



ADNOC SUPPLIER HUB SUPPLIER PRE-QUALIFICATION



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1. Login

1. Visit the ADNOC Supplier Hub Portal <https://supplierhub.adnoc.ae>.
2. From the homepage, click on **Login**.

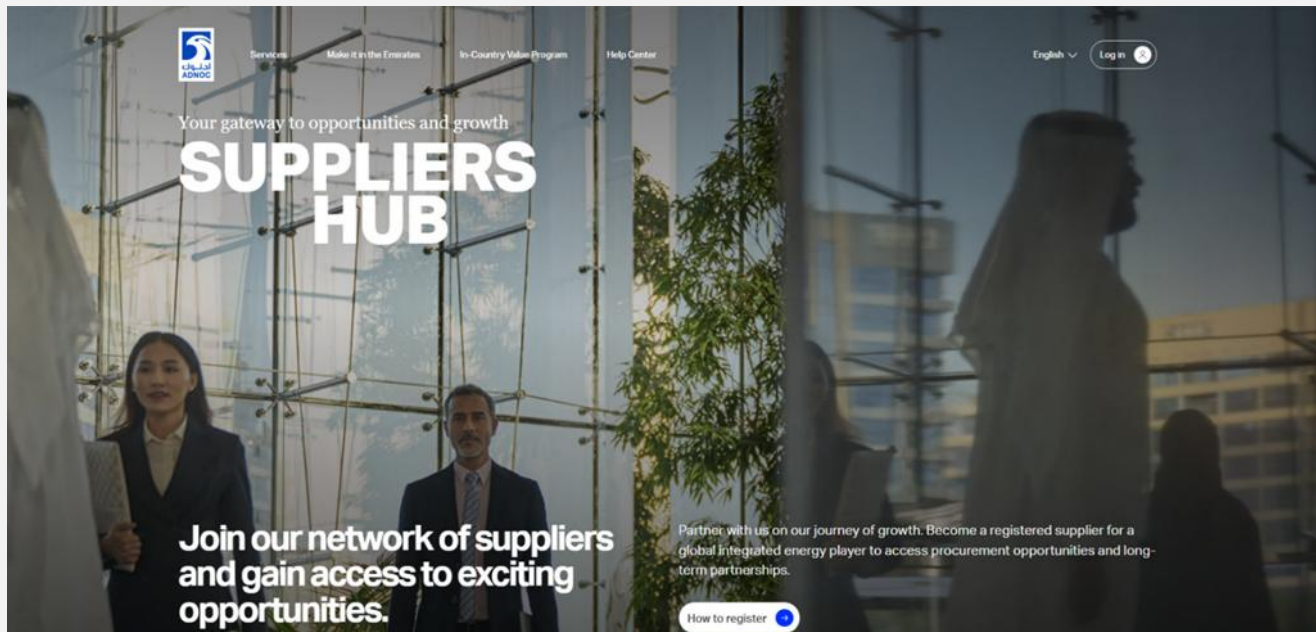


Figure 1: ADNOC Supplier Hub Portal

3. On the Ariba Login screen, enter your **Username** and **Password**, then click **Login** to access your account.



2. Prequalify for Work/Product Group

1. On the homepage, select **Get Started** from the announcement section to proceed to the pre-qualification process.

*If the Announcement section is not visible, click on **See All Services**, then select 'Prequalification Service' to access the Pre-qualification Service Catalogue.*

