ADNOC SUPPLIER HUB

SUPPLIER PRE-QUALIFICATION

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شركة بترول أبوظبي الوطنية
Abu Dhabi National Oil Company

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1. Login

1. Visit the ADNOC Supplier Hub Portal https://supplierhub.adnoc.ae.

2. From the homepage, click on **Login**.

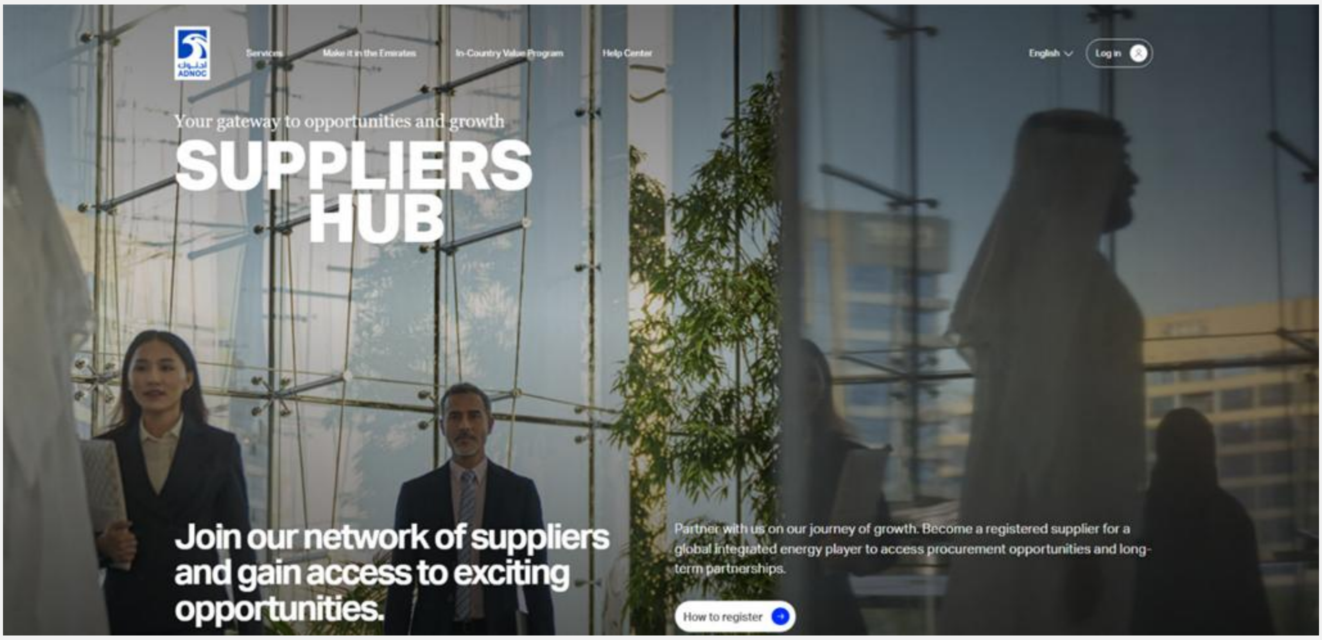

Figure 1: ADNOC Supplier Hub Portal

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.*

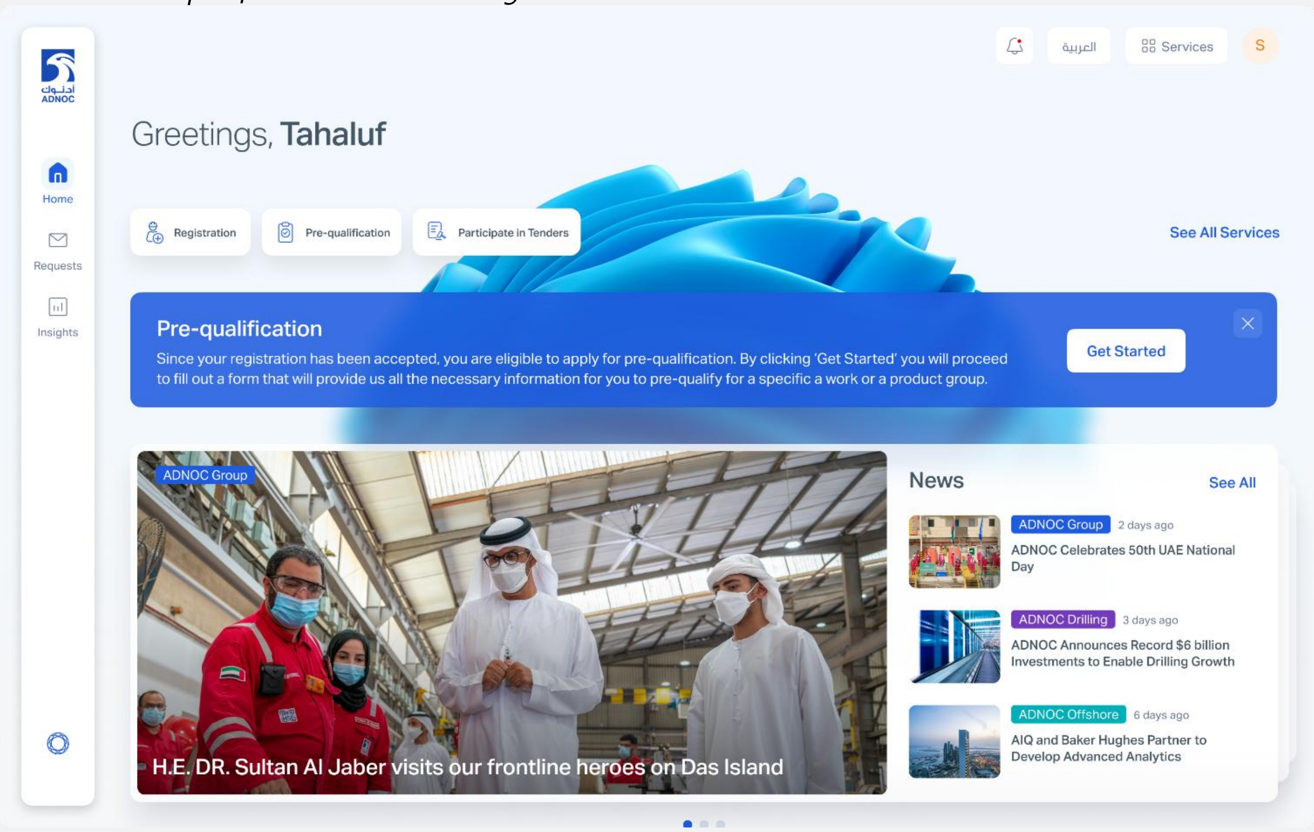

Figure 2: Supplier Home Page

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.

