



Vendor Registration Guide

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Al Bawani Vendor Registration Questionnaire

Vendor Registration Process Description

The Vendor Registration process of Al Bawani is centralized through SAP Ariba platform. The platform provides a single online location where Vendors can register with Al Bawani in a fast and efficient manner.

In order to access and participate in the Vendor registration Process for Al Bawani, Supplier Organization Should have an authenticated and verified Business Network account with legit User ID and Password.

Vendors who wish to do business with Al Bawani (New Vendors) can access the Al Bawani's corporate portal (<https://www.albawani.net/>) and access the supplier portal which will redirect them to Ariba for Self-Registration form which is shown as below:

Steps for the vendor to submit the Self- Registration form:

1. Select from the dropdown whether the supplier is Local or Foreign Supplier
 - Local- for Supplier's based of Kingdom of Saudi Arabia.
 - Foreign- for Supplier's based outside Kingdom of Saudi Arabia.
2. Enter the Supplier Full Legal Name as per CR certificate.
3. Mention the Supplier Address

1.5 Please identify your organization's type *

Corporation
Partnership
Co-operative

1.6 Please provide your organization's approximate annual revenue *

US Dollar

1.7 Please provide your organization's last financial statement or organization's most recently filed annual report

Upload File

2 Primary Supplier Contact

2.1 Contact First Name *

2.2 Contact Last Name *

2.3 Contact Email *

2.4 Contact Phone

3 Additional Information

3.1 Please nominate the categories of goods and/or services that your organization provides **Note: Kindly select the lowest level of commodity as per your CR certificate.** *

3.2 Please attach your company profile. *

Upload File

3.3 CR Number *

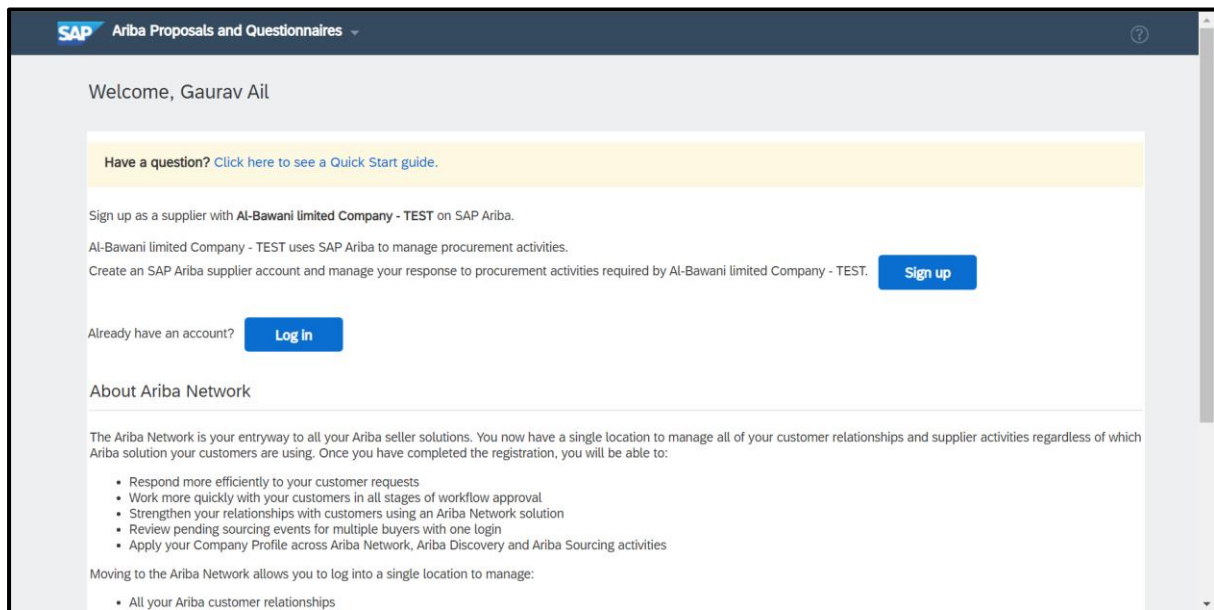
3.4 DUNS Number

4. Select the Organization type from the drop-down list.
5. Provide the Organization approximate revenue.
6. Provide the Organization last financial statement (Optional)
7. Provide the Contact First Name
8. Provide the Contact Last Name
9. Provide a valid email (This email mentioned will be utilized for further communications like sending Registration invitations/RFQ etc)
10. Select the relevant Product and Service codes for your organization according to New Supplier Registration Guide Commercial/Trade license and click on Browse. (3.1)
 - I. Start with the 1st level and scroll down to the 1st category and click on the arrow symbol to its right [>] to expands the relevant sub-category to 2nd level and repeat for 3rd level selection of product/service group.
11. Enter the CR (Commercial Registration/Trade License no) as per your certificate.
12. DUNS No is optional.

