

Suppliers Enablement C-SENB

Etmam - Implementation and deployment of
Ariba procurement management system project



Within the framework of the Royal Commission for the City of Riyadh seeking to achieve the strategic goals of digital transformation in the automation of internal services, the electronic procurement management system was launched to automate procurement procedures and processes and all works related to supplier systems, competitions, contracts as interconnected systems with a unified database.

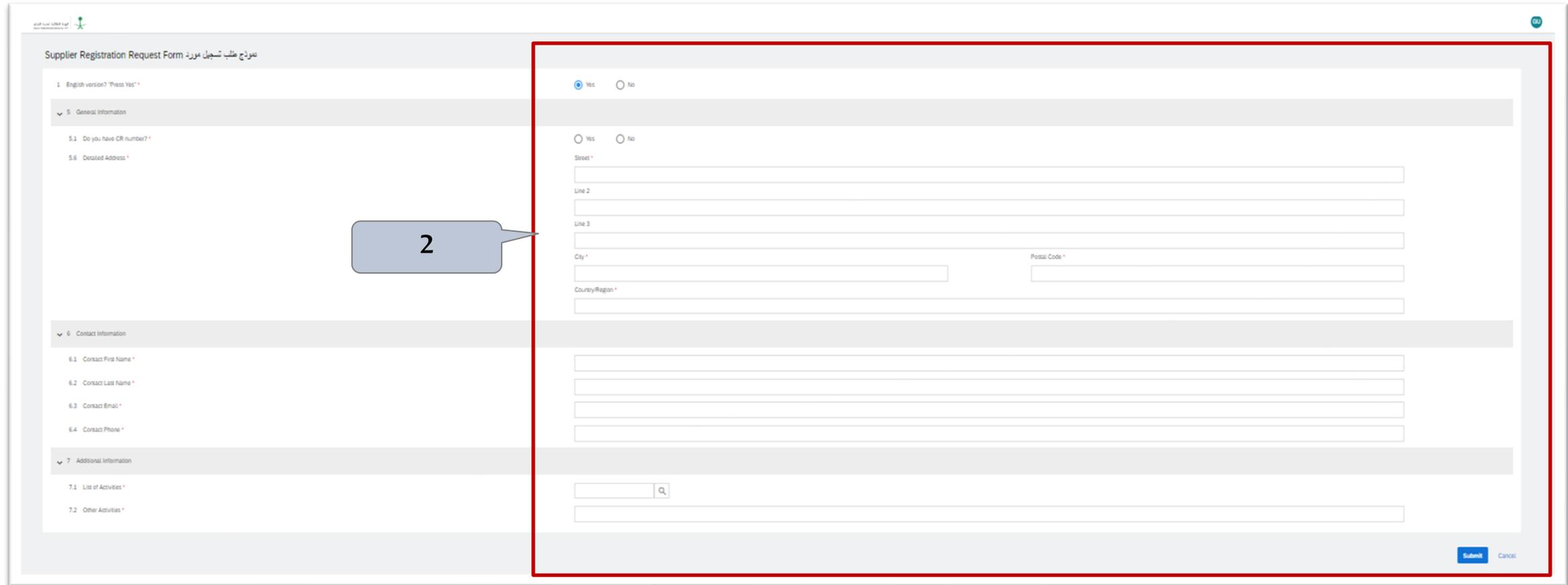


Step No. 1 – Initial Registration

1- Click on the self registration link

<http://rcrc.supplier.mn2.ariba.com/ad/selfRegistration>

2- Fill in the required fields



The screenshot shows a web form titled "Supplier Registration Request Form" with the Arabic subtitle "نموذج طلب تسجيل مورد". The form is divided into several sections:

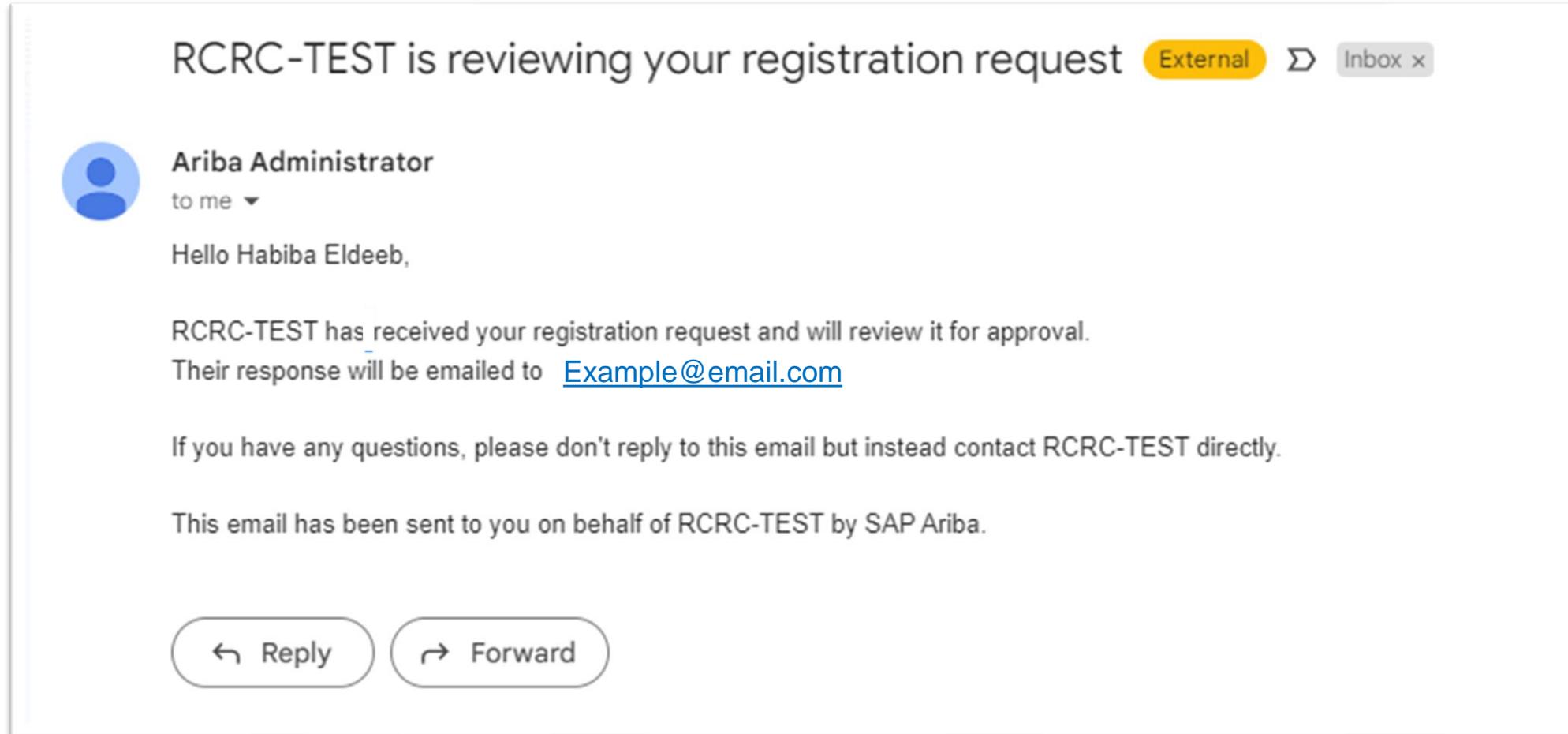
- 1 English version? "Press Yes" ***
- 5 General Information**
 - 5.1 Do you have CR number? *
 - 5.6 Detailed Address *
 - Yes No
 - Yes No
 - Street *
 - Line 2
 - Line 3
 - City *
 - Postal Code *
 - Country/Region *
- 6 Contact Information**
 - 6.1 Contact First Name *
 - 6.2 Contact Last Name *
 - 6.3 Contact Email *
 - 6.4 Contact Phone *
- 7 Additional Information**
 - 7.1 List of Activities *
 - 7.2 Other Activities *

A red box highlights the "Detailed Address" section, and a callout bubble with the number "2" points to it. At the bottom right of the form, there are "Submit" and "Cancel" buttons.

Note: A notifications will be sent via the email that has been entered by the supplier.

