

Supplier Registration in Ariba Network

Overview

Suppliers must register their company and create an account in Ariba Network to do business with DOLPHIN ENERGY LIMITED.

Registration on Ariba Network takes only a few minutes - all that's needed is basic company information such as the company name, address, and a business contact etc.

Below are the processes covered:

- [4.1 - Supplier account creation in Ariba Network](#)
- [4.2 - Step 1 – Complete Supplier Registration Questionnaire](#)
- [4.3 - Step 2 – Complete Certificate Questionnaire](#)
- [4.4 - Step 3 – Complete Bank Data Questionnaire](#)
- [4.5 - Supplier responding to additional information requested from DOLPHIN ENERGY LIMITED](#)

Prerequisites

- N/A

Helpful Hints

- Keep all your documents handy – Company Commercial Registration Documents, Bank Letterhead etc.
- If your company is already registered with Ariba Network, please contact your company's Ariba Network Administrator, and request them to add you as a user within your company's Ariba account. This option is allowing company to add multiple users under same company's Ariba Network account.
- Keep your primary contacts, additional contacts, VAT Registration Number (If your company's registered location is UAE)

4.1 - Supplier account creation in Ariba Network

Dolphin Energy Limited - TEST

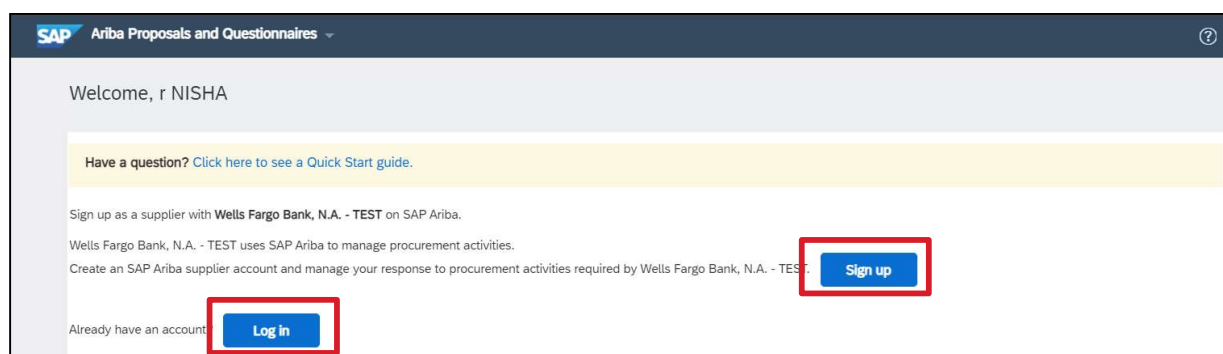
Register as a supplier with Dolphin Energy Limited - TEST

Hello!

Rahmath Nisha has invited you to register to become a supplier with Dolphin Energy Limited - TEST. Start by creating an account with Ariba Network. It's free.

Dolphin Energy Limited - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Training Supplier already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now



The screenshot shows the SAP Ariba Proposals and Questionnaires interface. At the top, it says 'SAP Ariba Proposals and Questionnaires'. Below that, it says 'Welcome, r NISHA'. There is a yellow banner with the text 'Have a question? Click here to see a Quick Start guide.' Below the banner, there is a section for 'Sign up as a supplier with Wells Fargo Bank, N.A. - TEST on SAP Ariba.' This section contains the text 'Wells Fargo Bank, N.A. - TEST uses SAP Ariba to manage procurement activities.' and 'Create an SAP Ariba supplier account and manage your response to procurement activities required by Wells Fargo Bank, N.A. - TEST.' There are two buttons: a blue 'Sign up' button and a blue 'Log in' button. Both buttons are highlighted with a red box.

If you received an email invitation from DOLPHIN ENERGY LIMITED, click the link in the email message. When Ariba Network shows the welcome page, do one of the following:

- If you already have an account, click **Log in with your existing id and password.**
- For New Registration click **Sign up** and then continue with below process.

SAP Ariba Proposals and Questionnaires

Create account [Create account and continue](#) [Cancel](#)

First, create a SAP Ariba supplier account, then complete questionnaires required by Wells Fargo Bank, N.A. - TEST.

Company information

* Indicates a required field

Company Name:*

Country/Region:*

Address:*

City:*

State:*

Postal Code:*

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

User account information

* Indicates a required field

Name:* [SAP Ariba Privacy Statement](#)

Email:*

Use my email as my username

Username:* Must be in email format(e.g john@newco.com) ⓘ

Password:* Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ⓘ

Language:

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

Email orders to:* Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Tell us more about your business

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

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

Tax ID: Enter your Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with '-T' in test account. ⓘ

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.
 By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.
 You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

I have read and agree to the [Terms of Use](#)

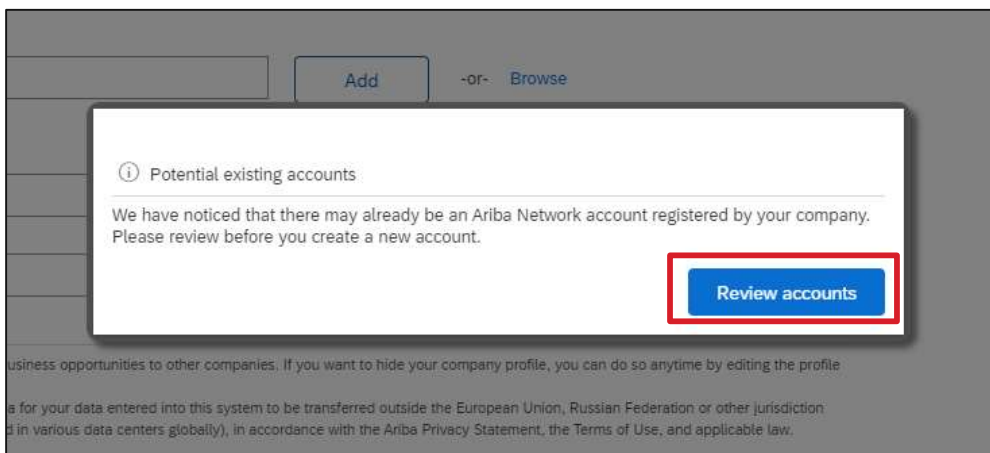
I have read and agree to the [SAP Ariba Privacy Statement](#)

[Create account and continue](#) [Cancel](#)

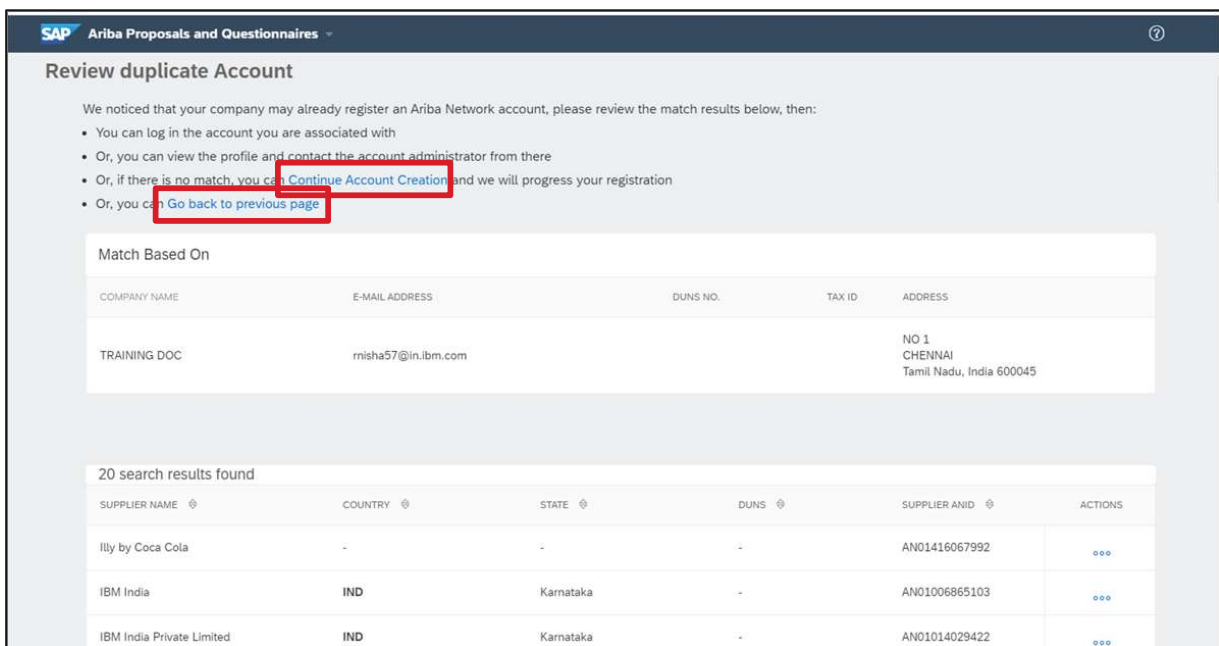
1. Follow the steps in the registration wizard.

- Ariba Network asks for basic information about your business, such as your company name, address, and email address. You also create a username and password.

