



KJO Supplier Registration Process

Supplier Side Activities

Supplier Email for starting the Registration Process

AL KHAFJI JOINT OPERATION - TEST

Dear Suppliers/Contractors,

We are pleased to announce the implementation of new Application “KJO e-Marketplace” comprising of SAP Ariba Supplier Life Cycle and Performance (SLP) as an initiative to enable seamless real time interactions with our valuable suppliers and contractors. In order to achieve the benefits of new application, you are requested to complete the registration in Ariba.

We invite you to register with Al-Khafji Joint Operations (KJO) - Aramco Gulf Operations Company Ltd (“AGOC”) and Kuwait Gulf Oil Company (K.S.C) (“KGOC”) e-Marketplace site. Supplier/Contractor Registration Form is accessible at [Click Here](#).

For further information or assistance please contact SLP support team by forwarding a request to SLP-Support@kjo.com.sa.

Please find the Help Documentation (Help URL).

Thank You!

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

Steps

1. Supplier to click on the button “Click Here” to start the Registration Process.

Supplier Login page

SAP Ariba Proposals and Questionnaires

Welcome, Peter Parker

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

Sign up as a supplier with **Aramco Gulf Operations Company Limited - TEST** on SAP Ariba.

Aramco Gulf Operations Company Limited - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Aramco Gulf Operations Company Limited - TEST. [Sign up](#)

Already have an account? [Log in](#)

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

Steps

1. Click on the button Sign up if Registering for the first time in Ariba or Click on the Log in button if you are an existing Ariba Supplier.
2. Existing Ariba Supplier's can click on Log in and give the Username and Password to link KJO to their account.
3. New Supplier's to Ariba should click on Sign up and move to the next log in Page.

Supplier Login details

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by Aramco Gulf Operations Company Limited - TEST.

Create account and continue Cancel

Company information

* Indicates a required field

Company Name: * CTD/MTD Case Supplier

Country/Region: * Saudi Arabia [SAU] 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.

Address: * 4556ACV
Line 2

City: * Jubail

Postal Code: * 44555

State: * 'Asir [SA-14]

User account information

* Indicates a required field

Name: * Peter Parker [SAP Business Network Privacy Statement](#)

Email: * aneesh14341@gmail.com Use my email as my username Must be in email format(e.g john@newco.com)

Username: * test-aneesh14341@gmail.com Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

Password: * Enter Password
Repeat Password

Language: English The language used when Ariba sends you configurable notifications. This is different than your web b...

Steps

1. New Supplier's to fill all the information marked in *.
2. Check and modify if the Company information is correct or not.
3. Username to be in Email format.
4. Password to be minimum 8 characters including upper and lower case letters, numeric digits and special characters.

Supplier Login details

Tell us more about your business

Product and Service Categories:* cement -or-

Ship-to or Service Locations:*

Tax ID:

Vat ID:

DUNS Number:

- Rubber cements
- Cement tubing
- Concrete, Cement & Plaster
- Solvent cements
- Cement and lime
- Cement
- Creep testers
- Concrete or cement testing instruments
- Shear strength testers
- Textile testing instruments

added tax identification number. Do not enter dashes.

radstreet. By default, DUNS number is appended with "-T"

Steps

1. In Product and Service categories click on Browse button to check all categories and select the appropriate categories or directly type your category(Material or Service provided) and select it
2. In Ship-to or Service Locations please click on the Browse button and select the regions where you can deliver your Services or Product.

Supplier Login details

Tell us more about your business

Product and Service Categories: * -or- [Browse](#)

Ship-to or Service Locations: * -or- [Browse](#)

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.

Steps

Once all the Mandatory information is completed, Click on “Create account and continue” to complete the login process.

Supplier Account Completion Email



Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>

to me ▾



Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for CTD/MTD Case Supplier is now complete.

Your organization's account ID: **AN11173546064-T**

Your username: Peter.Parker123@gmail.com

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

Good to Know:

Your Ariba Commerce Cloud account provides a central access point to the seller-facing capabilities of the following Ariba solutions:

- Ariba Discovery™ (Leads)
- Ariba Sourcing™ (Proposals)
- Ariba Contract Management™ (Contracts)
- Ariba® Network (Orders & Invoices)

You can start using Ariba Discovery immediately and begin receiving notifications when business opportunities matching your commodities are published.

Access to the Ariba Sourcing and Ariba Contract Management solutions requires an invitation from a buyer organization using one of these solutions.

Note

Supplier will be getting an Email notification from Ariba Commerce Cloud that the login process is completed and account is successfully created and linked to KJO.