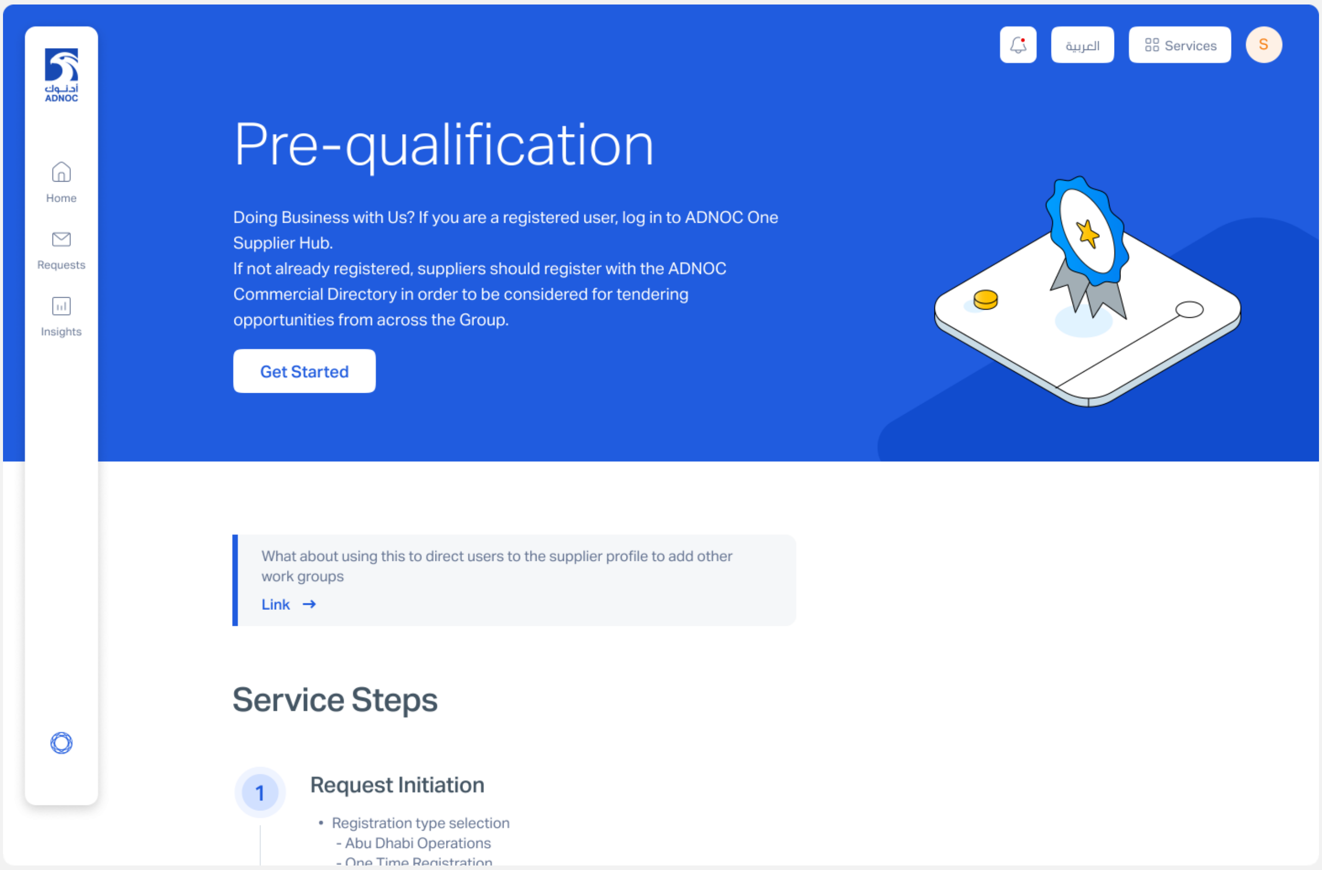

Figure 3: Supplier Pre-qualification Service Catalogue

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.

