Services, Trader/Distributor, Consultancy, Individual Consultant, and Other; "4.9 Number of Years in Business" with a text input field; "5 LEGAL DOCUMENTS"; and "6 BANK INFO" with a button to "Add BANK INFO (0) Less...". A note at the bottom states: "In this step, please make sure to add your bank type as foreign if you are based outside KSA."

All Content	
Name ↑	
4.2 Select Business Type	<input type="checkbox"/> Services <input type="checkbox"/> Trader/Distributor <input type="checkbox"/> Consultancy <input type="checkbox"/> Individual Consultant <input type="checkbox"/> Other
4.8 Select your commodity	*(select a value) [select]
4.9 Number of Years in Business	* <input type="text"/>
5 LEGAL DOCUMENTS	
6 BANK INFO	Add BANK INFO (0) Less... [-]

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

SUPPLIER REGISTRATION QUESTIONNAIRE

ADDING BANKING DETAILS

7 Click on Add Bank Details

The screenshot displays a web form for supplier registration. The 'BANK INFORMATION' section (step 6) is highlighted with a yellow box and contains a button labeled 'Add BANK INFORMATION (0) Less...'. Below this, step 7 'NEOM DECLARATION' is visible, including a text area for a declaration and a dropdown menu set to 'Unspecified'. A note at the bottom states '(*) indicates a required field'.

Name ↑	
4.2 Select Business Type	<input type="checkbox"/> Services <input type="checkbox"/> Trader/Distributor <input type="checkbox"/> Consultancy <input type="checkbox"/> Individual Consultant <input type="checkbox"/> Other
4.8 Select your commodity	(select a value) [select]
4.9 Number of years in Business	* <input type="text"/>
5 LEGAL DOCUMENTS	
6 BANK INFORMATION	Add BANK INFORMATION (0) Less... <input type="button" value="Less..."/>
In this step, please make sure to add your bank type as foreign if you are based outside KSA.	
▼ 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.	Unspecified ▼
(*) indicates a required field	

SUPPLIER REGISTRATION QUESTIONNAIRE

BANKING DETAILS 1 / 2

8 Enter all **required bank details**:

- Bank Type
- Country
- Bank Name
- Account holder name
- Account number
- IBAN number or Bank key/Routing number
 - if IBAN is added leave ABA/Routing number blank
 - if IBAN is not applicable ABA/Routing number must be filled
- Swift code

The screenshot shows a web form titled "BANK INFORMATION (1)". It features a table with one row labeled "Bank Info #1" and a "Delete" button. To the right of the table are several input fields: "Bank Type" (a dropdown menu with "No Choice" selected), "Country" (a dropdown menu with "(no value)" selected), "Bank Name", "Bank Branch", "Street", "City", "State/Province/Region", and "Postal Code". Below the form, there are instructions: "Please follow below instructions to fill the bank details correctly:" followed by two numbered points: "1) Bank Type: Select Foreign if your Bank is based outside KSA." and "2) For remaining steps, you will only need to fill your IBAN if available OR your account number". At the bottom left, there is a button labeled "Add an additional Bank Info". At the bottom right, there is a note: "(*) indicates a required field".

N.B. Use only letters and numbers; avoid special characters. If name length exceeds the limit, enter the maximum allowed characters.

SUPPLIER REGISTRATION QUESTIONNAIRE

BANKING DETAILS 2 / 2

- 9 Ensure that the **bank letter** you upload and the **bank information** you provide **match precisely** (account holder's name is **case-sensitive**)

The screenshot shows a web form titled "BANK INFORMATION (1)". It features a table with one entry, "Bank Info #1", which is expanded to show a form for entering bank details. The form includes fields for Bank Type (a dropdown menu with "No Choice" selected), Country (a dropdown menu with "(no value)" selected), Bank Name, Bank Branch, Street, City, State/Province/Region, and Postal Code. A red asterisk (*) is placed next to the Bank Type field, indicating it is a required field. Below the form, there are instructions: "Please follow below instructions to fill the bank details correctly:" followed by two numbered points: "1) Bank Type: Select Foreign if your Bank is based outside KSA." and "2) For remaining steps, you will only need to fill your IBAN if available OR your account number". At the bottom of the form, there is a button labeled "Add an additional Bank Info" and a note: "(*) indicates a required field".