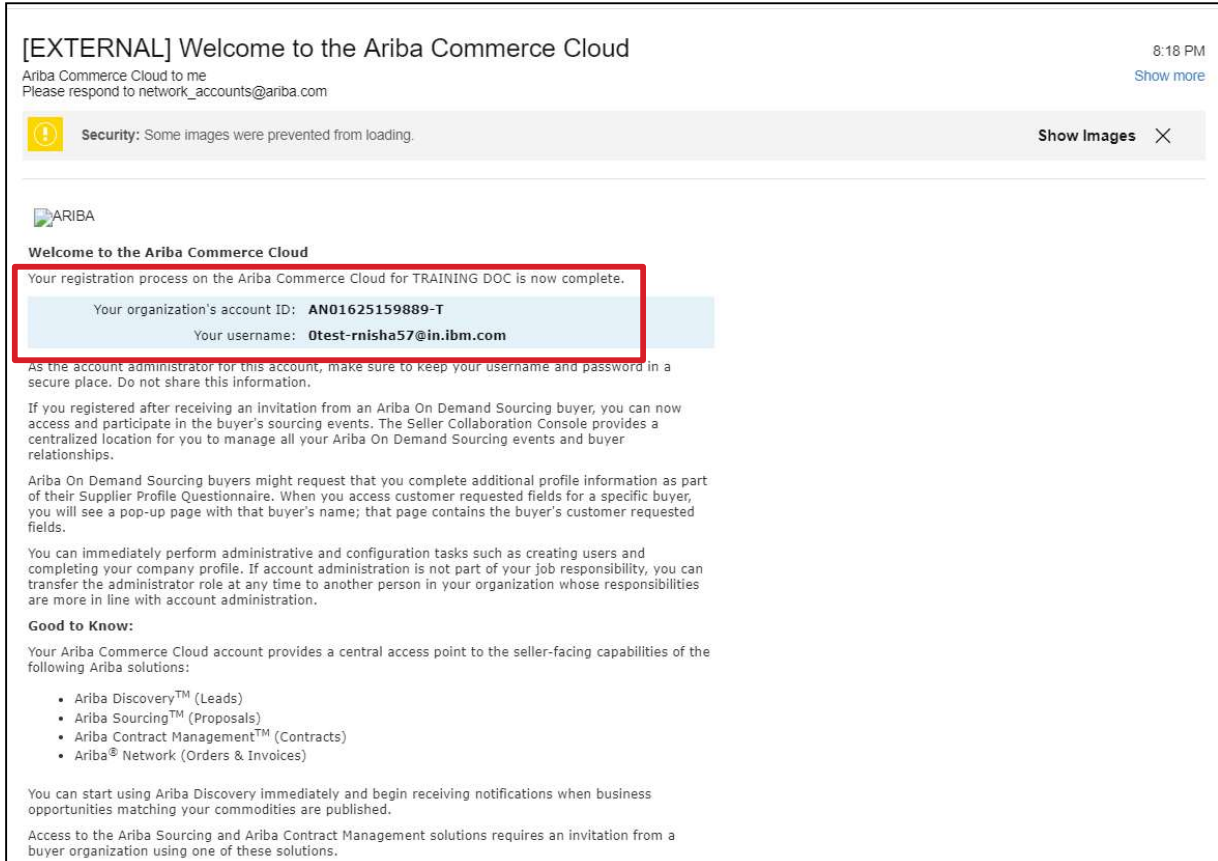
- The wizard performs automatic address validation to detect and correct any wrong or misspelled portion of a mailing address. A pop-up window shows a recommendation, which you can accept or reject.
- There is an ISO-based country- or region-specific drop-down list for state/province in the address section of the supplier profile. Select from the drop-down list (where available) instead of entering free text.
- Read the terms of use and choose the check box if you agree to the terms.
- Click **Create account and continue**.



2. Click on **Review accounts** to see the list of potential duplicates.





3. Click on **Continue Account creation** if the account is not duplicate; if not **Go back to previous page** and contact your Company's Ariba Network Administrator to add you as a user under the same account.



[EXTERNAL] Welcome to the Ariba Commerce Cloud 8:18 PM
Show more

Ariba Commerce Cloud to me
Please respond to network_accounts@ariba.com

 Security: Some images were prevented from loading. Show Images X



Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for TRAINING DOC is now complete.

Your organization's account ID: **AN01625159889-T**

Your username: **Otest-rnisha57@in.ibm.com**

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

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

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

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

Good to Know:

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

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

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

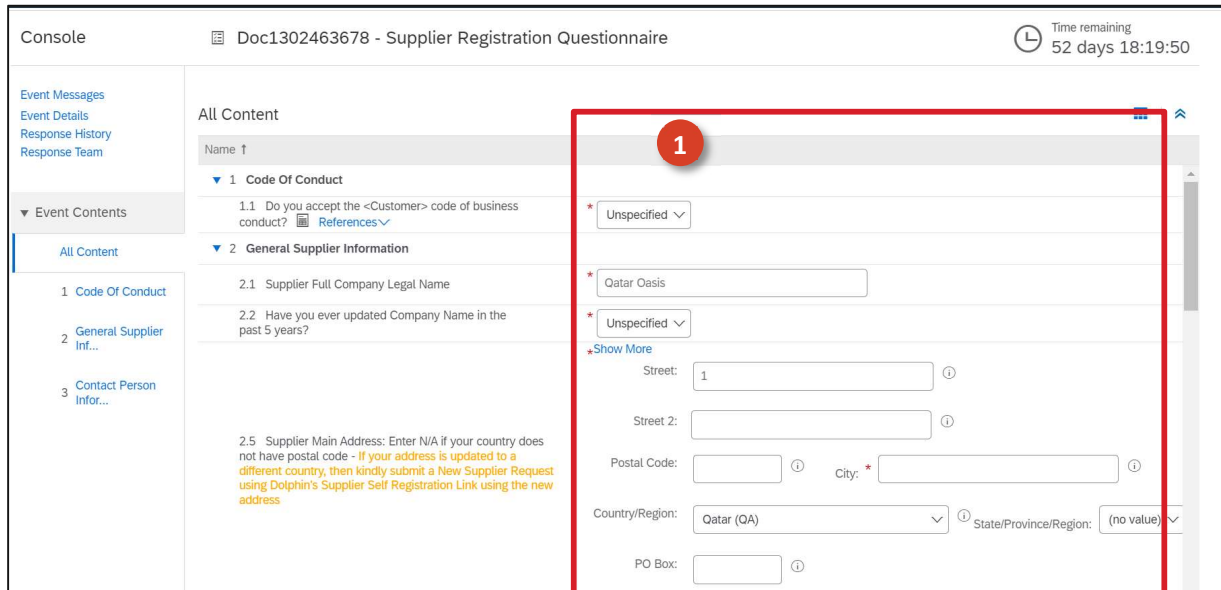
Access to the Ariba Sourcing and Ariba Contract Management solutions requires an invitation from a buyer organization using one of these solutions.

4. Clicking on **Continue Account creation**, Supplier contact would receive an email confirming the account creation as shown above.

1. **Standard Account** - This is completely free of charge
2. **Enterprise Account** - If your company already has an Enterprise account in Ariba Network, and if you want to use the same account for transactional activities you might be charged fee by SAP Ariba, and you are solely liable for that Fee. Dolphin Energy Limited is not responsible for this Fee.

Congratulations! You have created account in Ariba Network successfully.

4.2 - Step 1 - Supplier Registration Questionnaire: Supplier responding to DOLPHIN ENERGY LIMITED's Supplier Registration Questionnaire



Console Doc1302463678 - Supplier Registration Questionnaire Time remaining 52 days 18:19:50

All Content

Name 1

▼ 1 Code Of Conduct

1.1 Do you accept the <Customer> code of business conduct? [References](#)

* Unspecified

▼ 2 General Supplier Information

2.1 Supplier Full Company Legal Name

* Qatar Oasis

2.2 Have you ever updated Company Name in the past 5 years?

* Unspecified

*Show More

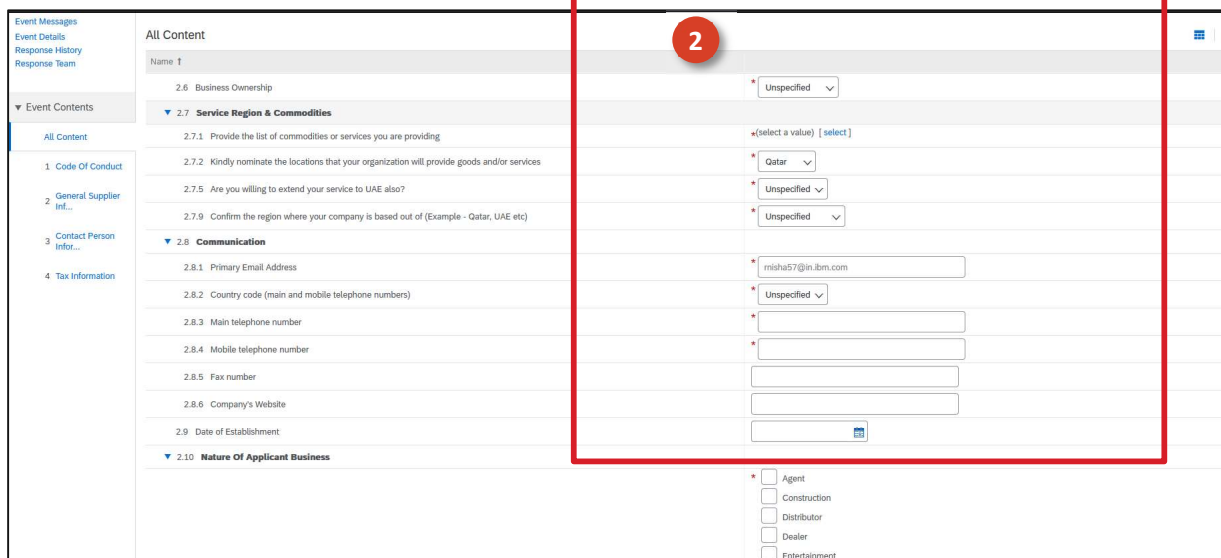
Street: 1

Street 2:

Postal Code: City: *

Country/Region: Qatar (QA) State/Province/Region: (no value)

PO Box:



All Content

Name 1

2.6 Business Ownership

* Unspecified

▼ 2.7 Service Region & Commodities

2.7.1 Provide the list of commodities or services you are providing

*(select a value) [select]

2.7.2 Kindly nominate the locations that your organization will provide goods and/or services

* Qatar

2.7.5 Are you willing to extend your service to UAE also?

* Unspecified

2.7.9 Confirm the region where your company is based out of (Example - Qatar, UAE etc)

* Unspecified

▼ 2.8 Communication

2.8.1 Primary Email Address

* misha57@in.ibm.com

2.8.2 Country code (main and mobile telephone numbers)

* Unspecified

2.8.3 Main telephone number

*

2.8.4 Mobile telephone number

*

2.8.5 Fax number

*

2.8.6 Company's Website

*

2.9 Date of Establishment

*

▼ 2.10 Nature Of Applicant Business

* Agent
 Construction
 Distributor
 Dealer
 Entertainment

- Once supplier account is created successfully, you will be directed to DOLPHIN ENERGY LIMITED's *Step 1 - Supplier Registration Questionnaire*. Please note that you will be completing 3 different questionnaires altogether to complete the entire onboarding process with DOLPHIN ENERGY LIMITED. Ensure to complete these questionnaires and **submit in the order mentioned below:**

