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Procurement Guidebook



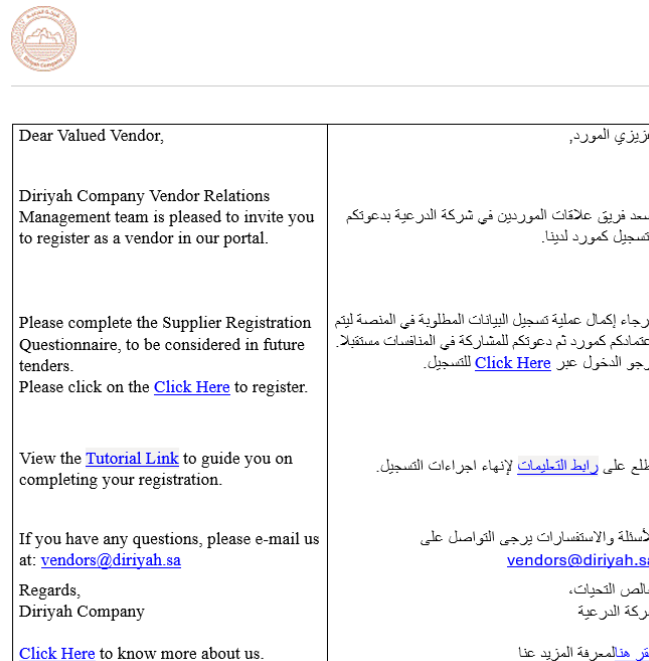
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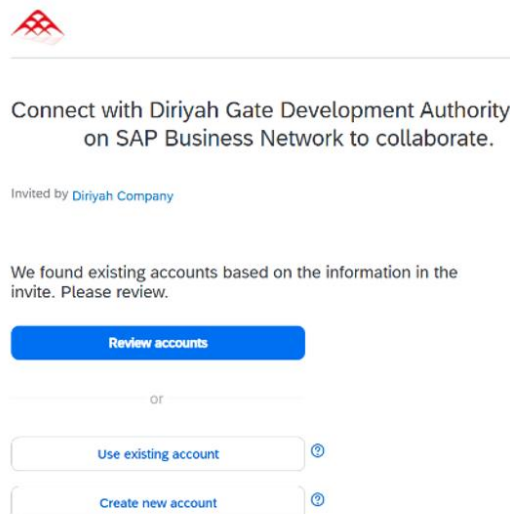


1.0 Create an Ariba Account:

1.1 You will receive an email that has a link to Ariba platform, click on the link:



1.2 Click on Create a new account



1.3 Verify your email address



Verify your email before you proceed...

Please provide the email that you want to use to create your new account:

Proceed

1.4 Complete company information section.

Company information ⓘ

DUNS number

[Don't know your DUNS number?](#)

Company (legal) name *

Country/Region *

Address line 1 *

Address line 2

Address line 3

City *

State *

Zip *

1.5 Complete Administrator account information and click on create an account



Administrator account information ⓘ

First name * Last name *

Email *

☐ Use my email as my username

Username *

Password * Repeat password *

☐ I have read and agree with the [Terms of Use](#).

☐ I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) 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 [Privacy Statement](#) to learn how we process personal data.

☐ I'm not a robot 

[Create account](#)

1.6 A message will appear stating that you will receive an email to confirm your address

Please confirm your email address

Check your email at _____ and follow the steps in the email to confirm your email address in the next 72 hours.

[> If you did not receive the email:](#)

1.7 Open the email and click on Confirm email

 Business Network

Confirm your email

Hello,

Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.

[Confirm email](#)

1.8 A prompt may appear asking you to provide your information and submit it. You can also choose "Remind me later" or "Don't show again." Once you make a selection, you'll be taken to your account.

Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

or

Ship-to or Service Locations

or



1.9 You will receive an email with your account information



Welcome to SAP Business Network

Please find your account information below.

Your account:

Company name:



2.0 Accessing Vendor Registration Questionnaires from existing Ariba Account

2.1 Go to your email inbox and find Vendor Registration System Invitation email, click on the link.



Dear Valued Vendor, Diriyah Company Vendor Relations Management team is pleased to invite you to register as a vendor in our portal. Please complete the Supplier Registration Questionnaire, to be considered in future tenders. Please click on the Click Here to register. View the Tutorial Link to guide you on completing your registration. If you have any questions, please e-mail us at: vendors@diriyah.sa Regards, Diriyah Company Click Here to know more about us.	عزيزي المورد، يسعد فريق علاقات الموردين في شركة الدرعية بدعوتكم للتسجيل كمورد لدينا. الرجاء إكمال عملية تسجيل البيانات المطلوبة في المنصة ليتم اعتمادكم كمورد ثم دعوتكم للمشاركة في المناقصات مستقبلًا. نرجو الدخول عبر Click Here للتسجيل. اطلع على رابط التعليمات لإنهاء إجراءات التسجيل. للمسئلة والاستفسارات يرجى التواصل على vendors@diriyah.sa خالص التحيات، شركة الدرعية انقر هنا لمعرفة المزيد عنا.
---	--

2.2 Click on Use existing account



Connect with Diriyah Gate Development Authority
on SAP Business Network to collaborate.

Invited by Diriyah Company

We found existing accounts based on the information in the invite. Please review.

Review accounts

or

Use existing account

Create new account



2.3 Enter your username and password then click on click on login:



Supplier Login

[Forgot Username or Password](#)

3.0 Logging into Ariba dashboard

3.1 Go to Service.Ariba.com:

3.2 Click on supplier:

SAP Business Network - Achieve frictionless, real-time business collaboration

SAP Business Network enables customers and trading partners to actively collaborate and gain greater visibility across all supply chain processes to build a more resilient and sustainable business.

3.3 Login using your username and password:

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

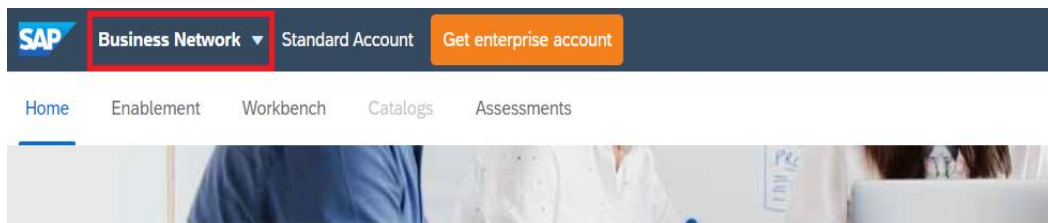
Share Your Success on SAP Business Network



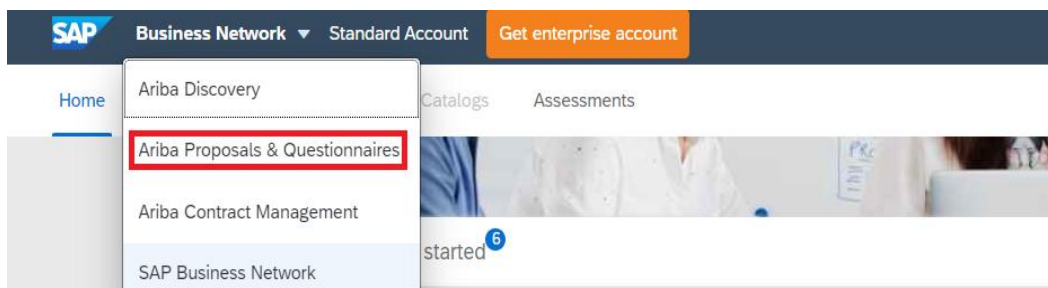
Visit the Supplier Spotlight Program page to check out other suppliers stories, review the FAQs, and then submit your own! We look forward to hearing from you!

