



User Manual

Supplier Registration Proces





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1. Supplier Management

1.1 Supplier Registration.

Supplier will get the Registration link from the Buyer.

1. Click the link provided in the supplier registration Request E-mail.
2. It will navigate to the Sign up/Log in Screen.
3. Click “Sign up” if the supplier doesn’t have an Ariba network account.
If the supplier already have an Ariba network account, they can log in with their user ID and Password.

<p>Dear XYZ Enterprises,</p> <p>Diriyah Gate Development Authority is pleased to invite you to register as a vendor through the DGDA Vendor Registration System.</p> <p>In order to receive invitations to tender from DGDA, Vendors are required to complete the registration process through the system by providing the requested information about their company.</p> <p>Please click on the following link to register: click here</p> <p>If you have any questions, please e-mail us at Vendors@dgda.gov.sa</p> <p>Regards, Corporate Procurement Department DGDA</p>	<p>عزيزي المورد،</p> <p>تسعد هيئة تطوير بوابة الدرعية بدعوتكم للتسجيل عبر النظام الإلكتروني لتسجيل الموردين.</p> <p>على المورد إكمال عملية التسجيل و اكمال البيانات المطلوبة عن الشركة وأنشطتها؛ وذلك لتسجيلها كمورد معتمد مسجل لدينا، للتمكن من استلام دعوات للمنافسة من الهيئة.</p> <p>نرجوا الدخول عبر الرابط التالي لتسجيل حساب جديد هنا</p> <p>للاستفسار والاستشارات يرجى التواصل على Vendors@dgda.gov.sa</p> <p>مع تحيات، إدارة المشتريات المؤسسية</p>
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Welcome, XYZ Enterprises

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **Diriyah Gate Development Authority** on SAP Ariba.

Diriyah Gate Development Authority uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Diriyah Gate Development Authority.

[Sign up](#)

Already have an account?

[Log in](#)



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4. Once you click “Sign up”, Supplier needs to enter all the required details. “*” indicates the mandatory fields.

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by Diriyah Gate Development Authority.

Create account and continue Cancel

Company information

* Indicates a required field

Company Name*

Country/Region*

Address*
Line 1
Line 2
Line 3

City*

State*

Zip*

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.

5. Suppliers can browse the details as mentioned in the below screenshot.

Tell us more about your business

Product and Service* Categories: Add -or- Browse

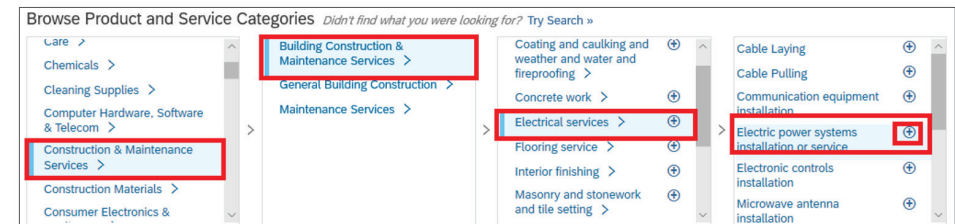
Ship-to or Service Locations: * Add -or- Browse



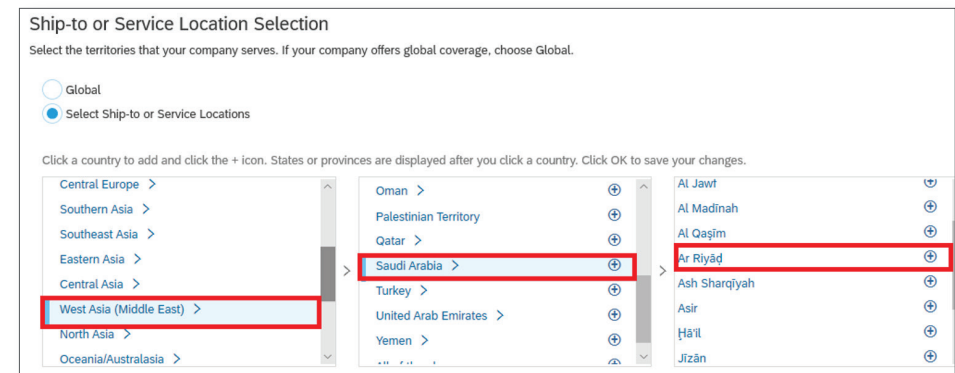
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6. Suppliers can browse and select the Products & Service Categories.



