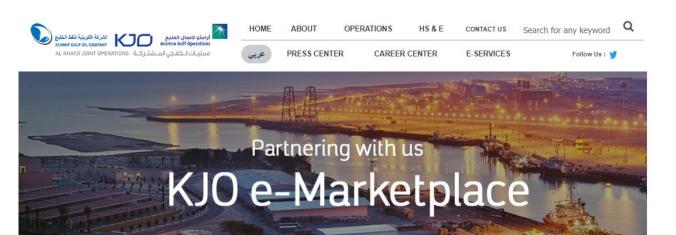


KJO Supplier Request From eMarketplace Website Portal

# Supplier Side Activities





Become a Supplier

To be considered for opportunities with Al Khafji Joint Operations, suppliers must first register with us.

Read More



Existing / Current Suppliers

Our current Suppliers can manage their daily business dealings with Al Khafji Joint Operations using the portal system.

Read More



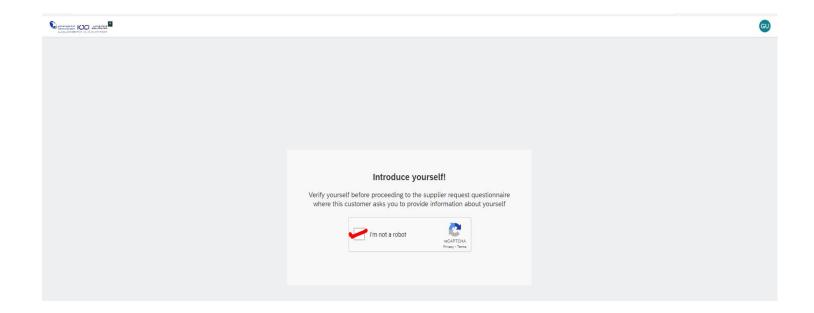
Contracting Oppertunities / Ongoing Tenders

The current advertised Open Tenders for Services and Materials.

Read More

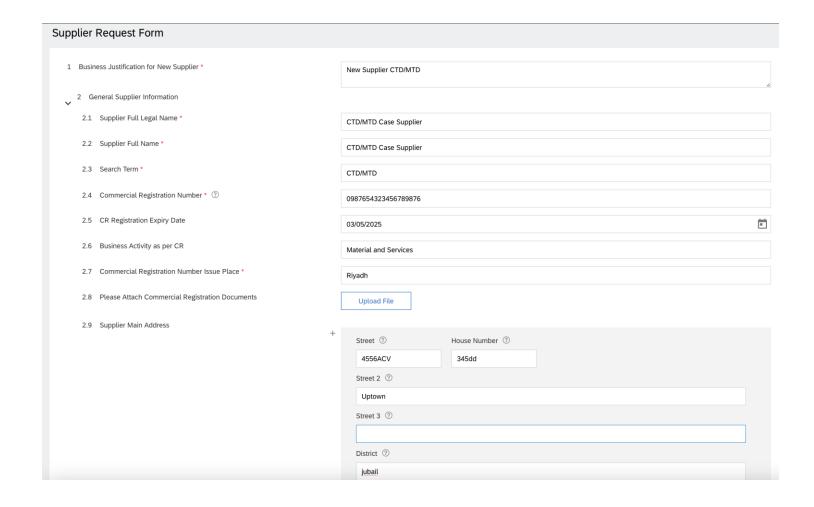
### Steps:

 Supplier to click on "Read More" of "Become a Supplier" Tab.

