

ONEOORED00

User Guidelines to Suppliers

17 June 2025

OneOoredoo – S2S Global Rollout



CONTENTS

- **REGISTRATION WITH OOREDOO**
- **SAP BUSINESS NETWORK REGISTRATION**
- **REGISTRATION UPDATE (IF REQUIRED)**
- **RFx RESPONSE TO OOREDOO**
- **QUALIFICATION WITH OOREDOO**
- **CERTIFICATION AND IMPROVEMENT PLANNING**



REGISTRATION WITH OOREDOO

OneOoredoo – Supplier Guide

Steps Overview for Supplier Registration with Ooredoo

- 1 You will receive an email invitation to register with Ooredoo as a supplier.
- 2 Click on “**Click Here**” in the received email to direct yourself to the supplier portal.
- 3-**A** Click “**Review Account**” or “**Use existing account**” if you already have an Ariba Network account
- 3 **OR**
- 3-**B** Click “**Create New Account**” if you don’t have an Ariba Network account
- 4 If you have an account, Log in with your existing account credentials.
- 5 Click on ‘**Supplier Registration Questionnaire**’ from the dashboard
- 6 Fill all the sections of the **Supplier Registration Questionnaire** sent/ set up by Ooredoo.
- 7 Click on “ **Submit Entire Response** ”.
- 8 Click on “ **OK** ”.
- 9 Confirmation message displayed

Registration with Ooredoo

- 1

You will receive an **email invitation** to register with Ooredoo as a supplier.
- 2

Click on **“Click Here”** to direct yourself to supplier portal.
- 3-A

Click **“Review Account”** or **“Use existing account”** if you already have an Ariba Network account
To follow the steps at next slides
- 3-B

Click **“Create New Account”** if you don't have an Ariba Network account
Note: To create a new account, refer to slide 10 to 13

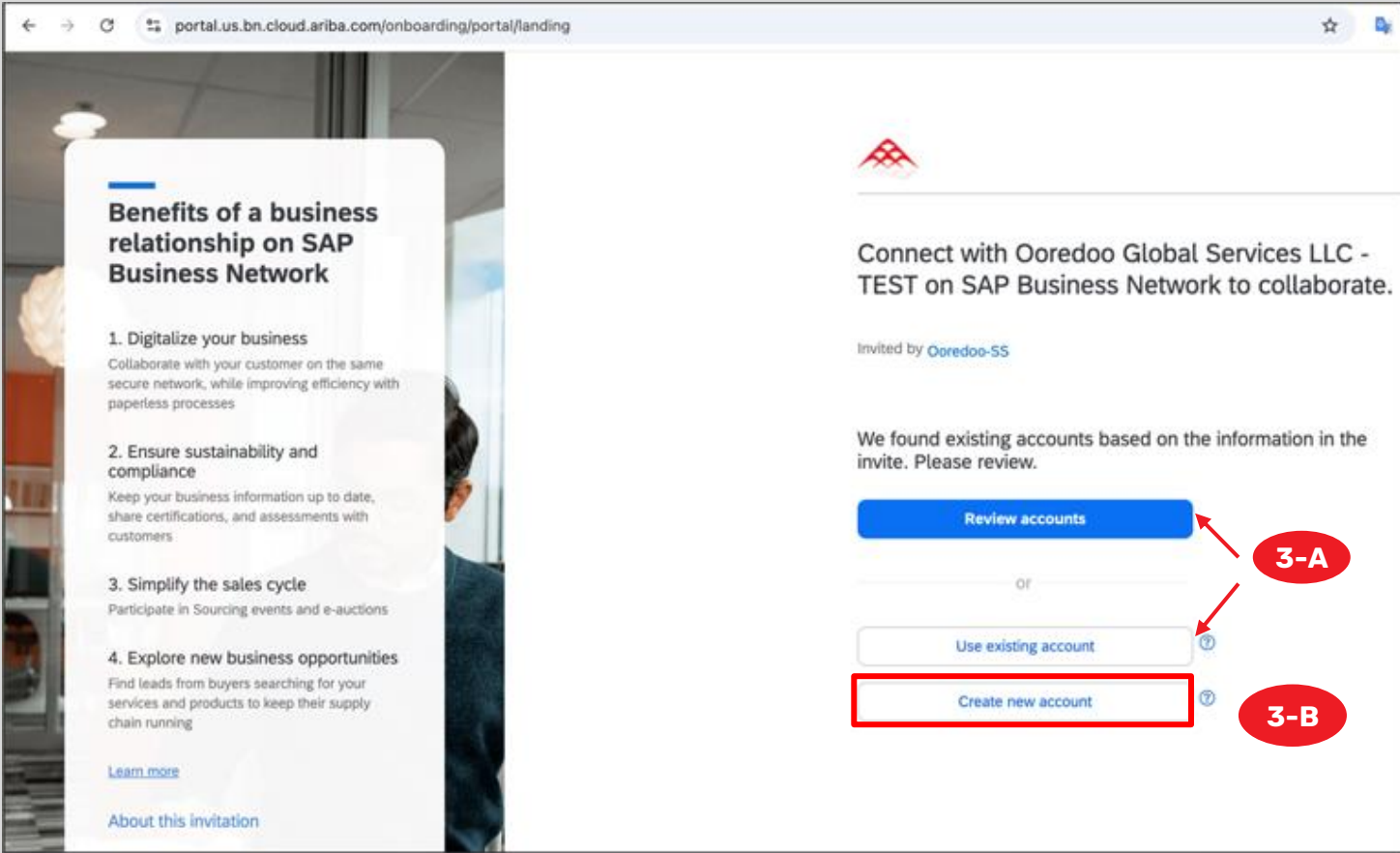
Register as a supplier with Ooredoo - TEST

Hello!

srmtteam1 has invited you to register to become a supplier with Ooredoo - TEST. Start by creating an account with Ariba Network. It's free.

