PACE PROGRAM

ARIBA REGISTRATION GUIDE

NEW SUPPLIER REGISTRATION PROCESS

CHEMISTRY THAT MATTERS™

ARIBA REGISTRATION GUIDE FOR NEW SUPPLIER REGISTRATION

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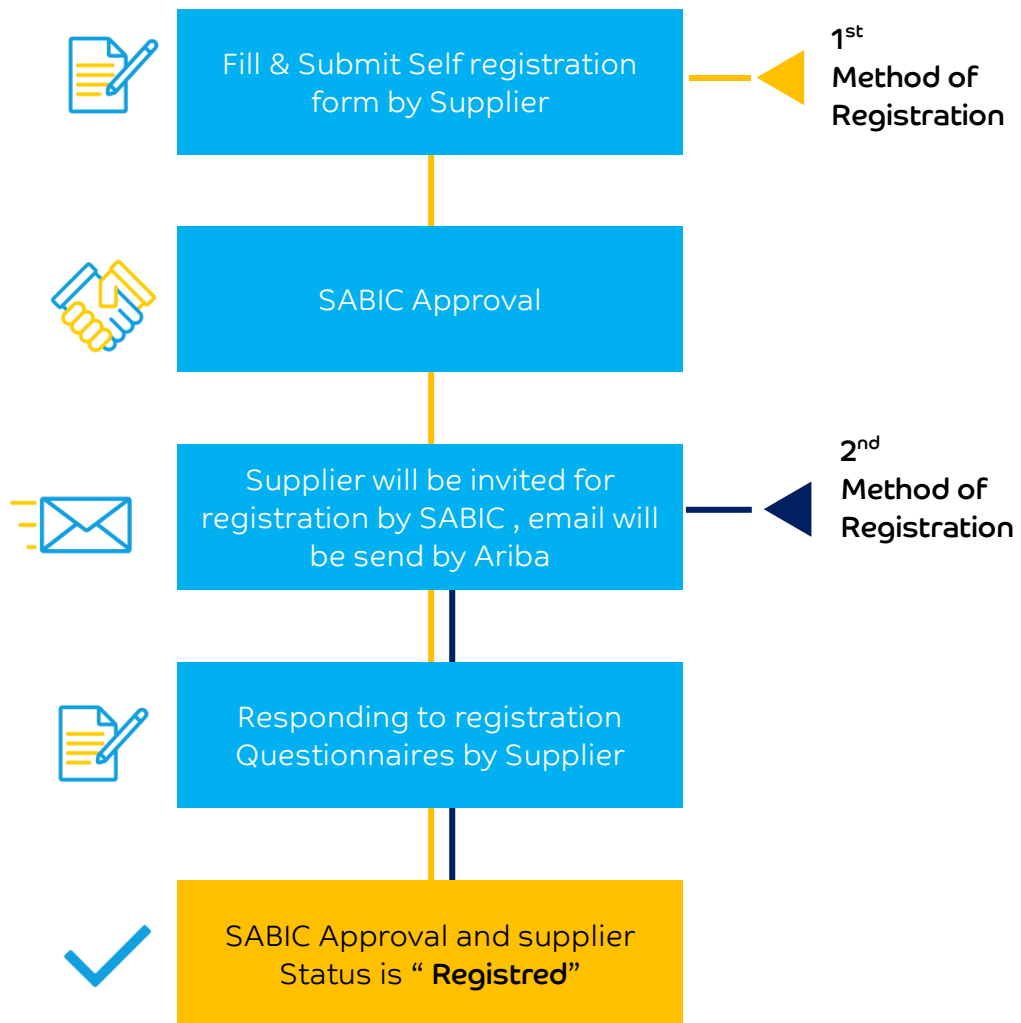**ARIBA REGISTRATION GUIDE FOR NEW SUPPLIER REGISTRATION**