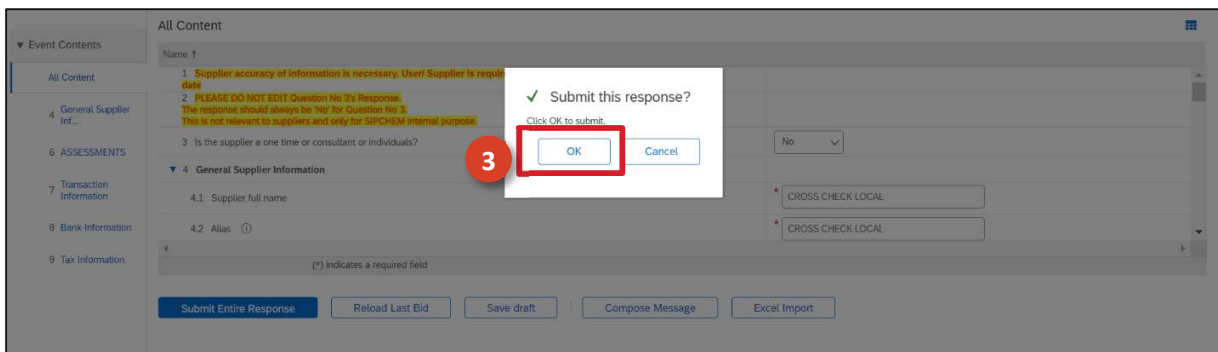
Step 1 - Supplier Registration Questionnaire

Step 2 - Modular Questionnaire - Certificates

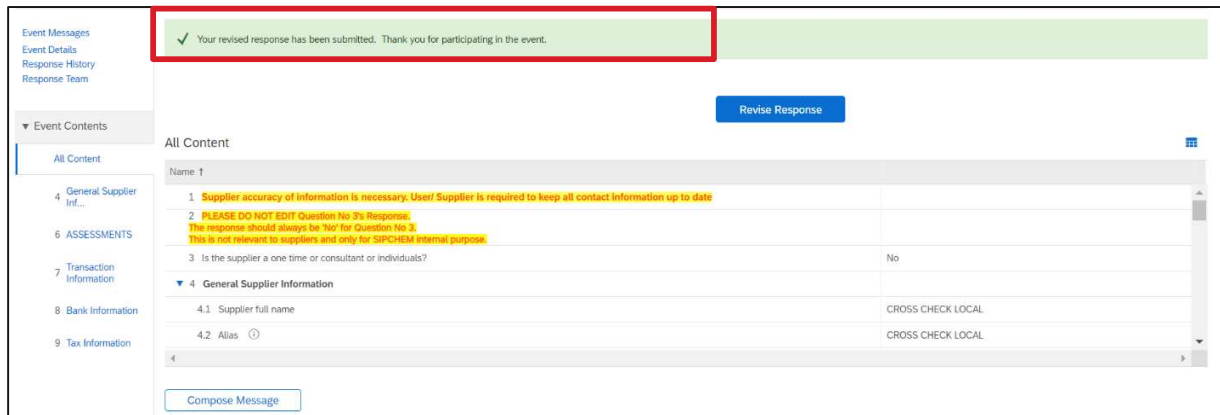
Step 3 - Modular Questionnaire – Bank Data

Fill in all the mandatory/ desired fields.

- ❶ *Code of conduct has a reference document – DOLPHIN ENERGY LIMITED’s code of conduct. You can click on that Reference link to download a copy of the same.*
- ❷ *Read all the instructions highlighted in orange carefully before answering the questions.*
- ❸ *If your Company’s Registered Location is outside of Qatar and UAE, please choose Others to question “2.7.9 – Supplier’s Registered Location (Example - Qatar, UAE).”*
- ❹ *If you have any questions, you can use the option “Compose Message” to communicate back to DOLPHIN ENERGY LIMITED’s point of contact. You will be notified with their comments under “Event Messages” section in your DOLPHIN ENERGY LIMITED dashboard*
- ❺ *You can save your answers by clicking on Save Draft and submit the responses later.*
- ❻ *Also, please make sure that you complete the Supplier Registration process within 14 days of receiving the invitation. If not, the questionnaire would be closed*
- ❼ *Additionally, you must complete the “Step 2 - Certificate questionnaire and Step 3 - Bank Data questionnaire” within 14 days of receiving these questionnaires from DOLPHIN ENERGY LIMITED. If not, the questionnaire would be closed.*
- ❽ *Unless you submit “Certificate and Bank questionnaires” your registration process is not complete with DOLPHIN ENERGY LIMITED.*



6. Once you have filled the questionnaire, click on **Submit Entire Response**, and click **OK**. If you have missed to answer any of the mandatory questions, system would throw an error message indicating the same.



Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

4 General Supplier Information

6 ASSESSMENTS

7 Transaction Information

8 Bank Information

9 Tax Information

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

Revise Response

All Content

Name ↑

1	Supplier accuracy of information is necessary. User/ Supplier is required to keep all contact information up to date.	
2	PLEASE DO NOT EDIT Question No 3's Response. The response should always be 'No' for Question No 3. This is not relevant to suppliers and only for SIPCHEM internal purpose.	
3	Is the supplier a one time or consultant or individuals?	No
4	General Supplier Information	
4.1	Supplier full name	CROSS CHECK LOCAL
4.2	Alias ⓘ	CROSS CHECK LOCAL

Compose Message

The response to Supplier Registration Questionnaire has been submitted successfully. Once the Supplier Registration Questionnaire is reviewed by DOLPHIN ENERGY LIMITED team, you will be receiving Certificate and Bank Questionnaires.

Congratulations! You have submitted the Supplier Registration Questionnaire and completed Step 1.

4.3 - Step 2 - Certificate Questionnaire: Supplier responding to Modular Questionnaire - Certificates (Qatar or UAE or Foreign Based Supplier)

Hello Nisha R,

Dolphin Energy Limited - TEST has invited you to complete a questionnaire. This is required so Apple Pvt Ltd can do business with Dolphin Energy Limited - TEST.

Questionnaire Overview

Questionnaire name: Certificates - Qatar Based Supplier

Respond by: Wed, 14 Dec, 2022

Update Request Comments:

[Submit questionnaire](#)

1. If you are Qatar Based company, you would be receiving the above email to upload your certificates. You can click on the hyperlink **“Submit questionnaire”** and then login to Ariba Network with your ID and password and answer **“Certificates – Qatar Based Supplier”**

Or

If you are UAE Based company, you would be receiving similar email to upload your certificates. You can click on the hyperlink **“Submit questionnaire”** and then login to Ariba Network with your ID and password and answer **“Certificates – UAE Based Supplier”**

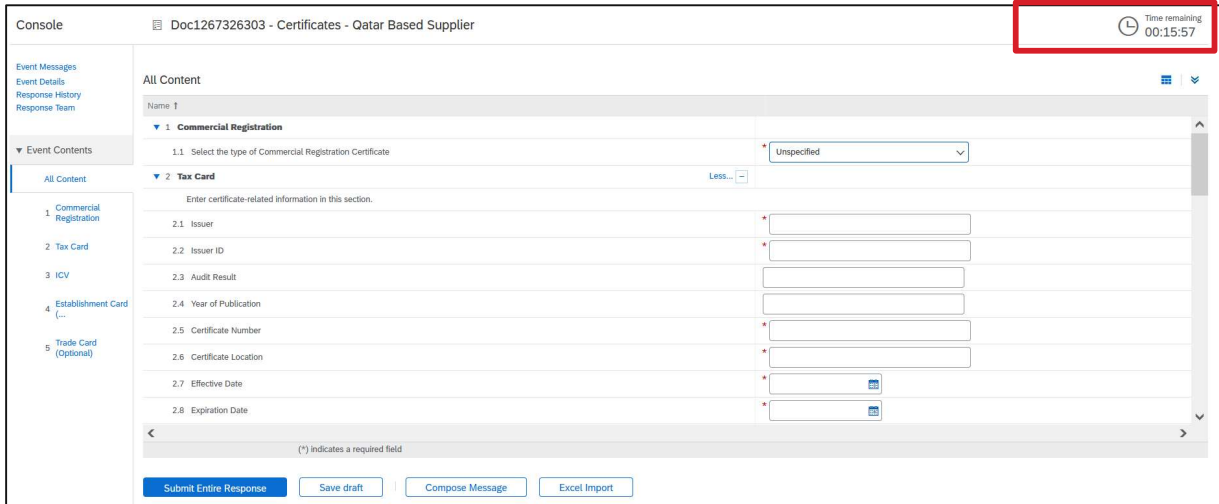
Or

If you are Foreign Based company, you would be receiving similar email to upload your certificates. You can click on the hyperlink **“Submit questionnaire”** and then login to Ariba Network with your ID and password and answer **“Certificates – Foreign Supplier”**

▼ Status: Open (1)						
Certificates - Qatar Based Supplier	Doc1267326303	12/20/2022 1:56 PM	(no value)	QAT Qatar		Not Responded

2. Once logged in, click on the **“Certificates hyperlink”** to complete the questionnaire.

- ❗ *Please note that you will have only 14 days to complete the questionnaire from the day you have received the email notification. Post 14 days, questionnaire will be closed.*



Console Doc1267326303 - Certificates - Qatar Based Supplier Time remaining 00:15:57

All Content

Name 1

▼ 1 Commercial Registration

1.1 Select the type of Commercial Registration Certificate Unspecified

▼ 2 Tax Card Less...

Enter certificate-related information in this section.