Step No.1 – Initial Registration Request

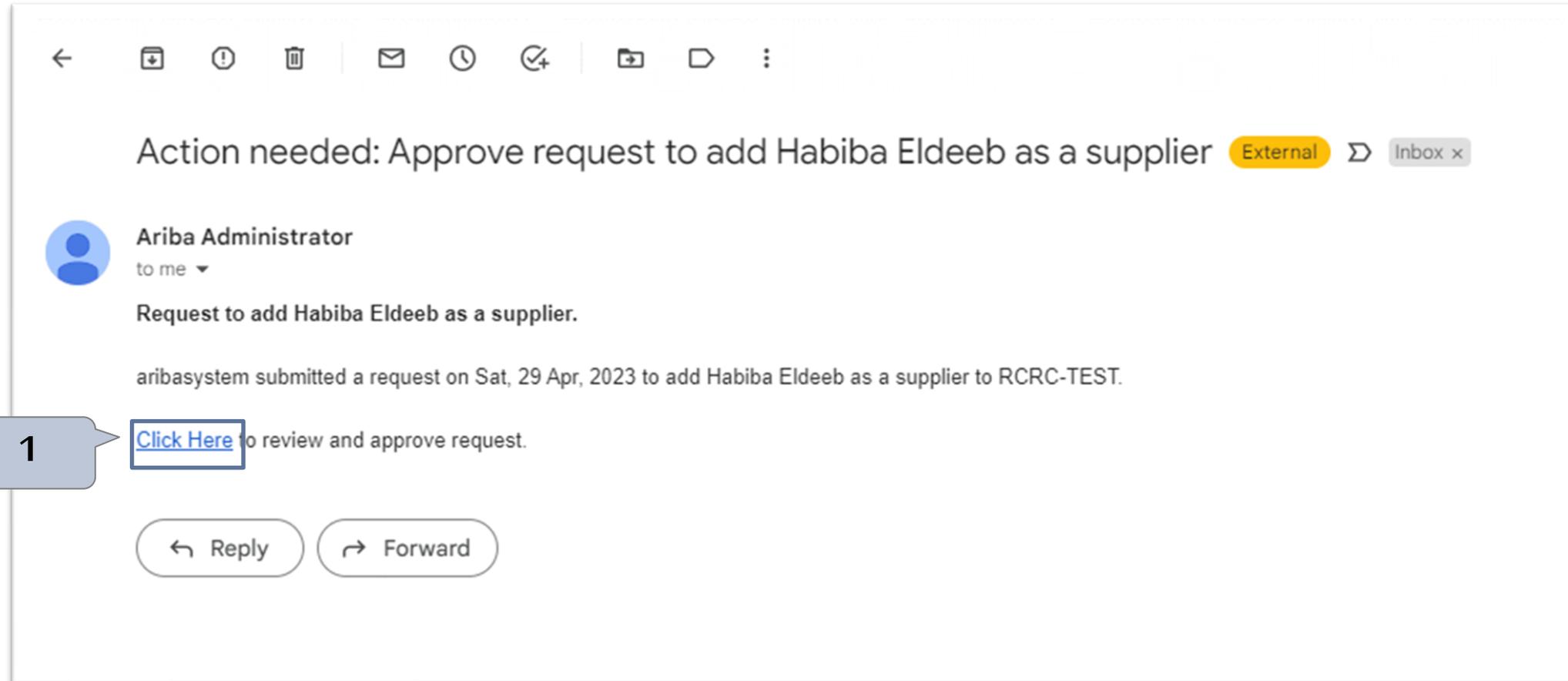
3- Email will be sent automatically to the supplier email to verify the registration ,Incase of not receiving the email : please check the entered email of the supplier , or check , the “Spam” folder



Note: The steps of the Initial registration will be reviewed, and the supplier will be notified via E-mail to complete the actual registration process.