Ooredoo - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Demo Recording Ltd already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now



Registration with Ooredoo-Questionnaire completion by Supplier

4

If you have an account, Log in with your existing account credentials.

4

SAP Ariba

Supplier Login

Login

Having trouble logging in?

New to Ariba?
[Register Now](#) or [Learn More](#)

Is your company registered?
[Search](#)

5

Click on **'Supplier Registration Questionnaire'** from the dashboard

5

Ooredoo-SS Requested Profile

All required customer requested fields have been completed.

[View customer requested fields >](#)

Public Profile Completeness

15%

Enter commodities to reach 35% >

There are no matched postings.

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

[Home](#)

Events

Title	ID	End Time	Event Type	Participated
No items				

Risk Assessments

Title	ID	End Time	Event Type
No items			

Registration Questionnaires

Title	ID	End Time	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc280909065	4/4/2025 5:55 PM	Invited

Qualification Questionnaires

Title	ID	End Time	Commodity	Regions	Status
No items					

Registration with Ooredoo-Questionnaire completion by Supplier

6

Fill all the sections of the **Supplier Registration Questionnaire** sent/ set up by Ooredoo.

Questionnaire Sections



Questions with star (*) marks are **mandatory** questions to be filled.

Ooredoo Ariba

s1.mn1.ariba.com/Sourcing/Main/aw?awh=r&awssk=LGN7BOW9VC3U0ra&realm=ooredoo-T&passwordadapter=SourcingSupplierUser&dard=1

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Supplier Information

2 Supplier Contact Inf...

3 Transaction Information

4 Bank Information

5 Tax Information

6 Additional Information

All Content

1.3 Supplier Main Address

District: New York

Postal Code: 123456 City: New York

Country/Region: United States (US) State/Province/Region: New York (NY)

1.4 In which year Company was established?

1.5 What is name of your parent holding company?

1.6 Country of registration of the parent holding company

▼ 2 Supplier Contact Information

2.1 Contact First Name: Stephen

2.2 Contact Last Name: Demo

2.3 Contact Phone number (Note: Please enter phone number in this format: With "+", country code and 10 digit phone numbereg. +123 xxxxxxxxxx, +44 xxxxxxxxxx)

2.4 Contact email address: chandan.kumar6@wipro.com

▼ 3 Transaction Information

3.1 E-mail address for purchase orders: * chandan.kum

3.2 E-mail address for accounts receivable: *

3.3 Provide main currency for supplier: Unspecified

4 Bank Information

Add Bank Information (0)

(*) indicates a required field



Registration with Ooredoo-Questionnaire completion by Supplier

7 Click on “ **Submit Entire Response** ”.

6.14 Attach the audited financial statement/s of the organization [Attach a file](#)

6.15 Attach a document with top three client details for reference - Document should include client details along with annual revenue dependency percentage (%) [Attach a file](#)

6.16 Are you willing and able to transmit and receive traditional Procurement and Accounts Payables documents, such as Purchase Orders, Order Confirmations, Advance Shipment Notifications and Invoices, electronically via the Ariba Network?

6.17 Have you ever been blacklisted/barred by Ooredoo Group or any of its Affiliates as a supplier? If Yes, please provide details

6.18 Conflict of Interest: We hereby declare that we do not have an economic interest in, or acts as an officer or a director of, any outside entity whose financial interests would reasonably appear to be in conflict with Ooredoo. In addition, we will disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest

6.19 Is your company currently under, or has it filed for bankruptcy, or does it have any judgments, liens (excluding construction), or court orders against it? If yes, please provide details

6.20 Vendor accepts that all information provided is correct and true

6.21 Vendor agrees to Ooredoo's Terms and Conditions (Attachment)

(*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import

8 Click on “ **OK** ”.

6.3 Please attach official supporting documentation that supports the business registration information provided. [Attach a file](#)

6.4 Provide your DUNS Number

6.5 Provide Quality Management system(e.g. ISO 9001) certification(if any)

6.6 Provide your Health and Management system certificate(if any)

6.7 Articles of Association (AOA) [latest with amendments]

6.8 Attach the company profile which includes shareholder details, Organizational Chart, Competency

6.9 Do you have public liabilities insurance policy?

Submit this response?
Click OK to submit.
OK | **Cancel**

9 Confirmation message displayed

Console | Doc280909065 - Supplier Registration Questionnaire | Pending Approval

Event Messages | Event Details | Response History | Response Team

You have submitted a response to the questionnaire.

Ooredoo SRM team will continue the registration approval process. Once it is done, you will receive the notification email



SAP BUSINESS NETWORK REGISTRATION

OneOoredoo – Supplier Guide

Steps Overview for SAP Business Network Registration

- 1 You will receive an **email invitation** to register with Ooredoo as a supplier. Click on **“Click Here”** to direct yourself to supplier portal.
- 2 Click **“Create New Account”** if you don't have an Ariba Business Network account
- 3 Enter the Company information, Administrator account information and click on **“Create Account”**
- 4 When you click create account, please check at your email in box and follows the steps in the email
- 5 Receive email from SAP Business Network to confirm email address
- 6 You can provide additional details such as Categories, Ship to locations And then click on **“Submit”**

After SAP Business Network registration , Please continue the registration with Ooredoo steps as per steps 5 to 9 (the slides 6,7&8)

SAP Business Network Registration

1

You will receive an **email invitation** to register with Ooredoo as a supplier. Click on **“Click Here”** to direct yourself to supplier portal.

2

Click **“Create New Account”** if you don’t have a SAP Business Network account

Register as a supplier with Ooredoo - TEST

Hello!

srmtteam1 has invited you to register to become a supplier with Ooredoo - TEST. Start by creating an account with Ariba Network. It's free.

Ooredoo - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Demo Recording Ltd already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

1

portal.us.bn.cloud.ariba.com/onboarding/portal/landing

Benefits of a business relationship on SAP Business Network

- 1. Digitalize your business**
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure sustainability and compliance**
Keep your business information up to date, share certifications, and assessments with customers
- 3. Simplify the sales cycle**
Participate in Sourcing events and e-auctions
- 4. Explore new business opportunities**
Find leads from buyers searching for your services and products to keep their supply chain running

[Learn more](#)

[About this invitation](#)

Connect with Ooredoo Global Services LLC - TEST on SAP Business Network to collaborate.