Once all the above-mentioned information is filled in click on Submit, this form will be reviewed by Al Bawani and vendor will be notified about the next steps.

Steps for setting up an Ariba Network account:

1. Follow the instructions provided in the system generated email resulting from Invitation to Register.
2. Click Sign up to create a new Ariba Network Account Fill up the Account Creation Screen – The information submitted by you in this screen will be used by Ariba to create the type of account that will be used in the platform for all commercial activities.



3. Enter or select from drop down list the Address, City, State, and Zip Code details of the organization.

Note: Address Line 1 and Line 2 together should not exceed 40 characters length. New Supplier Registration Guide Please refer screen below

Company information

** Indicates a required field*

Company Name: *

Country/Region: *

Address: *

Postal Code:

City: *

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.

4. Enter Password and repeat Password entry – ensure to save this password securely for future use during login into your SAP Ariba Account.

User account information

* 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: *

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.

5. Select the relevant Product and Service codes for your organization according to New Supplier Registration Guide Commercial/Trade license and click on Browse.

Tell us more about your business

Product and Service Categories: * -or-

Ship-to or Service Locations: * -or-

Tax ID: Enter your Company Tax ID number.

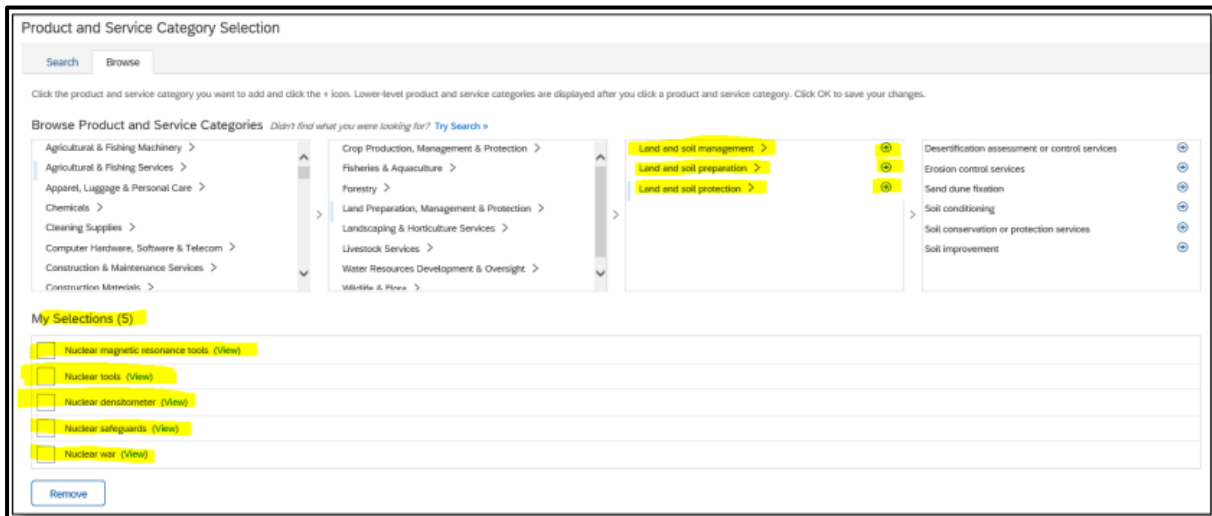
Vat ID: Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "T" 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.

6. Start with the 1st level and scroll down to the 1st category and click on the arrow symbol to its right [>] to expands the relevant sub-category to 2nd level and repeat for 3rd level selection of product/service group.
7. Click to Add for the relevant entry



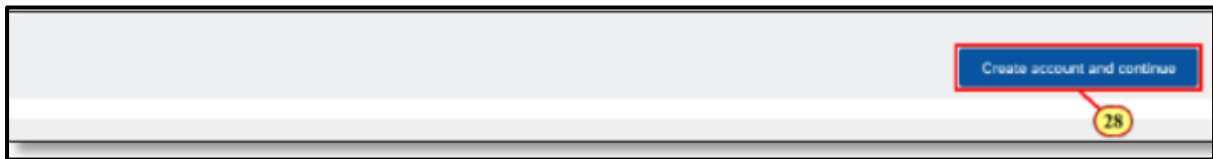
8. Repeat same for other categories in accordance with the valid Commercial/Trade license of your organization.
9. Click OK to save your selection.
10. Browse and select location of Ship-to or Service Locations from which the products and New Supplier Registration Guide services are provided/shipped from and click Add.