ARIBA REGISTRATION GUIDE FOR NEW SUPPLIER REGISTRATION

1.1 SABIC Registration Methods

There are two methods to be registered with SABIC as a new suppliers whom does not have SABIC vendor code :

- **1st Method :**

   Supplier self registration, where supplier shall complete "Supplier Self registration Form". Please follow step-by-step starting from page 4 Click Here

- **2nd Method :**

   Supplier will be invited for registration by SABIC, where supplier will receive an invitation email for registration. Please follow step-by-step process starting from Page 8 Click Here

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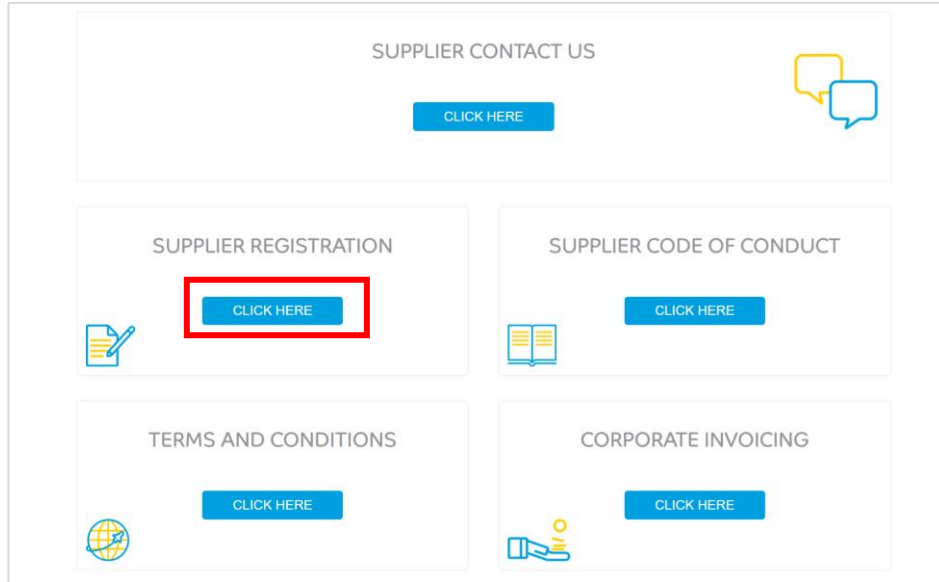## 2.1 Overall Process for Self Registration (for new supplier)

If you would like to register as a new supplier in SABIC, please follow the below steps
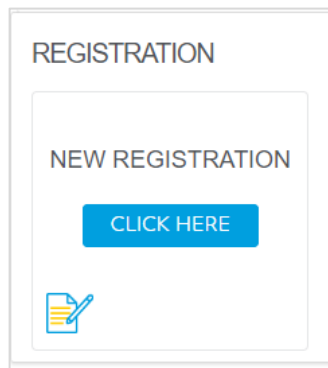
STEP 1:
Visit: Sabic Supplier Portal Click on REGISTER (click here to visit) and click on "New registration"

▼

STEP 2:
Fill Supplier
Self registration form & Submit

▼

STEP 3:
Upon SABIC Approval You Will Receive Invitation Email for Registration

▼

STEP 4:
Create Ariba Account for your company

▼

STEP 5:
Complete SABIC Registration Questionnaires and Submit

▼

DONE
Upon SABIC Approval, You Will Receive a Confirmation Email

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2.2 Step 1: Visit SABIC Supplier Portal

1. For supplier self registration, supplier shall visit SABIC Supplier Portal at: https://supplier.sabic.com/ .
2. Click on "SUPPLIER REGISTRATION"

3. Click on "new registion"

Supplier Call Center
920029111
For international call: +966-133506881

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2.3 Step 2: Complete SABIC Request Form

1. Supplier shall fill "Supplier Self Registration Form" and submit

   **Note :** do not fill the form if you have already recive an invitation for registration

1. Complete the Supplier self-registration form and enter all the mandatory fields marked with an asterisk(*). And submit