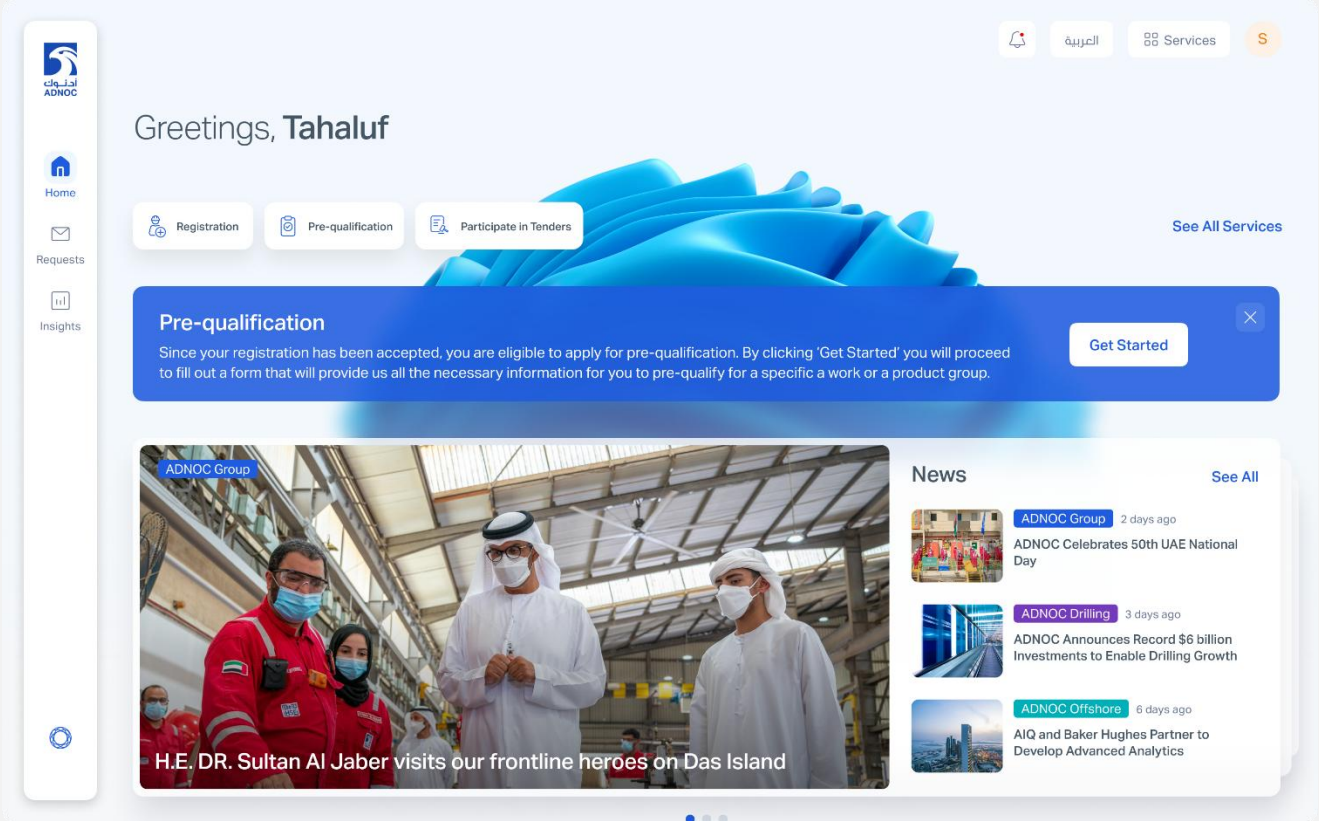


Figure 2: Supplier Home Page



2. The system will redirect you to the Pre-qualification Service Catalogue screen, where you can review all