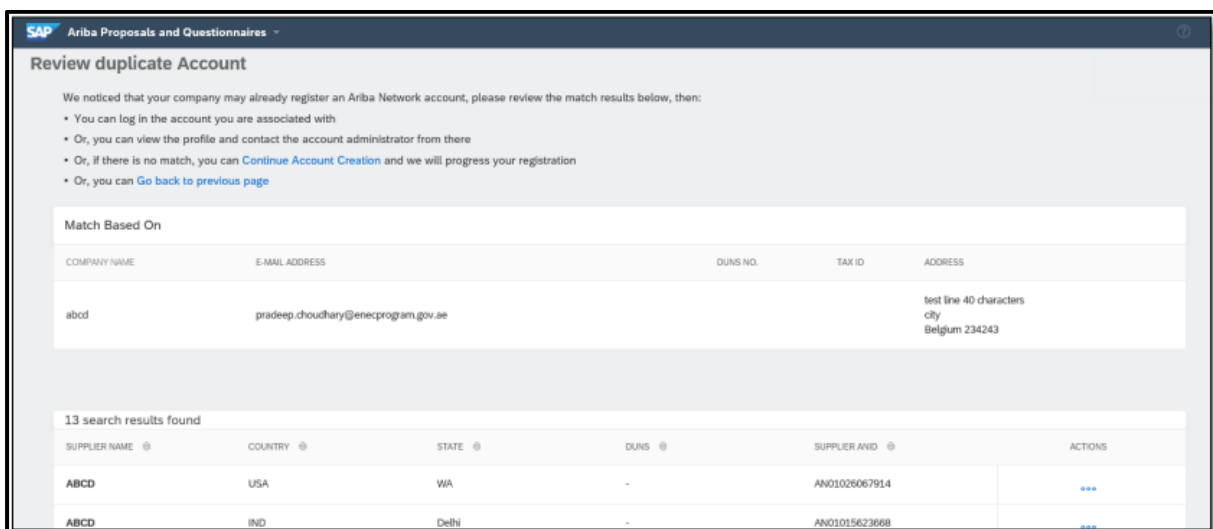
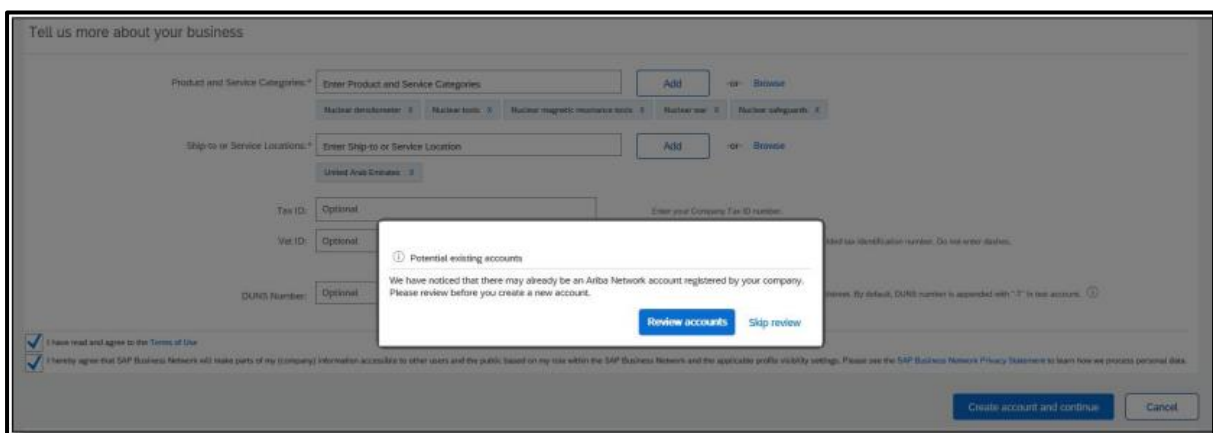
11. Clicking on Disclaimers for SAP Terms of Use and Business Network



12. Click Create account and continue



13. After submission, Ariba checks if any potential existing accounts which matches with the profile information you have provided. Note: Please review accounts if you want to use existing accounts for registering with Al Bawani or you can skip review and go ahead with fresh new account creation.