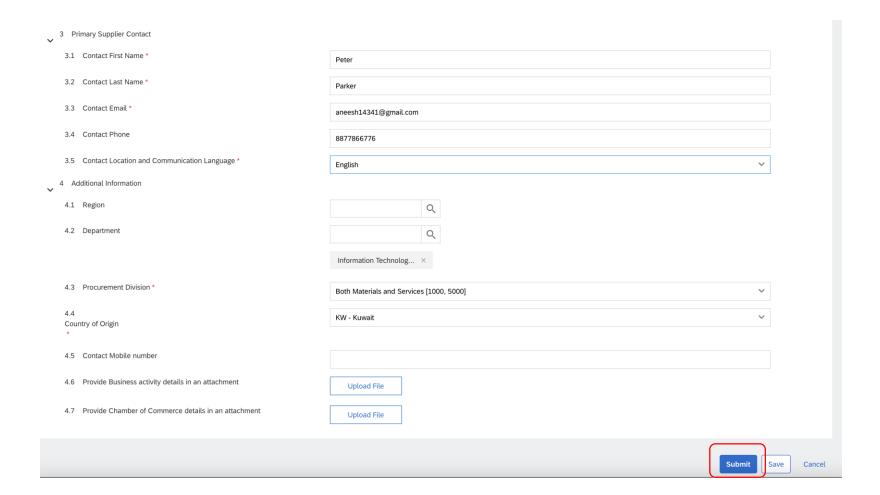


### Steps:

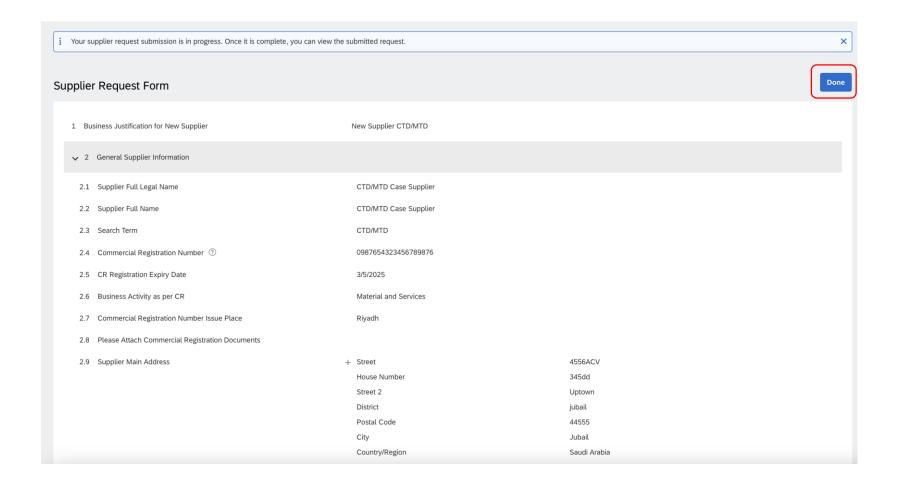
 Click on "I'm not a robot" to have the the Captcha verified.



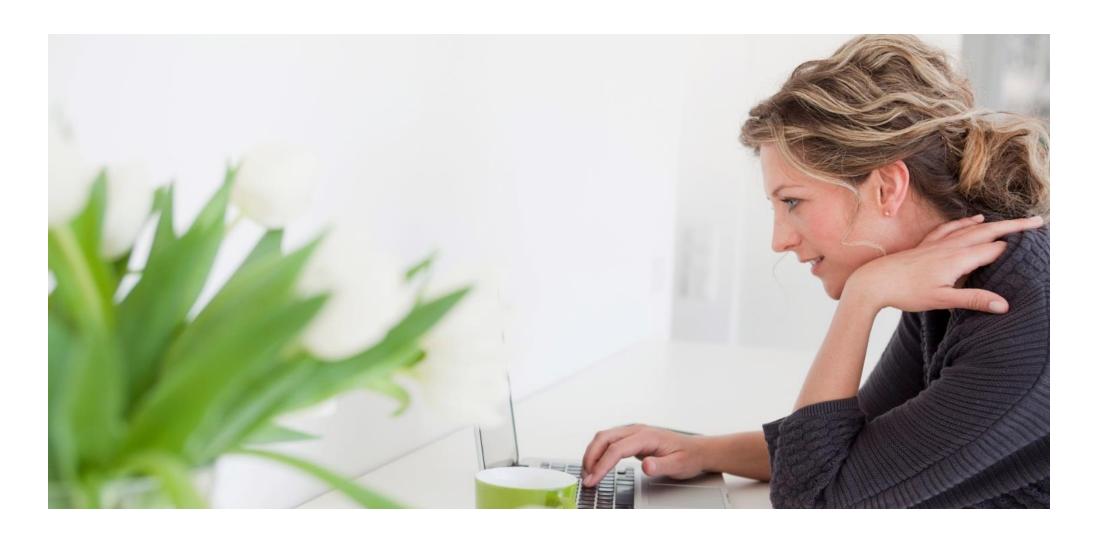
- Supplier to fill all the mandatory information marked in \* asked in the form.
- 2. Supplier Full Legal name to be less than 35 characters.
- 3. Commercial Registration number to be filled correctly.
- 4. Supplier Address to be filled in correctly