requirements for the service. Then click Get Started to proceed with your prequalification request.

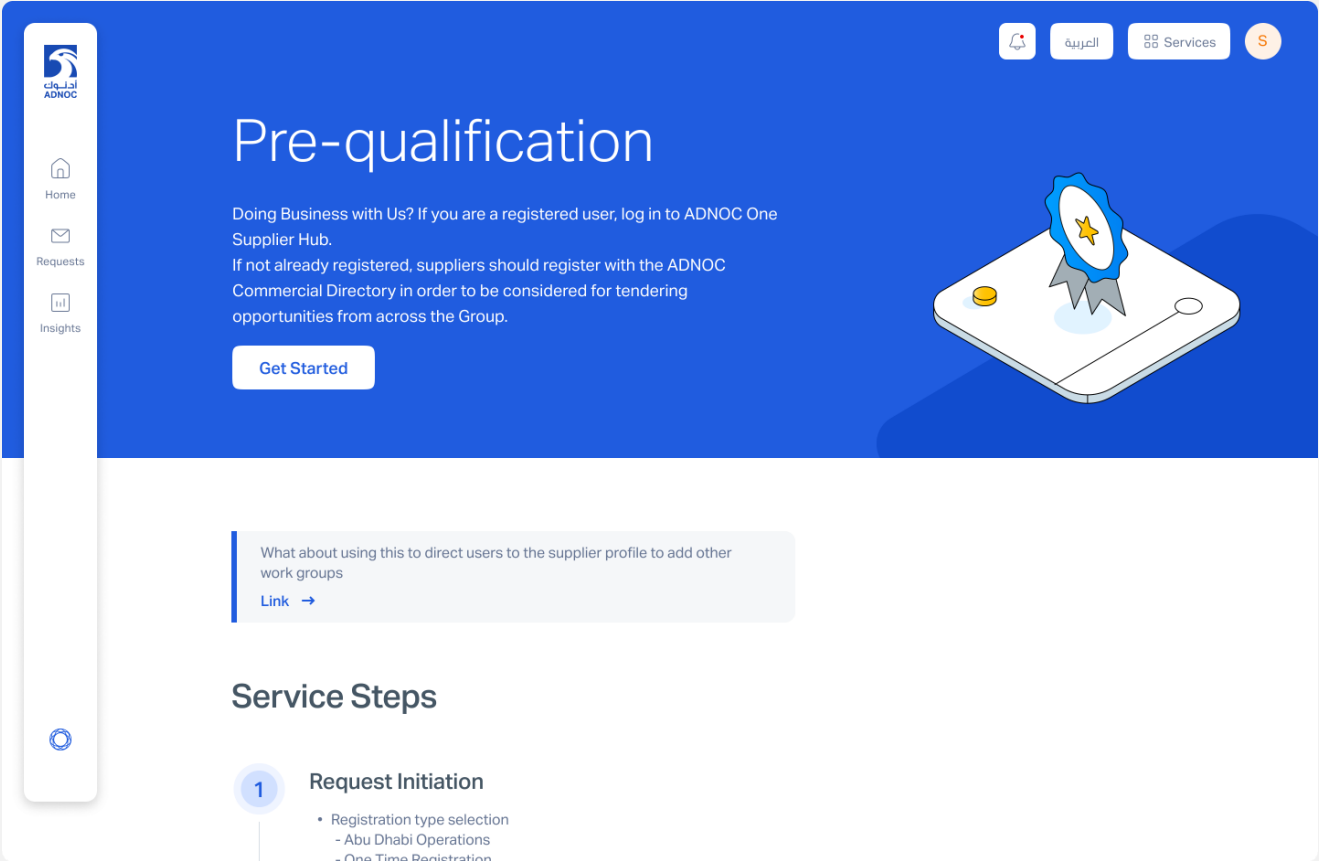
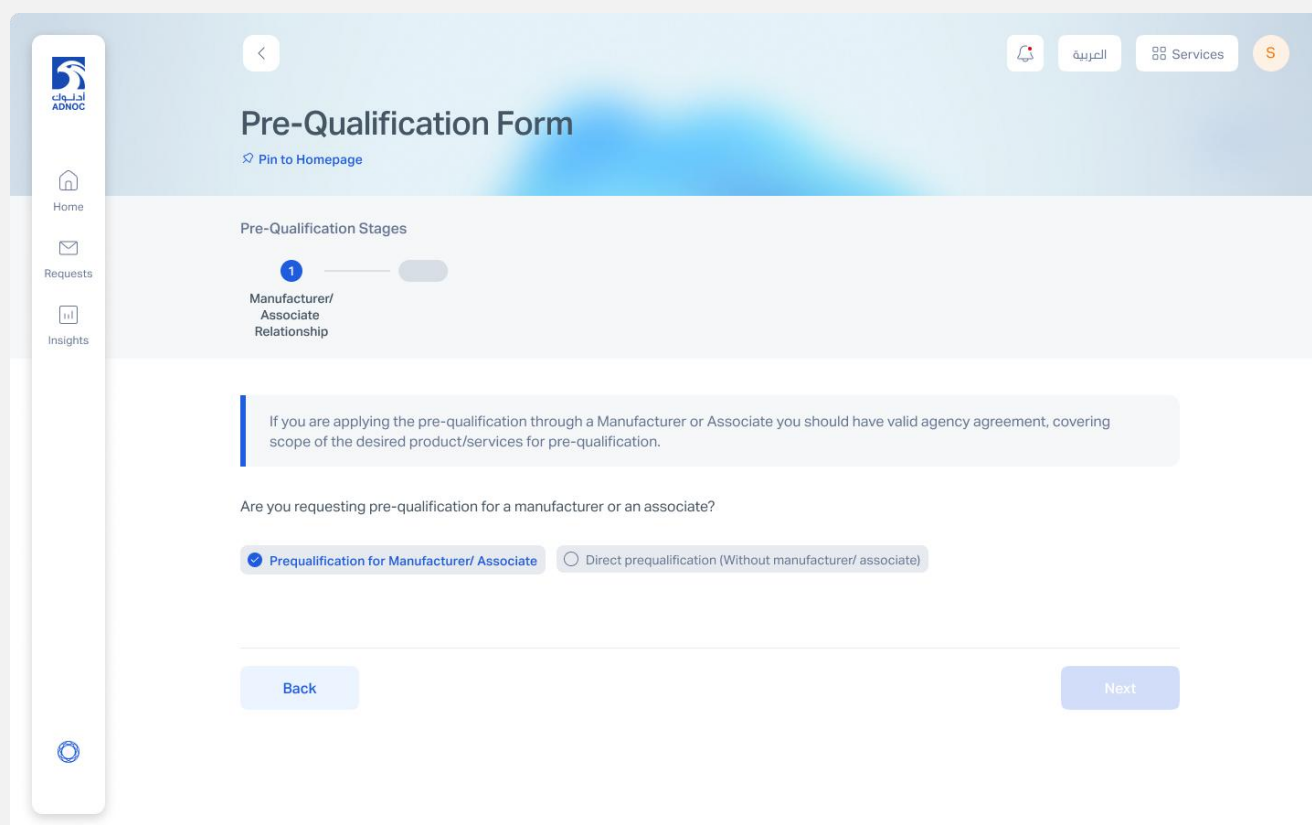