1. Introduction to Al Bawani

Introduction of Al Bawani for the vendors.

2. General Supplier Information

2. Fill the necessary info in the following fields of Section 2

2.1 Are you a supplier based of Kingdom of Saudi Arabia? (Yes/No)

2.2 Supplier Name

2.3 Enter the Supplier Name in Arabic (Only for Local Vendors)

2.4 Address Details

2.4.1 Address Description (Can mention the address is HQ or just company)

2.4.2 Address Purpose form the drop-down list

2.4.3 Country from the drop-down list

2.4.4 Enter a city

2.4.5 Zip code of the Supplier address

2.4.6 Street (Address of the Supplier)

2.4.7 Post Box if applicable

2.4.8 Primary (Yes/No) Whether the address is Primary

2.4.9 Is Primary Tax Registration (Yes/No) If the address mentioned is utilized for Tax Registration.

2.5 Vendor Currency from the drop-down list.

ARIBA Sourcing

back to Albawani-TEST Dashboard

Console Doc88281714 - Supplier Registration Questionnaire

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

Name 1

1 Introduction of Al Bawani

2 General Information

2.1 Are you a supplier based of Kingdom of Saudi Arabia?

2.2 Supplier Name

2.3 Name in Arabic

2.4 Address Details

2.4.1 Address Description

2.4.2 Address Purpose

2.4.3 Country

2.4.4 City

2.4.5 Zip Code

2.4.6 Street

2.4.7 Post Box

2.4.8 Primary

2.4.9 Is Primary Tax Registration?

2.5 Vendor Currency

3 Company Information

4 Contact Information

7 Certificate Documents

8 Bank Details

9 General Terms and Co...

10 Confidentiality & NDA

Yes

Apsolut Information Technology

التكنولوجيا المطلقة

Company

Business

Saudi Arabia[SAU]

Riyadh

18916

Street 5 Olaya, King Towers, AbdulAziz Street

Yes

Yes

Saudi Riyal[SAR]

3. Company Information

3.1 Select the Supplier type from the drop-down list.

3.2 What kind of Commodity/Service you offer?

Start with the 1st level and scroll down to the 1st category and click on the arrow symbol to its right [>] to expands the relevant sub-category to 2nd level and repeat for 3rd level selection of product/service group.

Note: Select the lowest level of commodity (Level 4) which is applicable to the vendor. Selecting the highest level (L1 or L2 or L3 would lead to dis-qualification of the vendor).

3.3 Select the appropriate ISIC code from the drop down as per your CR Certificate.

3.4 Upload company profile/catalogue

3.5 Company Org Chart

3.6 URL

3.7 Last 3 years financial statements.

Arriba Sourcing

Go back to AlBawani-TEST Dashboard

Company Settings | Gaurav Ali | Feedback | Help | Messages

Desktop File Sync

Time remaining: 29 days 23:21:24

Console: Doc88281714 - Supplier Registration Questionnaire

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Introduction of AI B...

2 General Information

3 Company Information

4 Contact Information

7 Certificate Documents

8 Bank Details

9 General Terms and Co...

All Content

3 Company Information

3.1 Supplier Type: Private

3.2 What kind of commodity / service you offer?
Note: Kindly select the lowest level of commodity as per your company's offerings.

3.3 Kindly provide the ISIC code as per CR certificate

3.4 Upload your company profile / catalogue: Attach a file

3.5 Upload your Company Organization Chart: Attach a file

3.6 Web Site URL: [input field]

3.7 Provide last 3 years financial statements: Attach a file

4 Contact Information

4.1 Contact Type: Unspecified

Arriba Sourcing

Choose Values for Commodity

Add to Currently Selected

Currently Selected

No Items

Name	ID
All Commodities	All
Apparel and Luggage and Personal Care Products	53
Building and Construction and Maintenance Services	72
Building construction and support and maintenance and repair services	7210
Building support services	721015
Carpentry	721026
Rough carpentry	72102601
Windows or door or fixture installation	72102602
Coating and caulking and weather and water and fireproofing	721020
Concrete work	721017
Electrical services	721022
Exterior cleaning	721018
Flooring service	721027
Grounds maintenance services	721029
Interior finishing	721019
Masonry and stonework and tile setting	721025

Done

Arriba Sourcing

Choose Values for Commodity

Add to Currently Selected

Currently Selected

No Items

Name	ID
All Commodities	All
Apparel and Luggage and Personal Care Products	53
Building and Construction and Maintenance Services	72
Building construction and support and maintenance and repair services	7210
Building support services	721015
Carpentry	721026
Rough carpentry	72102601
Windows or door or fixture installation	72102602
Coating and caulking and weather and water and fireproofing	721020
Concrete work	721017
Electrical services	721022
Exterior cleaning	721018
Flooring service	721027
Grounds maintenance services	721029
Interior finishing	721019
Masonry and stonework and tile setting	721025

Done

Note: In this example, if the supplier is into windows or door installation the lowest level of product/service to be selected from the hierarchy.