SUPPLIER REGISTRATION QUESTIONNAIRE

BANKING DETAILS

- 10 Click on **Add an additional Bank Info** to enter details for an additional bank
- 11 Click on **Delete** to remove a specific bank's details

BANK INFORMATION (1)

Name ↑

Bank Info #1	Delete
<p>*</p> <p>Bank Type: No Choice ▾</p> <p>Country: (no value) ▾</p> <p>Bank Name: <input type="text"/></p> <p>Bank Branch: <input type="text"/></p> <p>Street: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State/Province/Region: <input type="text"/></p> <p>Postal Code: <input type="text"/></p>	

Please follow below instructions to fill the bank details correctly:

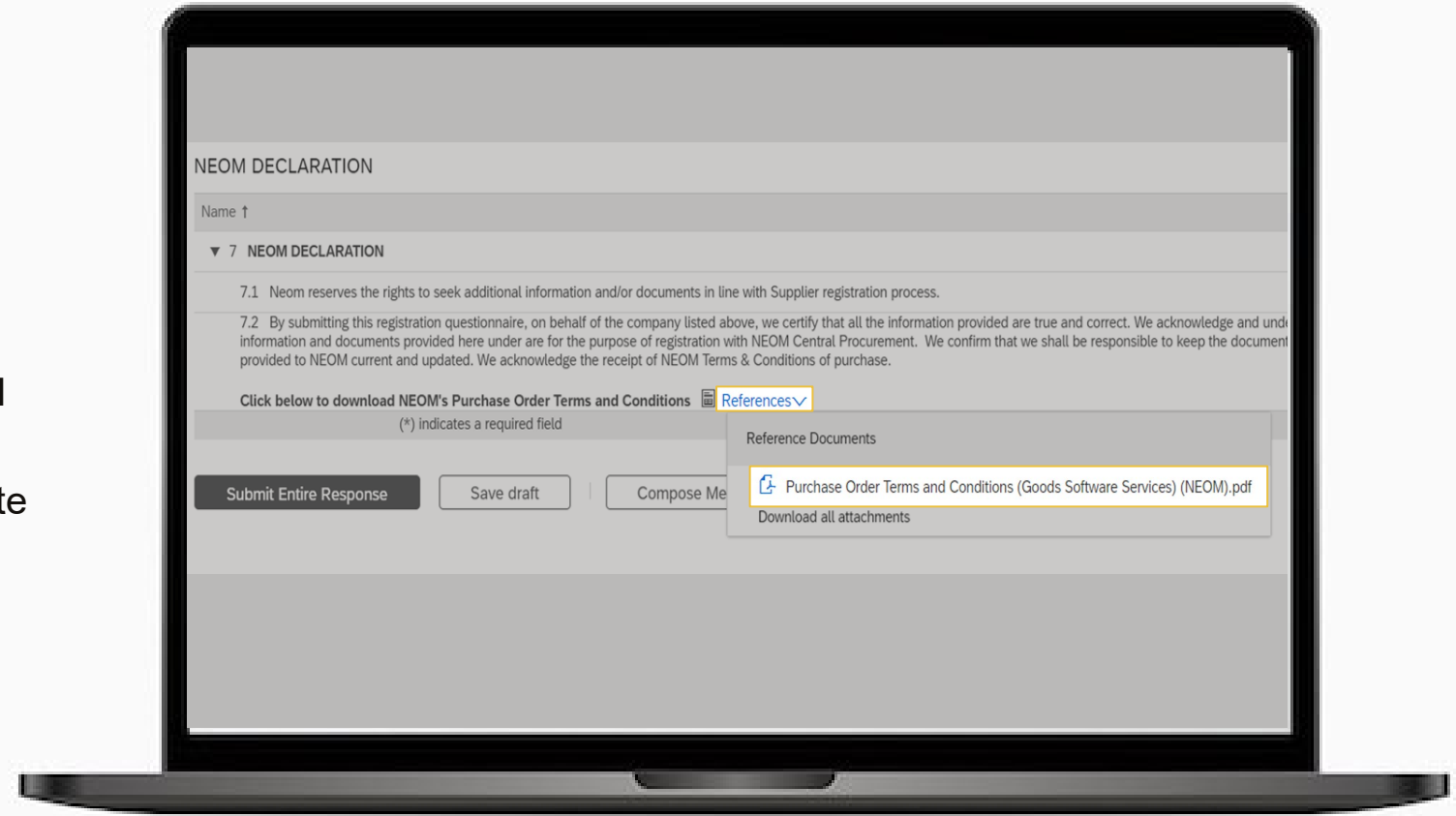
- 1) Bank Type: Select Foreign if your Bank is based outside KSA.
- 2) For remaining steps, you will only need to fill your IBAN if available OR your account number