2.1 Issuer *

2.2 Issuer ID *

2.3 Audit Result *

2.4 Year of Publication *

2.5 Certificate Number *

2.6 Certificate Location *

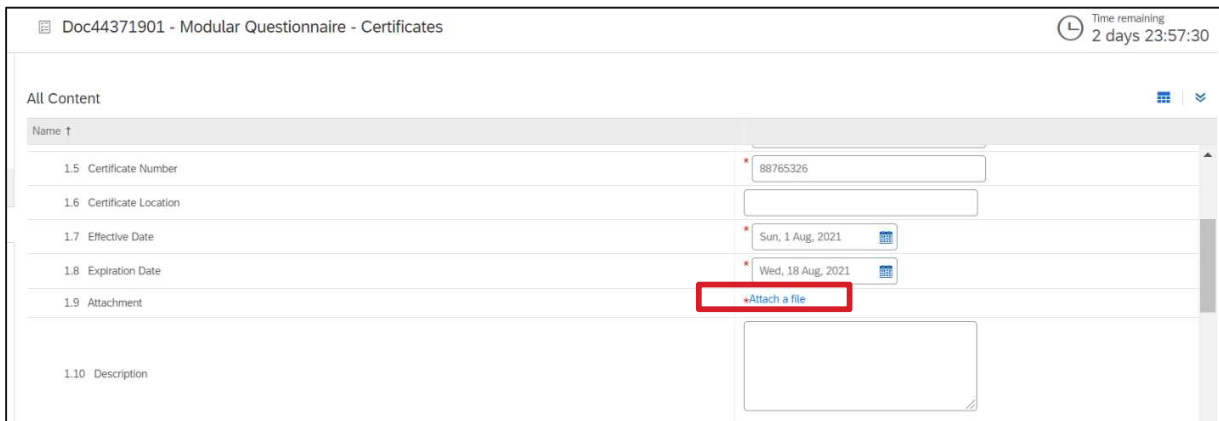
2.7 Effective Date *

2.8 Expiration Date *

(*) indicates a required field

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

3. Fill in all the desired fields.



Doc44371901 - Modular Questionnaire - Certificates Time remaining 2 days 23:57:30

All Content

Name 1

1.5 Certificate Number * 88765326

1.6 Certificate Location *

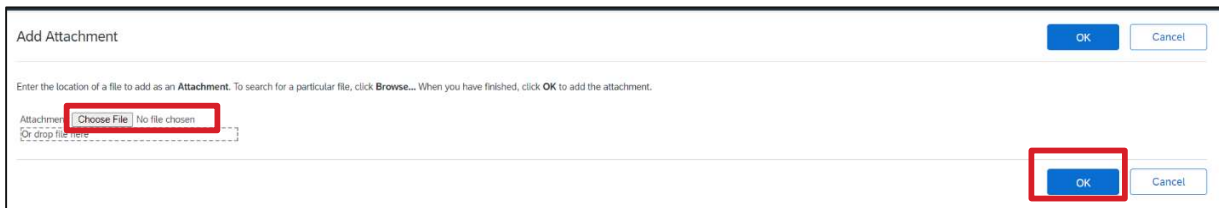
1.7 Effective Date * Sun, 1 Aug, 2021

1.8 Expiration Date * Wed, 18 Aug, 2021

1.9 Attachment * [Attach a file](#)

1.10 Description

4. You must upload your certificate copy by clicking on the hyper link "Attach a file".



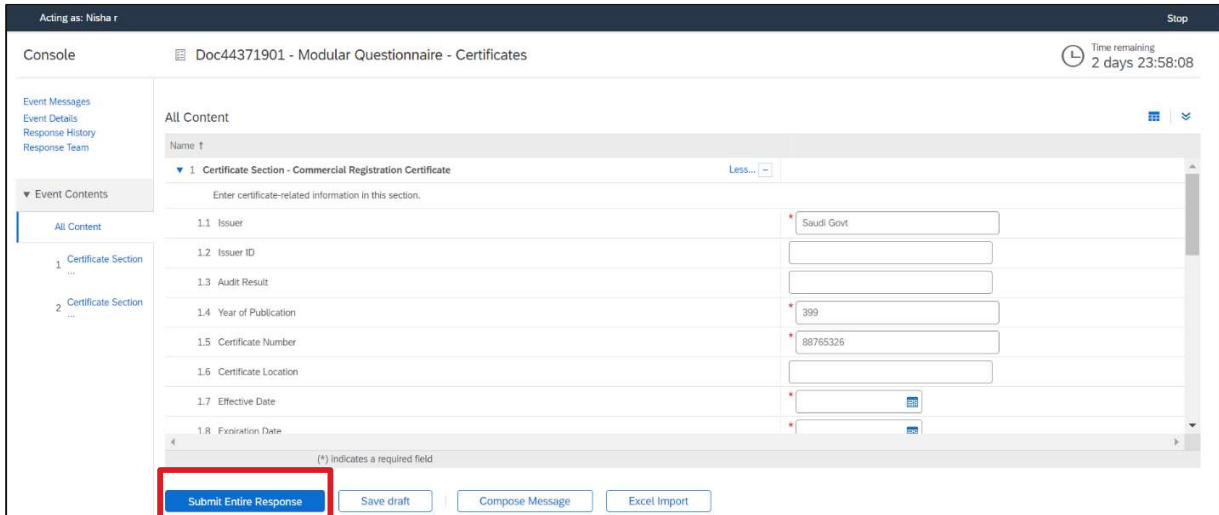
Add Attachment [OK](#) [Cancel](#)

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.

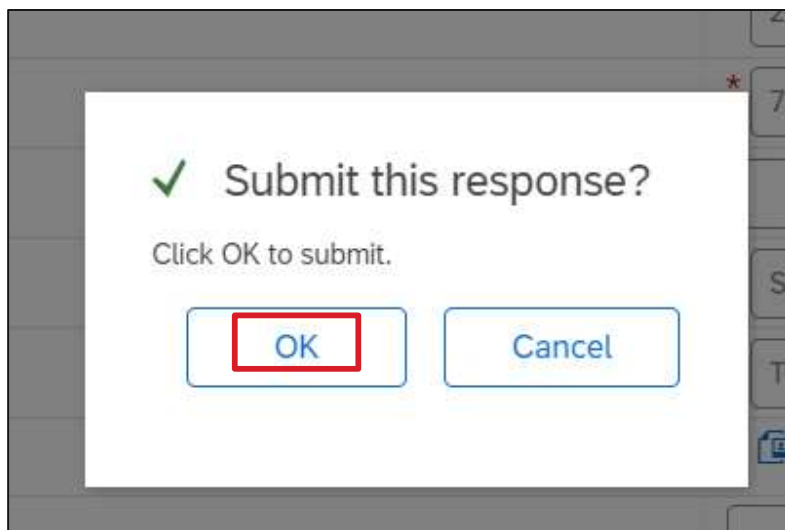
Attachment: [Choose File](#) | No file chosen

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

5. Upload the certificate by clicking on “**Choose File**” and locate the file from your computer and upload it. Once done click on **OK**.



The screenshot shows the Ariba Network interface for a questionnaire titled "Doc44371901 - Modular Questionnaire - Certificates". The user is acting as "Nisha". The interface includes a console on the left with options like "Event Messages", "Event Details", "Response History", and "Response Team". The main content area is titled "All Content" and contains a section for "Certificate Section - Commercial Registration Certificate". This section has a heading "Enter certificate-related information in this section." and a list of fields: 1.1 Issuer (with "Saudi Govt" entered), 1.2 Issuer ID, 1.3 Audit Result, 1.4 Year of Publication (with "399" entered), 1.5 Certificate Number (with "88765326" entered), 1.6 Certificate Location, 1.7 Effective Date, and 1.8 Expiration Date. At the bottom of the form, there are four buttons: "Submit Entire Response" (highlighted with a red box), "Save draft", "Compose Message", and "Excel Import". A note at the bottom states "(*) indicates a required field".



6. Once you have filled all the questions click on **Submit Response** and then click on **OK**. This would submit your Step 2 - Certificate Questionnaire to DOLPHIN ENERGY LIMITED's approval. Make sure to provide correct certificates in all the certificate section.

Hello Nisha R,

Dolphin Energy Limited - TEST has approved the questionnaire that you completed.

Questionnaire Overview

Questionnaire name: Certificates - Qatar Based Supplier

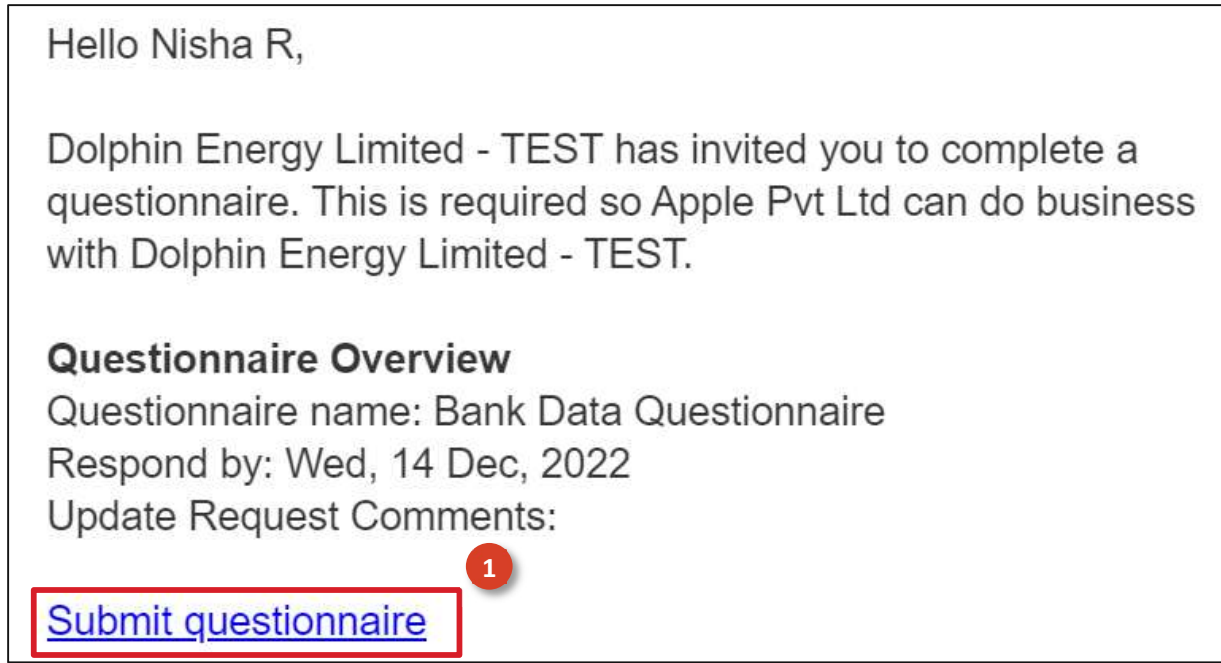
You'll be notified if any other tasks require your attention.

Best,

7. Once DOLPHIN ENERGY LIMITED has approved your Step 2 – Certificate Questionnaire, you would be receiving the above email. If DOLPHIN ENERGY LIMITED is requesting additional information from you, you would be notified via email. You can access the link and login to Ariba Network. Click on “Revise Response” to update the requested information from DOLPHIN ENERGY LIMITED. You can see in the comments what information DOLPHIN ENERGY LIMITED needs from you.
 - ❗ *Certificate maintenance - SAP Ariba will send you multiple reminder notification if your certificates are going to be expired. Please make sure to upload the latest certificate in the questionnaire by clicking on Revise Response on the Modular Questionnaire – Certificates. Attach the latest certificate and update the dates accordingly in the Expiration date. Once done, you can submit the questionnaire to DOLPHIN ENERGY LIMITED. DOLPHIN ENERGY LIMITED would be reviewing the same and will provide the approval decision.*

Congratulations! You have submitted the certificate details and completed Step 2.