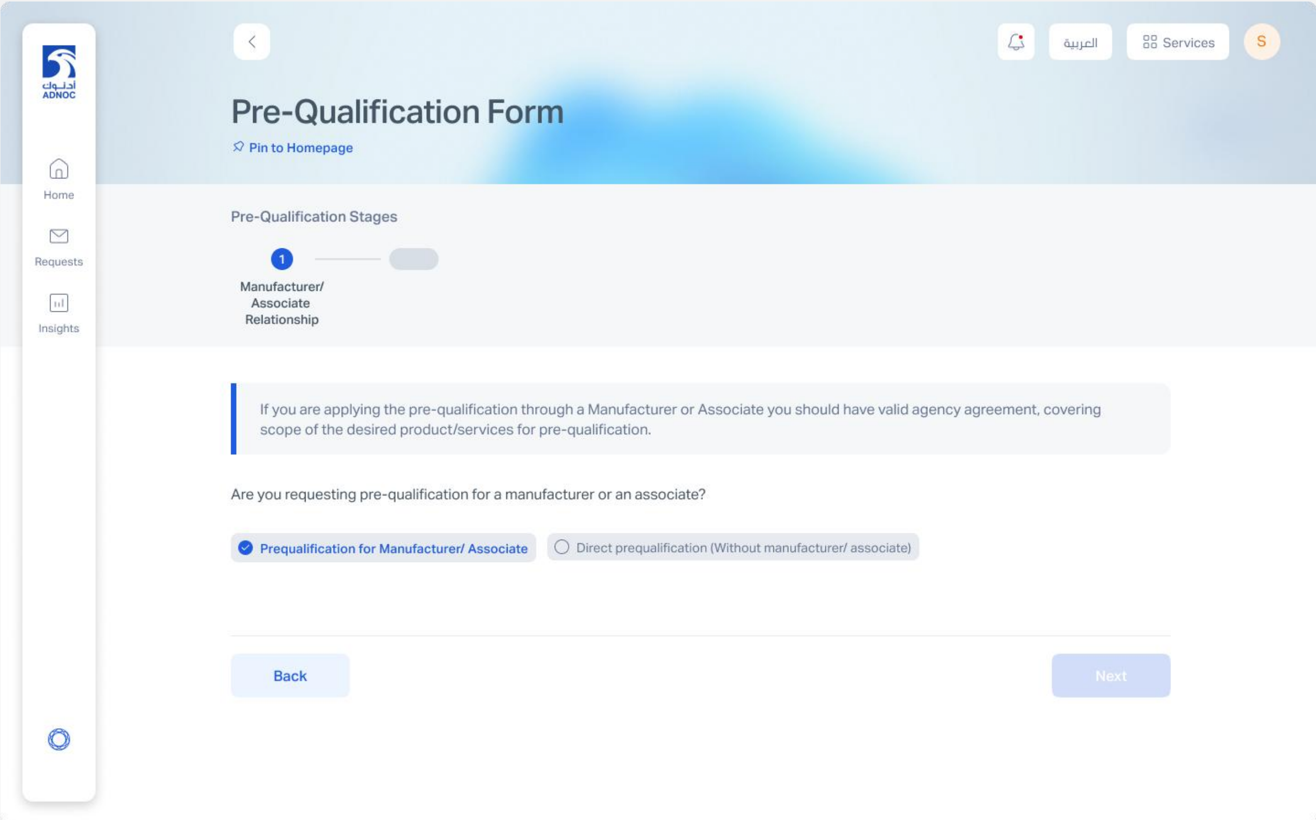

Figure 4: Supplier Prequalification – Manufacturer / Associate

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.

