



PACE PROGRAM

# ARIBA REGISTRATION GUIDE

FOR EXISTING SABIC SUPPLIERS

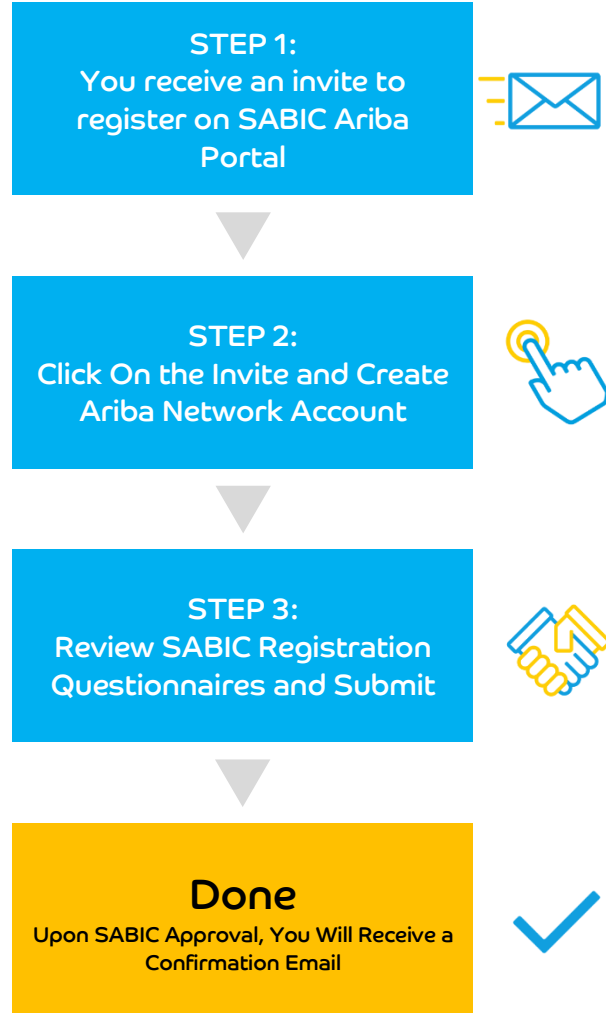
## TABLE TO CONTENT

1.Overall Registration Process for Existing suppliers.....	3
Step 1: Registration as Ariba network for Existing Supplier .....	4
Step 2: Network Account Creation .....	4
Step 3: Responding to Registration Questionnaires .....	6
2.Video Guide .....	8
3. FAQ.....	9

## ARIBA REGISTRATION GUIDE FOR EXISTING SABIC SUPPLIERS

### 1. Overall Registration Process for Existing suppliers

With the below three steps, you can easily complete your profile review and validation with Ariba



#### Important Note

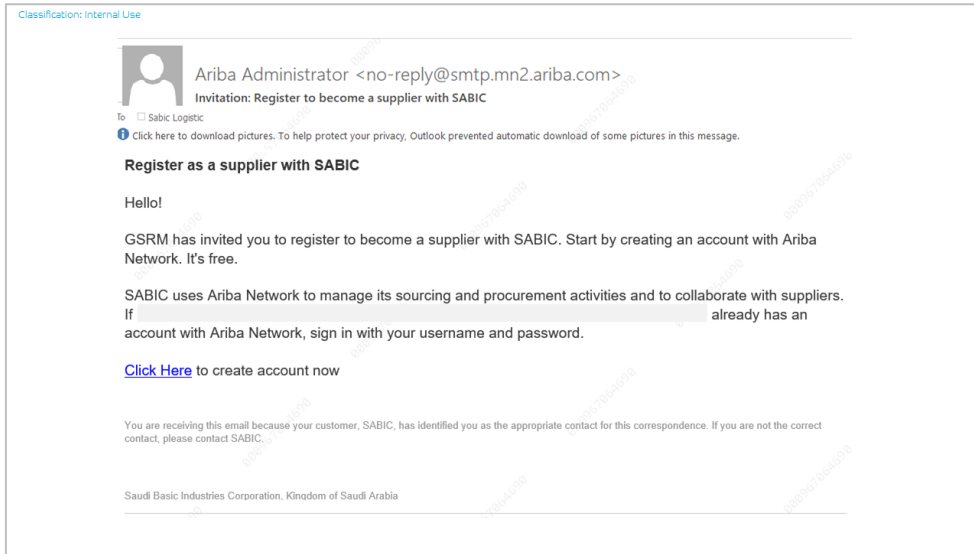
Please note that there is no impact on your current qualification with SABIC, however, it is important to review and submit your company profile in Ariba.



