




SUPPLIER QUALIFICATION PROCESS USER GUIDE – FOR SUPPLIER

QUALIFICATION

- Once your registration profile is accepted, a Qualification Questionnaire will be initiated through ARIBA. This questionnaire is customized based on your Supplier Type and the specific Products and Services you offer.
- If you have any questions or need further clarification regarding the qualification questionnaire, please contact your designated Focal Point or Account Owner. They are there to assist you with any concerns or issues you might have.
- You will receive an email invitation notifying you of the qualification request. This email will contain a link to the questionnaire. Simply click on the link provided in the email to access and complete the questionnaire. The attached screenshot in the email will guide you through this process.

The following is a step by step Qualification Process User Guide – For Supplier

The supplier will receive an invitation email notifying them of the qualification request. Upon receiving the email, they can click the link provided, as illustrated in the attached screenshot

Click Here .

From: Ariba Administrator <no-reply@smta.mn1.ariba.com>
Sent: Monday, October 28, 2024 9:35 AM
To: Lalitha Priya Yenumula <lalithapriya.yenumul@nawahprogram.as>
Subject: Khaloud Salem Ali Salem AL Dahmeh from ENEC/Nawah Sourcing invites you to participate in this process: ENEC Supplier Qualification Process

ENEC/Nawah Sourcing

Hello Lalitha Y,

Please fill out the listed questionnaires and return them by the specified dates. These questionnaires are necessary to complete the ENEC Supplier Qualification Process process. Thank you for taking the time to respond to each one.

Process Overview
Process: ENEC Supplier Qualification Process
Category: All
Region: All
Business unit: All
Material: Not applicable
Process owner: Khaloud Salem Ali Salem AL Dahmeh
Message:

Questionnaire Overview

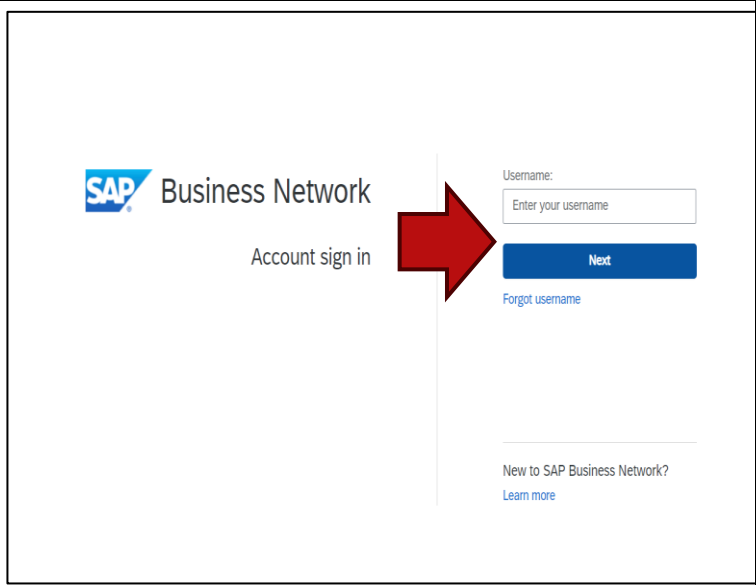
Name	Assigned To	Respond By
General Vendor Qualification	Lalitha Y	November 16, 2024 at 9:34 PM

[Click Here](#) to view the process.