- Supplier Contact
   Information to be entered correctly.
- 2. Contact Email should have proper Email format.
- 3. Procurement Division should be selected correctly from the Drop-down.
- 4. Submit once all the Information is entered.



- 1. Click on Done once the Form is submitted and it will trigger the Approval process based on the Procurement Division selection.
- 2. Once the Supplier Request is Approved by the KJO, they will now be Invited to register with KJO. Further, we will see the Registration Process



**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 <a href="mailto:SLP-Support@kjo.com.sa">SLP-Support@kjo.com.sa</a>.

Please find the Help Documentation (Help URL).

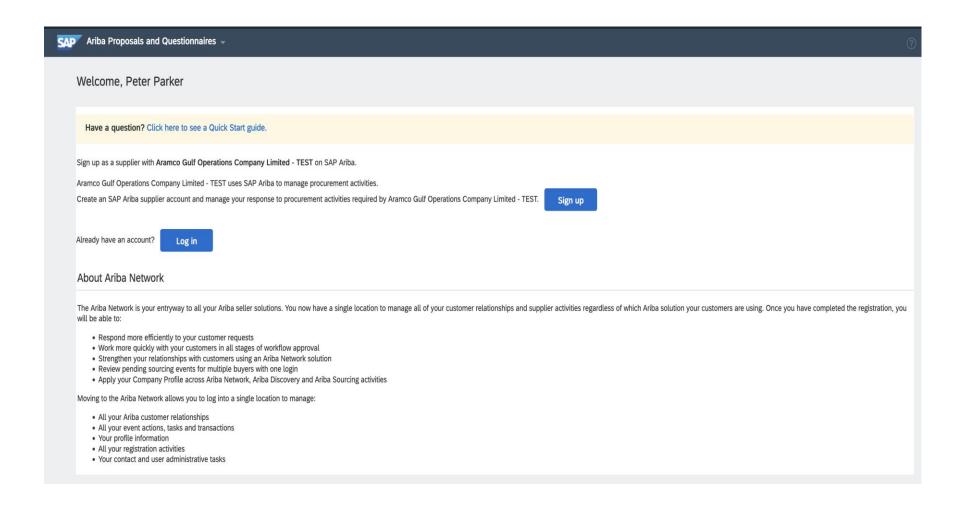
Thank You!

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

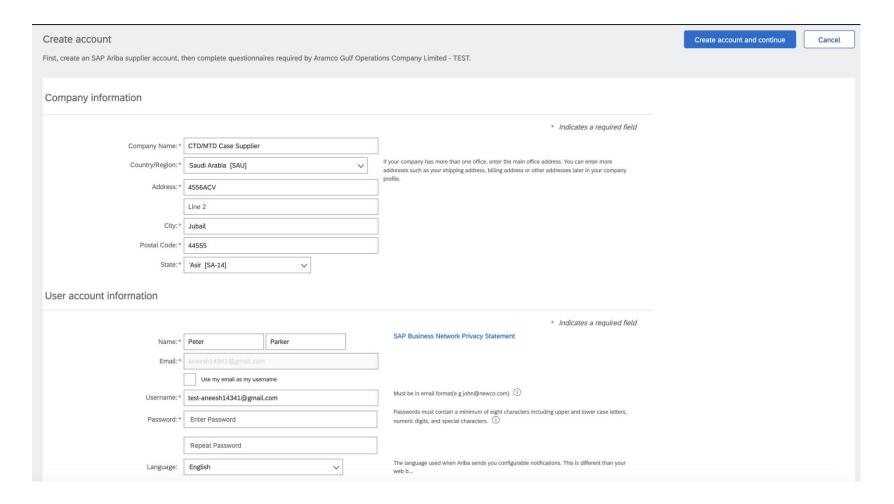
 Supplier to click on the button "Click Here" to start the Registration Process.