4. Contact Information

Provide a valid contact information in this section for future communications.

- 4.1 Select the preferred contact type from the drop down.
- 4.2 Description would be name of the contact person.
- 4.3 Contact number- Enter a valid contact number.
- 4.4 Email- enter a valid email address
- 4.5 Contact Primary (Select if the contact is Primary or not)

▼ 4 Contact Information	
4.1 Contact Type	* Phone ▼
4.2 Description	* Gaurav
4.3 Contact Number	* 989898133131
4.4 Email	* gaurav.ail@yahoo.com
4.5 Contact Primary	* Yes ▼

5. Additional Contacts

Select Yes if you wish to provide any additional contacts.

6. Additional Contacts (Contd)

Provide the additional contacts information as mentioned in Section 4.

▼ 4 Contact Information	
4.1 Contact Type	* Phone ▼
4.2 Description	* Gaurav
4.3 Contact Number	* 989898133131
4.4 Email	* gaurav.ail@yahoo.com
4.5 Contact Primary	* Yes ▼

7. Certificate Documents

7.1 Commercial Registration Details (CR Certificate)

Enter a valid CR Issue Date, CR Expiry Date & attach the CR certificate in a pdf format.

Note- All the details mentioned with respect to the Certificate should match with the information mentioned in the Attached document.

7 Certificate Documents		
2 General Information	7.1 CR Details	
3 Company Information	7.1.1 CR No	18787417917414
4 Contact Information	7.1.2 CR Issue Date	Wed, 1 Mar, 2023
6 Additional Contact	7.1.3 CR Expiry Date	Fri, 29 Mar, 2024
	7.1.4 Attach CR Document	CR.pdf Update file Delete file

7.2 VAT Certificate (Only for Local Vendors)

Enter a valid VAT Issue Date, VAT Expiry Date & attach the VAT certificate in a pdf format.

Note- All the details mentioned with respect to the Certificate should match with the information mentioned in the Attached document.

7 Certificate Documents		
2 General Information	7.1 CR Details	
3 Company Information	7.1.1 CR No	18787417917414
4 Contact Information	7.1.2 CR Issue Date	Wed, 1 Mar, 2023
6 Additional Contact	7.1.3 CR Expiry Date	Fri, 29 Mar, 2024
	7.1.4 Attach CR Document	CR.pdf Update file Delete file

7.3 GOSI Certificate (Optional & applies for Local Vendors)

Enter a valid GOSI Issue Date, GOSI Expiry Date & attach the GOSI certificate in a pdf format.

Note- All the details mentioned with respect to the Certificate should match with the information mentioned in the Attached document.

7.4 Saudization Details (Optional & applies for Local Vendors)

Enter a valid Saudization Issue Date, Expiry Date & attach the certificate in a pdf format.

Note- All the details mentioned with respect to the Certificate should match with the information mentioned in the Attached document.

7.5 National Address (Only for Local Vendors)

Enter a valid national address certificate attachment.

8. Bank Details

1. Click on Add banking information to add your information in section 8.



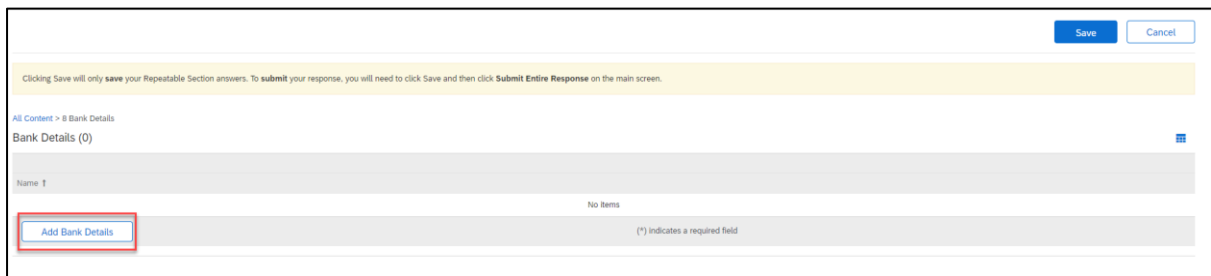
7.5 National Address

7.5.1 National Address Attachment

8 Bank Details

Add Bank Details (0)

2. Click on Add Bank Information



Save Cancel

Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.

