



Saudi Electricity Company- SAP Ariba **Supplier Lifecycle Management**

Supplier Training Manual New Supplier Registration 11/04/2022

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PURPOSE

This document is a user guide to enable suppliers of SEC to complete their Registration and Qualification in SAP Ariba.

Supplier Registration and Qualification is performed using the SAP Ariba Supplier Lifecycle and Performance Management module together with Ariba Network. You must follow the process outlined below to register in the SAP Ariba system.

A. What is SAP Ariba?

SAP Ariba is a **Procurement software solution**. It offers a broad range of functions and services to manage business transactions in an easy and comfortable way. It allows to have all information in one single platform and therefore a consistent user experience as well as a 360°-view on buyer-seller relationships. SAP Ariba also supports a comfortable way to interact with SEC in a paperless environment to interactively do sourcing or contracting processes.

B. What is Ariba Network?

The **Ariba Network** as part of the solution is the world's largest web-based trading community. It connects more than 4 Million+ organizations with their trading partners and provides a broad-based platform for all key business collaboration needs. Being part of the Ariba Network also positions suppliers to attract further business from existing and new customers by providing suppliers as exposure to all customers on the Ariba platform.

C. What is Ariba Supplier Lifecycle & Performance Management module?

SAP Ariba Supplier Lifecycle & Performance Management: The module allows to manage our suppliers, enable suppliers to maintain their master data by themselves in the cloud at Ariba Network and keep the data up to date in SEC's ERP System. Strategic SM parts like supplier segmentation and monitoring by category, location and business unit can be handled.

D. What do I need to use SAP Ariba?

Ariba is web-based, therefore all you require to access the platform is an internet connection and a standard internet browser.

E. What are the benefits of using SAP Ariba?

- **Process streamlining** results in reduced admin burden and shorter ordering timescales
- **Paperless process** delivers time, cost and environmental efficiencies
- **All in one place** – interact with your customers over one single place which reduces administration, integration and training efforts
- **Business opportunities** – Use Ariba Network to interact with more customers and create new relationships
- **Simple and transparent** – processes are online and interactive which reduces requests and ensures a clear picture on content and status.

F. How to register on SAP Ariba Network?

Join the Ariba Network to transact electronically with SEC and other customers and find new business opportunities. You can either create your account using the link in the e-mail invitation sent by SEC.

Use this link to access the Ariba Network login page <https://supplier.ariba.com>

General information about SAP Ariba: <https://www.ariba.com>

Request to Register as a Supplier with SEC: [Self Registration Request](#)

G. What if I already have an Ariba Network account?

If you already have an account with Ariba, please log on with your credentials when you register with SEC. You can have one supplier account connected to many customer buyer accounts.

H. Do I have to pay to use SAP Ariba?

For the processes of supplier registration, qualification, sourcing and contracting, there is no cost. Creating an account on the SAP Ariba Network is also free of charge.

I. How secure is the Ariba Network?

The Ariba Network uses Secure Hypertext Transfer Protocol (HTTPS) for all communication between procurement applications, suppliers and the Ariba Network. HTTPS is the standard for secure Internet communication and uses Secure Socket Layer (SSL), with RSA Labs encryption system. Accounts on the Ariba Network are password protected.

J. What if I forgot my password?

If you forget your Ariba Network Password, click the **Forgot Password** link at <https://supplier.ariba.com>. Ariba will send back instructions on how to reset your password.

K. Whom can I contact at SEC?

For Further inquiries

- Please Contact us at LAQ-CRQ@se.com.sa for Contractors
- Please Contact us at MVRQD@se.com.sa for vendors and Manufacturers.

L. For additional supplier information please visit:

<https://www.ariba.com/resources/library/library-pages/faq-for-buyers-and-suppliers-using-sap-ariba-discovery>

<https://www.ariba.com/ariba-network/ariba-network-for-suppliers/selling-on-ariba-network/sap-ariba-discovery>

INTRODUCTION TO SUPPLIER LIFECYCLE MANAGEMENT

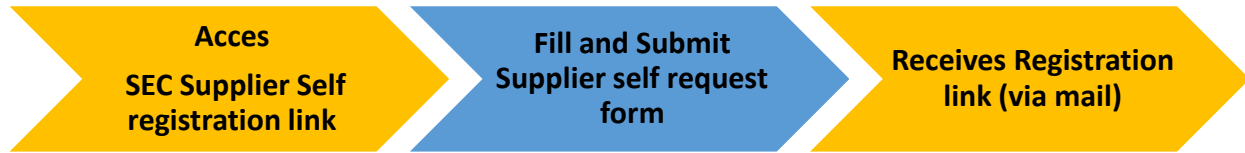
Supplier Lifecycle Management Module of SAP is broken into the 6 stages as shown below:



- Supplier Registration starts with the Supplier Request form
- Potential New Vendors who have not transacted with SEC can use the Supplier Self-Registration Request link to submit the Request form and get registered as an approved vendor in SEC vendor database. Once the Request form has been approved by SEC Vendor Management Team, supplier will receive an e-mail invitation to complete the Registration Questionnaire.

Link: [Self Registration Request](#)

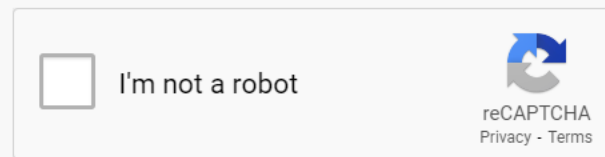
1. CREATE SUPPLIER SELF – REGISTRATION REQUEST



- Access the Supplier Self-Request link [Self Registration Request](#) from any browser to submit supplier self-registration request form to SEC vendor management team

1.1. Supplier Self – Registration Request form

- The below form opens. Select the check box which says I am not a robot



- Once after clicking on the checkbox, the form will open
- Supplier needs to fill the required details
- The fields marked with an asterisk (*) are mandatory

Supplier self-registration request form

1

Dear Vendor/Manufacturer/Contractor,

We appreciate your interest in registering as a Contractor/Vendor/Manufacturer for Saudi Electricity Company. All vendors within the Kingdom of Saudi Arabia (local) or outside the kingdom (foreign) are required to fill the registration application and submit the needed documents via SAP Ariba Supplier portal.

You can contact with the Manufacturer and Vendor registration and Qualification Division in the Email (MVRQD@SE.COM.SA). If you did not receive any registration notification after completing all the requirements.

The Vendor registration request does not necessarily mean that you are a qualified manufacturer to supply the materials. If pre-qualification is necessary, vendor must complete the pre-qualification process for his factory in accordance the nature of the material after the registration notification. For manufacturers Pre-qualification process you may visit the company's website.

Saudi Electricity Company has the right to suspend trading with suppliers who does not achieve the level of performance consistent with SEC's standards based on periodic evaluation of the supplier's performance within a year of registration.

You can use this toll free number (920000222) & reach our customer service desk (920001100) to seek information/ clarity on services.

It's important that all vendors read the following documents & we recommend to download and print the documents to be referenced easily.

2 I acknowledge that I have read and understood the term and conditions and accept them to proceed for registration *

☐ Yes ☐ No

[744.37 kb BiddingInstructions.pdf](#)

[1.1 MB PurchTermsConditions.pdf](#)

▼ 8 General Supplier Information

8.1 Type of Supplier *	[SC] Local Contractor
8.2 Name of the Company *	test case 5
8.3 Name of the Company (Continued)	
8.4 Name of the Company (Continued)	
8.5 Name of the Company (Continued)	
8.6 Name of Company in Arabic	
8.7 Commercial Registration Number *	3456754325

- After filling the complete information, supplier clicks on the [submit](#) button present on the bottom right of the screen

9.1 Contact First Name *	
9.2 Contact Last Name *	
9.3 Contact Email *	
9.4 Contact Phone *	

▼ 10 Additional Information

10.1 Categories		Q
10.2 Department		Q
10.3 Region		Q

[Submit](#)

[Cancel](#)

- In the case of incomplete/incorrect fields, the system triggers an error message and prompt you to populate the mandatory fields marked with a red asterisk (*). Once the error is corrected, Click on Submit to submit the Supplier Self- Request Form.



Test Site



Your request for registration as a supplier with Saudi Electricity Company - TEST is complete.

The Saudi Electricity Company - TEST supplier management team will review your request details and make a decision on your request.
Decision will be sent to your email at vishnunairanun@gmail.com

- The above screen is the acknowledgement screen that appears when you click on submit

- This screen shows that supplier has submitted the self – registration request form
- As a next step, the request will be reviewed by SEC Team for approval or denial
- Once the Request Form is approved, supplier will receive Invitation mail with link to register as supplier in Ariba Network followed by registering in SEC Ariba system.