[Add an additional Bank Info](#) (*) indicates a required field

SUPPLIER REGISTRATION QUESTIONNAIRE

DOWNLOAD PURCHASE ORDER T&C

- 12 Click on **References**
- 13 Click on **Purchase Order Terms and Conditions**
- 14 File download will automatically initiate



N.B. NEOM's Terms and Conditions are not subject to negotiation at this stage. However, they can be discussed when a purchase order is issued.

SUPPLIER REGISTRATION QUESTIONNAIRE

QUESTIONNAIRE SUBMISSION

- 15 Select Yes to **accept NEOM's Declaration**
- 16 Click on **Save Draft**
- 17 Click on **Submit Entire Response**
- 18 Click on **OK** in response to the **confirmation message**

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

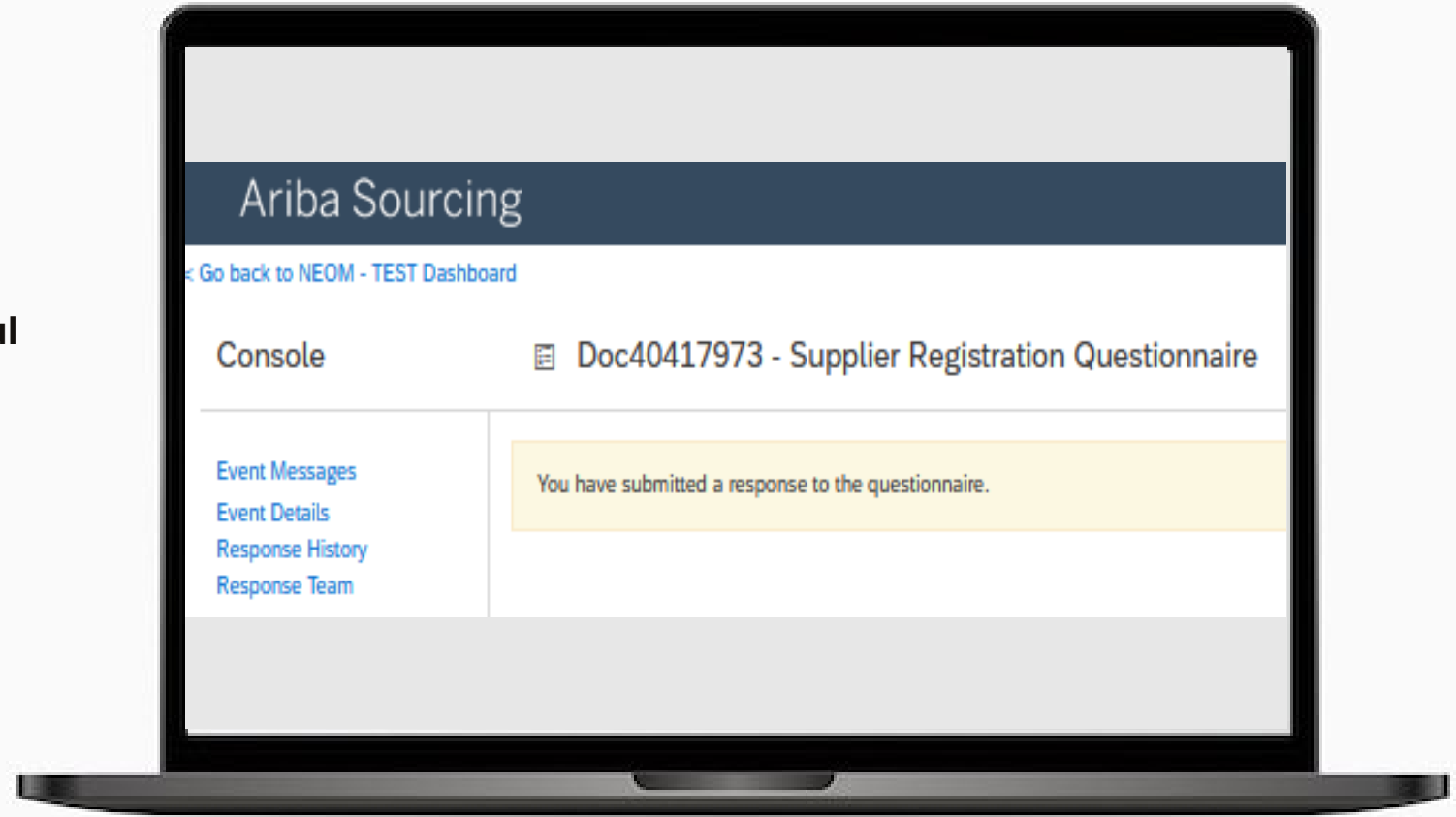
✓ Submit this response?
Click OK to submit.