[Learn More](#)

3.4 Click on business network:

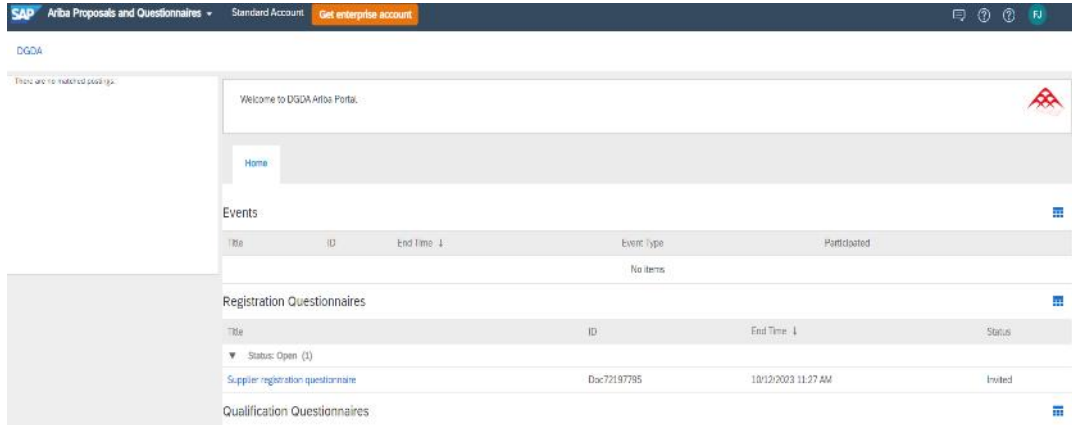


3.5 Choose Ariba Proposals & Questionnaires:





3.6 Now the Dashboard will be available:



4.0 Accessing and completing the Vendor Registration Questionnaires

4.1 Go to Service.Ariba.com:



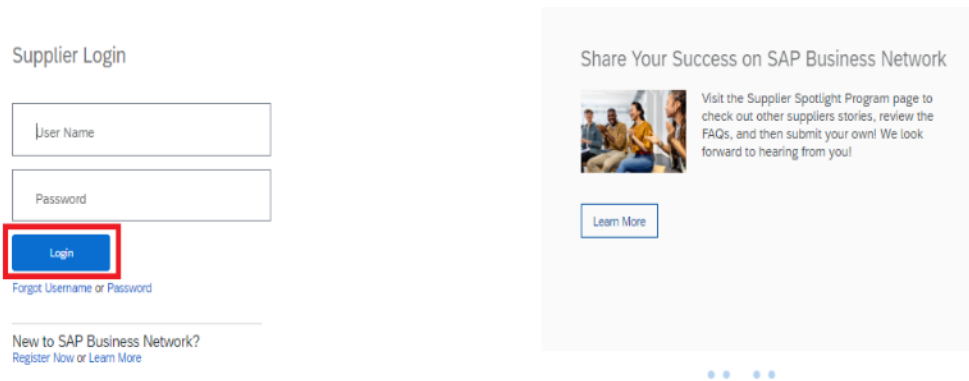
4.2 Click on supplier:

SAP Business Network - Achieve frictionless, real-time business collaboration

SAP Business Network enables customers and trading partners to actively collaborate and gain greater visibility across all supply chain processes to build a more resilient and sustainable business.

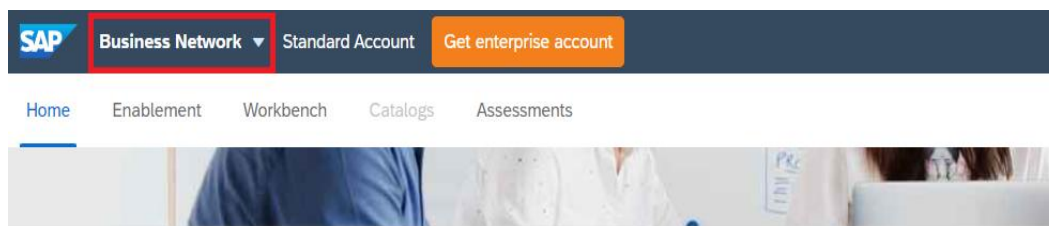


4.3 Login using your username and password:

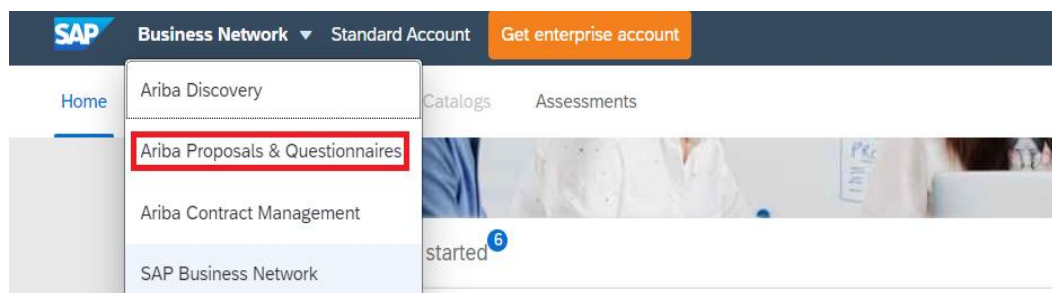


The image shows the 'Supplier Login' section on the SAP Business Network. It includes a 'User Name' input field, a 'Password' input field, and a blue 'Login' button which is highlighted with a red rectangle. Below the login fields are links for 'Forgot Username or Password' and 'New to SAP Business Network? Register Now or Learn More'. To the right, there is a promotional banner titled 'Share Your Success on SAP Business Network' featuring a 'Supplier Spotlight Program' and a 'Learn More' button.

4.4 Click on business network:



4.5 Choose Ariba Proposals & Questionnaires:



4.6 Click on supplier questionnaires:

Events

Title	ID	End Time ↓	Event Type	Participated
No Items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier registration questionnaire	Doc72197795	08/22/2024 02:21 PM	Pending Resubmission

4.7 Choose Type of Registration:

All Content

Name ↑

▼ 1 Type of Registration | نوع التسجيل Less...

Select the most appropriate category for your organization. Ensure this aligns with your legal business classification
حدد الفئة الأكثر ملاءمة لمؤسستك. تأكد من أن هذا يتوافق مع تصنيفك القانوني للأعمال

1.1 Are you a local or international vendor? هل أنت مورد محلي أم عالمي? [References](#) ⓘ

1.2 Type of vendor | نوع المورد

Local vendor محلي ▼

Company شركة ▼

4.8 Complete Organization Details

▼ 2 Organisation Details | التفاصيل التنظيمية Less...

All organization details must match Commercial Registration/Business License Number document.
يجب أن تتوافق جميع تفاصيل المؤسسة مع مستند رقم السجل التجاري/رخصة الأعمال

2.1 Vendor legal Full Name (English) | اسم المورد (باللغة الإنجليزية) *

2.2 Vendor legal Full Name (Arabic) | اسم المورد (باللغة العربية) *

2.4 Please provide the official abbreviation or short form of your organisation's name | يرجى تقديم الاختصار الرسمي أو النموذج المختصر لاسم مؤسستك ⓘ

2.5 Provide the National Unified Number or Business License Number | ارفاء إدخال الرقم الوطني الموحد أو رقم رخصة العمل ⓘ

2.6 Provide your Commercial Registration (CR) number | يرجى تقديم رقم السجل التجاري الخاص بك ⓘ

2.7 VAT or Tax Registration Number | رقم تسجيل ضريبة القيمة المضافة أو التسجيل الضريبي *

2.9 Vendor Address | عنوان المورد

Show More

Street: ⓘ

Street 2: ⓘ

Street 3: ⓘ

District: ⓘ

Postal Code: ⓘ

Country/Region: Saudi Arabia (SA) ⓘ

2.10	Do you have global headquarters? هل لديك مقر رئيسي عالمي؟	Unspecified
2.11	Please provide the location of your global headquarter يرجى تحديد موقع المقر الرئيسي العالمي لمشتكم	Saudi Arabia
2.12	Provide your organization website الرجاء توفير رابط الموقع الإلكتروني للمؤسسة	
2.13	Are you a Saudi SME (Small to Medium Enterprise)? هل أنت شركة صغيرة أو متوسطة؟	Unspecified
2.15	Do you have a Local Content Certificate? هل لديك شهادة محتوى محلي؟	Unspecified

4.9 Fill in the Reginal Presence Details:

▼ 3 Regional Presence التواجد الإقليمي		More... +
3.1	Do you have a Regional Headquarter (RHQ) within KSA? هل لديكم مقر إقليمي في المملكة العربية السعودية؟	Yes
3.2	Regional Headquarter Commercial Registration Certificate (Mandatory) شهادة السجل التجاري للمقر الإقليمي (إلزامي)	Yes Details