Supplier Registration form

All Content ☰ | ⤴

Name ↑

▼ 1 General Supplier Information

1.1 Please accept the KJO code of business conduct by downloading the attached document and attaching the signed copy of the document below. References ↓	* Unspecified ▾
1.3 Supplier full name	* CTD/MTD Case Supplier
1.4 Country Origin of the Company	* Unspecified ▾
1.5 CR Number	0987654323456789876
1.6 CR Issue Place	* Riyadh
1.7 Chamber of Commerce No	
1.8 Choose the Vendor type	Unspecified ▾
1.9 KJO Procurement Division	* Unspecified ▾
1.10 Select KJO Categoríe	*(select a value) [select]
1.11 Country code (main and mobile telephone numbers)	* Unspecified ▾
1.12 Main telephone number	* <input type="text"/>
1.13 Mobile telephone number	* <input type="text"/>
1.14 Main address	* Show More Street: <input type="text" value="4556ACV"/> ⓘ House Number: <input type="text" value="345dd"/> ⓘ Street 2: <input type="text" value="Uptown"/> ⓘ Street 3: <input type="text"/> ⓘ District: <input type="text" value="jubail"/> ⓘ Postal Code: <input type="text" value="44555"/> ⓘ City: <input type="text" value="Jubail"/> ⓘ

Steps

1. Supplier to fill in all the Mandatory questions marked in *
2. Supplier to provide correct CR number
3. Supplier to provide correct Email and Phone numbers
4. Supplier to select the correct KJO Procurement Division
5. Supplier to select the proper KJO Categories applicable based on the Procurement Division selection.

Note: MTD Supplier's to select categories only from Materials drop down and CTD Supplier's to select categories only from Services drop down. Supplier who provide both Materials and Services should select Procurement Division as both and select categories from both Materials and Services.

Classified as Company General Use

Supplier Registration form

▼ 2 Ownership Details	
2.1 Business Ownership	* Proprietorship ▼
2.2 Nature of Business	Manufacturer ▼
2.3 Please Provide the Foundation/Origin date	Mon, 30 Nov, 2020
2.4 Please provide details of parent company and/or business group	<input type="text"/>
2.5 Please enter a brief description of your company	<div style="border: 1px solid #ccc; height: 60px;"></div>
2.6 Is the Company Owner by Multiple Share Holders?	* Yes ▼
2.7 Shareholder Details	Add Shareholder Details (3)
3 Bank Information	Add Bank Information (1)
▼ 4 Safety, Environmental & Quality Policy	
4.1 Do you hold HSE(Health safety & environment) Certificate?	Unspecified ▼
4.3 Is your Company Registered to any Quality Standard?	Yes ▼
4.4 Please attach the scanned copy of Quality Standard certificate	Unspecified ▼
▼ 5 Additional Information	
5.1 Please attach respective agent certificate from Saudi or Kuwait	Attach a file
5.2 Are you registered with Department of Zakat and Income Tax	Unspecified ▼
5.3 Are you registered with Khafji Joint Operations(KJO)	Unspecified ▼
(*) indicates a required field	
Page 1	

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

Steps

1. If the company has multiple Share Holders, select “Yes” for the question “Is the Company Owned by Multiple Share Holders?”.
2. Further, click on Add Shareholder Details to enter the Shareholder details.

Supplier Registration form

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 > 2.7 Shareholder Details

Shareholder Details (3)

Name 1	
Shareholder Details #1	Delete
Name of Share Holder	* Albar A
Ownership Percentage	* 50%
Country of Nationality	* Saudi Arabia - [SA]
Civil ID Number	* 8528528522
Do you have KJO employee(s) who are directly relative (such as spouses, parents, sons & daughters)?	* Yes
Please provide their Names and Civil IDs: ⓘ	* Fahed Bur - 85285255 Aisha B - 85285288
Shareholder Details #2	Delete
Name of Share Holder	* Badar A
Ownership Percentage	* 30%
Country of Nationality	* Saudi Arabia - [SA]
Civil ID Number	* 9633699633
Do you have KJO employee(s) who are directly relative (such as spouses, parents, sons & daughters)?	* Yes