## Supplier Login page



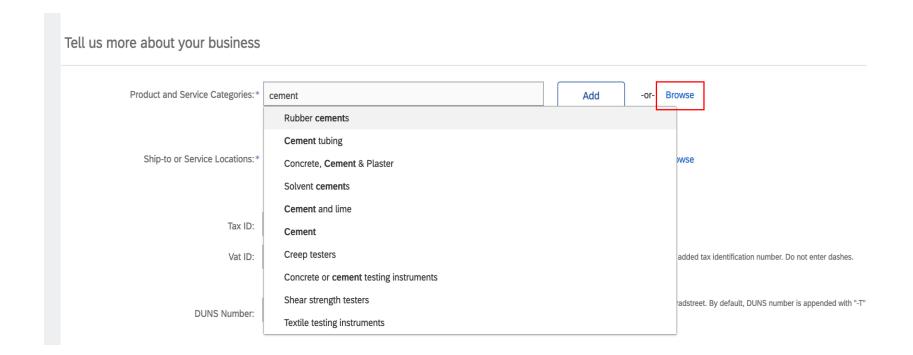
- 1. Click on the button
  Sign up if Registering
  for the first time in
  Ariba or Click on the
  Log in button if you
  are an existing Ariba
  Supplier.
- 2. Existing Ariba
  Supplier's can click on
  Log in and give the
  Username and
  Password to link KJO
  to their account.
- 3. New Supplier's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

## Supplier Login details



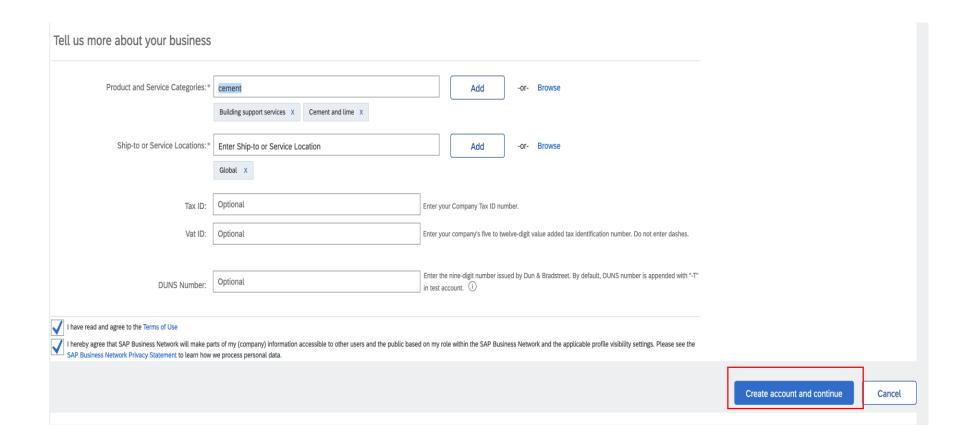
- 1. New Supplier's to fill all the information marked in \*.
- 2. Check and modify if the Company information is correct or not.
- 3. Username to be in Email format.
- 4. Password to be minimum 8 characters including upper and lower case letters, numeric digits and special characters.