2. After the submition you will recive th below notification email where the supplier request will be pnding for SABIC approval.
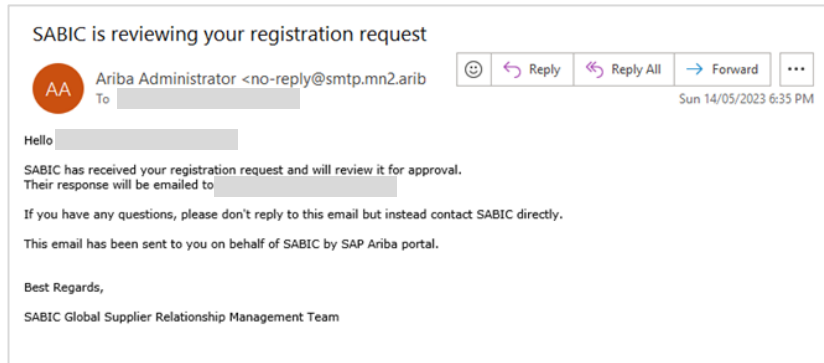
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2.4 Step 3: Registration on Ariba network for New Suppliers

1. Upon SABIC approval supplier will recive an invitation email from SAP Ariba to start the registration process
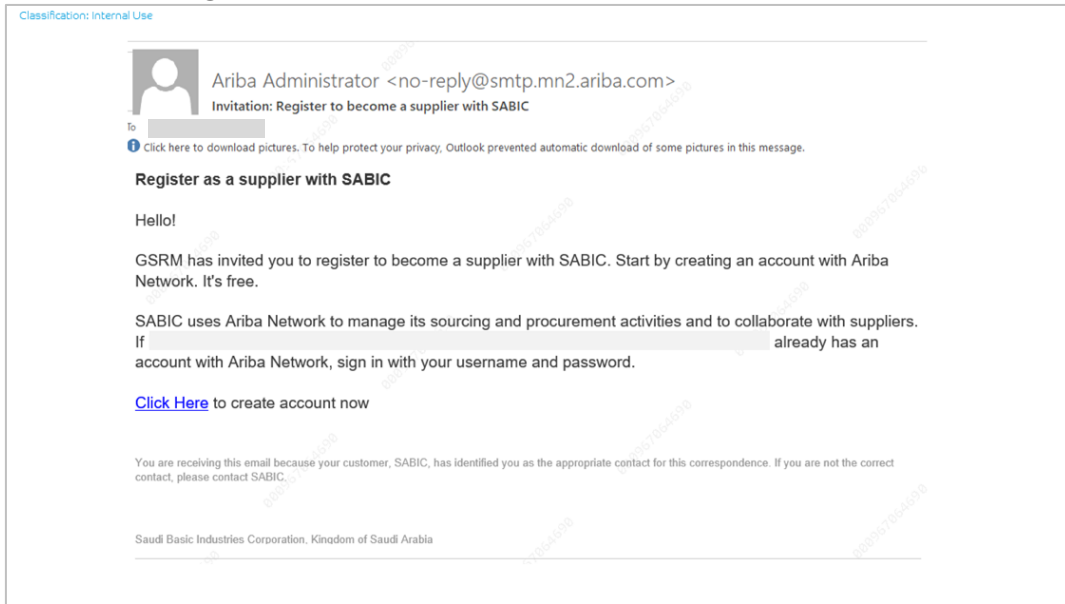
2.5 Step 4: Network Account Creation