Step No. 2 – Actual Registration

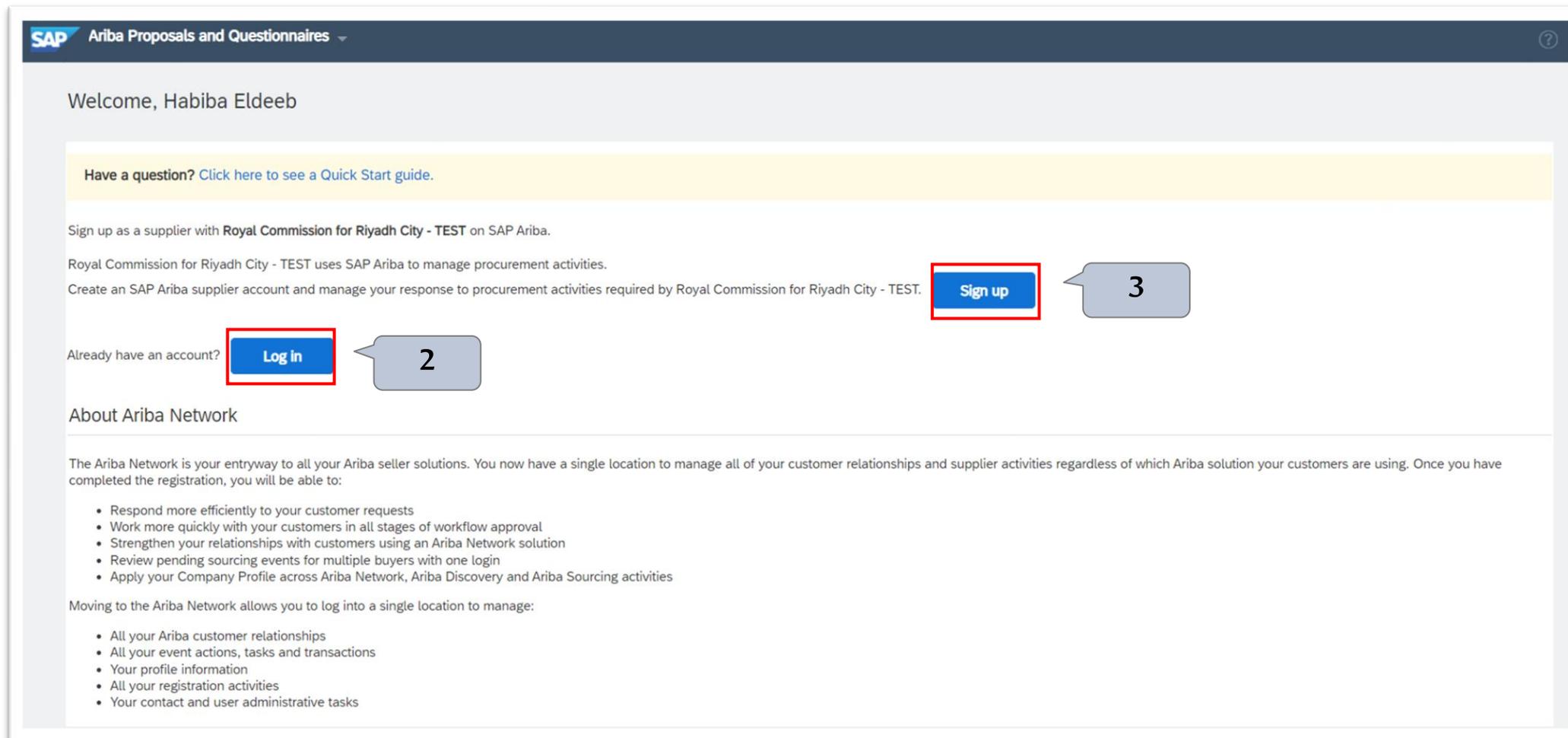
1- Click on “Click here” button in the E-mail of the actual registration to complete the actual registration form



Step No. 2 – Actual Registration

2- In case of “Ariba account” already exists , click on “Login”

3- In case of there is no account existing, click on “Sign up” to start creating an account on Ariba.



The screenshot shows the SAP Ariba Proposals and Questionnaires interface. At the top, it says "Welcome, Habiba Eldeeb". Below this, there is a yellow banner with the text "Have a question? Click here to see a Quick Start guide." The main content area contains the following text: "Sign up as a supplier with Royal Commission for Riyadh City - TEST on SAP Ariba. Royal Commission for Riyadh City - TEST uses SAP Ariba to manage procurement activities. Create an SAP Ariba supplier account and manage your response to procurement activities required by Royal Commission for Riyadh City - TEST." There are two buttons: "Log in" and "Sign up". The "Log in" button is highlighted with a red box and a callout bubble containing the number "2". The "Sign up" button is also highlighted with a red box and a callout bubble containing the number "3". Below this, there is a section titled "About Ariba Network" with a paragraph of text and two bulleted lists of benefits.

Log in 2

Sign up 3

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

Step No. 2 – Actual Registration

4- Complete the required fields

5- Click on “ Create account and continue “

The screenshot shows the 'Create account' page in SAP Ariba. The page title is 'Create account' and the subtitle is 'First, create an SAP Ariba supplier account, then complete questionnaires required by Royal Commission for Riyadh City - TEST.' There are two callouts: callout 4 points to the 'Company information' section, and callout 5 points to the 'Create account and continue' button. The 'Company information' section includes fields for Company Name, Country/Region, Address, City, Postal Code, and State. The 'User account information' section includes fields for Name, Email, Username, and Password. There are also checkboxes for 'Use my email as my username' and a link for 'SAP Business Network Privacy Statement'.