Invited by [Ooredoo-SS](#)

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

[Review accounts](#)

OR

[Use existing account](#)

[Create new account](#)

2

SAP Business Network Registration

3

Enter the Company information, Administrator account information and click on **“Create Account”**

4

When you click create account, please check at your email in box and follows the steps in the email

Benefits of a business relationship on SAP Business Network

- 1. Digitalize your business**
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
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- 3. Simplify the sales cycle**
Participate in Sourcing events and e-auctions
- 4. Explore new business opportunities**
Find leads from buyers searching for your services and products to keep their supply chain running

[Learn more](#)



Create an account to connect and collaborate with Ooredoo Global Services LLC - TEST on SAP Business Network

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

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 

[Privacy](#) [Terms](#)

Create account

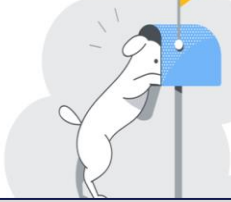
3

4

Please confirm your email address

Check your email at aditya.gulati02@sap.com and follow the steps in the email to confirm your email address in the next 72 hours.

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



SAP Business Network Registration

5

Receive email from SAP Business Network to confirm email address
click on **"Confirm email"**

6

You can provide additional details such as Categories, Ship to locations
And then click on **"Submit"**

Please continue the steps 5 to 9 at Registration with Ooredoo (the slides 6,7&8)

Action Required: Confirm your email

 Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
To: Gulati, Aditya

To protect your privacy, some external images in this message were not downloaded.

Image

Confirm your email

Dear Sheldon,

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

Confirm email 5

Link expires: Saturday, Mar 08, 2025, 04:35 AM PST

If the link expired, login to proposals.seller.ariba.com and click "Resend". You will then receive another confirmation email.

If you are unable to access the page, copy the link below and paste it into your web browser:
<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=VXJaTormoWMYv9DTLYDP11jMkelKi0mw&app=Ariba&app=Sourcing>

Sincerely,
SAP Business Network team

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

Enter Product and Service Categories

Add

-or- Browse

Ship-to or Service Locations

Enter Ship-to or Service Location

Add

-or- Browse

6

Submit

Remind me later

Don't show this to me again

Supplier can provide additional details such as Categories, Ship to locations

Please continue the steps 5 to 9 at Registration with Ooredoo (the slides 6,7&8)

How to accept SAP Business Network invitation and complete the registration questionnaire



How to accept the **SAP Business Network invitation** of your customer and complete the **registration questionnaire**

[Click here](#)



REGISTRATION UPDATE AFTER REGISTRATION

OneOoredoo – Supplier Guide

Steps Overview for Registration Update (if required)

If you need to update the company information after the registration, please follow the steps.

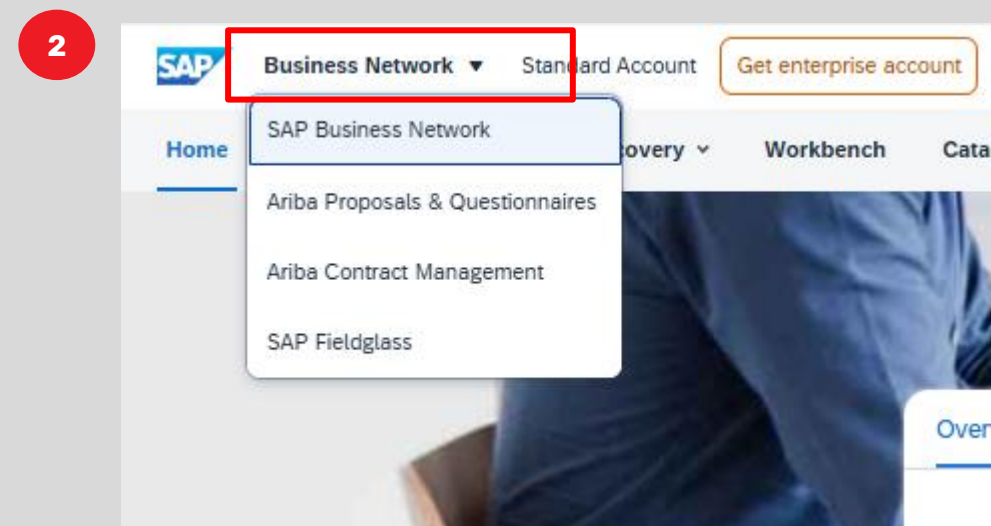
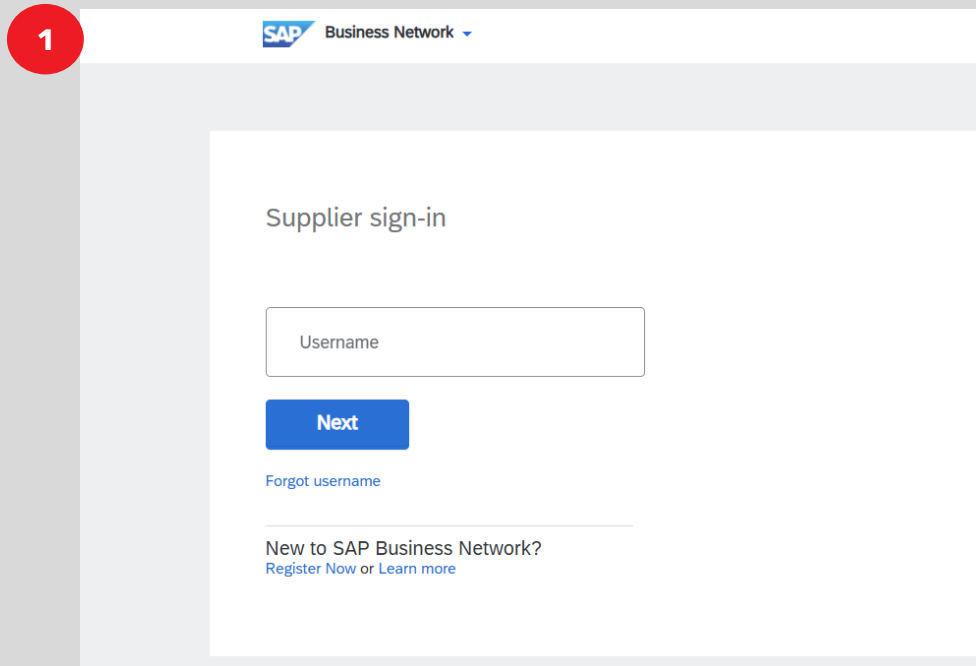
- 1 Visit <https://ooredoo.supplier.mn1.ariba.com/> and login with your username & password
- 2 In the top left of the screen, you will see **"SAP Business Network"**.
- 3 Click on the dropdown and select **"Ariba Proposals & Questionnaires"**.
- 4 Under the Registration Questionnaires header, you will find the Supplier Registration Questionnaire. If you need to update your company's information, click **"Open"** then click on **"Revise Response"**
- 5 Click on Revise Response **"OK"**
- 6 Update necessary details and Click **"Submit Entire Response"**