Figure 3: Supplier Pre-qualification Service Catalogue

3. The system will redirect you to the Pre-qualification Request Form. In the first step, titled **Manufacturer/Associate Relationship**, select the appropriate pre-qualification type. Based on your selection, additional steps will automatically appear. Once completed, click 'Next' to continue to the subsequent steps.

Essential Guidelines

- **Prequalification for Manufacturer/ Associate**
Requires proof of manufacturing capability and, for overseas entities, valid agency representation in Abu Dhabi.
- **Direct prequalification (Without manufacturer/ associate)**
Focuses on validating the supplier's ability to deliver goods or services directly under ADNOC's compliance framework.

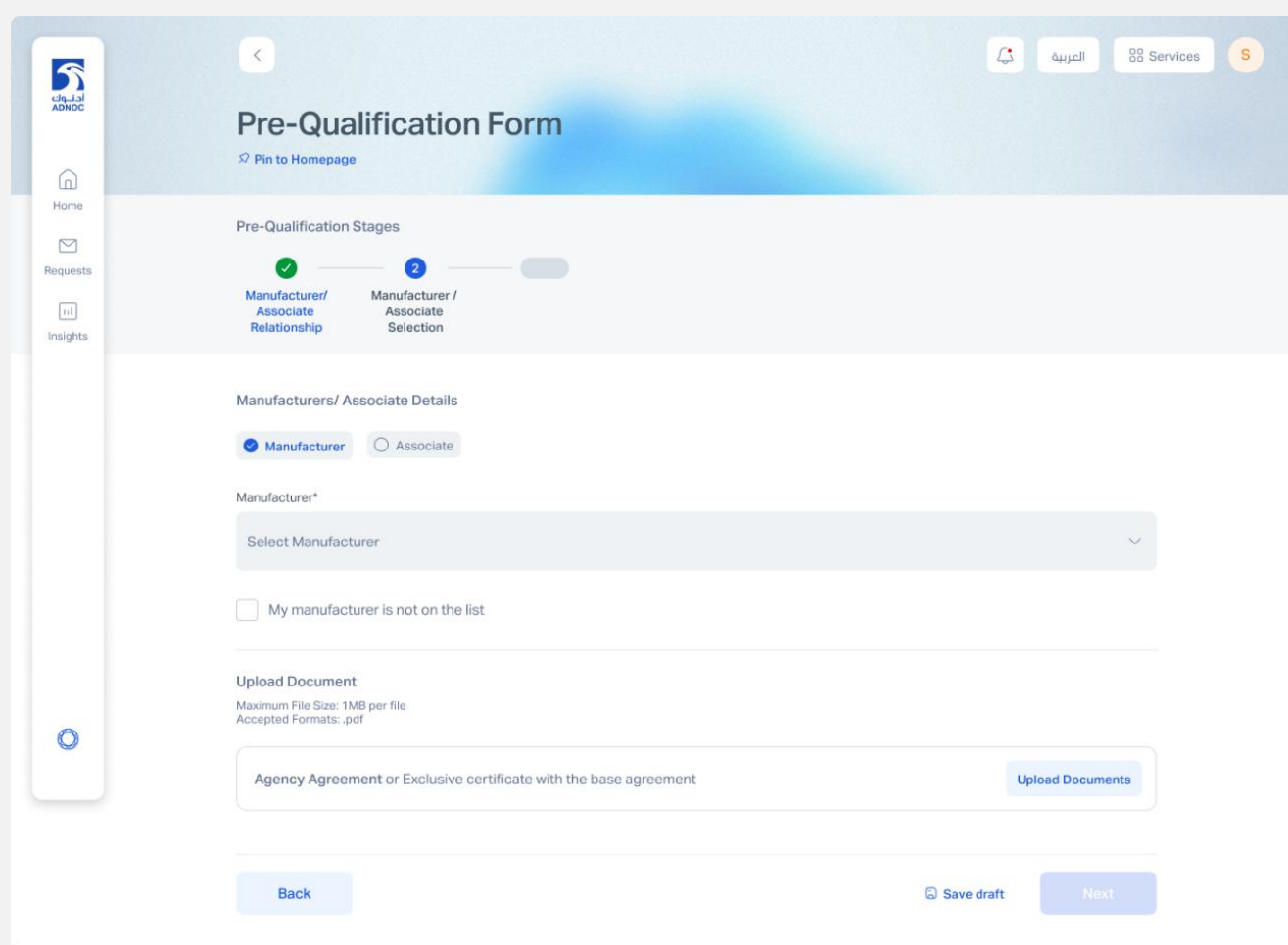


The screenshot shows the 'Pre-Qualification Form' interface. On the left is a sidebar with the ADNOC logo and navigation links: Home, Requests, and Insights. The main content area has a header with a back arrow, the title 'Pre-Qualification Form', and links for 'Pin to Homepage', 'العربية', 'Services', and a user icon. Below the header, the 'Pre-Qualification Stages' section shows a progress bar with '1' indicating the current stage: 'Manufacturer/ Associate Relationship'. A text box states: 'If you are applying the pre-qualification through a Manufacturer or Associate you should have valid agency agreement, covering scope of the desired product/services for pre-qualification.' Below this, a question asks 'Are you requesting pre-qualification for a manufacturer or an associate?'. Two radio buttons are present: 'Prequalification for Manufacturer/ Associate' (selected) and 'Direct prequalification (Without manufacturer/ associate)'. At the bottom are 'Back' and 'Next' buttons.

Figure 4: Supplier Prequalification – Manufacturer / Associate

4. Complete the Manufacturer/Associate sections. Select a manufacturer from the dropdown to autofill the Manufacturer/Associate details as selected or check the box My Manufacturer/Associate is not on the list to manually enter the Manufacturer/Associate details if the Manufacturer/Associate is not listed. Once completed, click 'Next' to proceed to the following step.

If you select 'My Manufacturer is not on the List' the information you enter will be submitted to ADNOC for approval. The manufacturer must be approved before then your prequalification request can proceed through the approval process.