5

Create account and continue Cancel

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by Royal Commission for Riyadh City - TEST.

Company information

* Indicates a required field

Company Name:* Habiba Eldeeb

Country/Region:* Saudi Arabia [SAU]

Address:* Riyadh

Line 2

City:* Riyadh

Postal Code:* 487623

State:* Ar Riyad [SA-01]

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.

4

User account information

* Indicates a required field

Name:* Habiba Eldeeb

Email:* habiba.eldeeb@pwc.com

Use my email as my username

Username:* habiba.eldeeb@pwc.com

Password:* *****

SAP Business Network Privacy Statement

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

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

Step No. 2 – Actual Registration

6- Click on the “Supplier Registration Questionnaire” link in the E-mail to start in filling in the required fields

The screenshot shows the SAP Ariba Spend Management interface. The top navigation bar includes 'SAP Ariba Proposals and Questionnaires', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The main content area is titled 'RCRC-TEST' and contains a welcome message, a 'Home' button, and three sections: 'Events', 'Registration Questionnaires', and 'Qualification Questionnaires'. The 'Registration Questionnaires' section is expanded to show a table with one entry: 'Supplier Registration Questionnaire' (ID: Doc91583411, End Time: 5/29/2023 11:40 PM, Status: Invited). This link is highlighted with a red box, and a callout bubble with the number '6' points to it.

Title	ID	End Time ↓	Status
Supplier Registration Questionnaire	Doc91583411	5/29/2023 11:40 PM	Invited

Step No. 2 – Actual Registration

7- Complete the required fields

8- Click on “Submit Entire Response” button

Ariba Sourcing

Go back to RCRC-TEST Dashboard

Company Settings Habiba Eldeeb Feedback Help

Desktop File Sync

Time remaining 29 days 23:18:49

Console Doc91583411 - Supplier Registration Questionnaire

All Content

1.1 Supplier Type - نوع المورد

1.2 Activities List - قائمة الأنشطة

1.6 Origin country - بلد المنشأ

1.8 Governmental Entity name as per foundation decision - اسم الجهة الحكومية بحسب قرار التأسيس

1.14 Are you registered in Eitmad? هل مسجل في منصة إتمام?

1.15 Address - العنوان

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Note: A notification E-mail will be sent to attach the official certificates

Step No. 3 – Attach the official certificates

1- Click on "Submit questionnaire" link in the E-mail sent to start in filling in and attaching the official certificates

Action needed: Complete questionnaire from RCRC-TEST External > Inbox x

 **mahmoud radwan** <s4system-prodksa+RCRC-T.Doc91583451@smtp.mn2.ariba.com>
to me ▾

RCRC-TEST

Hello Habiba Eldeeb,

RCRC-TEST has invited you to complete a questionnaire. This is required so Habiba Eldeeb can do business with RCRC-TEST.

Questionnaire Overview
Questionnaire name: Standards Certificates Questionnaire-طلب المستندات الرسمية للمنشأة
Respond by: Sat, 29 Apr, 2023
Update Request Comments:

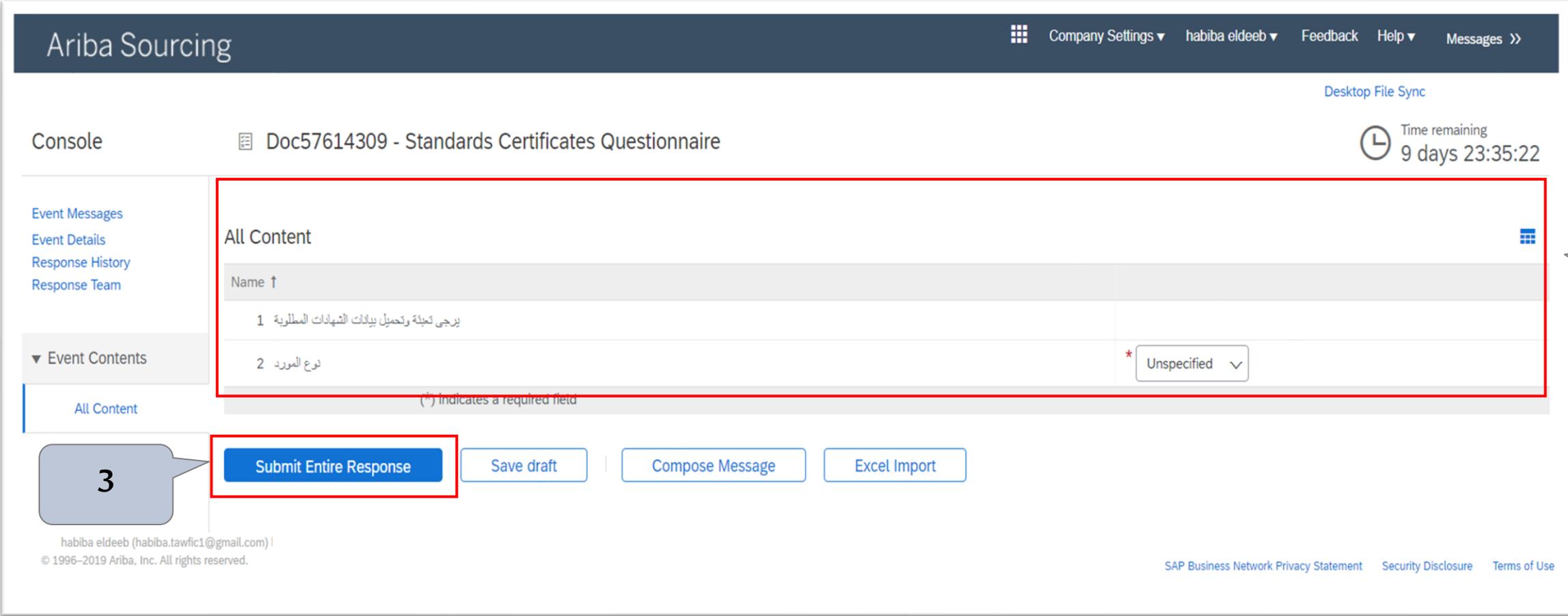
1 [Submit questionnaire](#)

Best,
SAP Ariba team

Step No. 3 – Attach the official certificates

2- Complete the certificates questionnaire form

3- Click on “Submit Entire Response”



The screenshot shows the Ariba Sourcing interface for a questionnaire titled "Doc57614309 - Standards Certificates Questionnaire". The interface includes a top navigation bar with "Company Settings", "habiba eldeeb", "Feedback", "Help", and "Messages". A "Time remaining" indicator shows 9 days 23:35:22. The main content area displays a table with two rows of content:

Name ↑	
1 يرجى تعبئة وتحميل بيانات الشهادات المطلوبة	
2 نوع المورد	* Unspecified

Below the table, there are four buttons: "Submit Entire Response" (highlighted with a red box and a callout '3'), "Save draft", "Compose Message", and "Excel Import". A callout '2' points to the table area. The footer includes the user's name "habiba eldeeb (habiba.tawfic1@gmail.com)", copyright information "© 1996–2019 Ariba, Inc. All rights reserved.", and links for "SAP Business Network Privacy Statement", "Security Disclosure", and "Terms of Use".

Note: Invitation will be sent via E-mail to complete the Qualification steps

Step No. 4 – Qualification process

1- Click on “Click here” in the E-mail sent to start in filling in the Qualification form

Action needed: Fill out qualification questionnaire to become a qualified supplier with RCRC-TEST External > Inbox x

 **habiba eldeeb** <s4system-prodksa+RCRC-T.Doc91582930@smtp.mn2.ariba.com> 1:
to me ▾

RCRC-TEST

Qualification questionnaire to become a qualified supplier with RCRC-TEST

Hello!

Now that Habiba Eldeeb is registered as a supplier with RCRC-TEST, you're invited to fill out one or more questionnaires to become qualified in the following categories:

- أنشطة عامة in

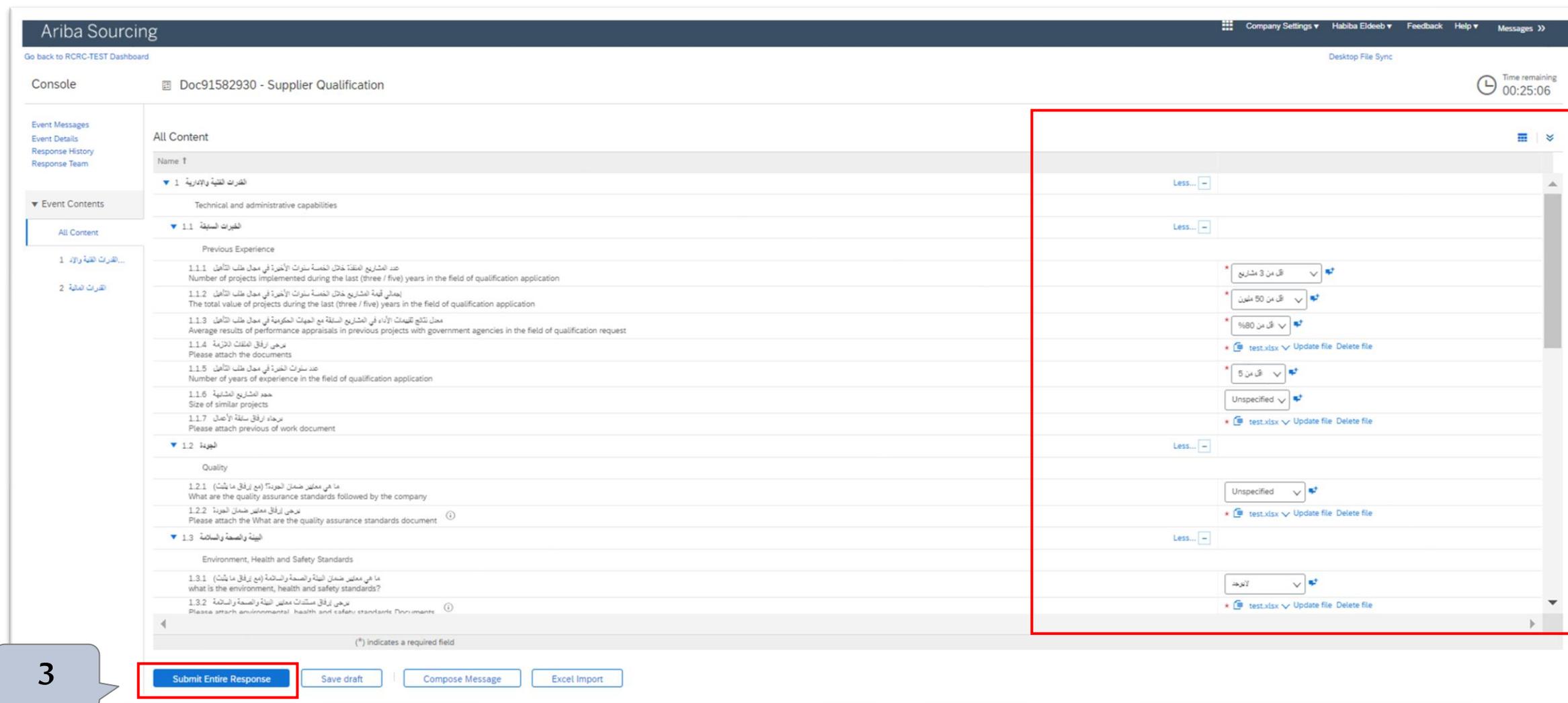
1 [Click Here](#) to fill out the questionnaire

You are receiving this email because your customer, RCRC-TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact RCRC-TEST.

Step No. 4 – Qualification process

2- Complete the Qualification form

3- Click on “Submit Entire Response”



Arriba Sourcing

Go back to RCRC-TEST Dashboard

Company Settings Habiba Eldeeb Feedback Help Messages

Desktop File Sync

Console Doc91582930 - Supplier Qualification

Time remaining 00:25:06

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1. القدرات الفنية والإدارية...
2. القدرات المالية

All Content

1. القدرات الفنية والإدارية...
2. القدرات المالية

1. القدرات الفنية والإدارية...
2. القدرات المالية

1.1 القدرات السابقة
Technical and administrative capabilities

1.1.1 عدد المشاريع المنقذة خلال الخمسة سنوات الأخيرة في مجال طلب التأهيل
Number of projects implemented during the last (three / five) years in the field of qualification application

1.1.2 إجمالي قيمة المشاريع خلال الخمسة سنوات الأخيرة في مجال طلب التأهيل
The total value of projects during the last (three / five) years in the field of qualification application

1.1.3 معدل نتائج تقييمات الأداء في المشاريع السابقة مع الجهات الحكومية في مجال طلب التأهيل
Average results of performance appraisals in previous projects with government agencies in the field of qualification request

1.1.4 يرجى إرفاق الملفات اللازمة
Please attach the documents

1.1.5 عدد سنوات الخبرة في مجال طلب التأهيل
Number of years of experience in the field of qualification application

1.1.6 حجم المشاريع المشابهة
Size of similar projects

1.1.7 رجاء إرفاق سلة العمل السابقة
Please attach previous of work document

1.2 الجودة
Quality

1.2.1 ما هي معايير ضمان الجودة (مع إرفاق ما يثبت)
What are the quality assurance standards followed by the company

1.2.2 يرجى إرفاق معايير ضمان الجودة
Please attach the What are the quality assurance standards document

1.3 البيئة والصحة والسلامة
Environment, Health and Safety Standards

1.3.1 ما هي معايير ضمان البيئة والصحة والسلامة (مع إرفاق ما يثبت)
what is the environment, health and safety standards?