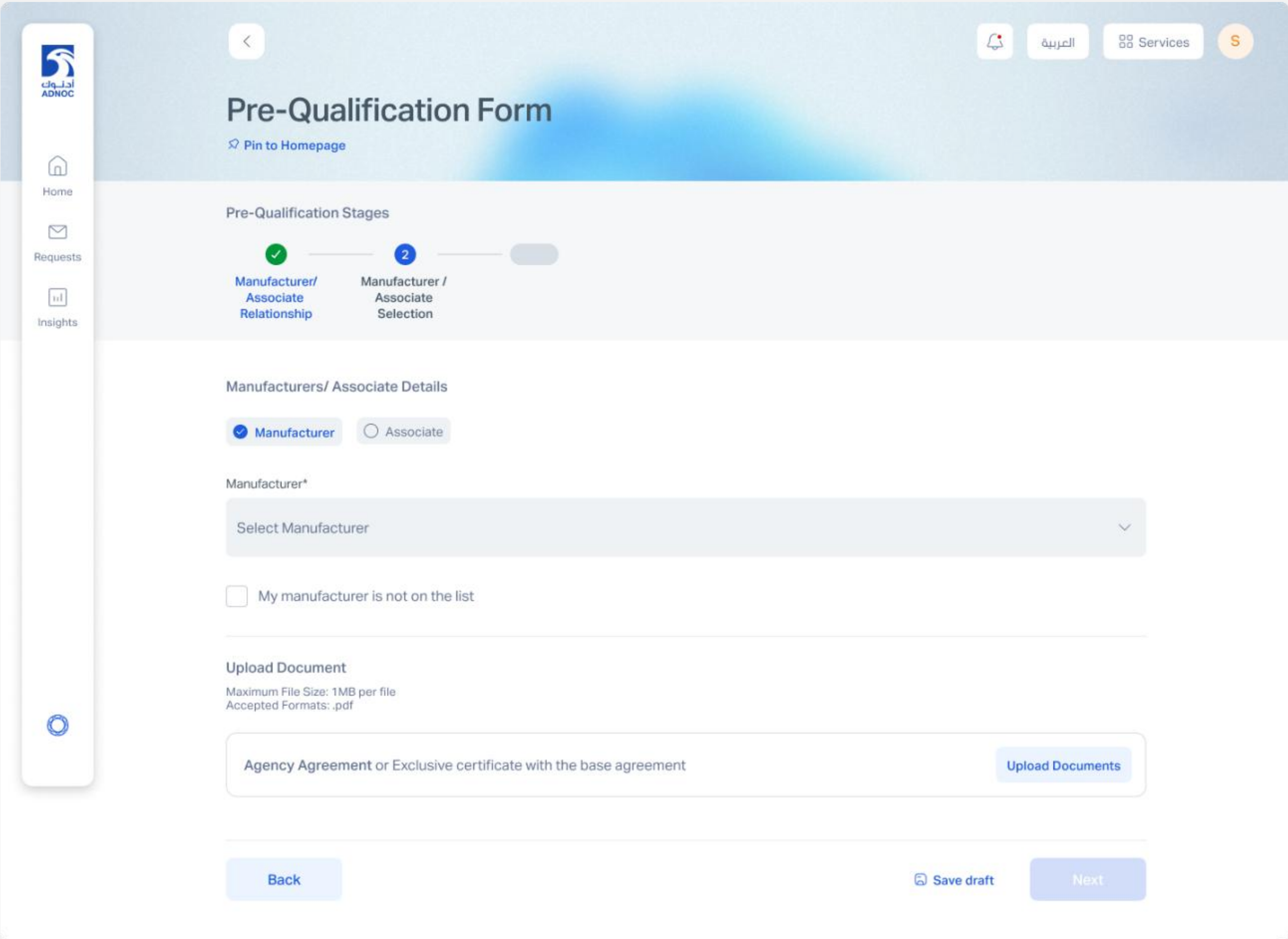

Figure 5: Supplier Pre-qualification – Manufacturer / Associate Selection

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.*