N.B. NEOM's Terms and Conditions are not subject to negotiation at this stage. However, they can be discussed when a purchase order is issued.

SUPPLIER REGISTRATION QUESTIONNAIRE

SUCCESSFUL QUESTIONNAIRE SUBMISSION

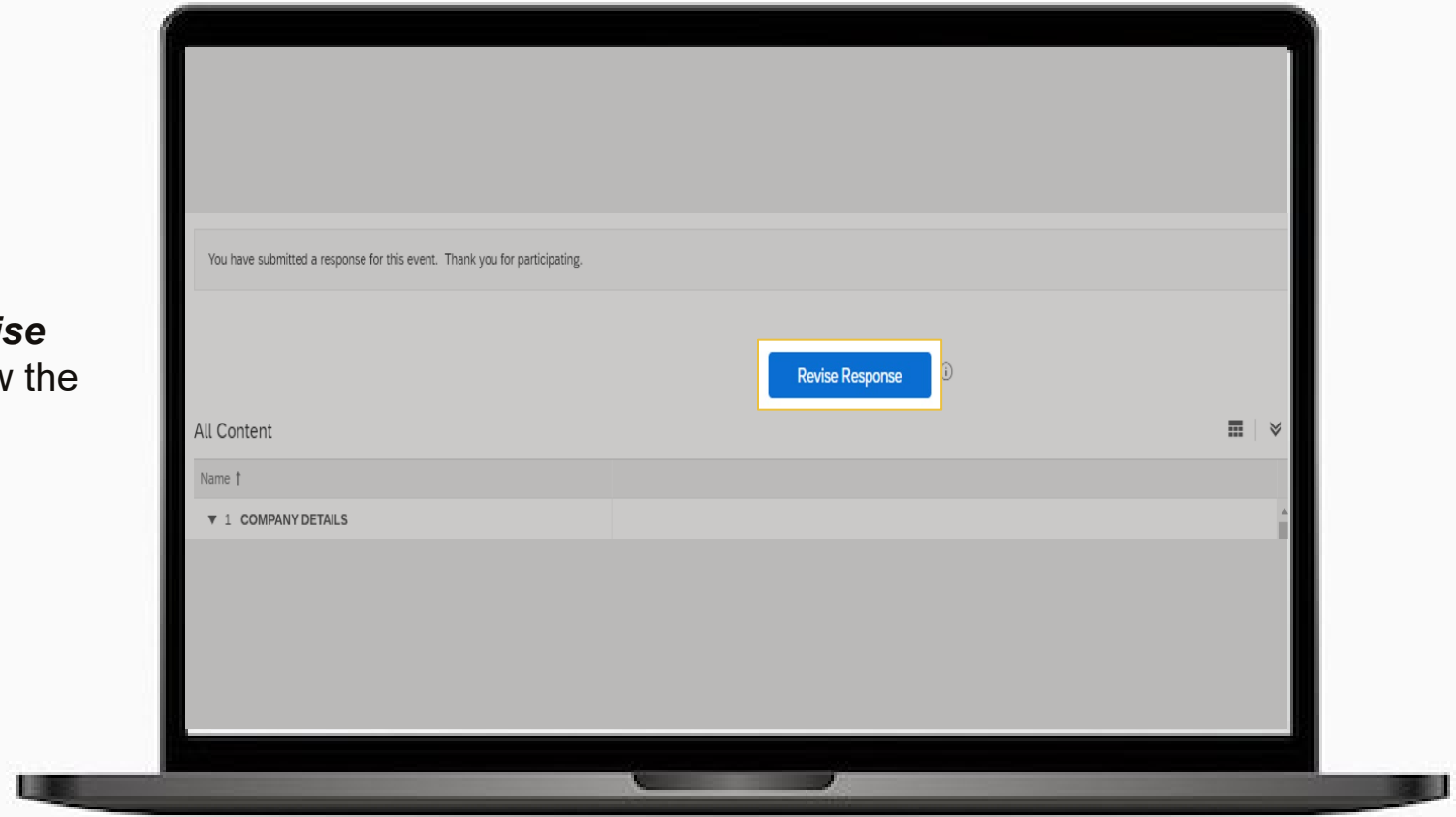
- 19 A message confirming the **successful completion** will appear
- 20 The questionnaire is sent to NEOM's Supplier Enablement Team to review