1.3.2 يرجى إرفاق مستندات معايير البيئة والصحة والسلامة
Please attach environmental health and safety standards documents

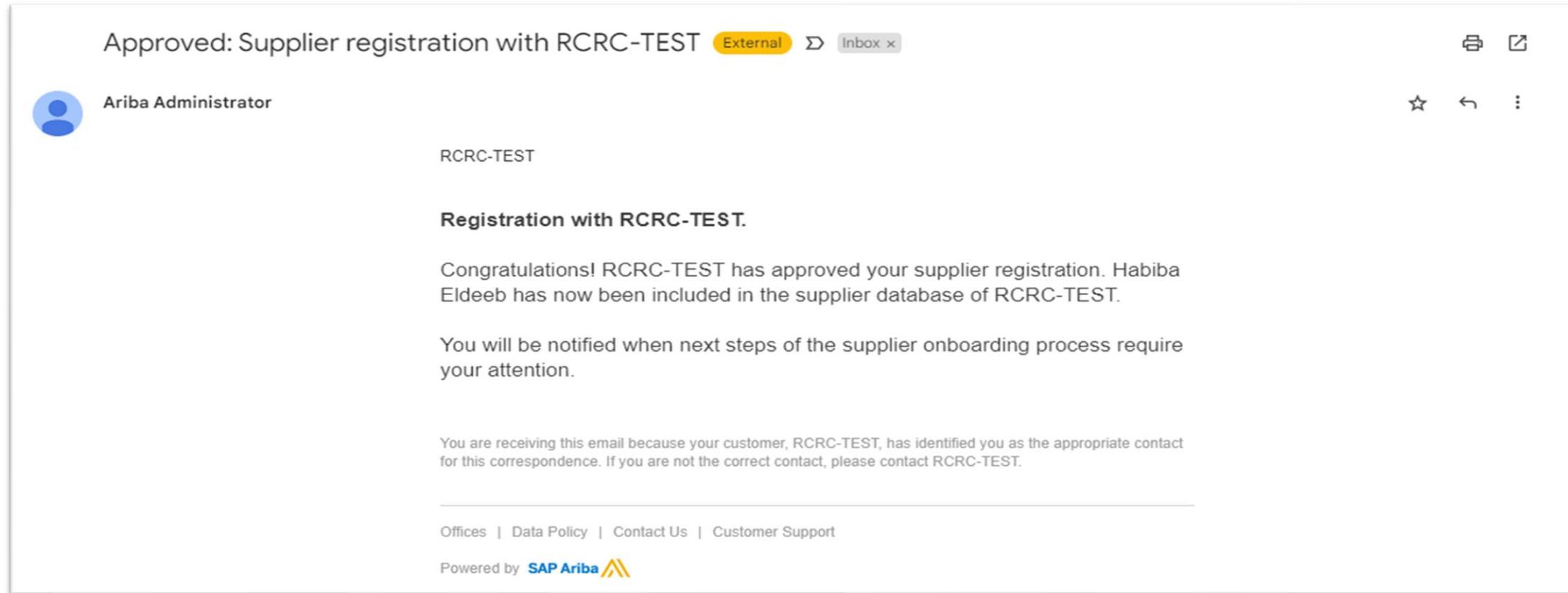
(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

2

3

1- A confirmation E-mail will be sent to confirm the registration after finishing the Qualification process



Qualification status follow up

1- you will be notified via E-mail with on of the following status:

- Accepted
- Rejected
- Information is missing

2- To follow up on your qualification status please click on “[Click Here](#)” in the E-mail sent

Fyi: Qualification started for Habiba Eldeeb with RCRC-TEST External Σ Inbox x

Ariba Administrator
to me ▾

Qualification process for Habiba Eldeeb has started.

For your information, habiba eldeeb started qualification for Habiba Eldeeb in the following categories:

- أنشطة عامة in

[Click Here](#) to view the details of the qualification project.

← Reply → Forward

Thank you