4.10 Fill in Employee Information:

▼ 4 Employee Information معلومات الموظفين		Less... -
Provide accurate details about your company's workforce, including direct employees and outsourced personnel. KSA-based vendors must report figures according to GOSI and GSWA records where applicable. International vendors should report based on their country's official employee records. قدم تفاصيل دقيقة عن القوى العاملة في شركتك، بما في ذلك الموظفين المباشرين والموظفين المستأجرين. يجب على الموردين في المملكة العربية السعودية الإبلاغ عن الأرقام وفقاً لسجلات التأمينات الاجتماعية (GOSI) والسجلات العامة للموظفين (GSWA) حيثما كان ذلك ينطبق. الموردين الدوليين يجب أن يبلغوا بناءً على سجلات القوى العاملة الرسمية في بلدانهم.		
4.1	Specify the current number of direct employees globally حدد العدد الحالي للموظفين المباشرين على مستوى العالم	
4.2	Specify the current number of direct employees (e.g. as per GOSI) الرجاء تحديد عدد الموظفين المباشرين (على سبيل المثال: وفقاً لـ GOSI)	
4.3	Specify the average number of outsourced employees utilised in the last 12 months الرجاء تحديد متوسط عدد الموظفين الغير مباشرين في آخر 12 شهر	10
4.4	Percentage of Saudi nationals employed (e.g. as per GSWA) نسبة الموظفين السعوديين	60%

4.11 Provide Ownership Details:

▼ 5 Ownership Details تفاصيل الملكية		Less... -
Provide complete and accurate ownership details of your company, including main shareholders, ownership structure, and whether your company is publicly listed or government-owned. This ensures compliance with KSA regulations and transparency in vendor evaluation. قدم تفاصيل الملكية الكاملة والهيكلية الدقيقة لمؤسستك، بما في ذلك المساهمين الرئيسيين وبنية الملكية، مع توضيح ما إذا كانت شركتك مدرجة في السوق المالية أو مملوكة للحكومة. يهدف ذلك إلى ضمان الامتثال للوائح الملكية العربية السعودية وشفافية تقييم الموردين.		
5.1	Are you a publicly listed company? هل الشركة مدرجة في سوق البورصة؟	No
5.2	Is your company 51% (or more) owned by PIF or the Saudi Government? هل شركتكم مملوكة بنسبة 51% (أو أكثر) لمستشفى الاستثمارات العامة أو الحكومة السعودية؟	No
5.3	Is your company/entity significantly controlled by PIF or Government entities (i.e. PIF or Govt. entities owns more than 10% of your share capital or majority of Board members are appointed/nominated by PIF/Govt. entities) هل تعتبر شركتكم/كيانكم مرفوعة بشكل كبير بمستشفى الاستثمارات العامة أو يملكونها الجهات الحكومية (بما في ذلك امتلاكهم لأكثر من 10% من رأس المال، أو قيامهم بتعيين أو ترشيح غالبية أعضاء مجلس الإدارة)؟	No
5.4	Is your company a PIF Related Party? هل شركتكم جهة ذو صلة بمستشفى الاستثمارات العامة؟	Not related to PIF / غير مرتبطة بمستشفى الاستثمارات العامة
5.5	Provide the names of parent/sister/subsidiary organisations يرجى ذكر أسماء المؤسسات الأم أو الشقيقة أو الفرعية	
5.6	What year was the organization established? في أي عام تأسست المؤسسة؟	2018
5.7	Provide the number of the Owners الرجاء تحديد عدد الملاك	1
5.8	Provide the full name of Owner 1 يرجى تقديم الاسم الكامل للمالك الأول	
5.9	Provide the nationality of Owner 1 يرجى تحديد جنسية المالك الأول	British
5.10	Provide the percentage of shares held by Owner 1 يرجى تحديد نسبة الإسهام التي يملكها المالك الأول	100%

4.12 Select your Supply category:

First click on select

6 Supply category | فئة التوريد More... +

6.1 Please select a maximum of 5 supply categories from Level 3 | يرجى اختيار خمسة فئات توريد كحد أقصى من المستوى الثالث (select a value) [select]

6.2 Does your category selection match with the category listed on your CR or Equivalent? | هل تؤكد ان اختصاصات العمل المختارة مطابقة لاختصاصات السجل التجاري المقدم من شركتكم? Yes

Then click on the arrows to expand the category tree.

Choose Values for Commodity

Add to Currently Selected

Name Search

☐	Name ↑	ID
☐	Corporate Service	02
☐	Design & Development	01

Currently Selected

☐ Name ↑ ID

No items

Done

Further expand the second level of the category tree

Choose Values for Commodity

Add to Currently Selected

Name Search

☐	Name ↑	ID
☐	Corporate Service	02
☐	Admin Services	0207
☐	Arts & Heritage	0209
☐	Asset Management	0204
☐	HR Services	0206
☐	Insurance	0205
☐	Marketing	0208
☐	Mobility Services	0203
☐	Professional Services	0201
☐	Technology	0202
☐	Design & Development	01
☐	Building Works	0107
☐	Construction Material & Equipment	0105
☐	Design and Engineering Services	0101
☐	Furniture, Fixture & Equipment (FF&E)	0106
☐	Infrastructure Works	0104
☐	Renovation & Restoration	0108
☐	Site Preparation & Enabling Works	0103
☐	Technical Services	0102

Currently Selected

☐ Name ↑ ID

No items

Done

Select a maximum of five categories from the third level

Choose Values for Commodity

Add to Currently Selected

Name Search

☐	Name ↑	ID
☐	Corporate Service	02
☐	Admin Services	0207
☐	Archiving & Records	020713
☐	Asset Tagging	020711
☐	Call Centres	020712
☐	Catering & Hospitality	020701
☐	Gifts & Occasions	020706
☐	Government Services	020703
☐	Mail, Postal & Courier Services	020709
☐	Office Furniture	020708
☐	Office Supplies	020707
☐	Printing Services	020710
☐	Subscriptions & Online Platforms	020714
☐	Translation Services	020705
☐	Visa & Documents	020702
☐	Warehouse Operations	020704
☐	Arts & Heritage	0209
☐	Asset Management	0204
☐	HR Services	0206
☐	Insurance	0205
☐	Marketing	0208
☐	Mobility Services	0203
☐	Professional Services	0201
☐	Technology	0202

Currently Selected

Name ↑ ID

No items

4.13 Fill in Power of Attorney details:

7 Power of Attorney | شخص التفويض Less

Provide the name and contact information of the power of attorney that is named on official stamped documentation
يرجى تقديم اسم وبيانات الاتصال للشخص المفوض بالتفويض في الوثائق الرسمية المصدقة

7.1 Name of Person | الاسم * Mohammed AlTest

7.2 Job title | التسمية * Director

7.3 Mobile number country code | رمز الدولة لرقم الهاتف المحمول * +966 (Saudi Arabia) v

7.4 Mobile number (only include numbers and no spaces) | رقم الهاتف المحمول (الرجاء إدخال الأرقام فقط، ولا تحذف أو مسافات) * 666555333

7.5 E-mail address | البريد الإلكتروني ⓘ * Mohammed@test.com

4.14 Fill in Primary Contact Person details:



▼ 8 Primary Contact Person معلومات التواصل لجهة الاتصال الأساسية		Less...
Provide the main recipient for all Diriyah related communications with the vendor يرجى تحديد أحد المستلم الرئيسي لجميع الاتصالات المتعلقة بالشركة بالشخص مع المورد		
8.1 Name of Person الاسم	*	
8.2 Job Title المسمى الوظيفي	*	
8.3 Mobile number country code رمز الدولة لرقم الهاتف المحمول	*	+966 (Saudi Arabia) ▼
8.4 Mobile number (only include numbers and no spaces) رقم الهاتف المحمول (الرجاء إدخال الأرقام فقط، بلا أحرف، أو مسافات)	*	111222333
8.5 E-mail address البريد الإلكتروني ⓘ	*	

4.15 Fill in Secondary Contact Person details:

▼ 9 Secondary Contact Person معلومات التواصل لجهة الاتصال الثانوية		Less...
Provide an alternative contact person who can be reached if the primary contact is unavailable يرجى توفير معلومات الاتصال للشخص الذي يمكنه التواصل معك في حال عدم توفر جهة الاتصال الأساسية		
9.1 Name of Person الاسم	*	
9.2 Job Title المسمى الوظيفي	*	
9.3 Mobile number country code رمز الدولة لرقم الهاتف المحمول	*	+966 (Saudi Arabia) ▼
9.4 Mobile number (only include numbers and no spaces) رقم الهاتف المحمول (الرجاء إدخال الأرقام فقط، بلا أحرف، أو مسافات)	*	
9.5 E-mail address البريد الإلكتروني ⓘ	*	