## Supplier Login details



- 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



### 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:

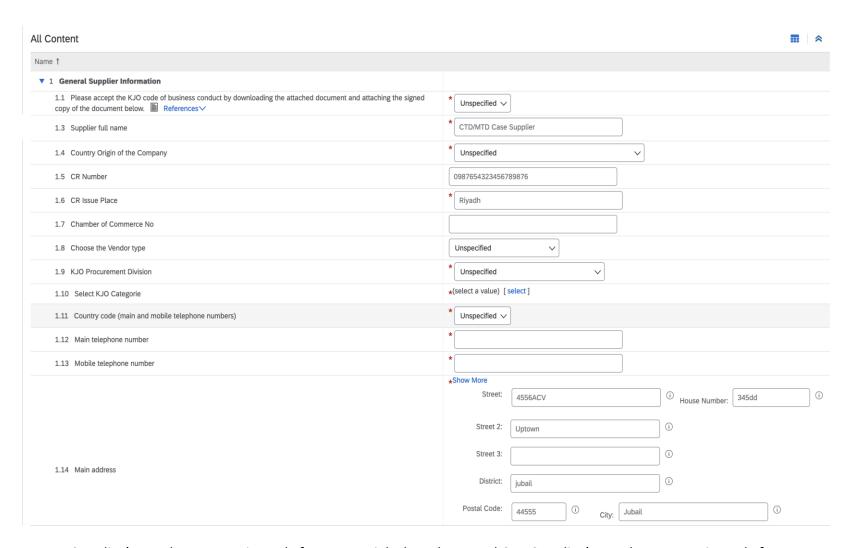
- Ariba Discovery<sup>TM</sup> (Leads)
- Ariba Sourcing<sup>TM</sup> (Proposals)
- Ariba Contract Management<sup>TM</sup> (Contracts)
- Ariba<sup>®</sup> Network (Orders & Invoices)

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

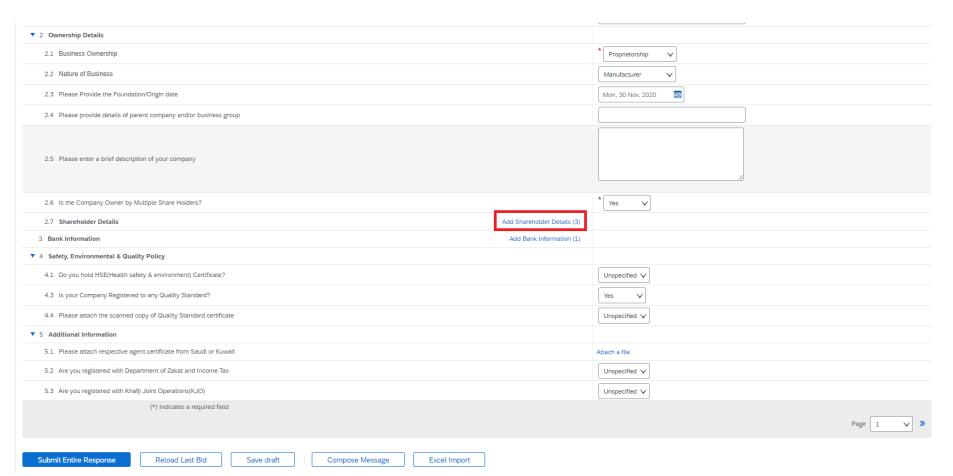
Supplier will be getting an Email notification from Ariba Commerce Cloud that the login process is completed and account is successfully created and linked to KJO.



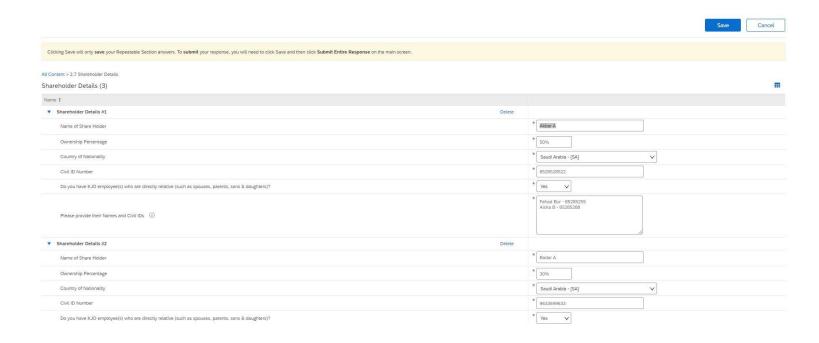
Note: MTD Supplier's to select categories only from Materials drop down and CTD Supplier's to select categories only from Services drop down. Supplier who provide both Materials and Services should select Procurement Division as both and select categories from both Materials and Services.

Classified as Company General Use

- Supplier 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.