Best Regards,
SAP Ariba team

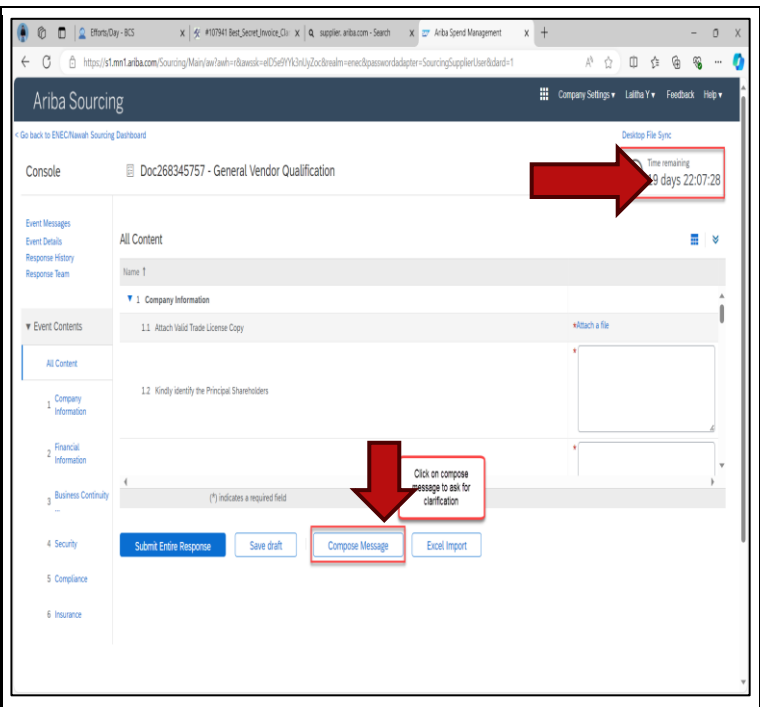
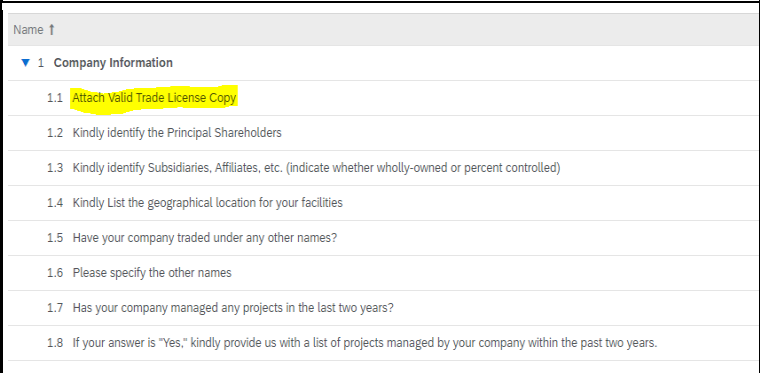
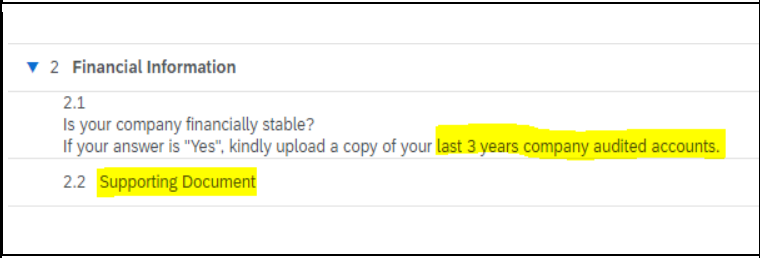
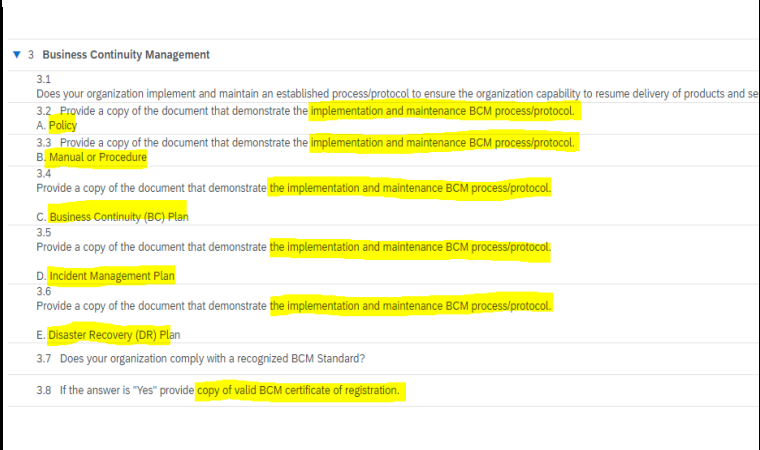
You are receiving this email because your customer ENEC/Nawah Sourcing has identified you as the

After clicking the link, supplier shall then login to their SAP ARIBA account.