4.16 Fill in Finance Representative Contact details:

▼ 10 Finance Representative Contact معلومات التواصل لممثل المالية		Less...
Enter the details of the financial representative responsible for invoicing, payments and financial inquiries أدخل تفاصيل الممثل المالي المسؤول عن الفواتير والدفعات والاستفسارات المالية		
10.1 Name of Person الاسم	*	
10.2 Job Title المسمى الوظيفي	*	
10.3 Mobile number country code رمز الدولة لرقم الهاتف المحمول	*	+966 (Saudi Arabia) ▼
10.4 Mobile number (only include numbers and no spaces) رقم الهاتف المحمول (الرجاء إدخال الأرقام فقط، بلا أحرف، أو مسافات)	*	
10.5 E-mail address البريد الإلكتروني ⓘ	*	

4.17 Fill in Senior Management Contact details:

▼ 11 Senior Management Contact معلومات التواصل بإدارة العليا		Less...
Provide the contact details of a senior representative who can be reached in case of urgent matters or escalation يرجى توفير تفاصيل الاتصال بممثل إداري رفيع يمكن التواصل معه في الحالات الملحة أو التصعيد: الأمور الهامة		
11.1 Name of Person الاسم	*	
11.2 Job Title المسمى الوظيفي	*	
11.3 Mobile number country code رمز الدولة لرقم الهاتف المحمول	*	+966 (Saudi Arabia) ▼
11.4 Mobile number (only include numbers and no spaces) رقم الهاتف المحمول (الرجاء إدخال الأرقام فقط، بلا أحرف، أو مسافات)	*	
11.5 E-mail address البريد الإلكتروني ⓘ	*	

4.18 Fill in Vendor Bank Information. The attached document provides detailed instructions on how to correctly fill in the bank details section:

*Please remember to upload the bank certificate by clicking on 'Details'.

12 Vendor Bank Information | بيانات البنك الخاصة بالمورد

Ensure all bank details are accurate to prevent payment delays. The Swift Code, IBAN and Account Number must match your bank statement exactly. Provide the required IBAN and Swift Code components as specified which must match your company name and account details. Any discrepancies may impact payment processing.

تأكد من دقة جميع بيانات الحساب البنكي لتجنب التأخير في الدفع. يجب أن يتطابق رمز البنك، رقم الحساب البنكي، ورمز الـ IBAN ورقم الحساب البنكي مع بيانات بيان الحساب البنكي الخاص بشركتك. يجب أن يتطابق رمز البنك، رقم الحساب البنكي، ورمز الـ IBAN ورقم الحساب البنكي مع بيانات بيان الحساب البنكي الخاص بشركتك. يجب أن يتطابق رمز البنك، رقم الحساب البنكي، ورمز الـ IBAN ورقم الحساب البنكي مع بيانات بيان الحساب البنكي الخاص بشركتك.

12.1 The attached document provides detailed instructions on how to correctly fill in the bank details section | يرجى إرفاق المستند الذي يوفر تعليمات مفصلة حول كيفية ملء قسم بيانات البنك بشكل صحيح

12.2 Please add your banking information | يرجى إضافة معلوماتك البنكية

12.3 Upload a bank certificate issued by your bank confirming the company name and bank account information. If the certificate has an expiry date, please ensure it is still valid | تحميل شهادة بنكية صادرة من بنكك تؤكد اسم الشركة ومعلومات الحساب البنكي. إذا كانت الشهادة تحتوي على تاريخ انتهاء، يرجى التأكد من أنها لا تزال سارية المفعول

Bank Type: Domestic

Bank Id: 0000

Country/Region: Saudi Arabia

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

Bank Key/IBAN Routing Number: 80

Account Number:

IBAN Number:

SWIFT Code:

Bank Control Key: No Choice

Yes

Details

4.19 Fill in Board Member Details:

13 Board Member Details | تفاصيل أعضاء مجلس الإدارة

Provide the below requested details for all board of director members

يرجى إرفاق المعلومات المطلوبة لبدء لجميع أعضاء مجلس الإدارة

13.1 How many board members does your organisation have? | كم عدد أعضاء مجلس الإدارة في منسلكك؟

2

13.2 Name of Board Member One | اسم العضو بمجلس الإدارة الأول

13.3 Name of Board Member Two | اسم العضو بمجلس الإدارة الثاني

4.20 Fill in Disclosures section. Conflict of interest declaration form to be downloaded by clicking on "References"

14 Disclosures | الإفصاحات

Declare any potential or actual conflicts of interest that may affect your business relationship with Diriyah Company. Full disclosure ensures compliance with ethical and regulatory standards

ألم بالإفصاح عن أي تضارب مصالح محتمل أو فعلي قد يؤثر على علاقتك التجارية مع شركة الدرعية؟ يرجى الإفصاح الكامل الامتثال للمعايير الأخلاقية والتنظيمية

14.1 Are there any potential or actual conflicts of interest which need to be disclosed? | هل لديك أي تضارب مصالح محتمل أو فعلي أرى به الإفصاح عنه؟

Yes

14.2 Disclose potential or actual conflicts of interest | يرجى الكشف عن تضارب المصالح المحتمل أو الفعلي

14.3 Conflict of interest completed, signed and stamped | الرجاء تعبئة نموذج إعلان تضارب المصالح، مع ضرورة التوقيع والختم عليه

References

Attach a file

The Conflict of Interest Declaration has been updated. It must be completed, signed, stamped, and uploaded

Diriyah Company
A Single Person
Joint Stock Company
CR: 1010648801



شركة الدرعية
شركة مساهمة
ممن مملوكة وحيدة
المجلد التجاري: ١-١-١٤٤٨

نموذج الإفصاح عن تعارض المصالح
Conflict of Interest Declaration Form

The Procurement Department at Diriyah Company manages the procurement operations of the Authority. It is based on fairness and transparency and aims to provide equal opportunities for all who wish to contract with Diriyah Company. Accordingly, the Procurement Department requires all participants in procurement operations to commit to disclosing any potential conflict of interest, in addition to maintaining the highest levels of confidentiality. Therefore, whenever anyone signs this form will be prohibited from participating in any part of the Diriyah Company procurement operations.

يدير إدارة المشتريات في شركة الدرعية إدارة عمليات المشتريات والتي تقوم على أساس العدالة والشفافية وتهدف إلى توفير فرص متكافئة لجميع من يرغب في التعاقد مع شركة الدرعية. بالتالي، فإن إدارة المشتريات تتطلب من جميع المشاركين في عمليات المشتريات التزامهم بالإفصاح عن أي تعارض محتمل للمصالح، بالإضافة إلى الحفاظ على أعلى مستويات السرية. وبذلك، فإن أي شخص يوقع هذا النموذج سوف يمنع من المشاركة في أي جزء من عمليات وممارسات إدارة شركة الدرعية.

A potential conflict of interest is considered to be any of the following cases, which are, but are not limited to:

1. Existing or to the fourth degree between one of the owners of the company with one of the employees of Diriyah Company.
2. The existence of a direct relationship or partnership by one of the Diriyah Company employees in the company.

يعد تعارض مصالح محتمل في أي من الحالات التالية -سواء في حال أو على سبيل المثال-:

1. وجود علاقة بين أحد الملاكين أو أحد أصحاب الشركة مع أحد موظفي شركة الدرعية.
2. وجود علاقة مباشر أو شراكة بأحد من قبل أحد موظفي شركة الدرعية في الشركة.

If there is any possibility of a potential conflict of interest, you must disclose it below.

إذا كان هناك أي احتمال لحدوث تعارض مصالح محتمل، يجب عليك الإفصاح عن ذلك أدناه.

☐ I would like to disclose a conflict of interest (s)

☐ I have no conflicts of interest.

Company Stamp
ختم الشركة

Authorized Signature
توقيع المصرح به من الشركة

Information Classification: Confidential

4.21 Upload all required certificates and attachments by clicking on 'Details'.

The certificates required in this section will differ based on vendor types.

15 Certificates and Attachments | الشهادات والملفات

Less...

All documents must be uploaded in English. If any documents are submitted in another language, the form will be returned to you for correction.
يجب تحميل جميع المستندات باللغة الإنجليزية فقط. في حال تم إرفاق مستندات بلغة أخرى، سيتم إعادته النموذج لإكمال إجراءات التصحيح اللازمة.