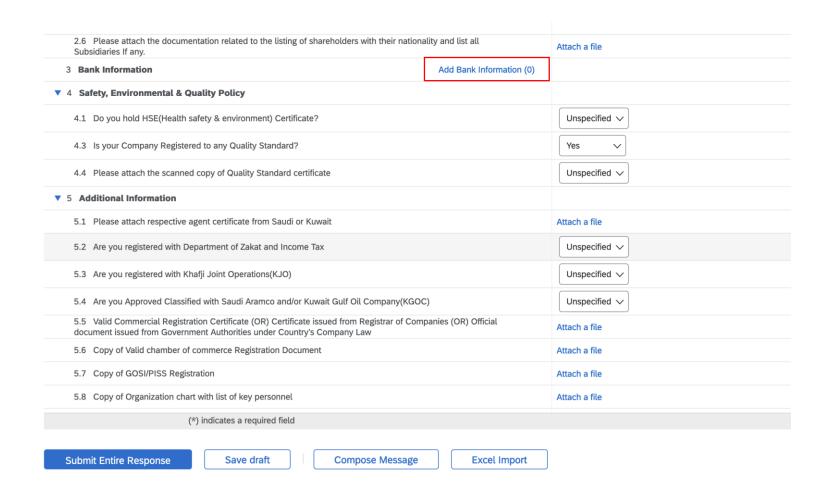


- 1. If the company has multiple Share Holders, select "Yes" for the question "Is the Company Owned by Multiple Share Holders?".
- 2. Further, click on Add Shareholder Details to enter the Shareholder details.