Registration Update(if required)

If you need to update the company information after the registration, please follow the steps.

- 1 **Visit**
<https://ooredoo.supplier.mn1.ariba.com/>
and login with your username & password

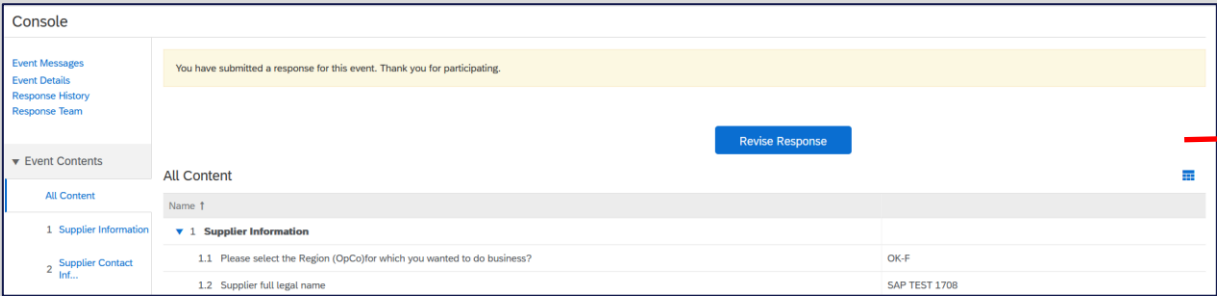
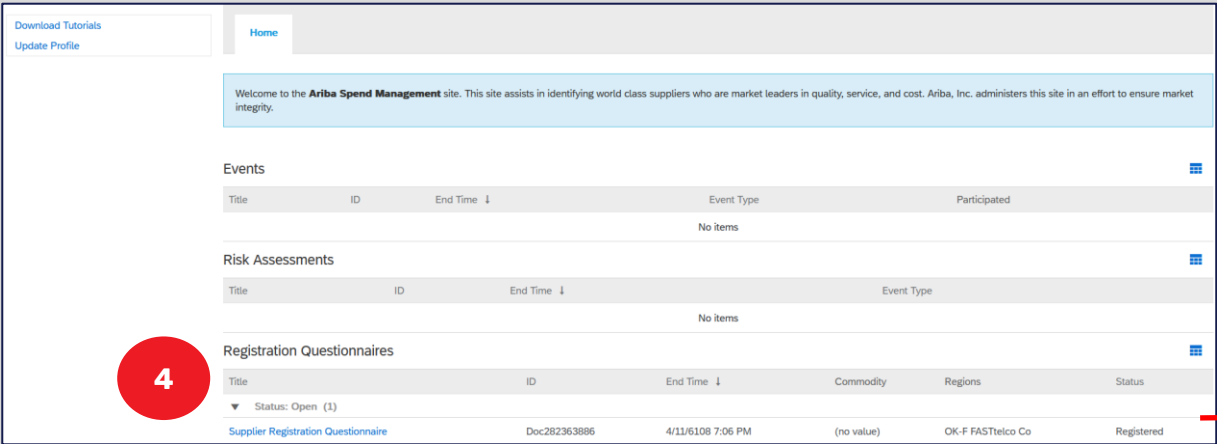
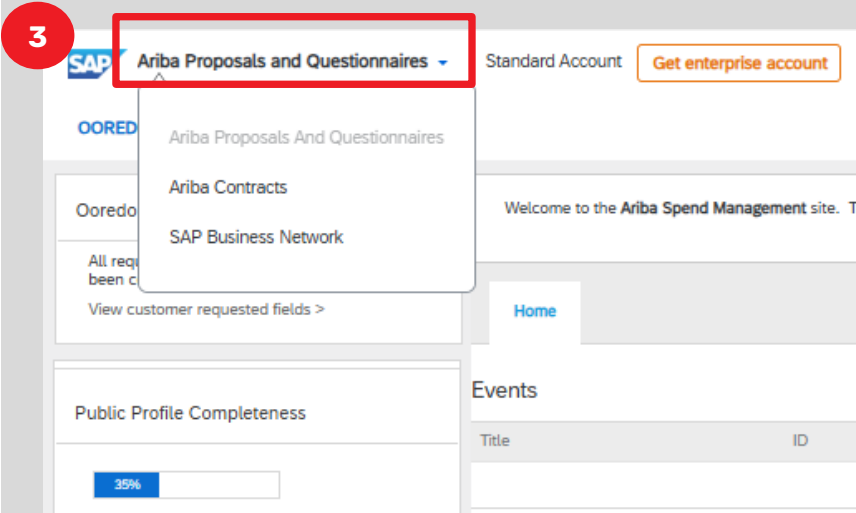
- 2 In the top left of the screen, you will see
"SAP Business Network".