## ARIBA REGISTRATION GUIDE FOR EXISTING SABIC SUPPLIERS

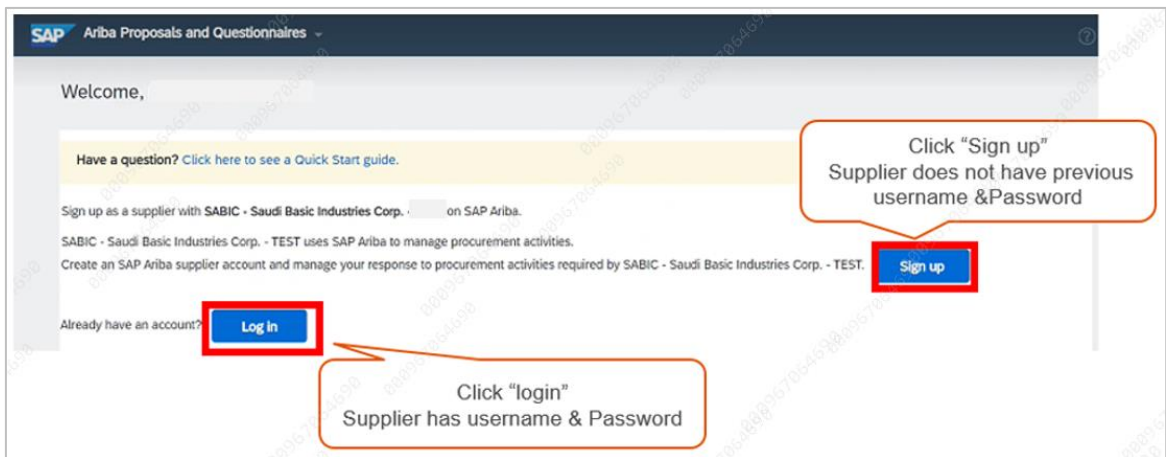
### Step 1: Registration as Ariba network for Existing Supplier

1. If you are an existing supplier for SABIC, you will receive an email notification informing you to register on Ariba Network.



### Step 2: Network Account Creation

1. Suppliers without SAP Ariba Account prior to this step are requested to click "Sign Up".  
Suppliers with SAP Ariba Account prior to this step are requested to click "Log In"



2. Create SAP Ariba Network Account (Sign Up)  
New Suppliers to SAP Ariba Network are required to create a Network Account. By creating a Network Account, the Supplier designated user is allowed to

## ARIBA REGISTRATION GUIDE FOR EXISTING SABIC SUPPLIERS

Tell us more about your business

Product and Service Categories:   -or-   
Waxes x Oils x

Ship-to or Service Locations:   -or-   
Global x

Tax ID:  Enter your Company Tax ID number.

Vat ID:  Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number:  Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with ".1" in test account. ⓘ

I have read and agree to the Terms of Use  
 I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

Access the Supplier Profile at any time in the future by simply logging in.

Company information

\* Indicates a required field

Company Name:

Country/Region:

Address:

City:

Postal Code:

State:

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.

**Provide company information in all mark sections**

User account information

\* Indicates a required field

Name:

Email:

Use my email as my username

Username:

Password:

Language:

Email orders to:

SAP Business Network Privacy Statement

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

Password and low ⓘ

upper ⓘ

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

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.

**Provide company information in all mark sections**

Enter Products and Services and Ship to Locations. (Enter at least one and then you can complete your profile further after registration). You can click Browse to choose "Product and Service Categories" and "ship-to Service Locations.



## ARIBA REGISTRATION GUIDE FOR EXISTING SABIC SUPPLIERS

Accept terms and conditions and click 'Submit'.