### Steps

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



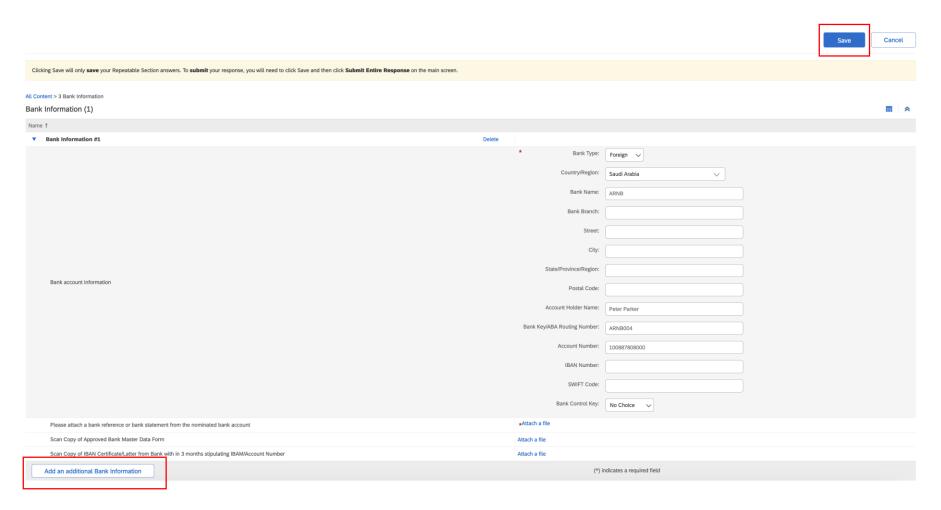
### Steps

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

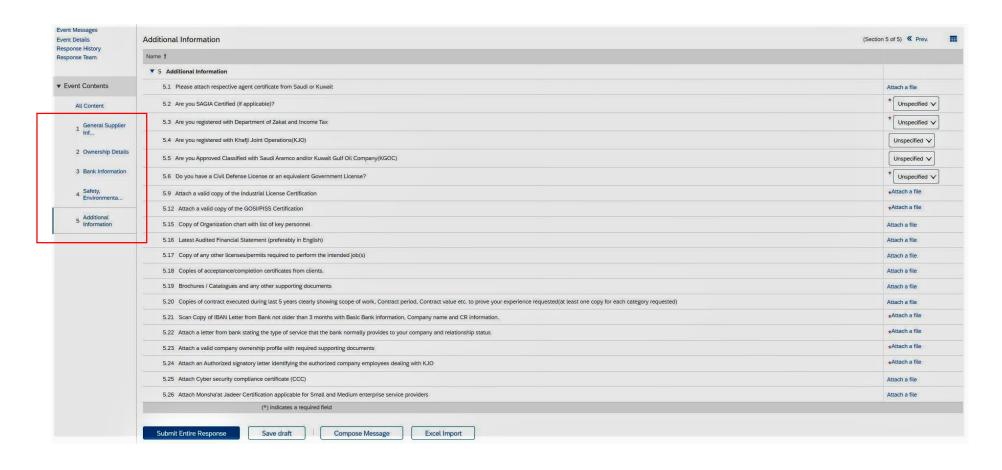


## Steps

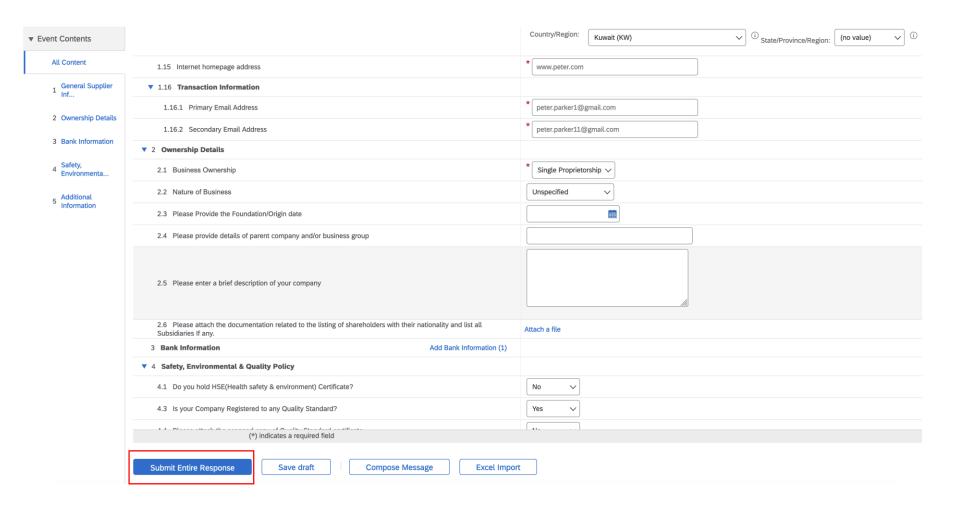
 Click on Add Bank information to start filling the Banking information



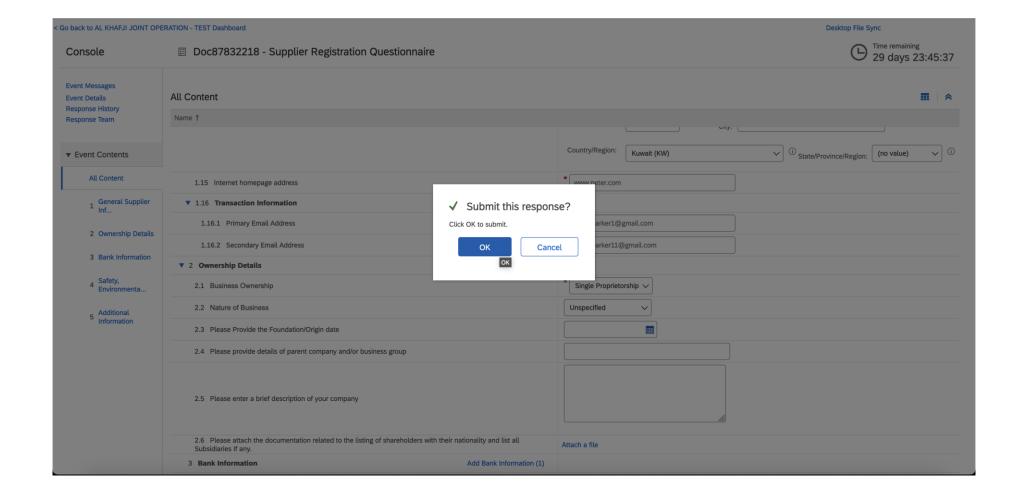
- 1. Supplier to fill all Bank related details like Bank Name, address, Account holder name, Bank key, account number, IBAN & Swift code
- 2. Supplier to attach the Bank statement from the nominated bank.
- 3. To add second bank details, click on the button Add an additional Bank information.
- 4. Click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