Steps

1. After adding the respective details, click on "Save".

Supplier Registration form

2.6 Please attach the documentation related to the listing of shareholders with their nationality and list all Subsidiaries If any.	Attach a file
3 Bank Information	Add Bank Information (0)
▼ 4 Safety, Environmental & Quality Policy	
4.1 Do you hold HSE(Health safety & environment) Certificate?	<input type="text" value="Unspecified"/>
4.3 Is your Company Registered to any Quality Standard?	<input type="text" value="Yes"/>
4.4 Please attach the scanned copy of Quality Standard certificate	<input type="text" value="Unspecified"/>
▼ 5 Additional Information	
5.1 Please attach respective agent certificate from Saudi or Kuwait	Attach a file
5.2 Are you registered with Department of Zakat and Income Tax	<input type="text" value="Unspecified"/>
5.3 Are you registered with Khafji Joint Operations(KJO)	<input type="text" value="Unspecified"/>
5.4 Are you Approved Classified with Saudi Aramco and/or Kuwait Gulf Oil Company(KGOC)	<input type="text" value="Unspecified"/>
5.5 Valid Commercial Registration Certificate (OR) Certificate issued from Registrar of Companies (OR) Official document issued from Government Authorities under Country's Company Law	Attach a file
5.6 Copy of Valid chamber of commerce Registration Document	Attach a file
5.7 Copy of GOSI/PISS Registration	Attach a file
5.8 Copy of Organization chart with list of key personnel	Attach a file

(*) indicates a required field

Steps

1. Click on Add Bank information to enter the Bank details.

Submit Entire Response

Save draft

Compose Message

Excel Import

Supplier Registration form

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](#) > 3 Bank Information

Bank Information (0)



Name ↑

No items

Add Bank Information

(*) indicates a required field

Steps

1. Click on Add Bank information to start filling the Banking information

Supplier Registration form

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 > 3 Bank Information

Bank Information (1)

Name ↑

▼ Bank Information #1 Delete

Bank account information

Bank Type: Foreign

Country/Region: Saudi Arabia

Bank Name: ARNB

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name: Peter Parker

Bank Key/ABA Routing Number: ARNB004

Account Number: 100887808000

IBAN Number:

SWIFT Code:

Bank Control Key: No Choice

Please attach a bank reference or bank statement from the nominated bank account ● Attach a file

Scan Copy of Approved Bank Master Data Form Attach a file

Scan Copy of IBAN Certificate/Letter from Bank with in 3 months stipulating IBAM/Account Number Attach a file

(*) indicates a required field

Steps

1. Supplier to fill all Bank related details like Bank Name, address, Account holder name, Bank key, account number, IBAN & Swift code
2. Supplier to attach the Bank statement from the nominated bank.
3. To add second bank details, click on the button Add an additional Bank information.
4. Click on the Save button after adding all bank information

Supplier Registration form

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 General Supplier Inf...

2 Ownership Details

3 Bank Information

4 Safety, Environmenta...

5 Additional Information

Additional Information (Section 5 of 5) Prev.

Name ↑

▼ 5 Additional Information

5.1 Please attach respective agent certificate from Saudi or Kuwait [Attach a file](#)

5.2 Are you SAGIA Certified (if applicable)? * [Unspecified](#)

5.3 Are you registered with Department of Zakat and Income Tax * [Unspecified](#)

5.4 Are you registered with Khafji Joint Operations(KJO) [Unspecified](#)

5.5 Are you Approved Classified with Saudi Aramco and/or Kuwait Gulf Oil Company(KGOC) [Unspecified](#)

5.6 Do you have a Civil Defense License or an equivalent Government License? * [Unspecified](#)

5.9 Attach a valid copy of the Industrial License Certification [Attach a file](#)

5.12 Attach a valid copy of the GOSI/PISS Certification [Attach a file](#)

5.15 Copy of Organization chart with list of key personnel [Attach a file](#)

5.16 Latest Audited Financial Statement (preferably in English) [Attach a file](#)

5.17 Copy of any other licenses/permits required to perform the intended job(s) [Attach a file](#)

5.18 Copies of acceptance/completion certificates from clients. [Attach a file](#)

5.19 Brochures / Catalogues and any other supporting documents [Attach a file](#)

5.20 Copies of contract executed during last 5 years clearly showing scope of work, Contract period, Contract value etc. to prove your experience requested(at least one copy for each category requested) [Attach a file](#)

5.21 Scan Copy of IBAN Letter from Bank not older than 3 months with Basic Bank Information, Company name and CR Information. [Attach a file](#)

5.22 Attach a letter from bank stating the type of service that the bank normally provides to your company and relationship status [Attach a file](#)

5.23 Attach a valid company ownership profile with required supporting documents [Attach a file](#)

5.24 Attach an Authorized signatory letter identifying the authorized company employees dealing with KJO [Attach a file](#)

5.25 Attach Cyber security compliance certificate (CCC) [Attach a file](#)

5.26 Attach Monsha'at Jadeer Certification applicable for Small and Medium enterprise service providers [Attach a file](#)

(*) indicates a required field

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

Steps:

1. Expected list of documents need to be uploaded in Additional Information Section. This section cater to the expectation standards set by the Government as well as internal KJO policy.
2. For the ease of navigation, you may click on the respective sections in the left hand area of the screen.