Pre-Qualification Form

Pin to Homepage

Pre-Qualification Stages

1. Manufacturer/Associate Relationship (Completed)

2. Manufacturer / Associate Selection (Current)

Manufacturers/ Associate Details

☒ Manufacturer ☐ Associate

Manufacturer*

Select Manufacturer

☐ My manufacturer is not on the list

Upload Document

Maximum File Size: 1MB per file
Accepted Formats: .pdf

Agency Agreement or Exclusive certificate with the base agreement

Upload Documents

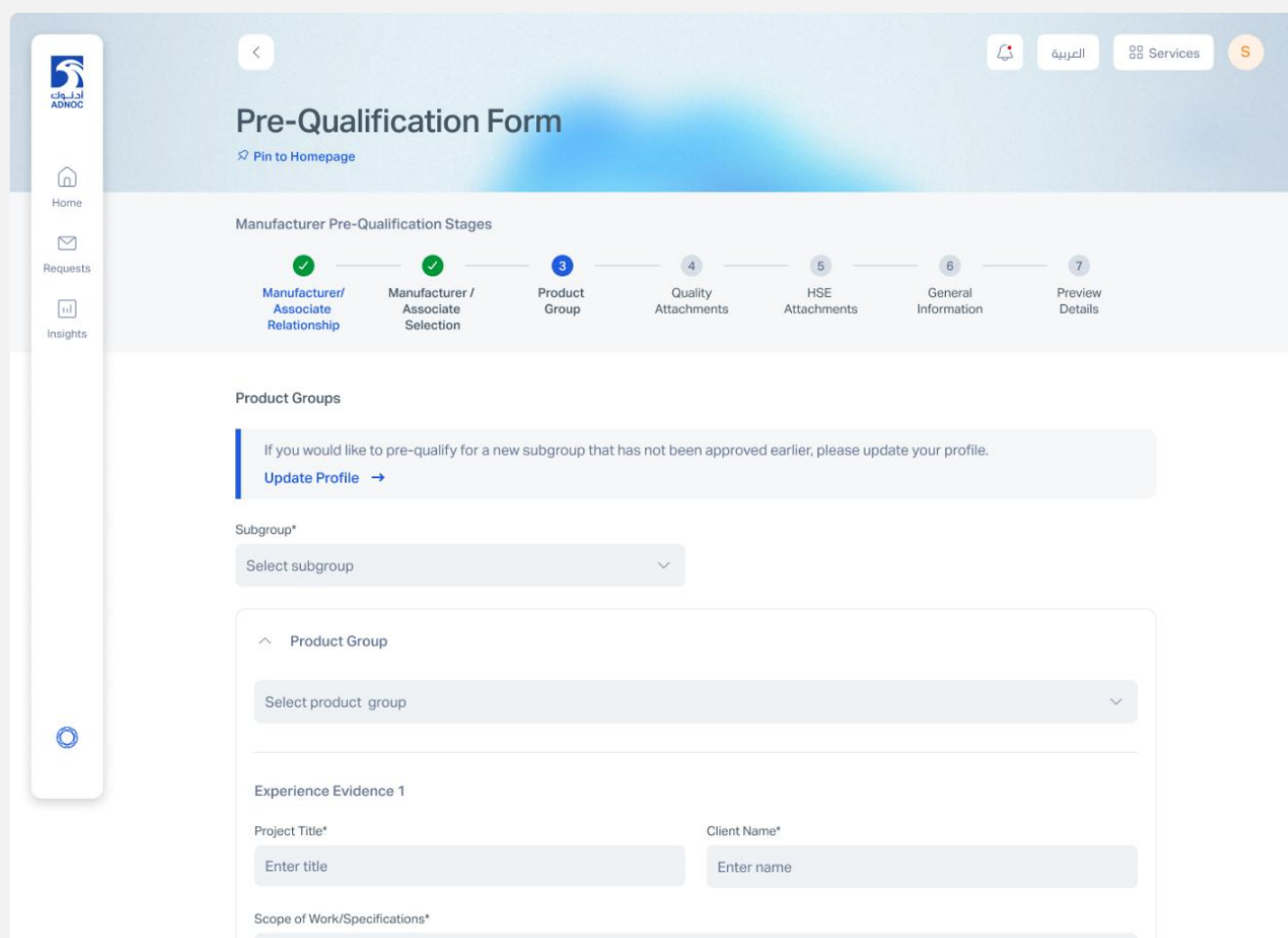
Back Save draft Next

Figure 5: Supplier Pre-qualification – Manufacturer / Associate Selection

5. Fill in the Product Groups or Work Groups details based on the selected Manufacturer/Associate. Upload all required documents and provide valid evidence of experience. Once completed, click 'Next' to proceed to the following step.

Essential Guidelines

- If you selected Manufacturer in the previous step, you are required to fill in Product Group Information, and this selection cannot be changed.
- If you selected Associate in the previous step, you are required to fill in Work Group Information, and this selection cannot be changed.
- If you selected Direct Prequalification in the previous step, you have the flexibility to choose either Product Group or Work Group.
- All selections are controlled by the subgroups chosen during the registration request. If you cannot find the required subgroup, **you must submit a separate request to add the subgroup first** through your Supplier Profile.



The screenshot displays the 'Pre-Qualification Form' interface. At the top, there is a navigation bar with the ADNOC logo, a back arrow, and links for 'العربية' (Arabic) and 'Services'. A sidebar on the left contains icons for Home, Requests, and Insights. The main content area features a 'Pre-Qualification Form' title and a 'Pin to Homepage' link. Below this is a 'Manufacturer Pre-Qualification Stages' progress bar with seven steps: 1. Manufacturer/Associate Relationship (completed), 2. Manufacturer / Associate Selection (completed), 3. Product Group (current step), 4. Quality Attachments, 5. HSE Attachments, 6. General Information, and 7. Preview Details. The 'Product Groups' section includes a message: 'If you would like to pre-qualify for a new subgroup that has not been approved earlier, please update your profile.' with an 'Update Profile' link. Below this is a 'Subgroup*' dropdown menu. A 'Product Group' section contains a 'Select product group' dropdown. The 'Experience Evidence 1' section has two input fields: 'Project Title*' (with placeholder 'Enter title') and 'Client Name*' (with placeholder 'Enter name'). At the bottom, there is a 'Scope of Work/Specifications*' input field.

Figure 6: Supplier Pre-qualification – Product / Work Group



6. Proceed to complete the Quality attachment step by uploading all required documents. Once the upload is successful, click **Next** to continue to the following step.

This step is optional. Based on the selected group, some groups require this step, while for others it will not be required and will remain hidden.

Refer below to [Appendix A: Tables](#) (Table 1: Quality Pre-qualification Scoring) for the attachment types and their descriptions.

The screenshot displays the 'Pre-Qualification Form' interface. At the top, there's a header with the ADNOC logo, a back arrow, and language/service options. A sidebar on the left contains navigation icons for Home, Requests, and Insights. The main content area features a progress bar titled 'Manufacturer Pre-Qualification Stages' with seven steps: 1. Manufacturer/Associate Relationship (green check), 2. Manufacturer / Associate Selection (green check), 3. Product Group (green check), 4. Quality Attachments (blue circle with '4'), 5. HSE Attachments (grey circle with '5'), 6. General Information (grey circle with '6'), and 7. Preview Details (grey circle with '7'). Below the progress bar, the 'Quality attachments' section is active, showing instructions: 'Maximum File Size: 1MB per file' and 'Accepted Formats: .jpg, .JPEG, .PNG, .pdf, .docx, .xlsx'. It lists three required documents: 'Certificate ISO 9001 (API Q1, API Q2, ISO 29001)*', 'Quality Policy*', and 'QMS Scope'. Each document has a description and an 'Upload Document' button.