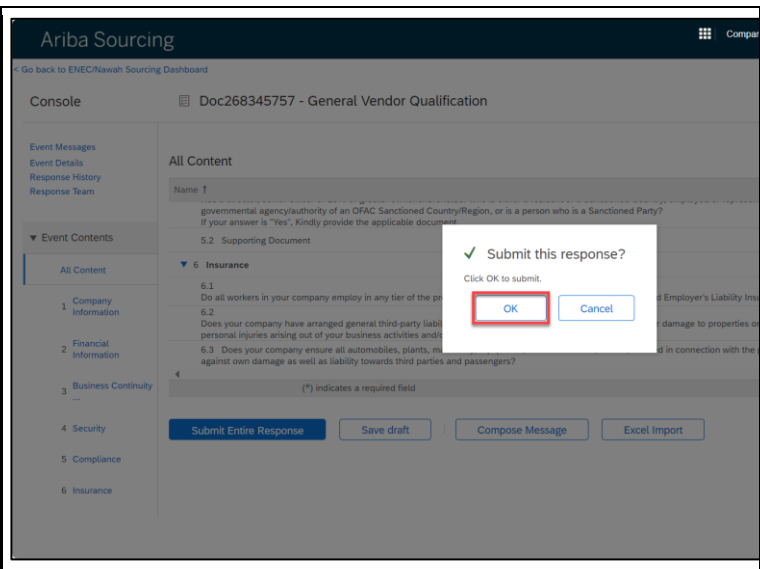
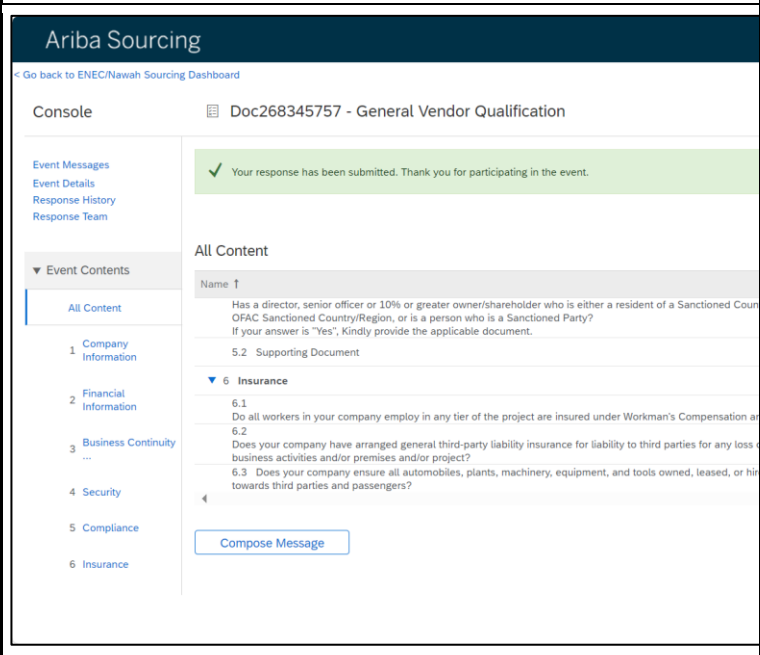


Supplier will be able to access the qualification by clicking on the **General Vendor Qualification** to open.

Title	ID	End Time ↓	Commodity
No items			
Questionnaires			
Title	ID	End Time ↓	
▼ Status: Open (1)			
General Vendor Qualification	Doc268345757	11/17/2024 11:04 AM	
Certificates			
Certificate Info	Effective	Expiration	Attachment
No items			
Supplier Lifecycle Processes			
ENEC Supplier Qualification Process			
Commodity	Regions	Departments	Owner
All	All	All	Khaloud Salem Ali Salem AL Dahmeh
Tasks			

<p>The supplier should be aware about the “Time Remaining” of the qualification submission time. Time Remaining is the time that you need to submit the qualification. “Compose Message”: If the supplier has an inquires to send to VQM or the panels, click on Compose Message and type your inquiry.</p>	 <p>The screenshot shows the Ariba Sourcing interface for a 'General Vendor Qualification' (Doc268345757). A red arrow points to a 'Time remaining' notification in the top right corner, which reads '9 days 22:07:28'. Another red arrow points to the 'Compose Message' button at the bottom of the page, with a callout box that says 'Click on compose message to ask for clarification'. The interface also shows a 'Submit Entire Response' button and an 'Excel Import' button.</p>
<p>In Company information the supplier should answer all of question and provide 1.1 Attah Valid Trade License Copy.</p>	 <p>This screenshot shows the 'Company Information' section of the qualification form. It lists 18 questions: 1.1 Attach Valid Trade License Copy, 1.2 Kindly identify the Principal Shareholders, 1.3 Kindly identify Subsidiaries, Affiliates, etc. (indicate whether wholly-owned or percent controlled), 1.4 Kindly List the geographical location for your facilities, 1.5 Have your company traded under any other names?, 1.6 Please specify the other names, 1.7 Has your company managed any projects in the last two years?, and 1.8 If your answer is "Yes," kindly provide us with a list of projects managed by your company within the past two years.</p>
<p>In Financial information the supplier should provide the last 3 years company audited accounts in 2.2</p>	 <p>This screenshot shows the 'Financial Information' section of the qualification form. It lists two questions: 2.1 Is your company financially stable? If your answer is "Yes," kindly upload a copy of your last 3 years company audited accounts. and 2.2 Supporting Document.</p>
<p>In Business Continuity Management the supplier should provide the documents in 3.2, 3.3, 3.4, 3.5, 3.6 and 3.8.</p> <ul style="list-style-type: none"> A. Policy B. Manual or Procedure C. Business Continuity Plan D. Incident 	 <p>This screenshot shows the 'Business Continuity Management' section of the qualification form. It lists 8 questions: 3.1 Does your organization implement and maintain an established process/protocol to ensure the organization capability to resume delivery of products and services? 3.2 Provide a copy of the document that demonstrate the implementation and maintenance BCM process/protocol. A. Policy, B. Manual or Procedure, C. Business Continuity (BC) Plan. 3.3 Provide a copy of the document that demonstrate the implementation and maintenance BCM process/protocol. A. Policy, B. Manual or Procedure, C. Business Continuity (BC) Plan. 3.4 Provide a copy of the document that demonstrate the implementation and maintenance BCM process/protocol. A. Policy, B. Manual or Procedure, C. Business Continuity (BC) Plan. 3.5 Provide a copy of the document that demonstrate the implementation and maintenance BCM process/protocol. A. Policy, B. Manual or Procedure, C. Business Continuity (BC) Plan. 3.6 Provide a copy of the document that demonstrate the implementation and maintenance BCM process/protocol. A. Policy, B. Manual or Procedure, C. Business Continuity (BC) Plan. 3.7 Does your organization comply with a recognized BCM Standard? 3.8 If the answer is "Yes" provide copy of valid BCM certificate of registration.</p>