1. Suppliers without SAP Ariba Account prior to this step are requested to click "Sign Up".
2. Suppliers with SAP Ariba Account prior to this step are requested to click "Log In"
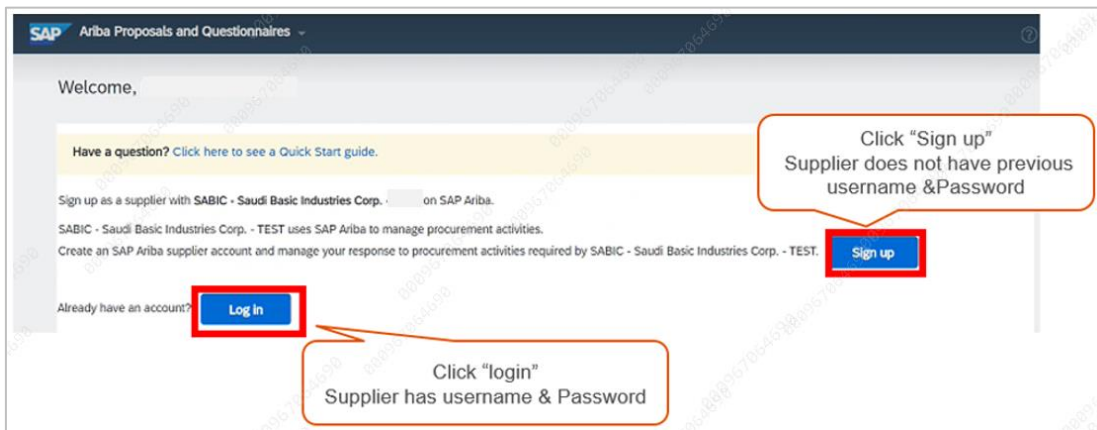
3. Create SAP Ariba Network Account (Sign Up) New Suppliers to SAP Ariba Network are required to create a Network Account. By creating a Network Account, the Supplier designated user is allowed to access the Supplier Profile at any time in the future by simply logging in.

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4. 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.

5. Accept terms and conditions and click 'Submit'.

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2.6 Step 5: Responding to Registration Questionnaires

1. After SAP Ariba account creation and log in, the supplier will be linked to his registration questionnaire. Suppliers are required to fill in data and submit the questionnaire.

2. Complete the Supplier registration questionnaire and enter all the mandatory fields marked with an asterisk(*). You may save it as a draft and complete the form within the time remaining.

3. You may also compose a message to SABIC in case you require any clarification.

4. Click on Submit Entire Response once you have completed the questionnaire
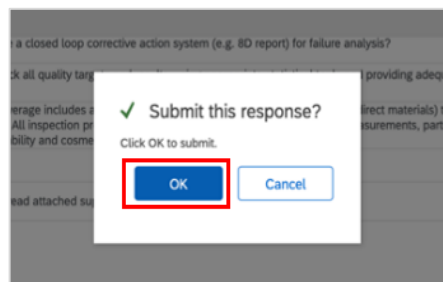
5. Click on "submit" again to confirm the submission.

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6. Your response has been successfully submitted
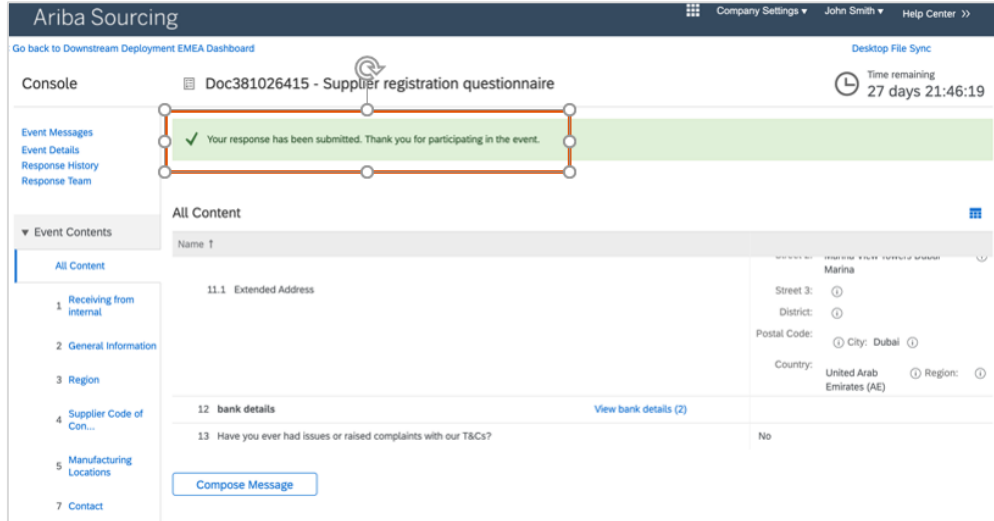
7. Your registration will be pending approval while it is being reviewed by SABIC