### Step 3: Responding to Registration Questionnaires

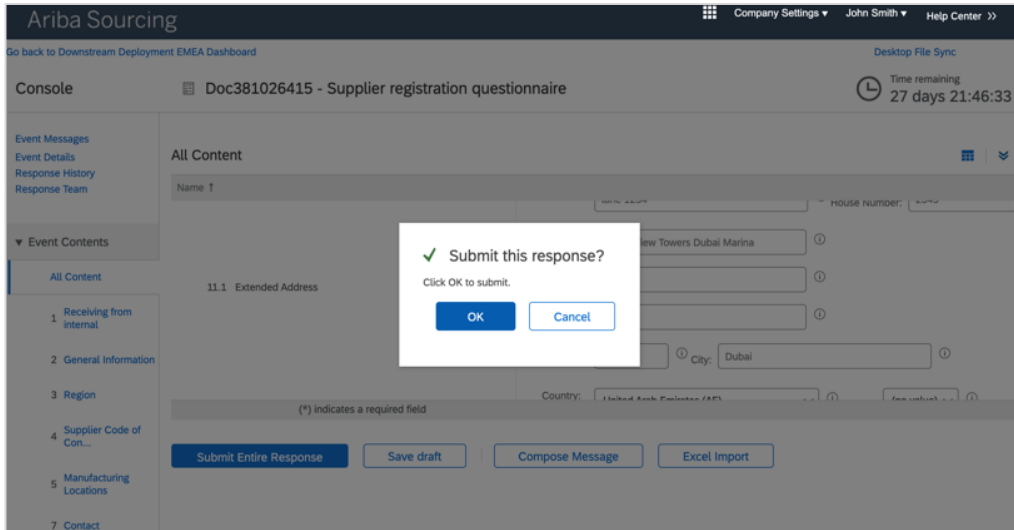
1. After log in, the supplier will be redirected to his migrated data questionnaire. Suppliers are required to review the migrated data and submit the questionnaire in order to activate their account with SABIC.

Complete the Supplier registration questionnaire and enter all the mandatory fields marked with an asterisk. You may save draft and complete the form within the time remaining.

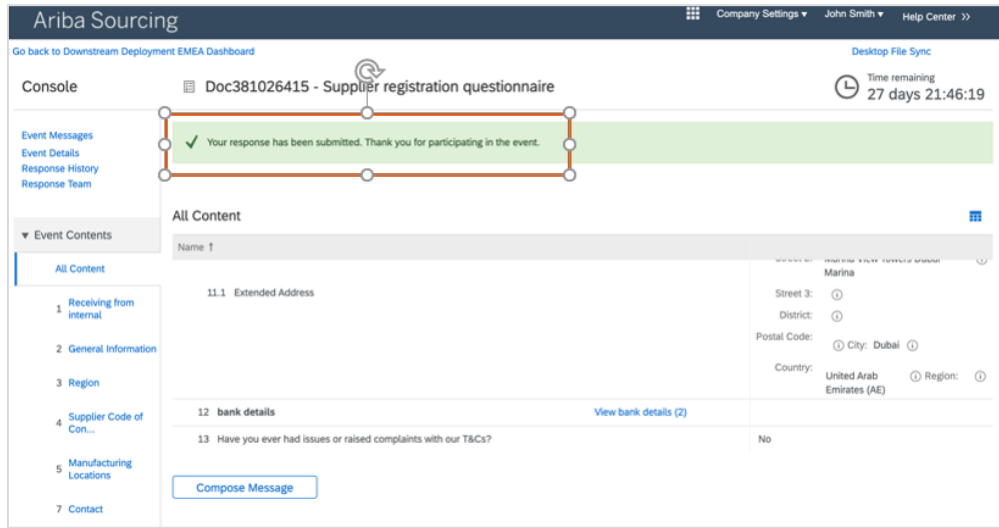
You may also compose a message to the Buyer in case you require any clarification.

2. Click on Submit Entire Response once you have completed the questionnaire

## ARIBA REGISTRATION GUIDE FOR EXISTING SABIC SUPPLIERS



3. Your response has been successfully submitted



4. Your registration will be pending approval while it is being reviewed by SABIC



# CONGRATULATIONS

You Have Completed All the Steps to Submit Your Profile



[Click here](#) Go BACK TO Table of Content



Supplier Call Center  
**920029111**

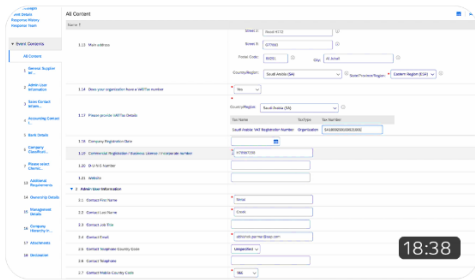
For international call: +966-133506881

## ARIBA REGISTRATION GUIDE FOR EXISTING SABIC SUPPLIERS

### 2. Video Guide

In this section, you can find the videos that will guide on the above steps; in addition, you can find more videos related to supplier management applications:

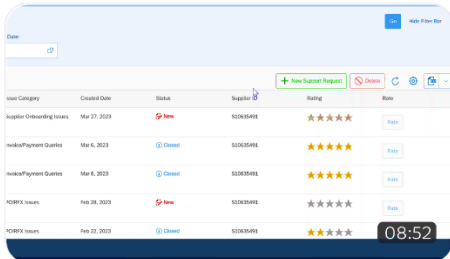
1. **Supplier Feedback Application:** supplier can raise support request with SABIC
2. **Supplier Performance Application:** Supplier can view their company performance with SABIC
3. **Supplier Improvement Plan:** Supplier view the improvements requested from SABIC and provide feedback



#### Network Account Creation & Responding To Registration Questionnaires

[Click here to Play](#)

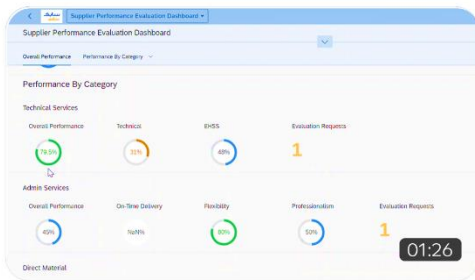
Password: Ariba@2023



#### Raise Supplier Feedback in SAP Ariba By Suppliers

[Click here to Play](#)

Password: Ariba@2023



#### Review Suppliers Performance in SAP Ariba

[Click here to Play](#)

Password: Ariba@2023



### 3. FAQ

**1. What are the benefits of using SAP Ariba?**

Ariba will enhance the supplier experience as it will provides more solution for the suppliers such as supplier performance visibility, rising and rating support request and also ability to manage your profile with better control on the documents and certificates provided. Moreover, it will streamline the current manual process of the contract creation.

**2. Is the platform SAP Ariba for SABIC and SHPP?**

SAP Ariba application is only for SABIC, However, SHPP will remain to use SLM to manage your company profile with SABIC

**3. What is the difference between SLM and SLP?**

Form process wise both system used for supplier registration and qualification, however, SAP Ariba SLP is a global solution that bring more control to manage your profile and interact with SABIC team, refer to Q1.

**4. SLP stands for what**

SAP Ariba SLP stand for "Supplier lifecycle and performance".

**5. How does SAP Ariba work?**

You can refer to Page #8 for the training videos.

**6. Is SAP Ariba Secure?**

SABIC deal with a secured application, however, for any cybersecurity attack, supplier shall comply with T&C and to communicate with SABIC cybersecurity team not later than 24 hours.

**7. If I have already an SAP Ariba account, does the SLP need to be completed?**

For existing suppliers with SABIC, your company shall respond to the registration questionnaires, refer to page #6.

**8. Do you have the deadline for SAP Ariba registration?**

Registration questionnaires shall be submitted within 90 days from the invite date.



## ARIBA REGISTRATION GUIDE FOR EXISTING SABIC SUPPLIERS

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**9. Will the username and password that is used for SAP Ariba be used for SUS and the e-business portal?**

You can login to e-business portal through single sign on using the navigation option provided. You can also directly login to e-business portal using your existing credentials.

**10. If I already, have an account on SLM I need to register on SLP.**

Yes, the basic details will be available in SLP, but you need to maintain the missing information on SLP.

**11. If I already have an account on Sap Ariba with another company, I need to register again.**

No, you can use the existing login credentials and answer the registration questionnaire requested by SABIC.

**12. How many users can be registered on SAP Ariba for each supplier?**

You can add multiple users for your Ariba network account. There is no known limit for number of users to be added to the account.

**13. Will e-business will be no longer used?**

E-business will be continued to be in use for Operational PO and invoice submissions.

**14. Is the vendor ID will be changed on SAP Ariba?**

No, the vendor IDs will remain the same for the existing suppliers.

**15. How to contact SABIC for support?**

SABIC can be contacted through Suppliers feedback application in Ariba or call center at 920029111 (for international call: +966-133506881)

**16. If I have an issue with the Ariba username and password whom to contact?**

Please contact Ariba support team using the [Forgot password](#) available on the portal

**17. Is the questionnaire valid after 90 days?**

Yes, the registration questionnaire is valid for 90 days. If for any reason, the questionnaire cannot be submitted, please contact call center.