Registration Update(if required)

3 Click on the dropdown and select “Ariba Proposals & Questionnaires”.

4 Under the Registration Questionnaires header, you will find the Supplier Registration Questionnaire. If you need to update your company’s information, click “Open” then click on “Revise Response”



1. Click on Supplier Registration Questionnaire for update

2. Then click on 'Revise Response' to update registration details

Registration Update(if required)

- 5 Click on Revise Response **“OK”**
- 6 Update necessary details and Click **“Submit Entire Response”**

 **Revise Response?**

You have already submitted a response for this event. Click OK if you would like to revise your response.

5

OK

Cancel

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Supplier Information
2 Supplier Contact Inf...
3 Transaction Information
4 Bank Information
5 Tax Information
6 Additional Information

All Content

1.1 Please select the Region (OpCo)for which you wanted to do business?
1.2 Supplier full legal name
1.3 Supplier Main Address

OK-F [select]

SAP TEST 1708

Show More

Street: New street House Number:
Street 2: Aditya Nagar
Street 3: Whitefield
District:
Postal Code: 560108 City: Bengaluru
Country/Region: India (IN) State/Province/Region: Karnataka (10)

6

Submit Entire Response

Reload Last Bid

Save draft

Compose Message

Excel Import

Updates necessary details

 Your revised response has been submitted. Thank you for participating in the event.

Confirmation on submission

Ooredoo SRM team will continue the validation on the revised registration. Once it is done, you will receive the notification email.



RFX RESPONSE TO OOREDOO

OneOoredoo – Supplier Guide

Steps Overview for Supplier RFx Response to Ooredoo

Supplier will receive an invitation email to participate in sourcing events with Ooredoo. Once clicked on the link received, the supplier will be directed to their Ariba Network login page.

- 1 Enter the login credentials and Click on **“Login”**.
- 2 Click on the **drop down list** next to SAP logo.
- 3 Click on **“Ariba Proposals & Questionnaire”**.
- 4 Under **Events Open Status**, select the sourcing project **pending for response**.
- 5 Click on **“Intend to Participate”**.
- 6 Review the **RFx content/requirement**.
- 7 Fill in the **Commercial Questionnaire**.
- 8 Fill in the **Technical Questionnaire**.
- 9 Click on **“Submit Entire Response”**.
- 10 Click on **“Revise Response ”** to revise the submission before the deadline.

RFx Response to Ooredoo

Supplier will receive an invitation email to participate in sourcing events with Ooredoo. Once clicked on the link received, the supplier will be directed to their Ariba Network login page.

- 1 Enter the login credentials and click on **“Login”**.
- 2 Click on **the drop down list** next to SAP logo.
- 3 Click on **“Ariba Proposals & Questionnaire”**.