ARIBA SUPPLIER DASHBOARD

EDIT QUESTIONNAIRE RESPONSE

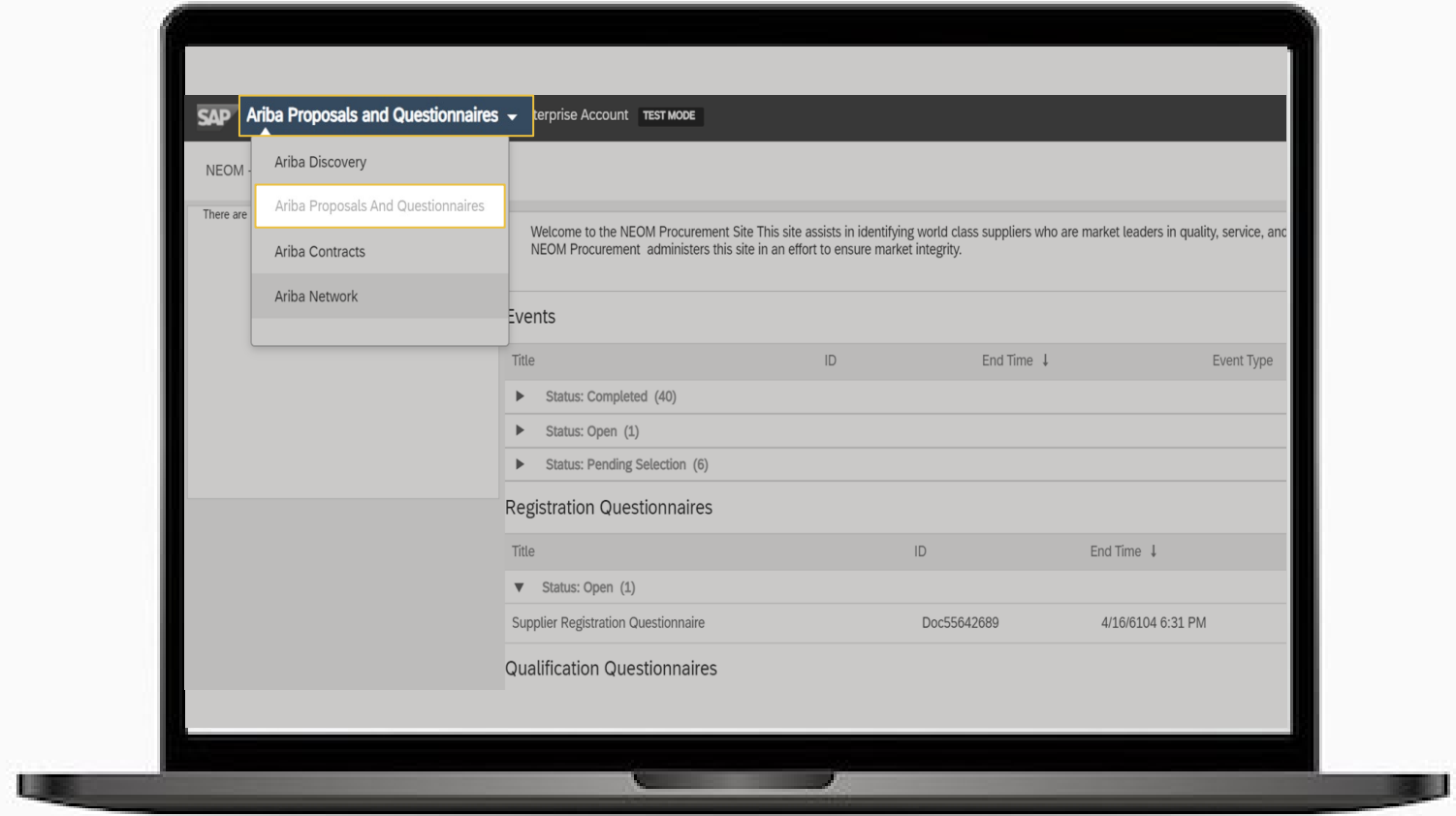
- 1 To **edit your response**, click on **Revise Response**, which can be found below the confirmation message



