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enoc

SUPPLIER REGISTRATION QUESTIONNAIRE USER MANUAL

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Supplier Registration Questionnaire

Step 1:

- **Open the registration** Invite email notification (it will be a system one from ARIBA).
- Go to **“Click Here”** in the **email notification**.

Emirates National Oil Company Limited (ENOC)
LLC

Register as a supplier with Emirates National Oil Company Limited
(ENOC) LLC

Hello!

ENOC Group Procurement & Contracts (GPC) has invited you to register to become a supplier with Emirates National Oil Company Limited (ENOC) LLC. Start by creating an account with Ariba Network. It's free.

Emirates National Oil Company Limited (ENOC) LLC uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If ABDALLA ALOWAIS ADVOCATES AND LEGAL CONSULTANTS already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

Click Here

Step 2:

- **If you want to proceed with your existing Ariba Network Account, go to “Log In”.**

Welcome, Steven Matt

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

Sign up as a supplier with Emirates National Oil Company - TEST on SAP Ariba.

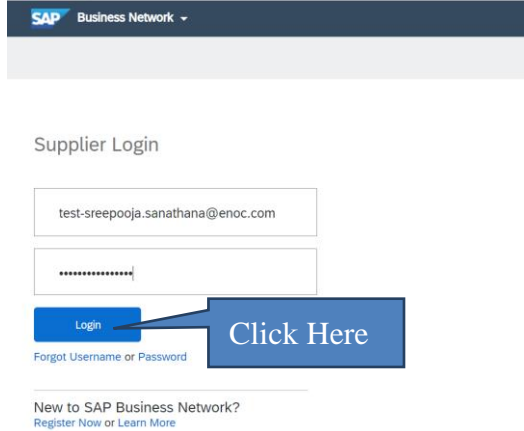
Emirates National Oil Company - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Emirates National Oil Company - TEST. [Sign up](#)

Already have an account? [Log In](#) [Click Here](#)

Step 3:

- Enter your **existing Ariba Network User ID and Password**, click **“Login”**.



SAP Business Network

Supplier Login

test-sreepooja.sanathana@enoc.com

Login

Forgot Username or Password

New to SAP Business Network?
Register Now or Learn More

Click Here

Step 4:

In **“Supplier Helpdesk”** – All relevant User Guide Manuals are available for viewing and downloading.

EMIRATES NATIONAL OIL COMPANY - TEST

There are no matched postings.

Welcome to the ENOC Ariba Site. This site assists in identifying world class suppliers who are market leader in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Test for new requirement

Supplier Helpdesk

Click Here to view & download User Guide Manuals

- Click **“Supplier Registration Questionnaire”**, proceed to **Step 5** and **complete it**.

Registration Questionnaires

Title	ID	End Time ↓
▼ Status: Completed (1)		
Supplier registration questionnaire	Doc210714889	6/5/2023 1:19 PM

Click Here

Step 5:

- **Supplier Registration Questionnaire will open to proceed.**
- **Enter all information marked in (*).**

Doc210714889 - Supplier registration questionnaire

Time remaining
29 days 23:22:21

All Content

Name ↑	
1 Brief & Checklist	
1.1 Brief & Checklist (Download attached brief & checklist)	
1.2 I HEREBY ACCEPT AND CONFIRM THAT I HAVE READ BRIEF & CHECKLIST	* <input type="text" value="ACCEPTED"/>
2 Supplier User Guidelines	
2.1 User Guidelines (Download attached file)	
2.3 Name of undersigned	* <input type="text" value="Matthew"/>
2.4 Designation of undersigned	* <input type="text" value="GM"/>
3 Supplier Full Name (Supplier name should be as per Trade license & Certificate of incorporation whichever is applicable and in Uppercase only)	* <input type="text" value="TRAINING SUPPLIER"/>

Download the checklist to view

Name ↑	
6 Legal incorporation documents	
6.1 Do you have Trade Licence?	* <input type="text" value="Yes"/>
6.3 Trade License Number	* <input type="text" value="64654545635"/>
6.4 Issuing Authority	* <input type="text" value="Dubai"/>
6.5 Start Date	* <input type="text" value="Tue, 21 Feb, 2023"/>
6.6 Expiry Date	* <input type="text" value="Thu, 24 Jul, 2025"/>
6.7 TL Certificate Attachment (For Multiple attachment add zip file)	* <input type="text" value="2605.txt"/> Update file Delete file
6.8 TL classification Emirates	* <input type="text" value="Trade License -Dubai"/>
6.9 TL Activities	* <input type="text" value="Training"/>

Upload valid Trade License

Enter activities exactly as mentioned in your Trade License (word to word)

All Content

Name ↑	
▼ 7 Commodity	
7.3 Commodity	*Education and Training Services [select]
▼ 8 Tax	
8.1 VAT REGISTRATION	* Yes
8.2 VAT Registration Number	* 1100987878
8.3 VAT Registration(Attachment)	* VAT.pdf Update file Delete file
8.5 Order currency	* UAE Dirham [AED]
11 Bank Details	Add Bank Details (0)

Click Here "To Add your Bank Details"

Click "select" & choose the relevant commodities as per services or products

You may choose as many entries as required

Upload your VAT Certificate

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 > 11 Bank Details

Bank Details (0)

Name ↑

No Items

[Add Bank Account Details](#)

(*) indicates a required field

- **Upload a recent Bank issued Letter (not more than 6 months old) that is dated with the full bank details, stamped & signed by the bank in Bank letterhead (this is a mandatory requirement).**

Bank Details (1)

Name ↑	
▼ Bank Account Details #1	Delete
Bank Country	* United Arab Emirates [AE]
Account Number	* 11223456544
IBAN Number	* AE070331234567890123456
Beneficiary Name	* Happy supplies
Currency	* UAE Dirham [AED]
Bank key	* CBDFUJAI01
References	* 2605.txt Update file Delete file
Bank ID	* [0001]-Bank 1
Bank Account Number (To be filled here only if more than 18 digits)	

Click on "References" to download the Bank Key

Enter "Bank key"

Upload Bank Issued Letter

Choose Bank ID (Bank Priority)

if you have multiple accounts then choose [0001] – priority; [0002]; [0003] etc. for the remaining accounts.

[Add an additional Bank Account Details](#)

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 شارع الشيخ راشد
 ص.ب.: ٦٤٤٢، دبي، الإمارات العربية المتحدة
 هاتف: +٩٧١ ٤ ٣٣٧ ٤٤٠٠ | فاكس: +٩٧١ ٤ ٣١٣ ٤٩٠٢
 شركة بترول الإمارات الوطنية المحدودة (إينوك) ذ.م.م.

Click "Save"

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.

▼ 13 Supplier Segment

13.1 Supplier Segment

* [0001] COMPANY

13.3 Key Customers in Last 3 years

* ADNOC, ENOC, POWER

Click on dropdown to choose relevant Supplier Segment. Attach valid SME Certificate, if you are SME.

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

Step 6

- After completing the above responses, click "**Submit Entire Response**".
- If you want to save the updated answers and continue later, click "**Save draft**".

Click Here

Submit Entire Response

Click here to save for later

Save draft

Compose Message

Excel Import

- Click "**OK**" and below appears to **confirm you have submitted the response**.

You have submitted a response for this event. Thank you for participating.

Revise Response