All Content > 8 Bank Details

Bank Details (0)

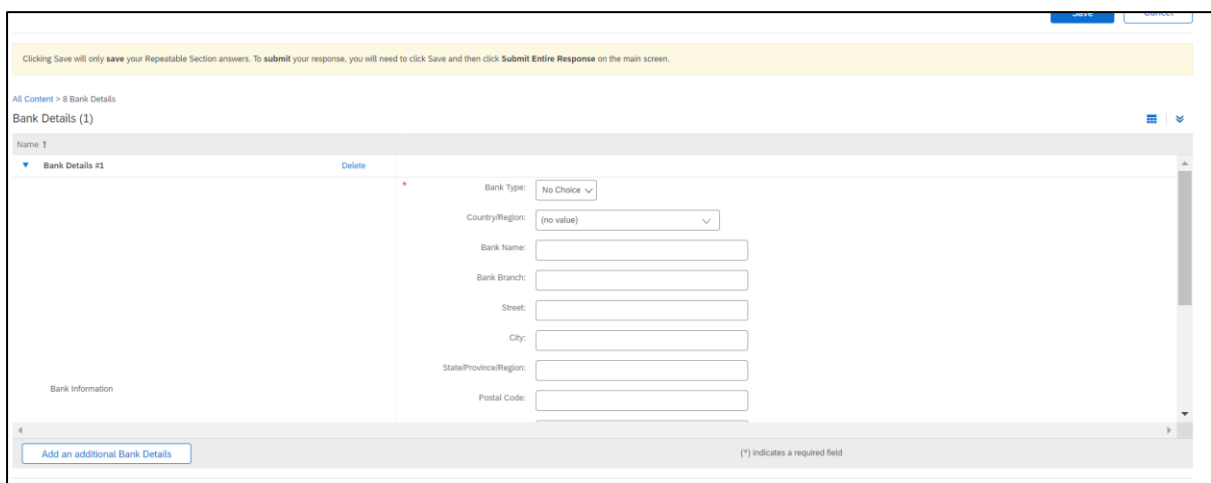
Name 1

No items

Add Bank Details (*) indicates a required field

3. Select the **Bank Type** from the dropdown list:

- Domestic – Bank where the bank account is based within the Saudi
- Foreign – Bank where the bank account is based outside the Saudi



Save Cancel

Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.

All Content > 8 Bank Details

Bank Details (1)

Name 1

Bank Details #1 Delete

Bank Type: No Choice

Country/Region: (no value)

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Bank Information

Add an additional Bank Details (*) indicates a required field

4. Fill out the following fields which contains the Bank information such as Bank Name, Bank Branch, Street, City, Postal Code.

Please put the SWIFT code in Bank key/ABA Routing number field.

Name 1
Delete

Bank Information

Bank Type: Domestic

Country/Region: Saudi Arabia

Bank Name: Alawwal Bank

Bank Branch:

Street:

City: Riyadh

State/Province/Region:

Postal Code:

Account Holder Name: Gaurav Ali

Bank Key/ABA Routing Number: AAALSARI

Account Number:

IBAN Number: SA7750000000010186302001

SWIFT Code: AAALSARI

Bank Control Key: No Choice

Attach Bank reference letter + Bank Letter.pdf Update file Delete file

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

You may add multiple bank accounts if you wish to by clicking on add additional bank details and follow the same steps as above.

Finally click on submit response for the registration submission, once the registration is approved, you would receive email notification for the same.

All Content
☰

Name 1
☰

- 7.4 Saudization Details
 - 7.4.1 Saudization No
 - 7.4.2 Saudization Issue Date
 - 7.4.3 Saudization Expiry Date
 - 7.4.4 Saudization Attachment [Attach a file](#)
- 7.5 National Address
 - 7.5.1 National Address Attachment + Test.docx Update file Delete file
- 8 Bank Details Add Bank Details (1)
- 9 General Terms and Conditions
- 10 Confidentiality & NDA
 - 10.1 Confidentiality & NDA Document [References](#) + Yes

(*) indicates a required field

Submit Entire Response
Reload Last Bid
Save draft
Compose Message
Excel Import