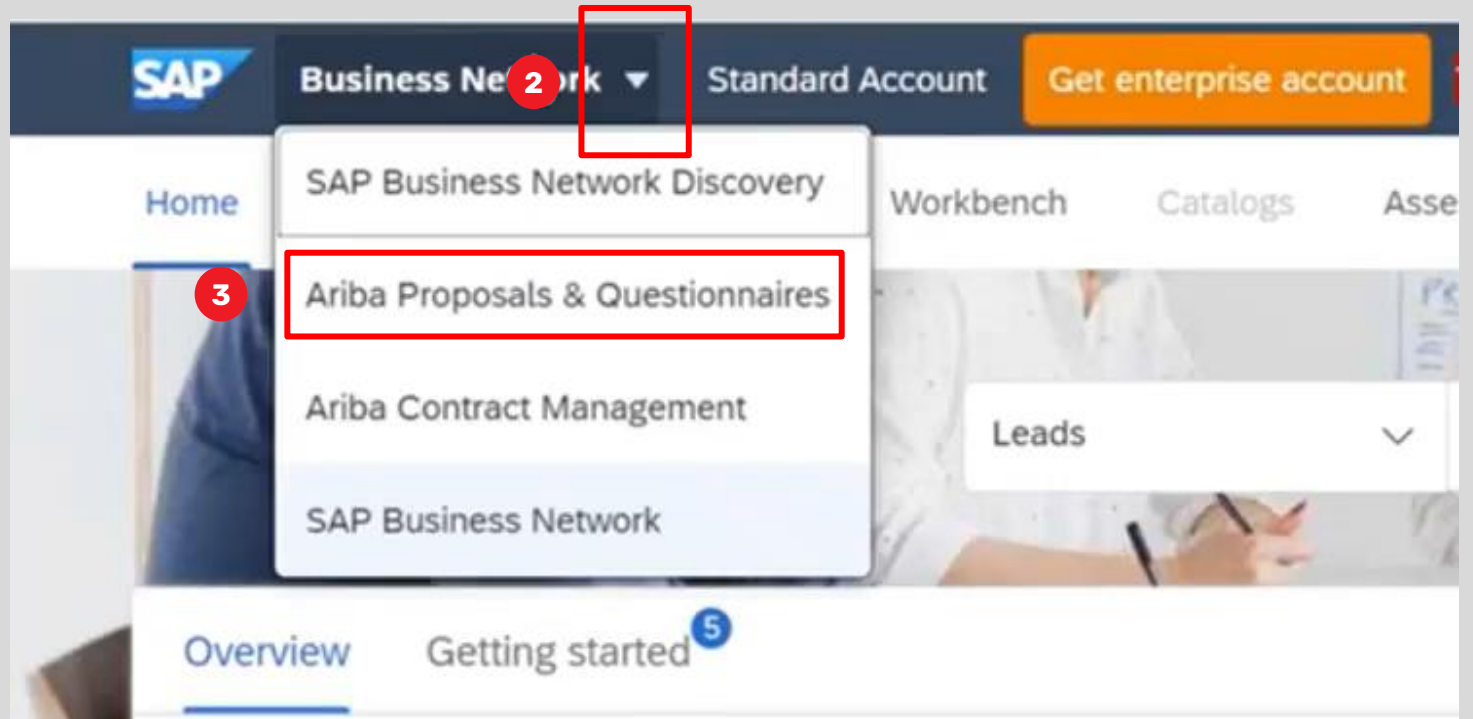
SAP Ariba

Supplier Login

19versiont692@gmail.com

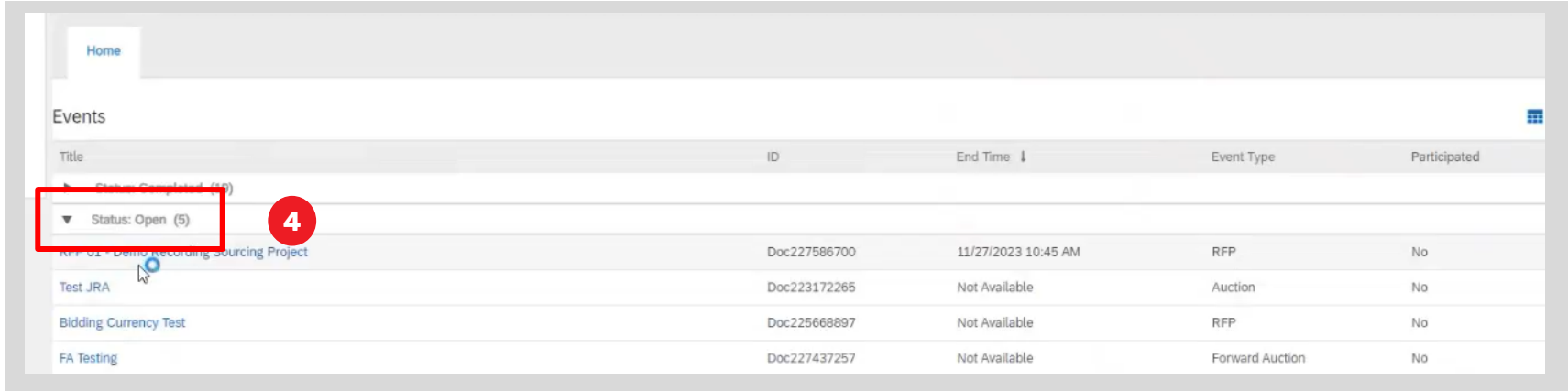
Login

Forgot Username or Password



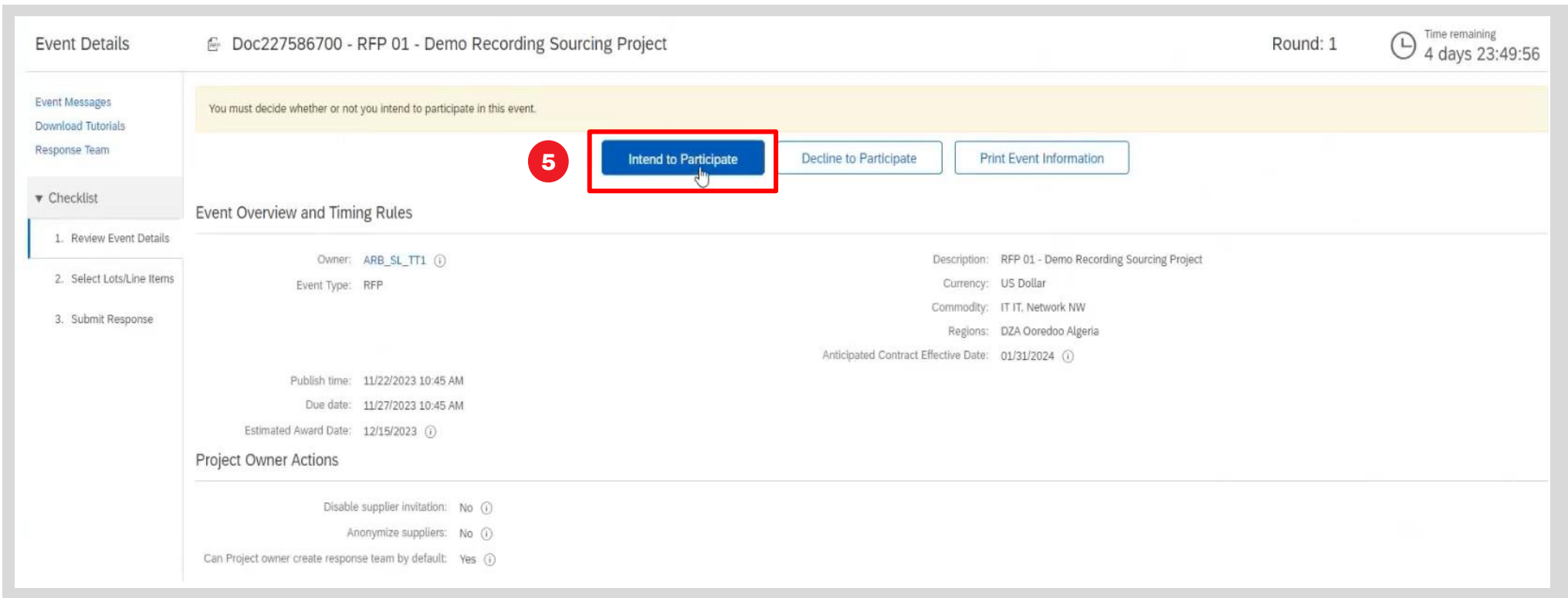
RFx Response to Ooredoo

4 Under **Events** tab, **Status: Open**, select the sourcing project **pending for response**.



Title	ID	End Time	Event Type	Participated
Status: Open (5)				
RFP 01 - Demo Recording Sourcing Project	Doc227586700	11/27/2023 10:45 AM	RFP	No
Test JRA	Doc223172265	Not Available	Auction	No
Bidding Currency Test	Doc225668897	Not Available	RFP	No
FA Testing	Doc227437257	Not Available	Forward Auction	No

5 Click on **“Intend to Participate”**.



Event Details Doc227586700 - RFP 01 - Demo Recording Sourcing Project Round: 1 Time remaining 4 days 23:49:56

You must decide whether or not you intend to participate in this event.