15.1 General Required Documents المستندات المطلوبة العامة	
15.1.1 Company profile/brochure ملف تعريف الشركة الشركة ملف تعريف	 Test certificate.docx Update file Delete file
15.1.2 Signed Non-Disclosure Agreement (NDA) اتفاقية عدم الإفصاح موقعة	 Yes Details
15.1.3 Power of Attorney صك وكالة	 Yes Details
15.1.4 Health and safety certifications and compliance with relevant regulations, if applicable شهادات الصحة والسلامة المهنية المتعلقة ، إن وجدت	 No Details
15.2 Local Organization Non-Profit Organization منظمة محلية / منظمة غير ربحية	
15.2.1 Commercial Registration or Business License (Companies) السجل التجاري للشركة أو رخصة العمل للشركات	 Yes Details
15.2.2 Membership of the Chamber of Commerce عضوية الغرفة التجارية	 Yes Details
15.2.3 Zakat Certificate شهادة الزكاة	 Yes Details
15.2.4 VAT Certificate شهادة الضريبة المضافة	 Yes Details
15.2.5 General Organization for Social Insurance (GOSI) Certificate شهادة التأمينات الاجتماعية	 Yes Details
15.2.6 Saudization Certificate شهادة التوطين	 Yes Details
15.2.7 Certificate of Incorporation عقد التأسيس	 Yes Details
15.5 Optional Documents الوثائق الاختيارية	
15.5.1 Regional Headquarters Investment License (If available) ترخيص استثمار المقر إقليمي في المنطقة الحرة السعودية (في حال توفره)	 No Details
15.5.2 Any other Municipality license(s) (If any) أي رخصة بلدية أخرى (إن وجدت)	 No Details
15.5.3 If others, please upload any additional document في حال وجود مستندات أخرى يرجى إرفاقها	 No Details

The NDA must be downloaded, signed, stamped, and uploaded by clicking on 'Details'. NDAs signed with the Diriyah Gate Development Authority (DGDA) are not valid. Please use the updated Diriyah Company NDA template, which can be downloaded by clicking on 'Reference'.

Please note the certificate type and expiration date is pre-populated for ease as the document does not expire. Please do not edit these fields.

4.22 Agree to the terms and conditions on the Declarations section and submit response

4.23 If a question is answered incorrectly, a red notification will appear indicating the error and the question number

4.24 A new question (17) may appear at the end of the questionnaire to remind you to select 'Yes' and provide all mandatory certificates.

5.0 Revising the Vendor Registration Questionnaire.

5.1 You will receive an email to provide additional information, click on the link:



Dear Diriyah Company has reviewed the updates to Supplier registration questionnaire submitted by / on Mon, 14 Jul, 2025 and requires additional information about the update. Comments: Please provide conflict of Interest document & NDA To provide the requested information to Diriyah Company, please click the following link: Click Here Best regards, Procurement Department Diriyah Company	عزيزي قام الخاصة قبل بتاريخ طلب معلومات إضافية حول هذا التحديث. التعليقات: [TASK_COMMENT_TEXT] Diriyah Company بالمعلومات لتزويد الإضافية، يرجى الضغط على الرابط التالي: مع أطيب التحيات، قسم إدارة المشتريات شركة الدرعية
--	---

5.2 Enter your username and password then click on click on login:

Supplier Login

[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

Share Your Success on SAP Business Network



Visit the Supplier Spotlight Program page to check out other suppliers stories, review the FAQs, and then submit your own! We look forward to hearing from you!

[Learn More](#)

5.3 Go to the Supplier registration questionnaire and click on Revise Response:

Doc72197795 - Supplier registration questionnaire

Time remaining:
359 days 23:56:34

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

[Revise Response](#)

5.4 Modify information or upload the missing documents, by clicking on Details:

2.13 Are you a Saudi SME (Small to Medium Enterprise)? هل أنت منشأة صغيرة أو متوسطة؟	Yes	
2.14 SME Certificate (If available) شهادة الهيئة العامة للمنشآت الصغيرة والمتوسطة (في حال توفرها)	Yes	Details
2.15 Do you have a Local Content Certificate? هل لديك شهادة محتوى محلي؟	No	

5.5 Choose file then click on ok to upload the file:

Go back to DGDA Dashboard

Desktop File Sync

Update Attachment

Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment.

Attachment: **Choose File** to file chosen

Or drop file here

OK Cancel

5.6 After you provide additional information or uploaded the missing document, click on submit entire response:

7 Vendor Declaration إقرار المورد

7.1 I acknowledge that the information provided in the Vendor Registration Form is true and complete, and I understand that providing incorrect information, withholding related information, or responding misleadingly, may result in my application being rejected or other appropriate action taken against me. أقر بأن المعلومات المقدمة في نموذج تسجيل المورد صحيحة وكاملة، وأنهم أن تقديم معلومات غير صحيحة أو حجب معلومات ذات صلة أو إيراد بشكل مضلل قد يؤدي إلى رفض طلبتي أو اتخاذ إجراء آخر مناسب ضدي

Yes

(*) indicates a required field

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



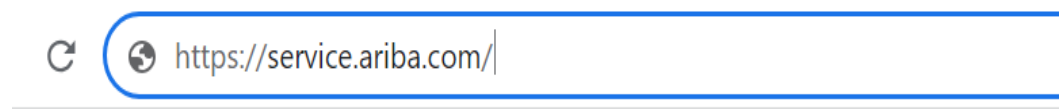
6.0 Accessing the Vendor Qualification Questionnaires:

6.1 Accessing the Vendor Qualification Questionnaire can be done in two ways

1. Click the link in the invitation email to access and complete the qualification questionnaire.

The email will clearly state the category you are being qualified for

2. Go to Service.Ariba.com:



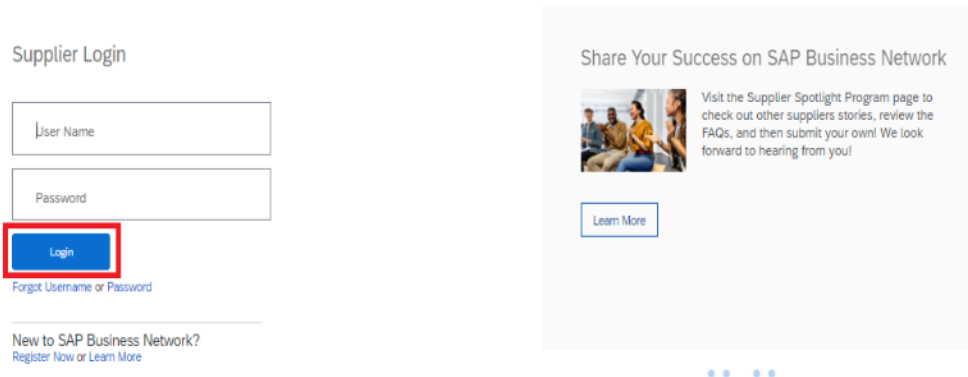
6.2 Click on supplier:

SAP Business Network - Achieve frictionless, real-time business collaboration

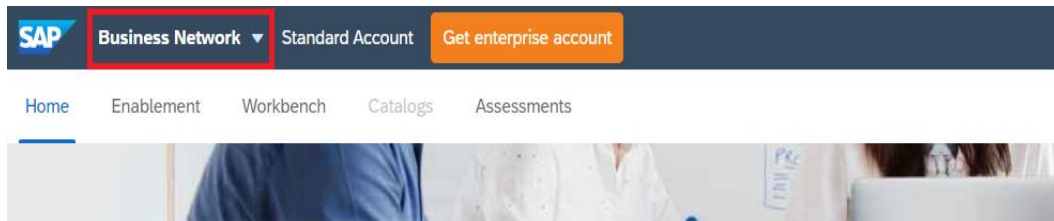
SAP Business Network enables customers and trading partners to actively collaborate and gain greater visibility across all supply chain processes to build a more resilient and sustainable business.