Supplier Registration form

▼ Event Contents

All Content

1 General Supplier Inf...

2 Ownership Details

3 Bank Information

4 Safety, Environmental...

5 Additional Information

Country/Region: Kuwait (KW) State/Province/Region: (no value)

1.15 Internet homepage address * www.peter.com

▼ 1.16 Transaction Information

1.16.1 Primary Email Address * peter.parker1@gmail.com

1.16.2 Secondary Email Address * peter.parker11@gmail.com

▼ 2 Ownership Details

2.1 Business Ownership * Single Proprietorship

2.2 Nature of Business Unspecified

2.3 Please Provide the Foundation/Origin date

2.4 Please provide details of parent company and/or business group

2.5 Please enter a brief description of your company

2.6 Please attach the documentation related to the listing of shareholders with their nationality and list all Subsidiaries if any. Attach a file

3 Bank Information Add Bank Information (1)

▼ 4 Safety, Environmental & Quality Policy

4.1 Do you hold HSE(Health safety & environment) Certificate? No

4.3 Is your Company Registered to any Quality Standard? Yes

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Steps:

1. Once all the Mandatory and optional questions are answered, check the form if there is any question unanswered.
2. Click on “Submit Entire Response” to submit the questionnaire answers to KJO.

< Go back to AL KHAFJI JOINT OPERATION - TEST Dashboard Desktop File Sync

Console Doc87832218 - Supplier Registration Questionnaire Time remaining
29 days 23:45:37

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

- All Content
- 1 General Supplier Inf...
- 2 Ownership Details
- 3 Bank Information
- 4 Safety, Environmenta...
- 5 Additional Information

All Content ⌵ | ⌶

Name ↑

1.15	Internet homepage address	<input type="text" value="www.peter.com"/>
▼ 1.16 Transaction Information		
1.16.1	Primary Email Address	<input type="text" value="arker1@gmail.com"/>
1.16.2	Secondary Email Address	<input type="text" value="arker11@gmail.com"/>
▼ 2 Ownership Details		
2.1	Business Ownership	<input type="text" value="Single Proprietorship"/>
2.2	Nature of Business	<input type="text" value="Unspecified"/>
2.3	Please Provide the Foundation/Origin date	<input type="text"/>
2.4	Please provide details of parent company and/or business group	<input type="text"/>
2.5	Please enter a brief description of your company	<div style="border: 1px solid #ccc; height: 60px;"></div>
2.6	Please attach the documentation related to the listing of shareholders with their nationality and list all Subsidiaries If any.	Attach a file
3	Bank Information	Add Bank Information (1)

✓ Submit this response?

Click OK to submit.

Supplier Registration form

< Go back to AL KHAFJI JOINT OPERATION - TEST Dashboard Desktop File Sync

Console Doc87832218 - Supplier Registration Questionnaire Pending Approval

Event Messages
Event Details
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Response Team

Event Contents

- All Content
- 1 General Supplier Inf...
- 2 Ownership Details
- 3 Bank Information
- 4 Safety, Environmental...
- 5 Additional Information

You have submitted a response to the questionnaire.

All Content

Name ↑	
1.16.1 Primary Email Address	peter.parker1@gmail.com
1.16.2 Secondary Email Address	peter.parker11@gmail.com
2 Ownership Details	
2.1 Business Ownership	Single Proprietorship
2.2 Nature of Business	
2.3 Please Provide the Foundation/Origin date	
2.4 Please provide details of parent company and/or business group	
2.5 Please enter a brief description of your company	
2.6 Please attach the documentation related to the listing of shareholders with their nationality and list all Subsidiaries If any.	
3 Bank Information	View Bank Information (1)
4 Safety, Environmental & Quality Policy	
4.1 Do you hold HSE(Health safety & environment) Certificate?	No
4.3 Is your Company Registered to any Quality Standard?	Yes
4.4 Please attach the scanned copy of Quality Standard certificate	No
5 Additional Information	
5.1 Please attach respective agent certificate from Saudi or Kuwait	

Note:

Once the Form is submitted, the status will be changed to Pending Approval and will be with KJO to Approve or Deny the form and also ask for Additional information where Supplier will be able to revise the response and edit the information submitted.



Thank you