Intend to Participate Decline to Participate Print Event Information

Event Overview and Timing Rules

Owner: ARB_SL_TT1
Event Type: RFP
Description: RFP 01 - Demo Recording Sourcing Project
Currency: US Dollar
Commodity: IT IT, Network NW
Regions: DZA Ooredoo Algeria
Anticipated Contract Effective Date: 01/31/2024

Publish time: 11/22/2023 10:45 AM
Due date: 11/27/2023 10:45 AM
Estimated Award Date: 12/15/2023

Project Owner Actions

Disable supplier invitation: No
Anonymize suppliers: No
Can Project owner create response team by default: Yes

RFX Response to Ooredoo

6 Review the RFX content/ requirement.

7 Fill the **Commercial Questionnaire**.

8 Fill the **Technical Questionnaire**.

9 Click on “**Submit Entire Response**”.

A If you have any query or require to connect with Ooredoo, click on “**Compose Message**”.

Note: If Ooredoo shares more envelopes/requirement, those will be displayed under **Event Content** for you to respond.

Ariba Sourcing

< Go back to Ooredoo - TEST Dashboard

Desktop File Sync

Console Doc227586700 - RFP 01 - Demo Recording Sourcing Project Round: 1 Time remaining 4 days 23:49:45

Primary

▼ Checklist 6

1. Review Event Details
2. Select Lots/Line Items
3. Submit Response

▼ Event Contents

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost
1.0 Commercials Envelope	Less...			
Commercials Envelope				
1.1 Storage Device	Less... *	5 each	USD	
Test				
1.2 Storage Device - Services	Less... *	1 each	USD	
Test				

(*) indicates a required field

7 8 9 A

Submit Entire Response Update Totals Save draft Compose Message Excel Import

RFx Response to Ooredoo

B Once submitted, a confirmation notification is shown on a **successful submission**.

10 To revise the submission before the deadline, click on **“Revise Response”**.



Time remaining to respond/
revise responses

!

Ariba Sourcing

< Go back to Ooredoo - TEST Dashboard

Doc227586700 - RFP 01 - Demo Recording Sourcing Project

Round: 1

Time remaining
4 days 23:46:52

Event Messages

Response History

Response Team

Checklist

1. Review Event Details

2. Select Lots/Line Items

3. Submit Response

Event Contents

All Content

1 Commercials Envelope

2 Introduction to RFP

3 Event Submission Gui...

4 Commercial Envelope

5 Technical Envelope

✓ Your response has been submitted. Thank you for participating in the event.

10

Revise Response

Create Alternative

Primary

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost
4.1 Detail Financial Proposa	Fin Proposal.pdf			
4.2 Payment Term	25% in advance 50% in milestone 1 25% after completion			
5.0 Technical Envelope	Less...			
Technical Envelope				
5.1 Years of Experience in Similar Projects	15			
5.2 Technical Proposal - PDF Version	Tech Proposal.pdf			

Sync Primary Bid

Compose Message

ooredoo

17 June 2025

25



SUPPLIER QUALIFICATION WITH OOREDOO

OneOoredoo – Supplier Guide

Steps Overview for Supplier Qualification with Ooredoo

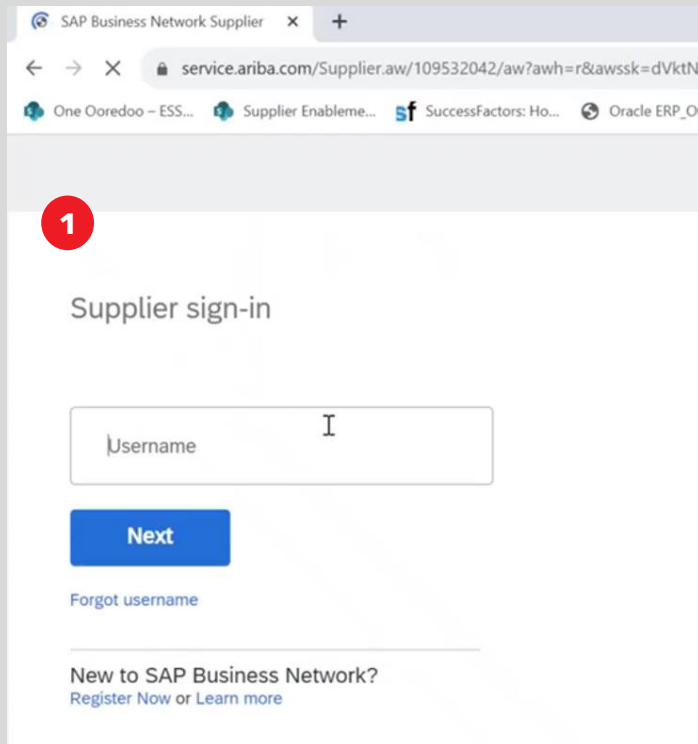
Supplier will receive an invitation email to participate in category qualification with Ooredoo. Once clicked on the link received, the supplier will be directed to their Ariba Network login page.

- 1 Enter the login credentials and Click on "**Login**".
- 2 Click on the **drop down list** next to SAP logo.
- 3 Click on "**Ariba Proposals & Questionnaire**".
- 4 Under **Qualification Questionnaires**, click on the invite pending for responses (**open status**).
- 5 Review the questionnaire and update your responses. Be mindful to share insight on the focus category.
- 6 Once the questionnaire is completed click on "**Submit Entire Response**".