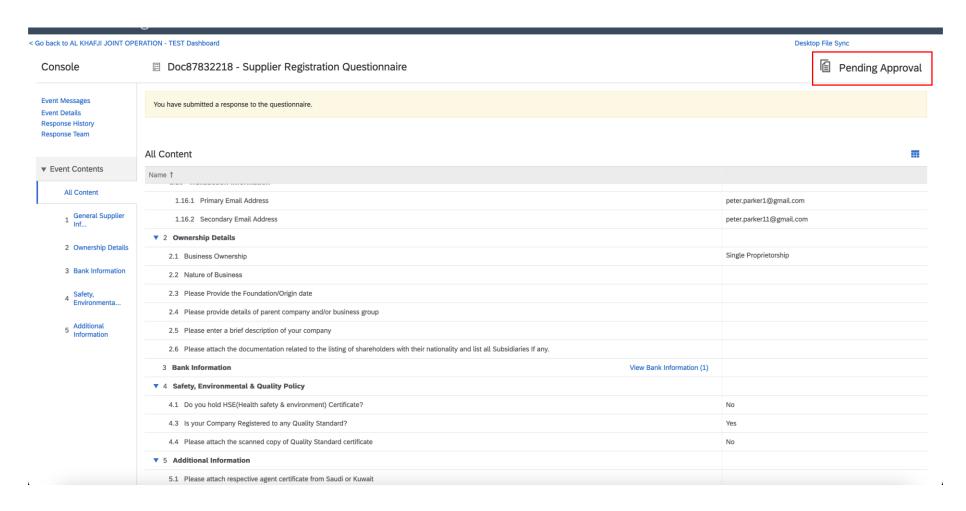


- 1. Expected list of documents need to be uploaded in Additional Information Section. This section cater to the expectation standards set by the Government as well as internal KJO policy.
- 2. For the ease of navigation, you may click on the respective sections in the left hand area of the screen.



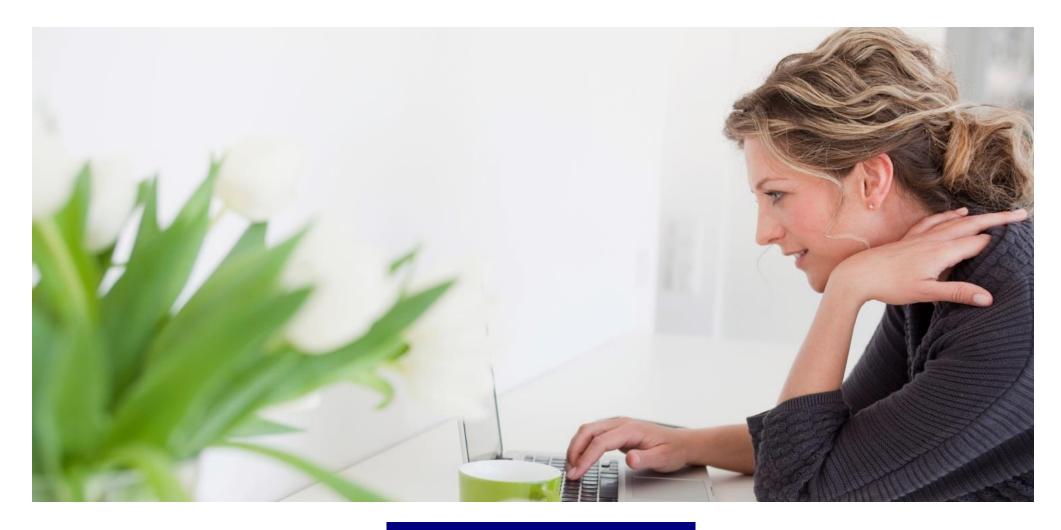
- 1. Once all the Mandatory and optional questions are answered, check the form if there is any question unanswered.
- 2. Click on "Submit Entire Response" to submit the questionnaire answers to KJO.





### 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