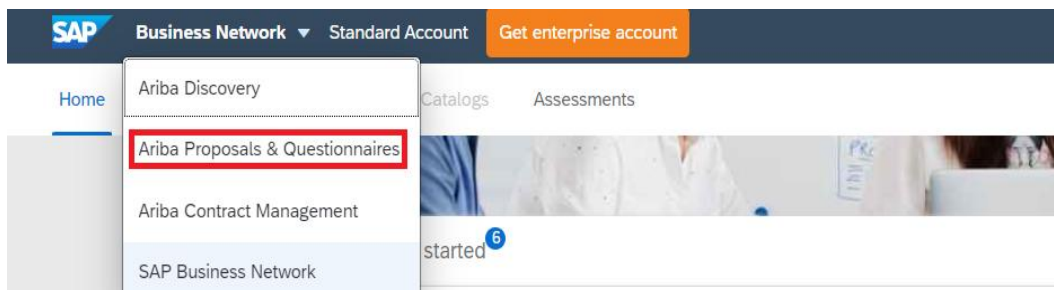
6.3 Login using your username and password:



6.4 Click on business network:



6.5 Choose Ariba Proposals & Questionnaires:



6.6 Click on supplier questionnaires:

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier registration questionnaire	Doc72197795	08/22/2024 02:21 PM	Pending Resubmission

6.7 Click on the questionnaire in the qualification questionnaires section to complete

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Professional Services	Doc208860554	8/16/2025 1:32 AM	Asset Valuations & Servic...	View more	(no value) Qualification Started

6.8 Select the subcategories that fall within your capabilities and for which you can provide case studies

1 General Information

1.1 Please select only the subcategories that fall within your capabilities and for which you can provide case studies.
يرجى تحديد الفئات الفرعية التي تتدرج ضمن قدراتك فقط، والتي يمكنك تقديم دراسات حالة لها.

- ☐ Strategy & Operations Consulting
- ☐ PMO Consulting
- ☐ Governance & Risk Consulting
- ☐ Finance Consulting
- ☐ Specialized Consulting
- ☐ Transactions Services
- ☐ Legal Services
- ☐ IT Consulting
- ☐ Banking & Insurance Services
- ☐ Audit Services
- ☐ Research
- ☐ HR Consulting
- ☐ Asset Valuations & Services

6.9 Provide category specific information

2 Category-specific capabilities

2.1 Please provide the name of the representative for the category you are currently qualifying for حالياً لها حالياً	*	
2.2 Please provide the job title of the representative for the category you are currently qualifying for حالياً لها حالياً	*	
2.3 Please select the country code for your category representative's mobile number لعدد الهاتف المحمول لعدد	*	
2.4 Please provide your category representative's mobile number (enter numbers only, no spaces) (أدخل الأرقام فقط، بدون مسافات أو أحرف)	*	
2.5 Please provide your category representative's Email لعدد البريد الإلكتروني لعدد	*	
2.6 How many years of experience do you have in the category for which you are currently qualifying for؟ كم عدد سنوات الخبرة التي تمتلكها في الفئة التي تتأهل لها حالياً؟	*	Select
2.7 Please provide a minimum of three case studies relevant to the category for which you are currently qualifying for حالياً لها حالياً	*	Attach a file
2.8 Please specify the average awarded project value (including tax) for the category you are currently qualifying for, in SAR (مبلغ المشروع المتوسط (بما في ذلك ضريبة القيمة المضافة) للفئة التي تتأهل لها حالياً، وذلك بالريال السعودي)	*	
2.9 Please provide the number of projects conducted in the category you're currently qualifying for حالياً لها حالياً	*	
2.10 Please provide the CVs of relevant personnel, if applicable or significant (e.g. SMEs working in the category you're currently qualifying for) (المتخصصين، إذا كان ذلك مناسباً أو ذا أهمية (مثل الخبراء المتخصصين الذين يعملون في فئة التي تتأهل لها حالياً))	*	Attach a file
2.11 Please provide a list of your key tools and technologies used, relevant to the category you're currently qualifying for (including specialised software and physical tools required to deliver) (يرجى تقديم قائمة بالبرامج والتقنيات الرئيسية المستخدمة ذات صلة للفئة التي تتأهل لها حالياً (بما في ذلك البرامج المتخصصة والأدوات اللازمة للتقديم))	*	

6.10 Provide financial information

▼ 3 Financial Information	
3.1 Provide turnover currency يرجى تحديد العملة	* SAR (Saudi Riyal) ▼
3.2 Provide your company turnover for the last financial year الرجاء إدخال قيمة المبيعات للسنة المالية الأخيرة	*
3.3 Please select working capital currency يرجى اختيار عملة رأس المال الحالي	* SAR (Saudi Riyal) ▼
3.4 Provide your current working capital value الرجاء إدخال قيمة رأس المال الحالي	*
▼ 4 Financial stability	
4.1 Confirm whether you have any financial issues to share يرجى تأكيد ما إذا كان لديك أي مشكلات مالية	* Unspecified ▼
4.2 If yes, provide detail عن المشكلة الرجاء ذكر التفاصيل	*

6.11 Complete financial due diligence questions. Current ratio can be calculated using the following formula: Current assets/Current liabilities

▼ 5 Financial Due Diligence Questions	
5.1 What is your Current Ratio? Current ratio can be calculated using the following formula: Current assets/Current liabilities. ما هو معدل السيولة الحالي يمكن حساب معدل السيولة الحالي باستخدام الصيغة التالية: الأصول الحالية / liabilities الحالية	*
5.2 Please provide a credit report showing credit activity, payment history, and account status. In KSA, use SIMAH; vendors from other countries should use their national credit agencies. يرجى تقديم تقرير ائتماني يوضح النشاط الائتماني تاريخ السداد وحالة الحسابات في المملكة العربية السعودية، يُستخدم تقرير سمة في بقائهم	Attach a file

6.12 Upload financial documentation

▼ 6 Financial Documentation	
6.1 Please provide audited financial statements for the last 3 years. If audited financial statements are not available, please submit 3 years of unaudited financial statements. For SMEs (Small to Medium Enterprise) or freelancers who do not have financial statements, please upload 1 year of bank statements instead يرجى تقديم البيانات المالية المدققة للثلاث سنوات الأخيرة، إذا لم تكن البيانات المالية المدققة متوفرة، يرجى تقديم ثلاث سنوات من البيانات المالية غير المدققة. بالنسبة للمؤسسات الصغيرة والمتوسطة أو المستقلين الذين لا يمتلكون بيانات مالية، يرجى رفع كشوف الحسابات البنكية لمدة عام واحد بدلاً من ذلك	* Attach a file

6.13 Submit response

Submit Entire Response

Save draft

Compose Message

Excel Import

7.0 Participating in RFI

7.1 When Diriyah Procurement invites you to RFI, you will receive an email invitation to participate in your registered email address, Click on the link available in the email:

7.2

Diriyah Procurement has invited you to participate in the following event: Test project 08-Sep-23.

Use the following username to log in to portal: faisalj11@hotmail.com

[Click Here](#) to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-

7.3 Login using your username and password:



Supplier Login

faisalj11@hotmail.com

Password

Login

[Forgot Username or Password](#)

7.4 Download the scope of work:

All Content

Name ↑	
▼ 1 RFI Submission Instructions	
1.1 Instructions  instructions.docx ✓	
2 General Questions	
▼ 3 ATTACHMENTS	
3.1 Attachments If any	
4 Scope of Work  References ✓	Scope Of Work Guide-Sample.docx ✓
5 Please submit estimated proposal	
Event Overview and Timing Rules	

7.5 Click on review prerequisite:

Doc49652229 - RFI Test Time remaining: 07:34:41

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

[Download Content](#)
[Review Prerequisites](#)
[Decline to Respond](#)
[Print Event Information](#)

All Content

1 RFI Submission Instructions

1.1 Instructions [Instructions.docx](#)

2 General Questions

3 ATTACHMENTS

3.1 Attachments if any

4 Scope of Work [References](#)

5 Please submit estimated proposal

Scope Of Work Guide-Sample.docx

Event Overview and Timing Rules

7.6 Click on accept the terms and agreement then click on OK:

☒ I accept the terms of this agreement.

☐ I do not accept the terms of this agreement.

[OK](#)
[Cancel](#)

7.6 Click on attach a file to upload the estimated proposal:

3 ATTACHMENTS

3.1 Attachments if any

4 Scope of Work [References](#)

5 Please submit estimated proposal

[Attach a file](#)

[Scope Of Work Guide-Sample.docx](#) [Update file](#) [Delete file](#)

[Attach a file](#)

7.7 Upload the proposal by clicking on choose file then click on ok:

Add Attachment

[OK](#)
[Cancel](#)

Enter the location of a file to add as an Attachment. To search for a particular file, click [Browse...](#) When you have finished, click [OK](#) to add the attachment.