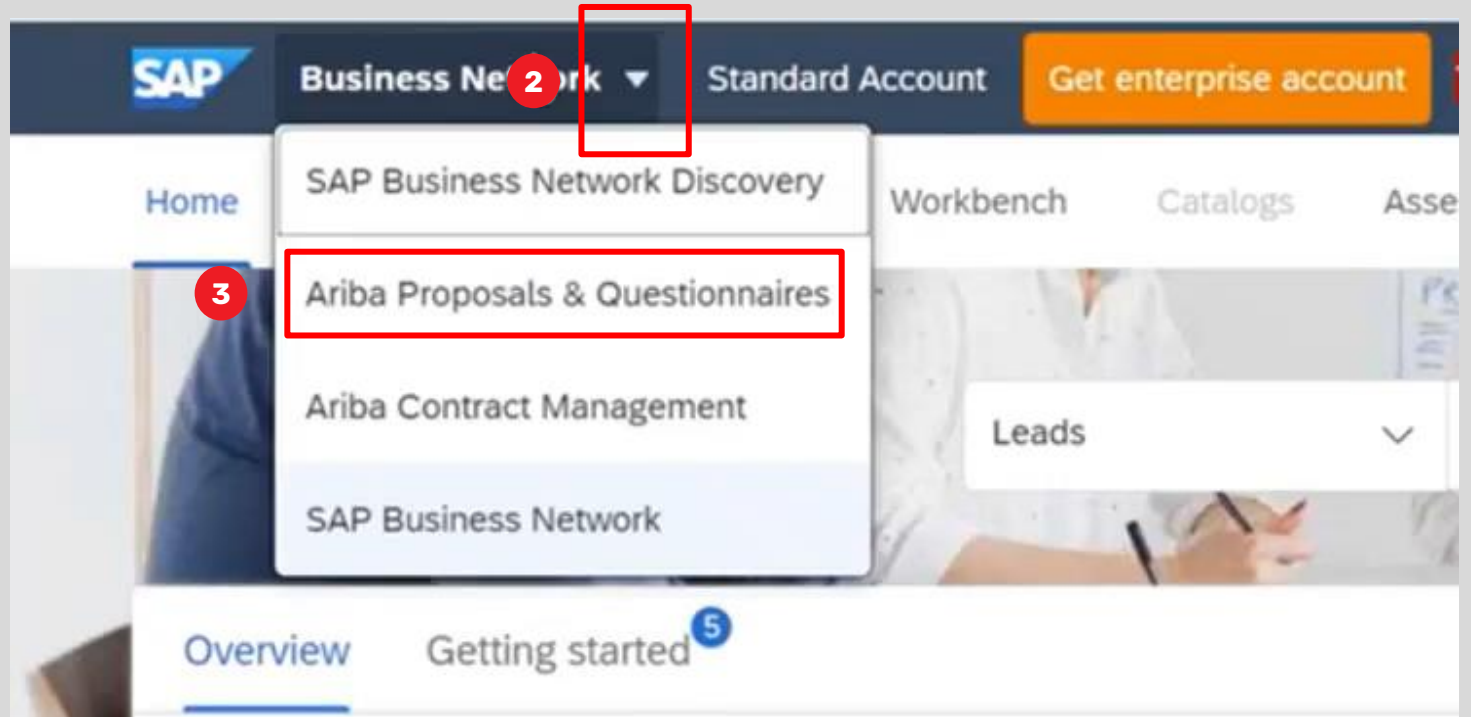
Supplier Qualification with Ooredoo

Supplier will receive an invitation email to participate in category qualification with Ooredoo. Once clicked on the link received, the supplier will be directed to their Ariba Network login page.

- 1 Enter the login credentials and click on **“Login”**.
- 2 Click on **the drop down list** next to SAP logo.
- 3 Click on **“Ariba Proposals & Questionnaire”**.



The screenshot shows the 'Supplier sign-in' page of the SAP Business Network. It features a username input field with a cursor, a blue 'Next' button, and a link for 'Forgot username'. At the bottom, there is a section for new users with the text 'New to SAP Business Network?' and links for 'Register Now' and 'Learn more'.



Supplier Qualification with Ooredoo

- 4 Under **Qualification Questionnaires**, click on the invite pending for responses (**open status**).

4

Risk Assessments

Title	ID	End Time ↓	Event Type		
No items					

Registration Questionnaires

Title	ID	End Time ↓	Status	
▼ Status: Open (1)				
Supplier Registration Questionnaire	Doc226653611	12/8/6106 2:13 PM	Registered	

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
External Qualification Questionnaire	Doc229004720	1/1/2024 11:09 PM	Network NW, IT Infrastructure ITInf	DZA Ooredoo Algeria	Qualification Started

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
-------	----	------------	-----------	---------	--------

- 5 Review the questionnaire and update your responses. Be mindful to share insight on the focus category.

- 6 Once the questionnaire is completed click on **“Submit Entire Response”**.

A If you have any query or require to connect with Ooredoo, click on **“Compose Message”**.

Console

Doc229004720 - External Qualification Questionnaire

Time remaining 29 days 23:57:40

Event Messages
Event Details
Response History
Response Team

▼ Event Contents
All Content

All Content

Name ↑

1 Number of years of experience in the respective field (Specific business category) *

2 Provide a summary of past experience around the respective business category (Within last 5 years) *Attach a file

3 Does the company have any restriction in providing goods/ services to the selected region? * Unspecified ▼

4 Provide a document with profiles of technical and operational expertise dedicated to Ooredoo *Attach a file

5 Do you have a staff training program/matrix to ensure business continuity? * Unspecified ▼

6 Do you have a quality assurance, control and development program established across the specific/ referred category? * Unspecified ▼

(*) indicates a required field

6

Submit Entire Response

Save draft

A

Compose Message

Excel Import



CERTIFICATION AND IMPROVEMENT PLANNING

OneOoredoo – Supplier Guide

Certification and Improvement Planning Processes

Follow the same processes/ steps followed in Supplier Qualification questionnaire response submission.

If you have any query on these processes when performing, please connect with Ooredoo supplier relationship manager or Ooredoo category manager who you are doing business with.

**THANK
YOU**

ooredoo'