Figure 7: Supplier Pre-qualification – Quality Attachments



7. Proceed to complete the HSE Attachments step by uploading all required documents. Once the upload is successful, click **Next** to continue to the following step.

This step is optional. Based on the selected group, some groups require this step, while for others it will not be required and will remain hidden.

Refer below to [Appendix A: Tables](#) (Table 2: HSE Attachments) for the attachment types and their descriptions.

The screenshot displays the 'Pre-qualification Form' interface. At the top, there's a header with the ADNOC logo, a back button, and language/service options. A progress bar titled 'Manufacturer Pre-Qualification Stages' shows seven steps: 1. Manufacturer/Associate Relationship (checked), 2. Manufacturer/Associate Selection (checked), 3. Product Group (checked), 4. Quality Attachments (checked), 5. HSE Attachments (active, highlighted with a blue circle), 6. General Information, and 7. Preview Details. Below the progress bar, the 'HSE Attachments' section is visible. It includes a note: 'Maximum File Size: 1MB per file. Accepted Formats: .jpg, .JPEG, .PNG, .pdf, .docx, .xls.' There are five document upload slots. The first slot contains a file named 'Certificate 14001 / OHSAS 18001 (ISO 45001).pdf' with a size of 567 KB and download/delete icons. The other four slots are empty and labeled 'HSE Policy*', 'HSEMS Manual*', 'HSE Functions & Positions*' (with a sub-note: 'Local Office / Corporate organization chart reflecting HSE functions and positions'), and 'HSE Risk assessment .pdf' (with a size of 567 KB and download/delete icons). Each empty slot has an 'Upload Document' button. The bottom-most slot is labeled 'HSE Statistics & Records of Incidents*' and also has an 'Upload Document' button.

Figure 8: Supplier Pre-qualification – HSE Attachments



8. Proceed to complete General Attachments step by uploading all required documents. Once the upload is successful, click **Next** to continue to the following step.

This step is optional. Based on the selected group, some groups require this step, while for others it will not be required and will remain hidden.

Refer below to [Appendix A: Tables](#) (Table 3: General Information) for the attachment types and their descriptions.

The screenshot displays the 'Pre-Qualification Form' interface. At the top, there's a header with the ADNOC logo, a back button, and language options (العربية, Services, and a user icon). Below the header, a progress bar titled 'Manufacturer Pre-Qualification Stages' shows seven steps: 1. Manufacturer/Associate Relationship (checked), 2. Manufacturer / Associate Selection (checked), 3. Product Group (checked), 4. Quality Attachments (checked), 5. HSE Attachments (checked), 6. General Information (active), and 7. Preview Details. The 'General Information' section includes a file upload area with a text box for 'Resource (Infrastructure, after sale support)' and an 'Upload Document' button. Below this is an 'Additional Comments' section with a text box for 'Brief Description or Comment'. The 'Organization Chart' section also features a text box for 'Organization Chart' and an 'Upload Document' button, followed by another 'Additional Comments' section with a text box for 'Brief Description or Comment'.

Figure 9: Supplier Pre-qualification – General Information



9. In the final step, click 'Next' to preview all the information you have entered. The system will display the details section by section for your review. If any updates are needed, click 'Edit' to return to the respective section and modify the data before submission.

Home

Requests

Insights

<

العربية

Services

S

Pre-Qualification Form

[Pin to Homepage](#)

Manufacturer Pre-Qualification Stages

✓

Manufacturer/
Associate
Relationship

✓

Manufacturer /
Associate
Selection

✓

Product
Group

✓

Quality
Attachments

✓

HSE
Attachments

✓

General
Information

7

Preview
Details

Preview Pre-qualification Info

Manufacturer Details

Are you requesting prequalification for manufacturer or associate?
No

Product Group

Commodity Group

Work / Product Group

Constructions

Interior design, Interior design consulting

Experience 1

Project name	Project value (\$)	Estimated work value (\$)
Redesign of Happy Palace	10,000	15,000

Contract/PO Copy.pdf

567 KB

Figure 10: Supplier Pre-qualification - Preview Details



10. After previewing all sections, click **Submit**. A confirmation pop-up will appear; click **Submit** again to confirm.