ARIBA SUPPLIER DASHBOARD

ACCESS PROPOSALS AND QUESTIONNAIRE

2 Access the Proposals and Questionnaires tab

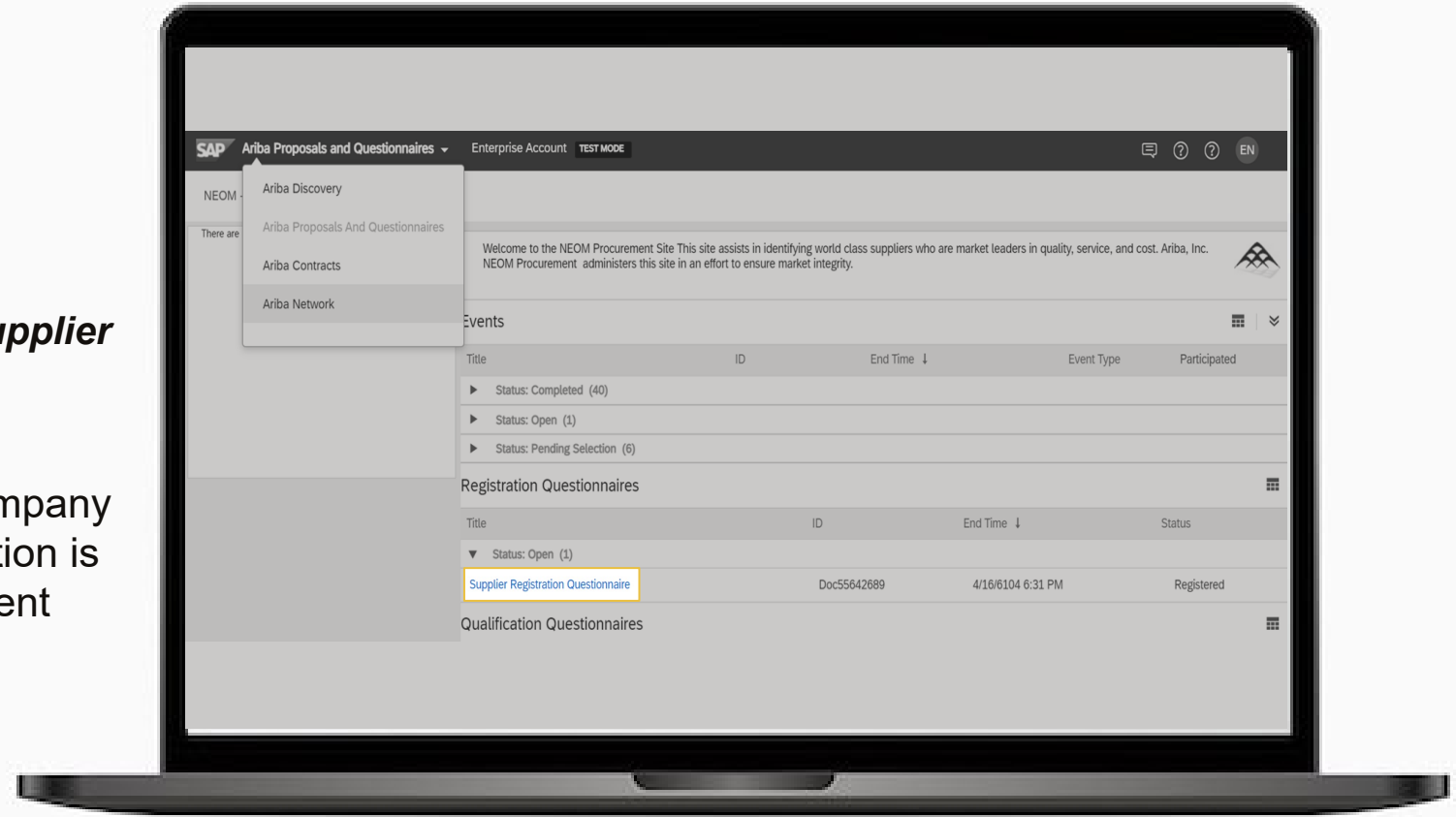


ARIBA SUPPLIER DASHBOARD

EDIT COMPANY DETAILS

3 To edit company details, click on **Supplier Registration Questionnaire**

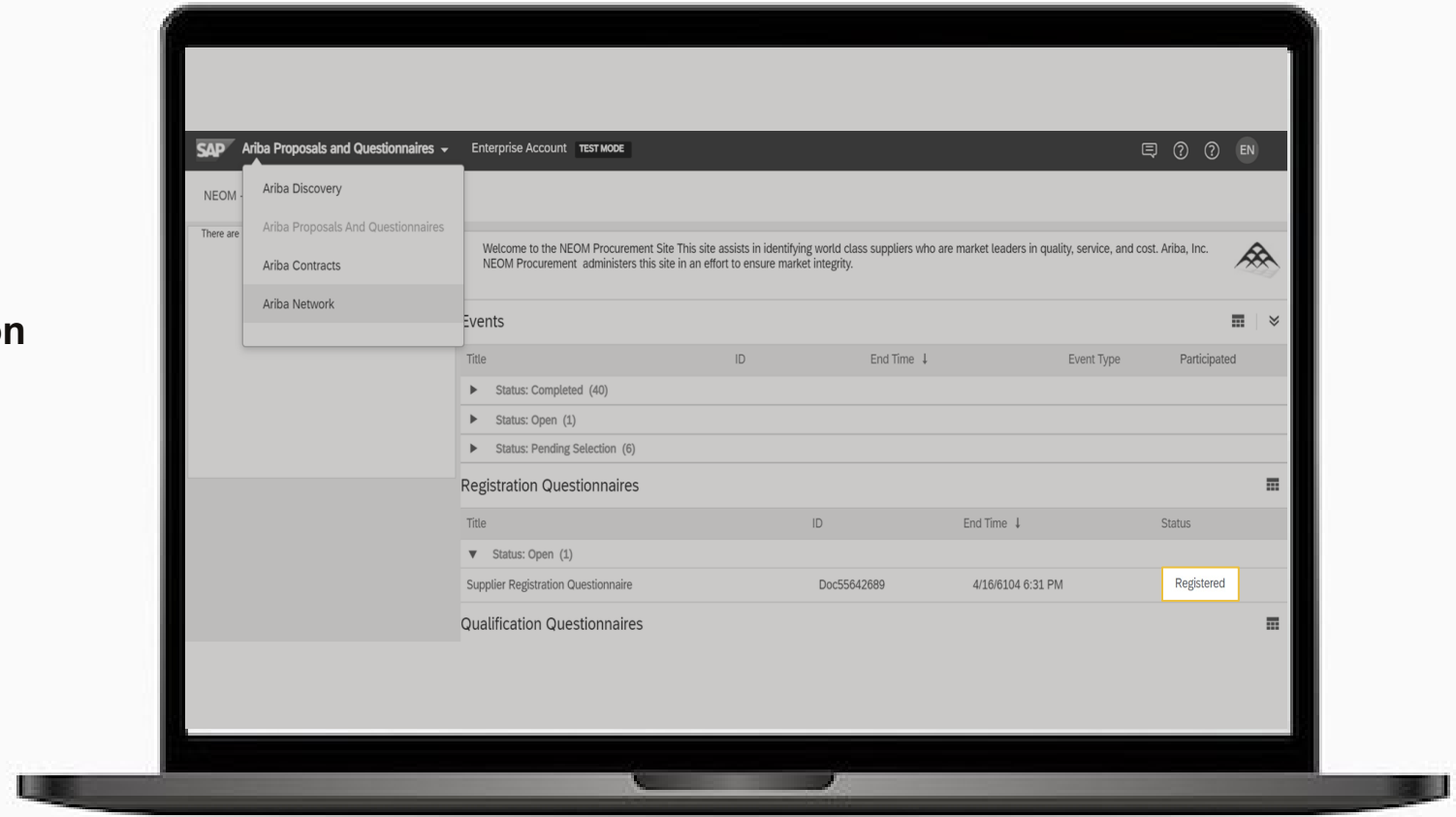
- Please note the country of your company cannot be modified. A new registration is required for offices located in different countries.



ARIBA SUPPLIER DASHBOARD

CHECK REGISTRATION STATUS

4 Check the **status of your registration**



CONTACT INFORMATION

KEY POINTS OF REFERENCE

Should you require further information or assistance, contact:

P2P.ResolutionTeam@neom.com

THANK YOU

WE VALUE OUR RELATIONSHIP



NEOM