4.4 - Step 3 - Bank Data Questionnaire: Supplier responding to complete Modular Questionnaire - Bank Data

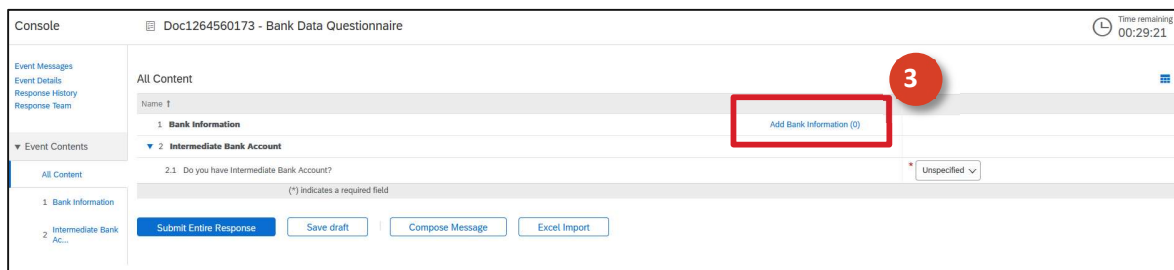


1. You would be receiving the above email to upload your Bank Data. You can click on the hyperlink “**Submit questionnaire**” and then login to Ariba Network with your ID and password.



2. Once logged in, click on the “**Bank Data Questionnaire**” to complete the questionnaire.

ⓘ Please note that you will have only 14 days to complete the questionnaire from the day you have received the email notification. Post 14 days, questionnaire will be closed.



3. From your Bank Data Questionnaire, click on “**Add Bank Information**” hyperlink



Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

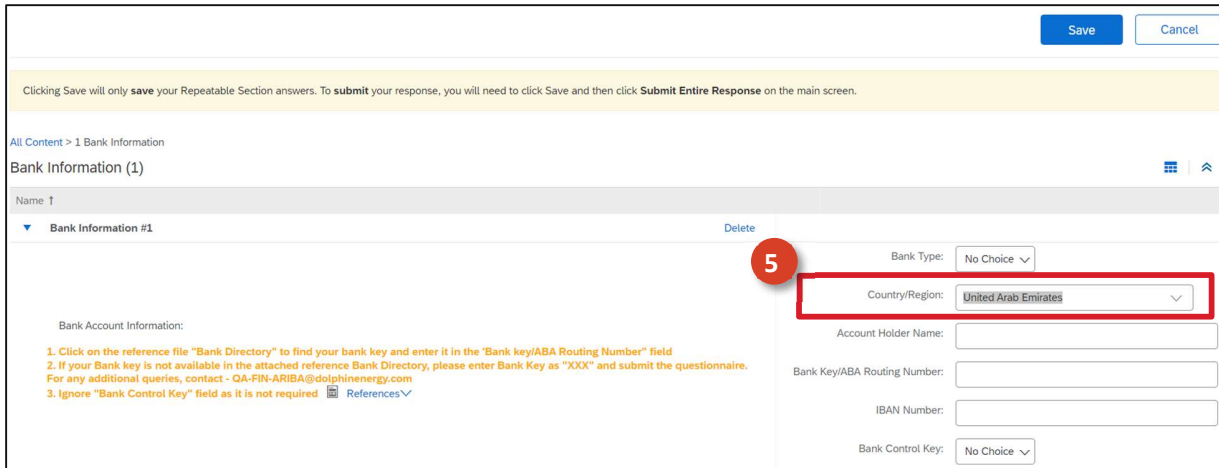
All Content > 1 Bank Information
Bank Information (0)

Name 1

No Items (*) Indicates a required field

Add Bank Information

4. Click on Add Bank Information. This will open the section to fill Bank data.



Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 1 Bank Information
Bank Information (1)

Name 1

Bank Information #1 Delete

Bank Type: No Choice

Country/Region: United Arab Emirates

Account Holder Name:

Bank Key/ABA Routing Number:

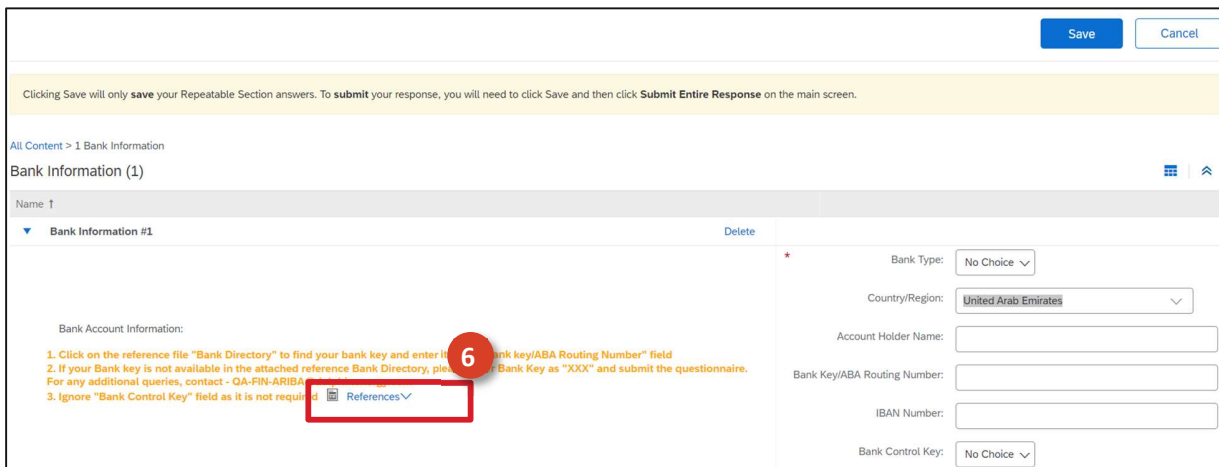
IBAN Number:

Bank Control Key: No Choice

Bank Account Information:

1. Click on the reference file "Bank Directory" to find your bank key and enter it in the "Bank key/ABA Routing Number" field
2. If your Bank key is not available in the attached reference Bank Directory, please enter Bank Key as "XXX" and submit the questionnaire. For any additional queries, contact - QA-FIN-ARIBA@dolphinenergy.com
3. Ignore "Bank Control Key" field as it is not required [References](#)

5. Select your Country/Region of the Bank Account from the dropdown.



Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 1 Bank Information
Bank Information (1)

Name 1

Bank Information #1 Delete

Bank Type: No Choice

Country/Region: United Arab Emirates

Account Holder Name:

Bank Key/ABA Routing Number:

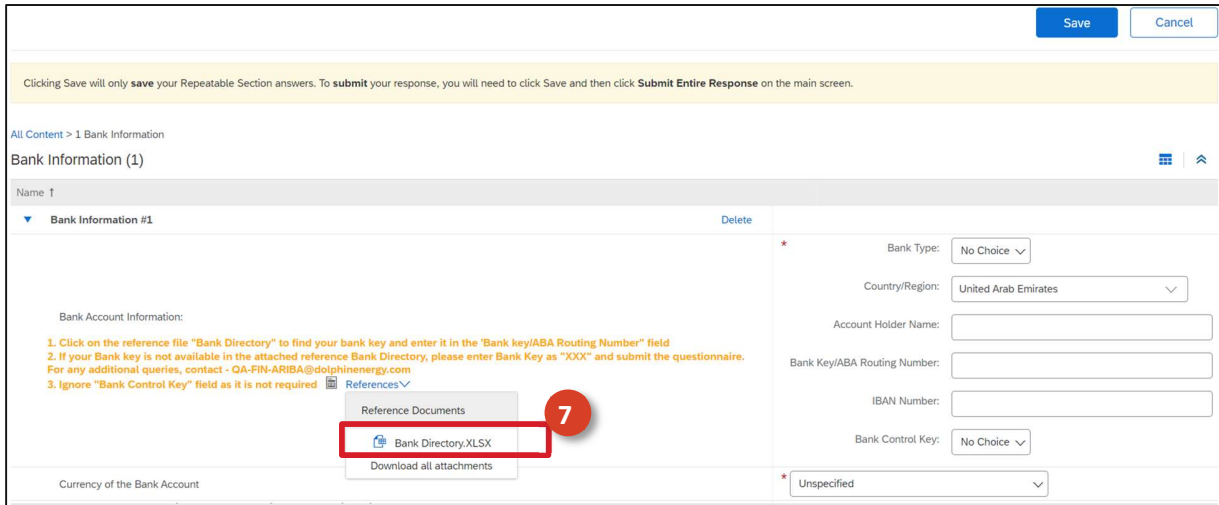
IBAN Number:

Bank Control Key: No Choice

Bank Account Information:

1. Click on the reference file "Bank Directory" to find your bank key and enter it in the "Bank key/ABA Routing Number" field
2. If your Bank key is not available in the attached reference Bank Directory, please enter Bank Key as "XXX" and submit the questionnaire. For any additional queries, contact - QA-FIN-ARIBA@dolphinenergy.com
3. Ignore "Bank Control Key" field as it is not required [References](#)

6. Click on "Reference" hyperlink to find your Bank Key.



Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 1 Bank Information

Bank Information (1)

Name ↑

Bank Information #1 Delete

Bank Account Information:

- Click on the reference file "Bank Directory" to find your bank key and enter it in the "Bank key/ABA Routing Number" field
- If your Bank key is not available in the attached reference Bank Directory, please enter Bank Key as "XXX" and submit the questionnaire. For any additional queries, contact - QA-FIN-ARIBA@dolphinenergy.com
- Ignore "Bank Control Key" field as it is not required