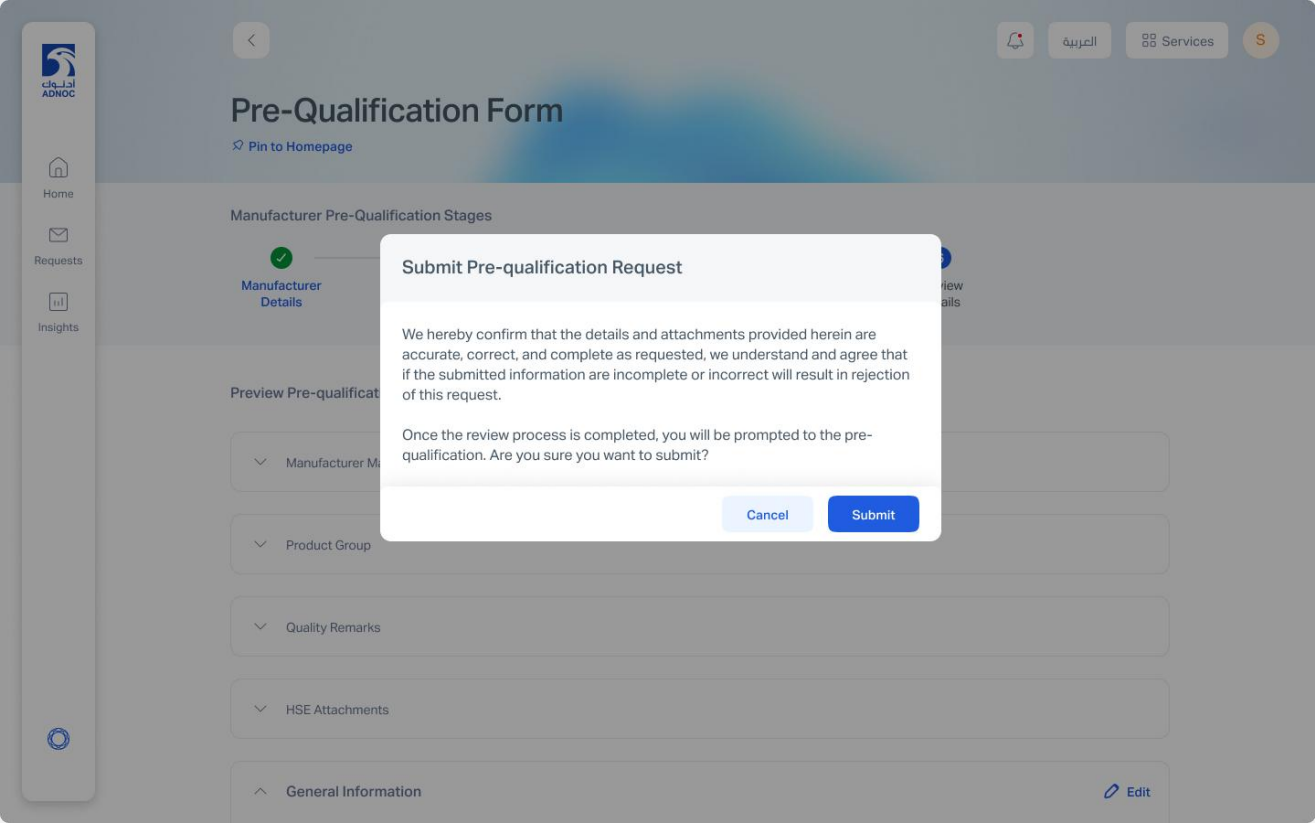


Figure 11: Supplier Pre-qualification – Submit Request

3. Appendices

3.1 Appendix A: Tables

1. Quality Pre-qualification Scoring Attachments

Bellow table show **Quality Pre-qualification Scoring** attachments type and description. Please note the attachments from 7-12 are optional based on the applied product group / work group requirements.

No.	Attachment Type	Description
1	Latest Valid ISO 9001 or equivalent	Please provide latest valid ISO 9001 or equivalent (ISO 29001, API Q1, API Q2, ISO 29001) for their local offices (where the work will be executed), as applicable, with defined scope of certification covering the applied Work Group under prequalification.
2	Quality Policy	Latest Quality policy and objectives established for the current year & evidence of communication of the Quality policy
3	Quality Management System (QMS) Manual	Approved copy of Complete QMS Manual in accordance with latest 9001 Standard and covering applied work Group
4	Company Organization chart, reflecting all quality positions and job holder names including Job Description	Company Organization Chart, reflecting all quality positions and job holder names. Define roles and responsibilities (Job Description) of all quality positions mentioned in the organization chart
5	Master lists	Please provide Master list of Manuals, Operating Procedures, Working Instructions, Method Statements, Formats, etc. relevant to the applied Work Group under prequalification with 3 sample procedures.
6	Evidence of QMS records	The Annual Training plan for the current year and the Evidence of QMS implementation records such as (but not limited to):
6.a	Internal Audit Plan for the Current Year & Internal Audit Sample Report	Internal Audit Plan for the Current Year & Internal Audit Sample Report
6.b	NCRs Log Sheet	NCRs Log Sheet
6.c	Sample of NC Report with closing details	Sample of NC Report with closing details
6.d	Customer complaints register/ log sheet	Customer complaints register/ log sheet
6.e	Recent management review report ... etc.	Recent management review report ... etc.
7	Industrial Accreditation	Specific Industrial accreditation relevant to the applied Work Group such as ISO 17020, ISO 17025, ISO 22000, API, ASME, NB, Ex, ATEX, UL, etc.
8	List of QA/QC personnel managing Quality and CVs with	Please provide List of QA/QC personnel managing Quality and CVs with their inspection qualification records such as:

	their inspection qualification records	
8.a	Auditor qualifications	e.g., IRCA Certification, etc.
8.b	Corrosion qualifications	e.g., NACE CIP-2, etc.
8.c	Welding Inspector Certification	e.g., CSWIP, AWS-CWI, API, etc.
8.d	NDT qualifications	e.g., ASNT/ PCN-2 (NDT - Level 2), etc.
8.e	Scaffolding qualifications	e.g., CITB-2 (Level 2), etc.
8.f	Tank Inspector Qualification	e.g. API 653
9	List of Equipment	List of Software, Equipment and tools utilized in delivering and testing the applied WGs Complete Master List of applied inspection, measuring, and testing equipment with their calibration validity (Calibration date, Valid Expiry Date, etc.).
10	List of outsourced Products/Services and approved suppliers list, including applied evaluation procedure	Complete List of outsourced Products/Services and approved suppliers. Procedures for selection, evaluation and performance monitoring of suppliers that ensure the externally provided processes, products and services conform to requirements.
11	Inspection Test Plan (ITP), Project Quality Plan, etc. Related to apply Work Group under prequalification executed in the past.	Inspection Test Plan (ITP), Project Quality Plan, etc. Related to apply Work Group under prequalification executed in the past.
12	Product performance report/ completion certificate/ Conformance certificate/ Final Quality Dossier for the applied Work Group under prequalification executed in the past	Product performance report/ completion certificate/ Conformance certificate/ Final Quality Dossier for the applied Work Group under prequalification executed in the past