<p>Management Plan E. Disaster Recovery Plan 3.8 if Yes, Copy of BCM Certificate of Registration</p>	
<p>In Security the supplier should provide the documents in 4.2, 4.4, 4.6, 4.8, 4.10</p> <ul style="list-style-type: none"> - Most recent 3rd party certificate of compliance with recognized national or international security standards - Copy of Security policy - Security incident mngt document, trsting or reports - Information classification & protection document - Copy of Vitting Process document 	<p>▼ 4 Security</p> <p>4.1 Does your company comply with a recognized security standard covering the principal company and the products/services under the prequalification, e.g. NESA Inform If your answer is "Yes", Kindly provide a copy of the most recent 3rd party certificate of compliance with recognized national or international Security Standards, e.g. N</p> <p>4.2 Supporting Document</p> <p>4.3 Does your company establish a security policy that is approved by senior management and reviewed and updated on a periodic basis? If your answer is "Yes", Kindly provide a copy of the Security Policy.</p> <p>4.4 Supporting Document</p> <p>4.5 Does your company follow a clearly defined process, format, and structure for security incident response management with regular testing and exercising? If your answer is "Yes", Kindly provide a copy of Security Incident management documentation, Testing or Exercising Reports.</p> <p>4.6 Supporting Document</p> <p>4.7 Does your company have a process in place for information classification and protection from unauthorized use, access, loss, destruction, and falsification? If your answer is "Yes", Kindly provide a copy of Information classification and protection documentation.</p> <p>4.8 Supporting Document</p> <p>4.9 Does your company have a security vetting process in place for personnel and contractors? If your answer is "Yes", Kindly provide a copy of Vetting process documentation.</p> <p>4.10 Supporting Document</p>
<p>In Compliance the supplier should provide the document in 5.2.</p>	<p>▼ 5 Compliance</p> <p>5.1 Has a director, senior officer or 10% or greater owner/shareholder who is either a resident of a Sanctioned Country, employed or representing a go Party? If your answer is "Yes", Kindly provide the applicable document.</p> <p>5.2 Supporting Document</p>
<p>The supplier should provide the answer for all the above questions 6.1, 6.2 and 6.3</p>	<p>▼ 6 Insurance</p> <p>6.1 Do all workers in your company employ in any tier of the project are insured under Workman's Compensation and Employer's Liability Insurance?</p> <p>6.2 Does your company have arranged general third-party liability insurance for liability to third parties for any loss or damage to properties or death or personal injuries</p> <p>6.3 Does your company ensure all automobiles, plants, machinery, equipment, and tools owned, leased, or hired in connection with the project against own damag</p>

<p>After answering all mandatory questions, please submit your response.</p> <p>Once the filled qualification questionnaire is submitted, it is routed to the Vendor Qualification Team and the Qualification Panel members team for review and approval. If any further information is required, you will get a notification of the accordingly.</p>	 <p>The screenshot shows the Ariba Sourcing interface for a 'General Vendor Qualification' document (Doc268345757). A modal dialog box is displayed in the center, asking 'Submit this response?' with a green checkmark icon and the instruction 'Click OK to submit.' The 'OK' button is highlighted with a red rectangle. The background interface shows a list of event contents on the left and a form for 'Insurance' questions on the right.</p>
<p>Once all responses will be submitted. The Panel members will review all the questions.</p>	 <p>The screenshot shows the Ariba Sourcing interface after submission. A green banner at the top displays a checkmark and the message: 'Your response has been submitted. Thank you for participating in the event.' The background interface shows the same list of event contents on the left, but the form content is now empty, with a 'Compose Message' button visible at the bottom.</p>

For queries or assistance in the qualification process issue in SAP Ariba platform, email Vendor Qualification Management vqm@enec.gov.ae