Reference Documents

Bank Directory.XLSX 7

Download all attachments

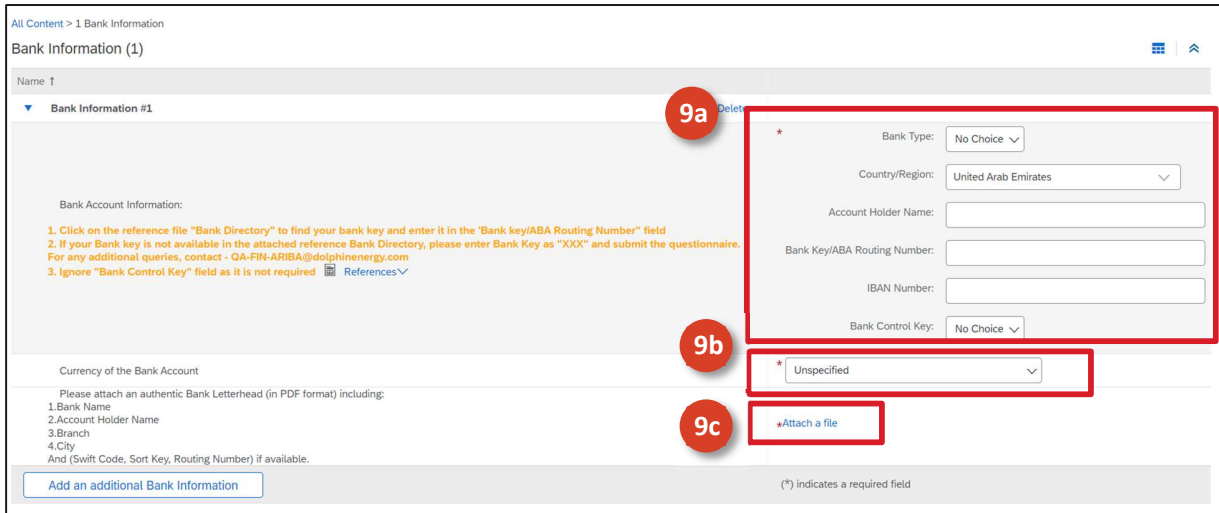
Currency of the Bank Account: Unspecified

7. Click on the Document **"Bank Directory.xlsx"**. This will download the document in your local.

If you do not find your bank key in the below list, kindly follow the guidelines highlighted in Red in Bank Data Questionnaire				
Bank Country	Name of bank	Bank Key	SWIFT/BIC	Bank Branch
AE	test	1321232		
AE	Arab African International Bank (AAIB)	AAIB001AE	ARAIAEADAUH	Abu Dhabi Branch, UAE
AE	National Bank of Abu Dhabi	ABAD037AE	NBADAEEAMOE	Mall of the Emirates, Dubai , UAE
AE	ARAB BANK	ABAN001AE	ARABAEAD	Abu Dhabi, UAE
AE	ARAB BANK	ABAN002AE	ARABAEADMAK	Flame R/A Branch , Dubai , UAE
AE	ARAB BANK	ABAN003AE	ARABAEADRAK	AL-Nakheel - RAK -UAE
AE	Arab Bank PLC	ABAN004AE	ARABAEADXXX	Abu Dhabi Branch - UAE
AE	Arab Bank PLC	ABAN005AE	ARABAEAD	Dubai Branch, UAE
AE	Arab Bank for Investment & Foreign Trade	ABIF001AE	ABINAEAA	Main Branch - Abu Dhabi
AE	Arab Bank for Investment & Foreign Trade	ABIF002AE	ABINAEAA	Souk Branch
AE	Arab Bank for Investment & Foreign Trade	ABIF003AE	ABINAEAADXB	Dubai
AE	Arab Bank for Investment & Foreign Trade	ABIF004AE		al Ain
AE	Arab Bank for Investment & Foreign Trade	ABIF005AE	ABINAEAA	Hamdan St
AE	Arab Bank for Investment & Foreign Trade	ABIF006AE	ABINAEAAXXX	Abu Dhabi, UAE
AE	Arab Bank for Investment & Foreign Trade	ABIF007AE	ABINAEAA	Sharjah, UAE
AE	Al Masraf Bank	ABIN001AE	ABINAEAA	Main Branch, Abu Dhabi, UAE
AE	Al Masraf - ARBIFT	ABIN002AE	ABINAEAAXXX	Deira, Dubai
AE	Al Masraf Bank (ARBIFT)	ABIN003AE	ABINAEAA	
AE	AL MASRAF BANK	ABIN004AE	ABINAEAA	khalidiya
AE	AL MASRAF	ABIN005AE	ABINAEAA	Musaffah, Abu Dhabi, UAE
AE	Royal Bank of Scotland (RBS)	ABNA001AE	ABNAEAD	Abu Dhabi Branch , UAE

8. Open the excel file, search for your Bank details as per the Country and the Name of the Bank and look for the **"Bank Key"**.

- ⓘ Please note that if you cannot find your Bank Key in the reference list – **Bank Directory.xlsx**, Kindly enter **XXX** as bank key and proceed to submit the questionnaire with your Bank Letterhead. DEL would create a new Bank Key and communicate the same to you via Ariba questionnaire. You will be notified in the email with the new Bank key. Kindly use the new Bank Key and enter the same in the Bank Key/ ABA Routing Number field and resubmit the questionnaire.



All Content > 1 Bank Information

Bank Information (1)

Name 1

Bank Information #1 Delete

Bank Account Information:

1. Click on the reference file "Bank Directory" to find your bank key and enter it in the "Bank key/ABA Routing Number" field
 2. If your Bank key is not available in the attached reference Bank Directory, please enter Bank Key as "XXX" and submit the questionnaire.
 For any additional queries, contact - QA-FIN-ARIBA@dolphinenergy.com
 3. Ignore "Bank Control Key" field as it is not required [References](#)

Currency of the Bank Account

Please attach an authentic Bank Letterhead (in PDF format) including:

- 1.Bank Name
- 2.Account Holder Name
- 3.Branch
- 4.City

And (Swift Code, Sort Key, Routing Number) if available.

[Add an additional Bank Information](#) (*) indicates a required field

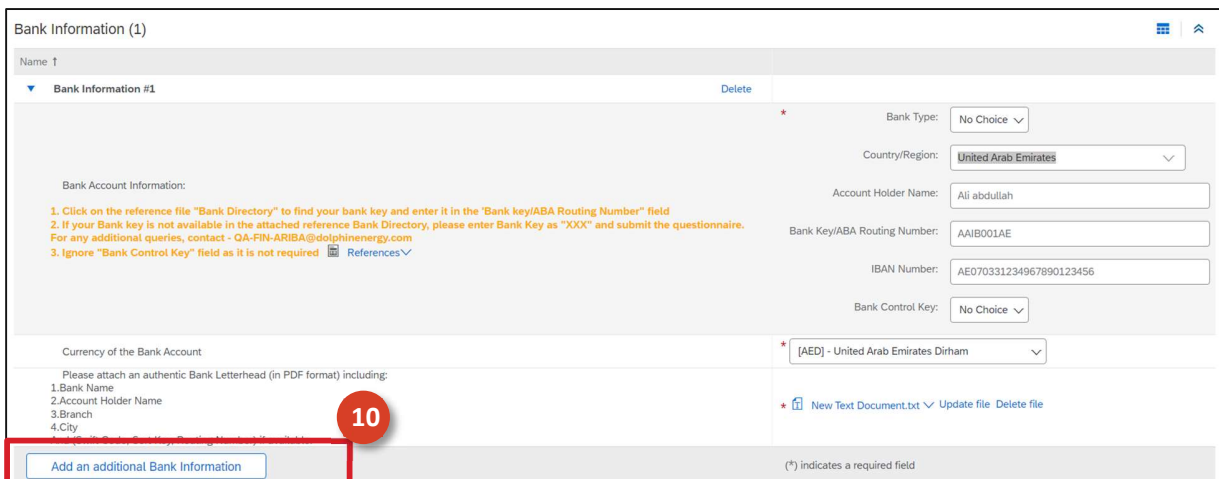
9a

9b

9c

9. Provide all the relevant data such as:

- Account Holder Name, Account Number (If applicable for the Country), Bank key (from the given excel), IBAN Number (If applicable for the Country)
- Ignore the field "Bank Control Key"
- Select "Currency" of the Bank Account
- Attach your "Bank Letterhead"



Bank Information (1)

Name 1

Bank Information #1 Delete

Bank Account Information:

1. Click on the reference file "Bank Directory" to find your bank key and enter it in the "Bank key/ABA Routing Number" field
 2. If your Bank key is not available in the attached reference Bank Directory, please enter Bank Key as "XXX" and submit the questionnaire.
 For any additional queries, contact - QA-FIN-ARIBA@dolphinenergy.com
 3. Ignore "Bank Control Key" field as it is not required [References](#)

Currency of the Bank Account

Please attach an authentic Bank Letterhead (in PDF format) including:

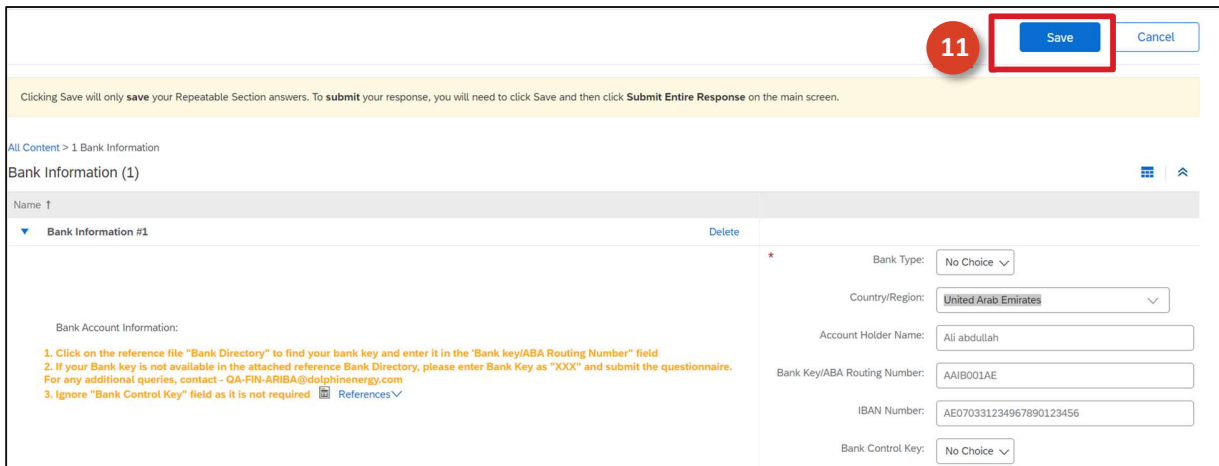
- 1.Bank Name
- 2.Account Holder Name
- 3.Branch
- 4.City

And (Swift Code, Sort Key, Routing Number) if available.