7. Suppliers can browse and select the service location.





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8. Supplier has to agree the terms & Conditions of Ariba network and click “Create account and continue”

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

☒ I have read and agree to the [Terms of Use](#)

☒ I have read and agree to the [SAP Ariba Privacy Statement](#)

Create account and continue

Cancel



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1.2 Supplier Registration Questionnaire:

1. Once the supplier is logged on to the Ariba network, they need to fill the questionnaires requested from the buyer.

1.1 Vendor Type	Local Vendor
1.2 Supplier Full Legal Name in Arabic ((Write as per CR)	UAT User Manual
1.3 Supplier Full Legal Name in English	
1.4 Holding Company	
1.6 General Description of Supplier	
2 Address	

2. Select yes for company registration number and click details to fill the registration number details.

1.5 Company Registration Number	* Yes <input type="button" value="Details"/>
1.6 General Description of Supplier	



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3. Enter all registration details as mentioned below

1.5 Company Registration Number

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)

Certificate Type: *	<input type="text" value="Local"/>
Issuer: *	<input type="text" value="saudi government"/>
Year of publication: *	<input type="text" value="2019"/>
Certificate Number: *	<input type="text" value="123234"/>
Certificate Location: *	<input type="text" value="Saudi Arabia"/>
Effective Date: *	<input type="text" value="Tue, 19 Mar, 2019"/>
Expiration Date: *	<input type="text" value="Mon, 19 Apr, 2021"/>
Attachment: *	<input type="text" value="Choose File"/> 1871 (4).pdf Or drop file here

4. Please fill the no of owners and owner share percentage.

▼ 4 Ownership Information	
4.1 No. of owners *	<input type="text" value="2"/>
4.2 Owner Name *	<input type="text"/>
4.3 Owner Nationality	<input type="text" value="Unspecified"/>
4.5 Owner1's Share percentage *	<input type="text"/>



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5. Please fill the SAP country code as mentioned in the below screenshot.

SAP Country code is provided in seperate sheet.

7.7 IBAN Number	23434
7.8 Bank Branch	Olayaa
7.9 City	Riyadh
7.10 Country	SA

6. Fill the payment methods based on below screenshot.

SAP payment method codes	Description
E	Direct Debit
N	Card Payment
L	External Payment
C	Check
F	Foreign Bank Transfer
T	Bank Transfer Domestic
I	ISO PAIN001: Credit Transfer

7.14 Preferred Payment Method	E
Certificates and Attachments	
8.7 A bank letter of official banking information	E
8.9 Foreign Vendors not register in Saudi Arabian Commercial registration / trade license (Endorsed by Saudi Embassy in their Country)	F
10. copy of the signed and stamped Non Disclosure Agreement	L
(*) indicates a required field	

7. Please fill in the necessary certification details and upload certificate with expiry date details. Select Yes and click Details

8.9 Foreign Vendors not register in Saudi Arabian Commercial registration / trade license (Endorsed by Saudi Embassy in their Country)	Unspecified
8.10 Foreign Vendors register in Saudi Arabian Commercial registration / trade license (Endorsed by Saudi Embassy in their Country)	Yes
Details	



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8. Enter the certification details.

8.9 Foreign Vendors not register in Saudi Arabian Commercial registration / trade license (Endorsed by S...

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)

Certificate Type: *

Issuer: *

Year of publication: *

Certificate Number: *

Certificate Location: *

Effective Date: *

Expiration Date: *

Attachment: * [Ariba Training-5.xls](#) [Delete](#)

[Choose File](#) 1871 (4).pdf

Or drop file here

9. Once all the questionnaires are filled, suppliers can submit the response.

▼ 9 Vendor Declaration

9.1 I have reviewed the responses contained within this document and can confirm the responses provided are to the best of my knowledge true and accurate at the date of signing. I agree to DGDA contacting the above references *

(*) indicates a required field

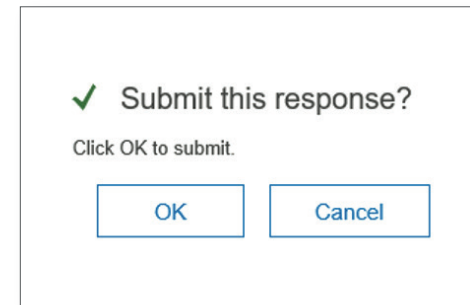
[Submit Entire Response](#) [Save draft](#) | [Compose Message](#) [Excel Import](#)



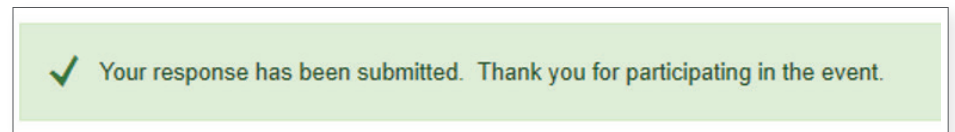
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10. System will ask for the confirmation to submit this response .



11. Click “OK”, the response will be submitted.



12. Supplier will get the notification when the buyer approves the Supplier's Questionnaire.