Attachment: [Choose File](#) No file chosen

 Or drop the file(s)

7.8 In case of any other supporting documents, click on attached file:

▼ 3 ATTACHMENTS	
3.1 Attachments if any	+Attach a file
4 Scope of Work: References	Scope Of Work Guide-Sample.docx Update file Delete file
5 Please submit estimated proposal	+Attach a file

7.9 Click on choose a file to upload the document then click on ok:

Add Attachment [OK](#) [Cancel](#)

Enter the location of a file to add as an Attachment. To search for a particular file, click [Browse...](#). When you have finished, click [OK](#) to add the attachment.

Attachment: [Choose File](#) No file chosen
(or drop file here)

7.10 Click on submit entire response:

All Content

Name	
▼ 1 RFI Submission Instructions	
1.1 Instructions Instructions.docx	
2 General Questions	
▼ 3 ATTACHMENTS	
3.1 Attachments if any	* Estimated Proposal.pdf Update file Delete file
4 Scope of Work: References	Scope Of Work Guide-Sample.docx Update file Delete file
5 Please submit estimated proposal	* Estimated Proposal.pdf Update file Delete file

(*) indicates a required field

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

8.0 Participating in RFP

8.1 Once you are invited by Diriyah Procurement to participate in a bid, you will receive an email through your registered email address, click on the link available in the email to access:

Diriyah Procurement has invited you to participate in the following event: DGCL RFP.

Use the following username to log in to Ariba Portal: heritagequal@gmail.com

[Click Here](#) to access this event.

If you have questions about this event, contact Sultan Ibrahim

Thank You,
Diriyah Procurement.

8.2 Login using your username and password:

SAP Ariba

Supplier Login

trialdgda@gm

Password

Login

[Forgot Username or Password](#)

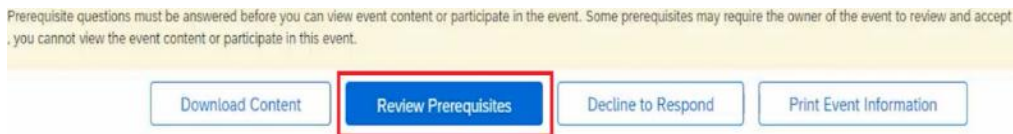
8.3 Download the attachment and review the RFP documents:

1. Bid Proposal Instructions	INSTRUCTIONS.docx ✓
2. RFP	Bilingual RFP.docx ✓
3. Contract	General Services Template (002).docx ✓
4. Pricing Template	pricing test sheet.xlsx ✓
5. Please provide the signed and stamped Non Disclosure Agreement	DGDA_Bilingual_NDA.docx ✓
6. Please provide conflict of interest form	Conflict of interest.docx ✓
7. Please provide Ex-DGDA Employee Declaration form	Ex-DGDA Employee Declaration Form.docx ✓
8. Please provide Top Management Declaration form	DGDA Top Management Declaration Form.docx ✓

8.4 After reviewing the documents, click on done:



8.5 Click on prerequisite:



8.6 Click on I accept the agreement, and the check box then click on ok and submit the agreement:



8.7 Upload the requested forms and documents:

1 Bid Proposal Instructions  INSTRUCTIONS.docx ✓	
2 RFP	 Bilingual RFP.docx ✓ Update file Delete file
3 Contract	 General Services Template (002).docx ✓ Update file Delete file
4 Pricing Template	 pricing test sheet.xlsx ✓ Update file Delete file
5 Please provide the signed and stamped Non Disclosure Agreement	*  DGDA_Bilingual_NDA.docx ✓ Update file Delete file
6 Please provide conflict of interest form	*  Conflict of interest.docx ✓ Update file Delete file
7 Please provide Ex-DGDA Employee Declaration form	*  Ex-DGDA-Employee Declaration Form.docx ✓ Update file Delete file
8 Please provide Top Management Declaration form	*  DGDA Top Management Declaration Form.docx ✓ Update file Delete file
▼ 9 Technical Details	
9.1 * Attach Technical Proposal here (No prices to be included!)	»Attach a file
9.2 *Attached stamped contract draft copy here"	»Attach a file
▼ 10 Commercial details	
10.1 *Attach Signed and Stamped Commercial Proposal here"	»Attach a file
10.2 * Attach Excel sheet version of the commercial proposal here"	»Attach a file

8.8 Click on attach file to upload the technical proposal and make sure not to upload pricing sheets or commercial proposals in the technical details otherwise, you will be disqualified:

▼ 9 Technical Details	
9.1 * Attach Technical Proposal here (No prices to be included)*	➤ Attach a file
9.2 * Attached stamped contract draft copy here*	➤ Attach a file
▼ 10 Commercial details	
10.1 * Attach Signed and Stamped Commercial Proposal here*	➤ Attach a file
10.2 * Attach Excel sheet version of the commercial proposal here*	➤ Attach a file

8.9 Upload the commercial proposal and commercial proposal excel sheet:

▼ 9 Technical Details	
9.1 * Attach Technical Proposal here (No prices to be included)*	➤ Attach a file
9.2 * Attached stamped contract draft copy here*	➤ Attach a file
▼ 10 Commercial details	
10.1 * Attach Signed and Stamped Commercial Proposal here*	➤ Attach a file
10.2 * Attach Excel sheet version of the commercial proposal here*	➤ Attach a file

8.10 Click on submit entire response:

▼ 10 Commercial details	
10.1 * Attach Signed and Stamped Commercial Proposal here*	Commercial Proposal.pdf ✓ Update file Delete file
10.2 * Attach Excel sheet version of the commercial proposal here*	Commercial Proposal Excel sheet.xlsx ✓ Update file Delete file
(*) Indicates a required field	
Submit Entire Response Save draft Compose Message Excel Import	

8.11 Click on OK:

Agreement

cluded)*"

General Services Template

pricing test sheet.xlsx ✓

DGDA_Bilingual_NDA.pdf

Conflict of interest.pdf ✓

DGDA Top Management I

Ex-DGDA Employee Decl

Technical proposal.pdf ✓

Stamped Contract.pdf ✓

✓ Submit this response?

Click OK to submit.

9.0 Declining to Participate in RFP

9.1 Once you receive the RFP email from Diriyah Procurement, click on the link available in the email to access the event:

Diriyah Procurement has invited you to participate in the following event: DGCL RFP.

Use the following username to log in to Ariba Portal: heritagequal@gmail.com

[Click Here](#) to access this event.

If you have questions about this event, contact Sultan Ibrahim

Thank You,
Diriyah Procurement.

9.2 Login using your username and password:

SAP Ariba

Supplier Login

trialdgda@gmail

Password

Login

[Forgot Username or Password](#)

9.3 Download all the documents in relation to the RFP and review them:

1 Bid Proposal Instructions	INSTRUCTIONS.docx
2 RFP	Bilingual RFP.docx
3 Contract	General Services Template (002).docx
4 Pricing Template	pricing test sheet.xlsx
5 Please provide the signed and stamped Non Disclosure Agreement	DGDA_Bilingual_NDA.docx
6 Please provide conflict of interest form	Conflict of interest.docx
7 Please provide Ex-DGDA Employee Declaration form	Ex-DGDA Employee Declaration Form.docx
8 Please provide Top Management Declaration form	DGDA Top Management Declaration Form.docx





9.4 To decline the RFP after reviewing the documents, click on decline to respond:

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can do so. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

[Download Content](#) [Review Prerequisites](#) [Decline to Respond](#) [Print Event Information](#)

All Content

Name 1

1 Bid Proposal Instructions [INSTRUCTIONS.docx](#)

9.5 Add the reason for declining to respond then click on ok to complete the respond:

Reason for Declining to Respond

Declining to respond will temporarily remove your accessibility to this event. If you decide to respond to this event later, click the 'Intend to Respond' button for this event. Please enter the reason for declining (limited to 500 characters).

[OK](#) [Cancel](#)



10.0 Participating in RFP after Declining

10.1 If you have already declined to participate in an RFP changed your mind, go to the RFP email you received initially then click on the link available in the email to access the event:

Diriyah Procurement has invited you to participate in the following event: DGCL RFP.

Use the following username to log in to Ariba Portal: heritagequal@gmail.com

[Click Here](#) to access this event.

If you have questions about this event, contact Sultan Ibrahim

Thank You,
Diriyah Procurement.

10.2 Login using your username and password:

SAP Ariba

Supplier Login

trialdga@gmail

Password

Login

[Forgot Username or Password](#)

10.3 Click on intend to respond once you access the event:

You have declined to respond. Click on the 'Intend to Respond' button if you are intending to participate in the event.