[Add an additional Bank Information](#) (*) indicates a required field

10

10. If you are having more than one Bank Account, you can provide the same by clicking on "Add an additional Bank Information".



11

Save Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 1 Bank Information

Bank Information (1)

Name ↑

Bank Information #1 Delete

Bank Account Information:

1. Click on the reference file "Bank Directory" to find your bank key and enter it in the "Bank key/ABA Routing Number" field
2. If your Bank key is not available in the attached reference Bank Directory, please enter Bank Key as "XXX" and submit the questionnaire. For any additional queries, contact - QA-FIN-ARIBA@dolphinenergy.com
3. Ignore "Bank Control Key" field as it is not required [References](#) ✓

Bank Type: No Choice ▾

Country/Region: United Arab Emirates ▾

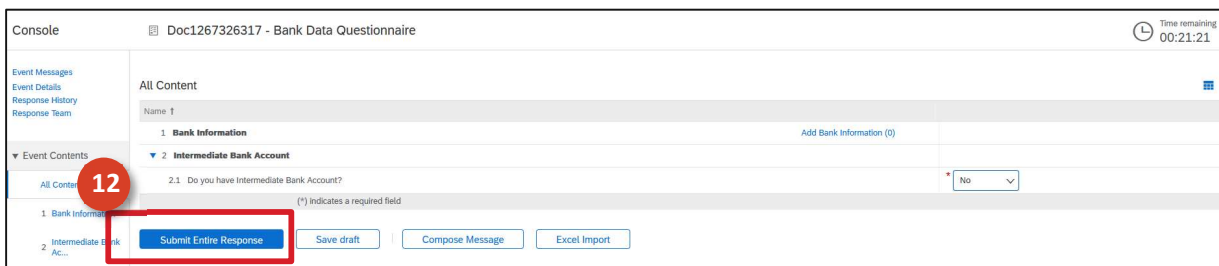
Account Holder Name: Ali abdullah

Bank Key/ABA Routing Number: AAIB001AE

IBAN Number: AE070331234967890123456

Bank Control Key: No Choice ▾

11. Click on **Save**.



Console Doc1267326317 - Bank Data Questionnaire Time remaining 00:21:21

Event Messages
Event Details
Response History
Response Team

All Content

Name ↑

1 Bank Information Add Bank Information (0)

2 Intermediate Bank Account

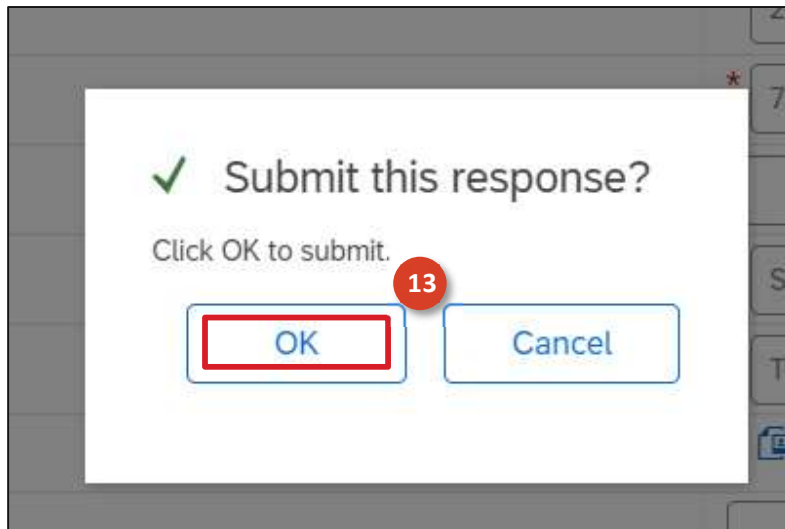
2.1 Do you have Intermediate Bank Account? No ▾

(*) indicates a required field

1 Bank Information
2 Intermediate Bank Account

Submit Entire Response Save draft Compose Message Excel Import

12. Answer to Question 2 and provide Intermediate Bank Account if applicable. Click on "**Submit Entire Response**."

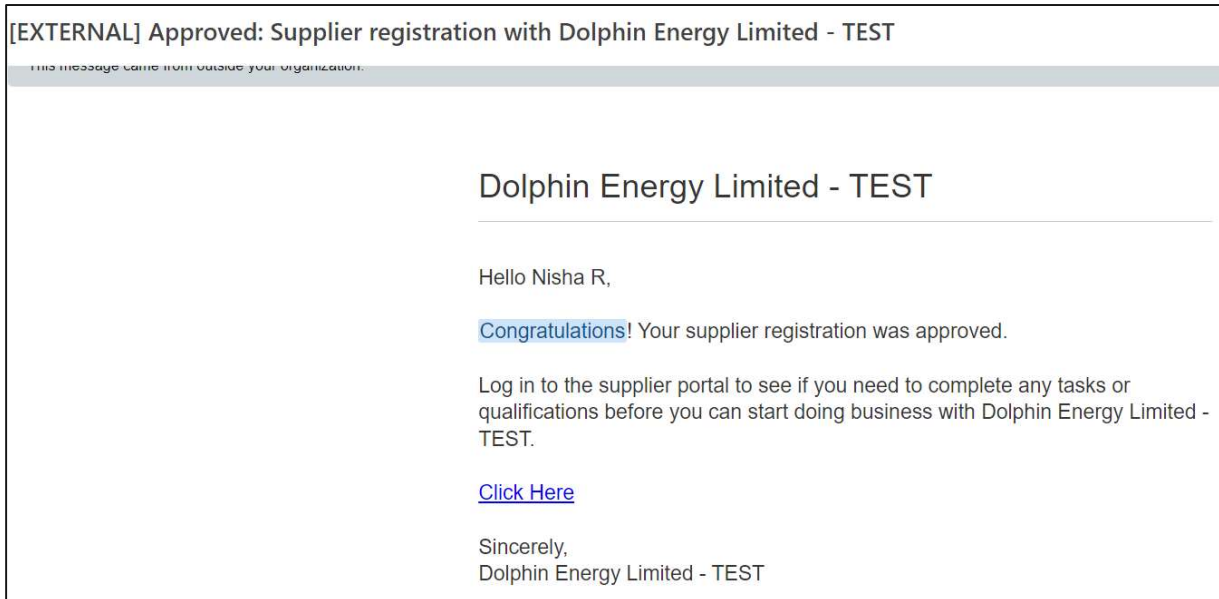


13. Click **OK**.

Once DOLPHIN ENERGY LIMITED has approved your Bank Data Questionnaire, you would be receiving another email regarding the confirmation of your Bank Data approval. If DOLPHIN ENERGY LIMITED is requesting additional information from you, you would be notified via email. You can access the link and login to Ariba Network. Click on “Revise Response” to update the requested information from DOLPHIN ENERGY LIMITED. You can see in the comments what information DOLPHIN ENERGY LIMITED needs from you. Refer to scenario 4.5 in this document for the detailed steps.

- ① *Bank Data maintenance – If your Bank account is changed, please make sure to upload the latest bank data in the questionnaire by clicking on Revise Response on the Modular Questionnaire – Bank Data. Attach the latest Bank letterhead. Once done, you can submit the questionnaire to DOLPHIN ENERGY LIMITED. DOLPHIN ENERGY LIMITED would be reviewing the same and will provide the approval decision.*

Congratulations! You have submitted the Bank Data and completed Step 3.



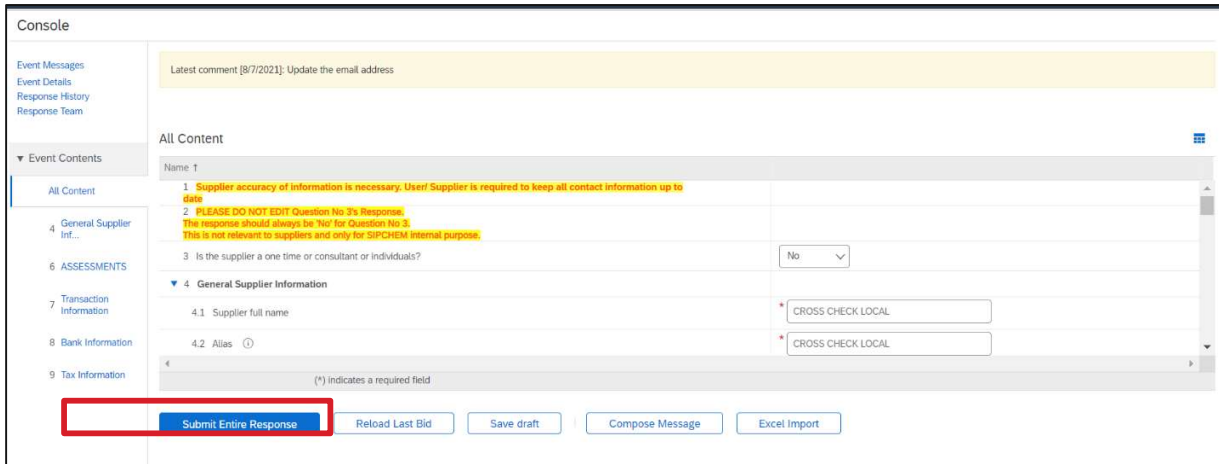
- 14.** Once DOLPHIN ENERGY LIMITED has approved your all 3 questionnaires, you would be receiving the above email. This indicates that you have completed all the Supplier registration process of DOLPHIN ENERGY LIMITED successfully.

Congratulations! You are onboarded to Dolphin Energy Limited successfully.