Table 1: Quality Pre-qualification Scoring

HSE Attachments

The tables below present the types and descriptions of HSE attachments. These are classified into three categories based on the selected group:

- Category A:** All listed attachments must be completed. The request will undergo evaluation and scoring by the HSE team. Refer below to **Table 2-a: HSE Required Attachments - Category A**
- Category B:** You are required to provide the following attachments: HSE Policy, HSE-MS Manual, and HSE Statistics for the past three years. The request will be reviewed by the HSE team for evaluation. Refer below to **Table 2-b: HSE Required Attachments - Category B**
- Category C:** No attachments are required. The request will not be reviewed by the HSE Department.

No.	Attachment Type	Description
1	HSE Policy	Please submit HSE Policy signed by the Top Management supported with evidence for communication (i.e. HSE induction, email communication, display on common place/s, print screen from intranet)
2	HSE-MS Manual	Please submit HSE Manual reflecting the following minimum requirements: 1- Leadership & Employees' Participation: (HSE Policy, Roles and Responsibilities, including HSE and other positions), 2- Planning: (Risk Management, HSE Objectives & Targets), 3- Support: (Training and Competency) , 4- Operations: (Subcontractor management, Emergency Response & Preparedness), 5- Performance Evaluation: (Performance Monitoring process, Audit and Management review) 6- Improvement: (HSE Observations, Incident Investigation, Reporting and Follow up).
3	HSE Statistics for 3 years	Please submit HSE Statistics for the previous three years starting from immediately preceding year, for newly established suppliers (less than 3 years), provide available HSE statistics from establishment date will date of the application.
4	Valid ISO 45001 or IMS Certificate	Please submit valid ISO 45001 or IMS Certification
5	Corporate Organization Chart	Please provide evidence of an organization chart with HSE function (management representative in terms of HSE) and defining roles and responsibilities
6	HSE Training, competency, and awareness	Please provide evidence of well-established HSE Training, competency and awareness process for all personnel with samples of assessment covering training requirements, development programs, performance review process.
7	Subcontractors Management	Please provide evidence of well-established subcontractor management procedure for HSE screening and selection of subcontractors, with detailed evaluation criteria for HSE Assurance

8	HSE Risk Management	Please provide evidence of a well-established and implemented risk assessment/ management procedure and a developed risk register for all supplier scope/s and critical activities
9	HSE applicable procedures	Please provide evidence of well-established comprehensive written HSE procedures covering scope's associated activities. Applicable procedures such as Transport Safety, Permit to work, working at height, HSE audit/inspection, etc.
10	Incident Reporting & Investigation procedure	Please submit HSE Statistics for the previous three years starting from immediately preceding year, for newly established suppliers, they shall provide their available HSE statistics from establishment date till date of application.
11	HSE Performance Statistics for previous 3 years	Please evidence of HSE Performance statistics for previous 3years covering: · No. of Man-hours Worked · No. of Fatalities · No. of LTI's · No. of RWC's (Restricted Work Cases) · No. of MTC's (Medical Treatment cases) · LTIF (calculated as per million man-hours) · TRIR (calculated as per million man-hours) Note: In case of fatal accident occurred during the previous 3 years, submit report for actions taken to address the recommendation of the investigation and also proposed assurance plan to prevent similar incidents from occurring in future

Table 2-a: HSE Required Attachments - Category A

No.	Attachment Type	Description
1	HSE Policy	Please submit HSE Policy signed by the Top Management supported with evidence for communication (i.e. HSE induction, email communication, display on common place/s, print screen from intranet)
2	HSE-MS Manual	Please submit HSE Manual reflecting the following minimum requirements: 1- Leadership & Employees' Participation: (HSE Policy, Roles and Responsibilities, including HSE and other positions), 2- Planning: (Risk Management, HSE Objectives & Targets), 3- Support: (Training and Competency) , 4- Operations: (Subcontractor management, Emergency Response & Preparedness), 5- Performance Evaluation: (Performance Monitoring process, Audit and Management review) 6- Improvement: (HSE Observations, Incident Investigation, Reporting and Follow up).
3	HSE Statistics for 3 years	Please submit HSE Statistics for the previous three years starting from immediately preceding year, for newly established suppliers (less than 3 years), provide available HSE statistics from establishment date will date of the application.

Table 3-b: HSE Required Attachments - Category B

2. General Information

Bellow table show **General Information** attachments type and description.

Number	Attachment Type	Description
1	Resources	Resource (Infrastructure, after sale support) and can you add comment about these attachments.
2	Organization Chart	Can you add comment about these attachments.
3	Manpower CVs	Manpower (CVs of 3 main key personnel) and can you add comment about these attachments.
4	Financial Statement	Can you add comment about these attachments.
5	Compliances	Compliance (Anti Bribery and Child labor Policy) and can you add comments about these attachments.
6	Additional Documents	Additional Documents and can you add comment about these attachments.

Table 4: General Information