✓

DONE

You Have Completed All The Steps For Registration And Upon
SABIC Approval Your Company Status Will Be "**Registered**"

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3.1 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
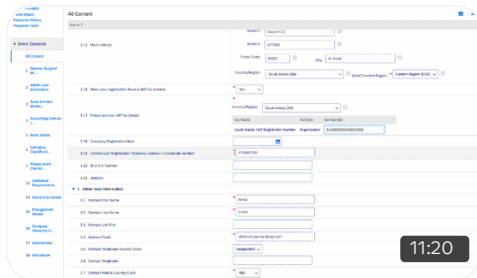
Network Account Creation & Responding To Registration Questionnaires Invitation Email

Click here to Play

Password: Ariba@2023
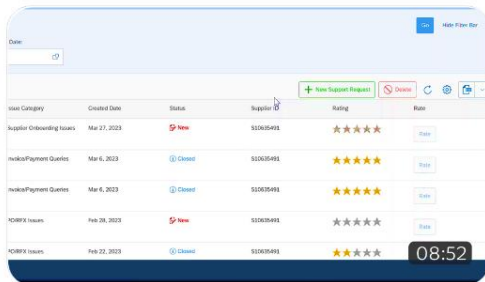
Raise Supplier Feedback in SAP Ariba By Suppliers

Click here to Play

Password: Ariba@2023

Review Suppliers Performance in SAP Ariba

Click here to Play

Password: Ariba@2023

Responding To Supplier Imporvment Plan By Suppliers

Click here to Play

Password: Ariba@2023

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4.1 FAQ

1. **What are the benefits of using SAP Ariba?**
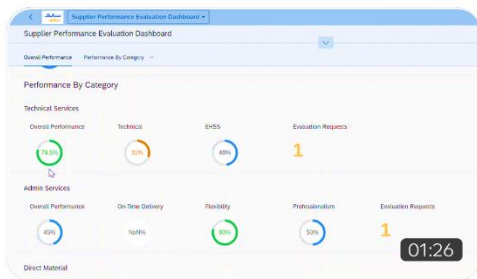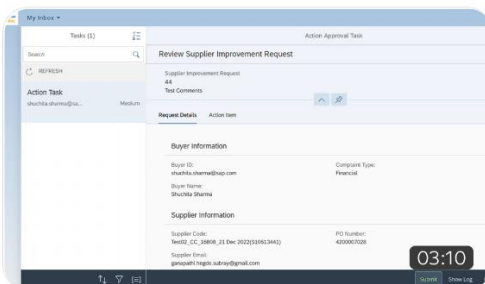   Ariba will enhance the supplier experience as it will provides more solutions for the suppliers such as supplier performance visibility, raising and rating support requests and also the ability to manage your profile with better control on the documents and certificates provided. Moreover, it will streamline the current manual process of the contract creation.

2. **Will SAP Ariba platform will be used 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. **SAP SLP stands for what?**
   SAP Ariba SLP stand for "Supplier lifecycle and performance".

4. **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.

5. **Do you have the deadline for SAP Ariba registration?**
   Registration questionnaires shall be submitted within 90 days from the invite date.

6. **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.

7. **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.

8. **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)

9. **If I have an issue with the Ariba username and password whom to contact?**
   Please contact Ariba support team using the <u>Forgot password</u> available on the portal

10. **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.

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11. **Will e-business will be no longer used?**
    E-business will be continued to be in use for Operational PO and invoice submissions.

12. **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)

13. **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

14. **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.