4.5 - Supplier responding to additional information requested from DOLPHIN ENERGY LIMITED

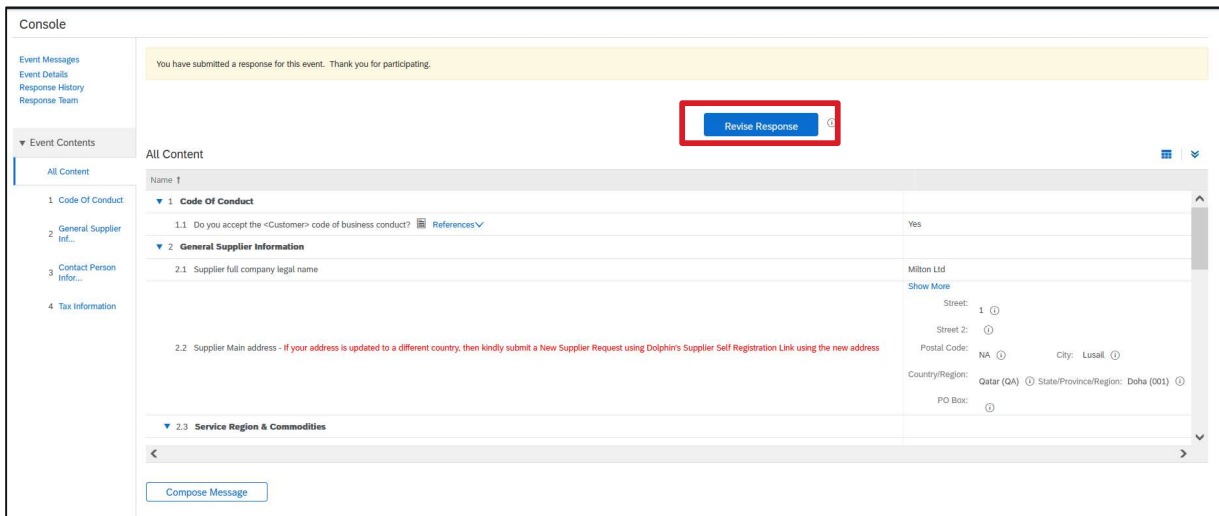
While reviewing your response submitted in the previous step if DOLPHIN ENERGY LIMITED has requested for additional information, the supplier receives an email indicating what information has been requested. Select **Click here** in your email received to login with their credentials.

- i** In this example, the request is to update the latest email address.



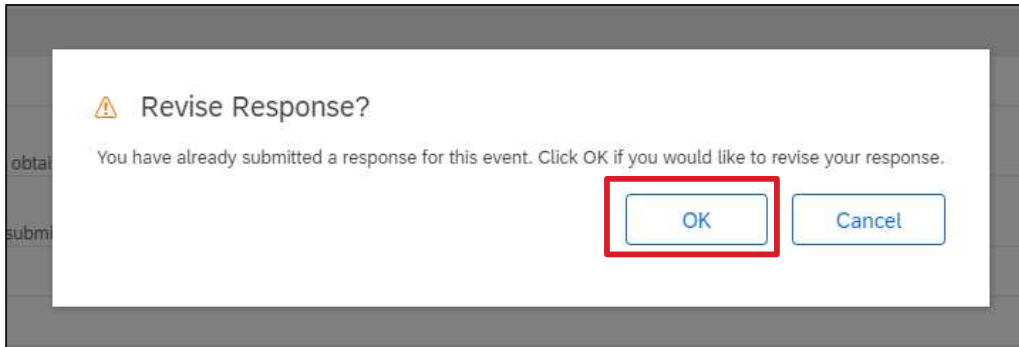
The screenshot shows the 'Console' interface with a yellow notification bar at the top stating 'Latest comment [8/7/2021]: Update the email address'. Below this is the 'All Content' section with a table of questions. Question 3 asks 'Is the supplier a one time or consultant or individuals?' with a 'No' dropdown. Question 4 is 'General Supplier Information' with sub-questions 4.1 'Supplier full name' and 4.2 'Alias', both with 'CROSS CHECK LOCAL' buttons. At the bottom, a red box highlights the 'Submit Entire Response' button, along with 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import' buttons.

i You can view the requested information from DOLPHIN ENERGY LIMITED in the comments section at the top.

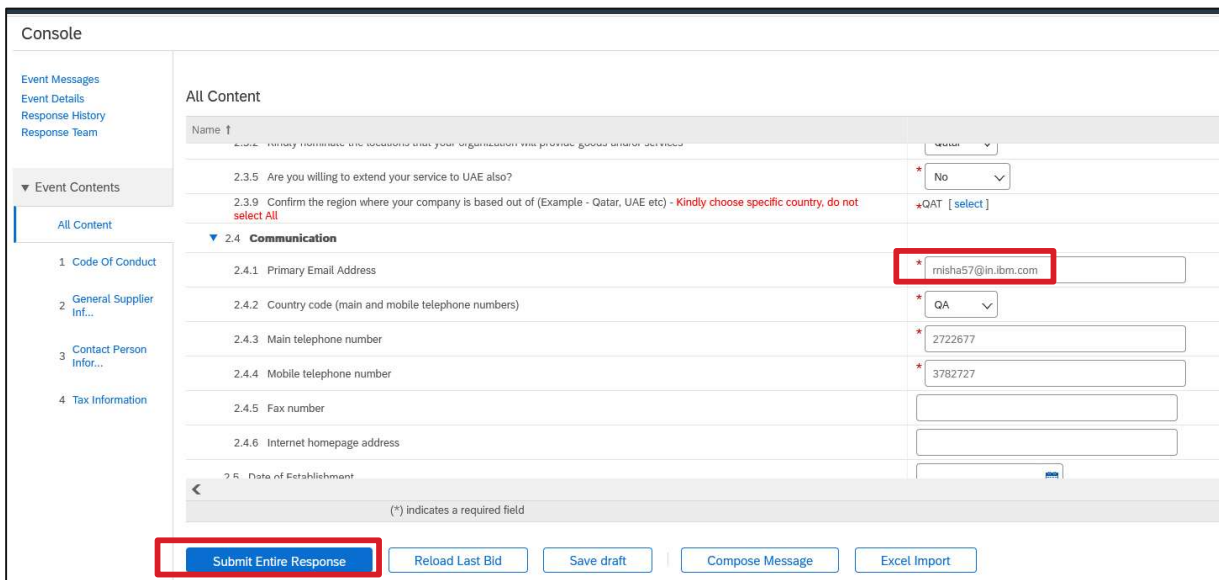


The screenshot shows the 'Console' interface with a yellow notification bar at the top stating 'You have submitted a response for this event. Thank you for participating.'. Below this is the 'All Content' section with a table of questions. Question 1.1 asks 'Do you accept the <Customer> code of business conduct?' with a 'Yes' answer. Question 2.1 asks 'Supplier full company legal name' with the answer 'Milton Ltd'. Question 2.2 asks 'Supplier Main address' with a detailed address form including fields for Street 1, Street 2, Postal Code, City, Country/Region, and PO Box. At the bottom, a red box highlights the 'Revise Response' button, along with a 'Compose Message' button.

1. From the previous step, you would be landed in Supplier Registration Questionnaire. Click on **Revise Response** to provide the requested information from DOLPHIN ENERGY LIMITED.



2. Click **OK** to revise your response. This would reopen the questionnaire to edit the responses.

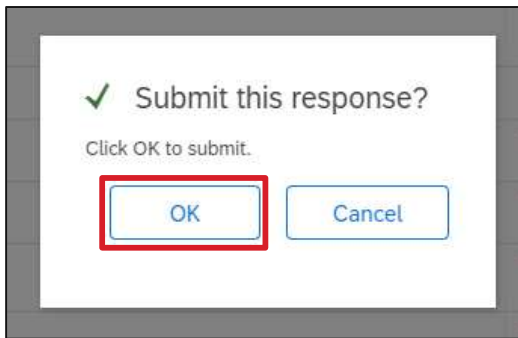


Name	Value
2.3.5 Are you willing to extend your service to UAE also?	No
2.3.9 Confirm the region where your company is based out of (Example - Qatar, UAE etc) - Kindly choose specific country, do not select All	*QAT [select]
2.4 Communication	
2.4.1 Primary Email Address	* rnisha57@in.ibm.com
2.4.2 Country code (main and mobile telephone numbers)	* QA
2.4.3 Main telephone number	* 2722677
2.4.4 Mobile telephone number	* 3782727
2.4.5 Fax number	
2.4.6 Internet homepage address	
2.5 Date of Establishment	

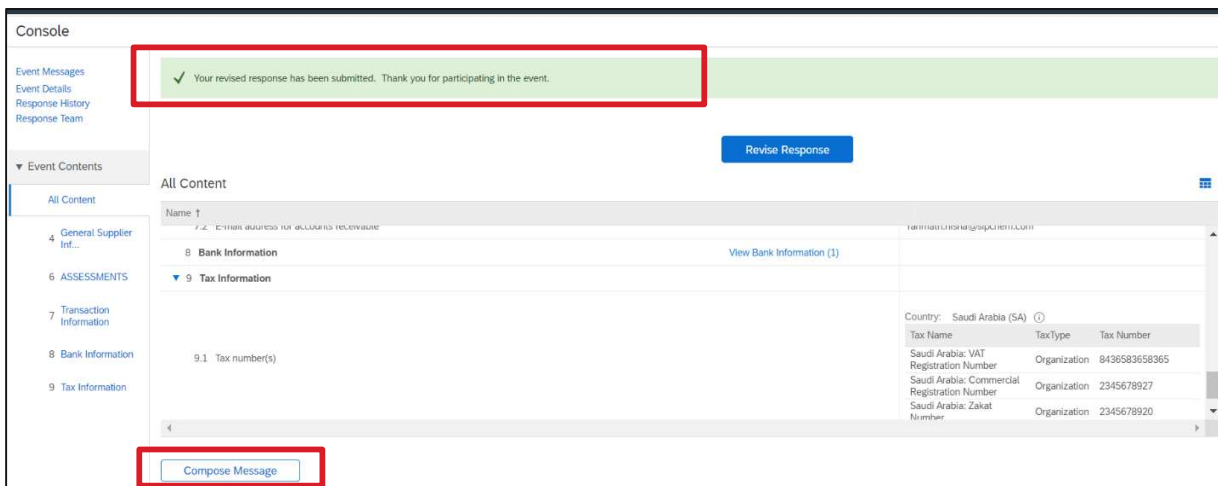
(*) indicates a required field

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

3. Fill in the requested information/updates and click on **Submit Entire Response**.



4. Click **OK** to submit the response.



5. Requested information has been revised and submitted for DOLPHIN ENERGY LIMITED's approval.

- ① *The supplier can also use **Compose Message** option to send any messages/comments/questions to DOLPHIN ENERGY LIMITED.*
- ① *Once you are onboarded to DOLPHIN ENERGY LIMITED, you can click on Revise Response and submit any updates to your existing Registration/ Certificate/ Bank Data Questionnaire. This will go through an approval process, and you would be notified via email whether your updates are accepted by DOLPHIN ENERGY LIMITED or not.*

Congratulations! You have updated the supplier registration questionnaire.