[Download Content](#)

[Intend to Respond](#)

[Print Event Information](#)

All Content

Name ↑

- 1 Bid Proposal Instructions [INSTRUCTIONS.docx](#) ✓
- 2 RFP
- 3 Contract
- 4 Pricing Template

[Bilingual RFP.docx](#) ✓

[General Services Template \(002\).docx](#) ✓

[pricing test sheet.xlsx](#) ✓

10.4 The RFP can be accessed, and you can access section 10.0 to participate in the RFP.

All Content

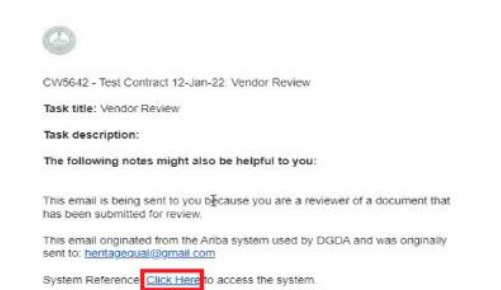
Name ↑	
1 Bid Proposal Instructions  INSTRUCTIONS.docx ✓	
2 RFP	 Bilingual RFP.docx ✓
3 Contract	 General Services Template (002).docx ✓
4 Pricing Template	 pricing test sheet.xlsx ✓
5 Please provide the signed and stamped Non Disclosure Agreement	 DGDA_Bilingual_NDA.docx ✓
6 Please provide conflict of interest form	 Conflict of interest.docx ✓
7 Please provide Ex-DGDA Employee Declaration form	 Ex-DGDA Employee Declaration Form.docx ✓
8 Please provide Top Management Declaration form	 DGDA Top Management Declaration Form.docx ✓



11.0 Contract review

11.1 You will receive an email on the registered email to review the contract terms and conditions,

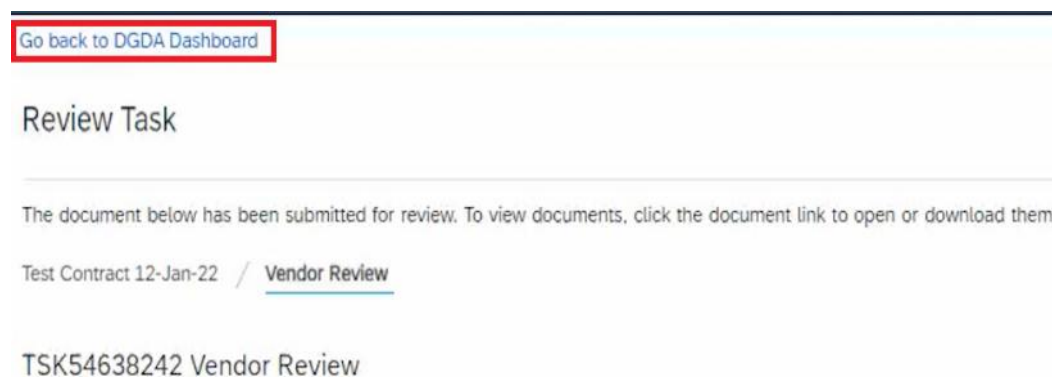
Click on the link available in the email:



11.2 Login using your username and password:



11.3 Click on go back to Dashboard:



11.4 Click on vendor review:

Welcome to DGDA Ariba Portal	
Tasks	
Name	Status
▼ Project: Test Contract 12-Jan-22 (1)	
Vendor Review	In Review

11.5 Download the attached documents and review it, add comments if you have any:

Review Task

The document below has been submitted for review. To view documents, click the document link to open or download them. If you are a reviewer,

Test Contract 12-Jan-22 / [Vendor Review](#)

TSK54638242 Vendor Review

Sultan Ibrahim

[Main Agreement](#)

11.6 Click on complete review:

TSK54638242 Vendor Review

Sultan Ibrahim

[Main Agreement](#)

One or more documents have been submitted for your review. You have the following options:

- View the documents on the left.
- To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit.

[Complete Review](#)

11.7 Click on choose file to upload the updated contract document with your comments if any:





Reviewed

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your comment. To add a document from an external source, click **Add Attachment**.

Message:

Reviewed

Access Control:

Document

Main Agreement

Attach Revised Document

Choose File No file chosen
Or drop file here

11.8 Click on OK button to complete the review:

Document

Main Agreement

Attach Revised Document

Choose File Test contract.docx
Or drop file here

Additional Attachments

No items

Delete Add attachment

OK Cancel

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11.9 Now the review task will disappear from your portal screen and will be sent to Diriyah Procurement's contract representative:

Welcome to DGD Arbia Portal

Tasks

Name	Status	Due Date	Completion Date	Alert
No items				





12.0 Frequently Asked Questions and General Tips During Registration

12.1 Why am I seeing an "Expired link" Message?

If you encounter an expired link, we recommend trying the following steps to resolve the issue:

- 1-Clear your browser cache and try accessing the link again.
- 2-If clearing the cache doesn't work, please use an incognito or InPrivate browser window to access the link.
- 3-If the issue persists, please contact us at Vendors@diriyah.sa

12.2 What should I do if I receive a "User Already Exists" message?

If you already have an account with Ariba, please log in using your existing user ID instead of creating a new account. If you encounter any difficulties, please contact us at Vendors@diriyah.sa

12.3 I have registered on the site, but I am unable to log in. What should I do?

If you are experiencing difficulties logging in after registration, we recommend trying the following steps:

- 1-Clear your browser cache and try logging in again.
- 2-If clearing the cache doesn't work, please use an incognito or InPrivate browser window to log in.
- 3-If the issue persists, please contact Ariba Support Service for further assistance.

12.4 What should I do if I am having a password issue?

If you already have an account with Ariba and are experiencing password-related issues, please follow these steps:

- Instead of signing up for a new account, please log in using your existing user ID.





- If you have forgotten your password, click on the "Forget Password" option to reset it.
- If you continue to experience issues, please contact us at Vendors@diriyah.sa

12.5 I have previously registered with another system. What should I do now?

If you have registered with a previous system and are now joining Ariba Network, please register your company using the provided link. The previous registration was for a different internal system, and we are now using SAP Ariba.

12.6 I do not have the Bank ID and Bank Key. What should I do?

The Bank ID and Bank Key are default details. Please provide the other required bank details. You can refer to the Registration Manual, which is accessible through the link provided, for more information.

12.7 How can I access tutorial videos and the guidebook?

12.8 The system shows a maximum of 10 partners, but we have more than that. What should we do?

Please attach the Article of Association in section 6.13 of the questionnaire to include all your partners.

12.9 We have not received any emails from the Ariba system. What should we check?

If you have not received any emails from the Ariba system, please check the following:

- Check your junk mail folder, as the invitation email may have been auto generated and filtered as spam.
- Contact your IT department to ensure that emails from the Ariba system are not being blocked.





- If the Issue persists, please contact us at Vendors@diriyah.sa

12.10 We are already registered as an Ariba vendor. Do we need to register again?

You have the option to create a new account, or you can log in using your existing username and password. Please follow these steps:

- Go to Ariba proposal and questionnaire.
- Complete the Supplier Registration Questionnaire and submit it.

12.11 I completed the vendor registration, but I'm still receiving registration requests. What should I do?

If you have completed the vendor registration, but continue to receive registration requests, it means the supplier registration questionnaire is still pending for your action. Please complete and submit the questionnaire by following these steps:

- Log in to Ariba.
- Click on Ariba Network.
- Go to Ariba proposals & questionnaire and choose DGDA.
- Complete the questionnaire and submit it.

12.12 We have already registered, but we have not received any RFPs yet. What should we do?

Vendors are invited as per the categories provided in the vendor registration questionnaires; you can revise your responses with additional categories within your scope.

12.13 General Tips During Vendor Registration:





In section 1: Choose the correct vendor type (Local vendor, Foreign Vendor not registered in MISA, Foreign Vendor registered in MISA)

In section 2: Please make sure that you provide the correct postal code.

In section 5: Please make sure that you choose the correct country code (you can check the country code from the Excel sheet attached)

In section 6: **Provide valid** trade license for and Commercial Registration Certificate (CR).

In section 6: The conflict-of-Interest form **must be answered, signed, and stamped**.

In section 6: Non-Disclosure Agreement: **must be signed and stamped**. Please make sure that all pages are stamped.

In section 6: Bank letter of official banking information: **must provide a letter with your company IBAN, and correctly enter it in the required field**.