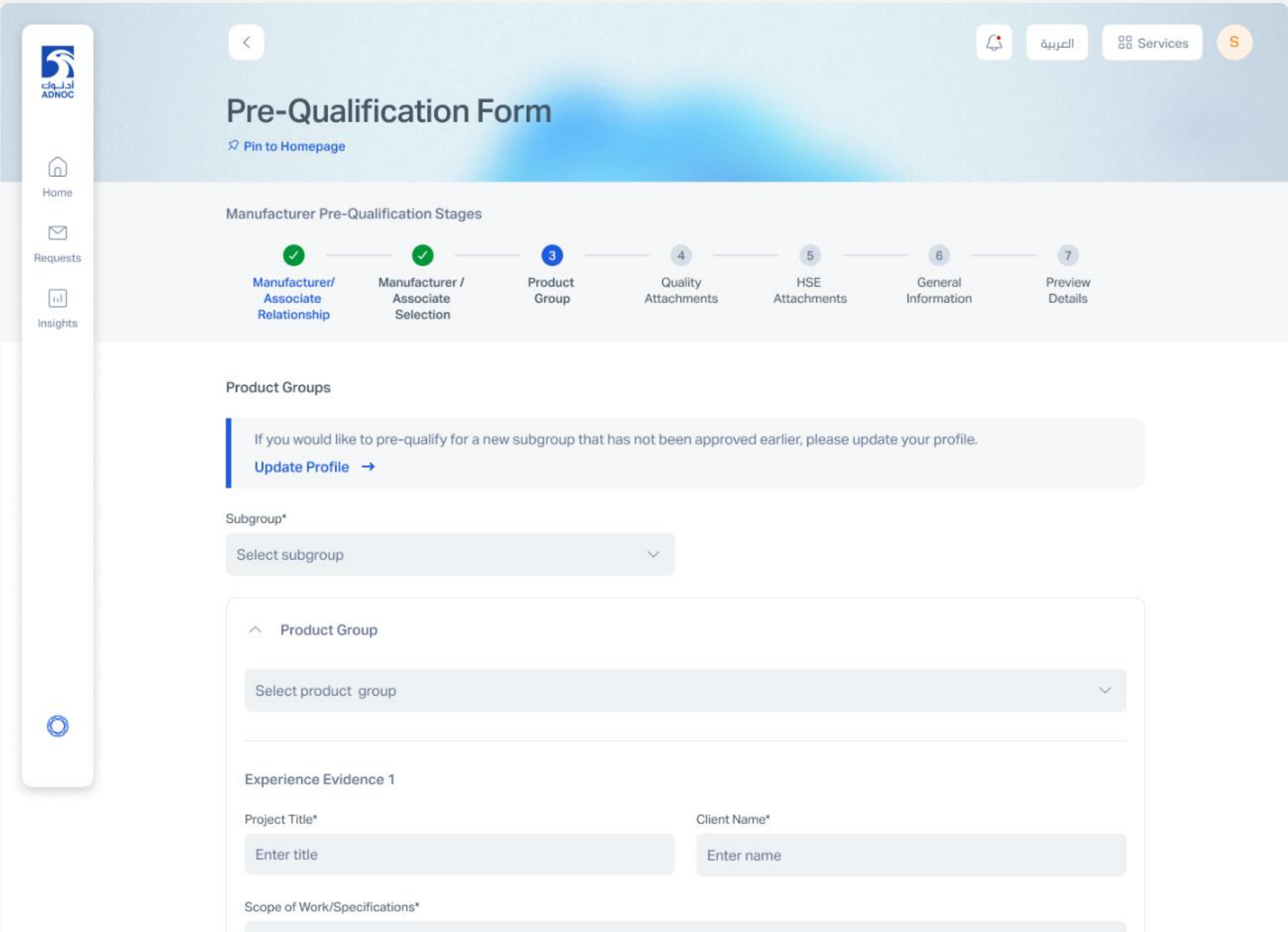

Figure 6: Supplier Pre-qualification – Product / Work Group

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.

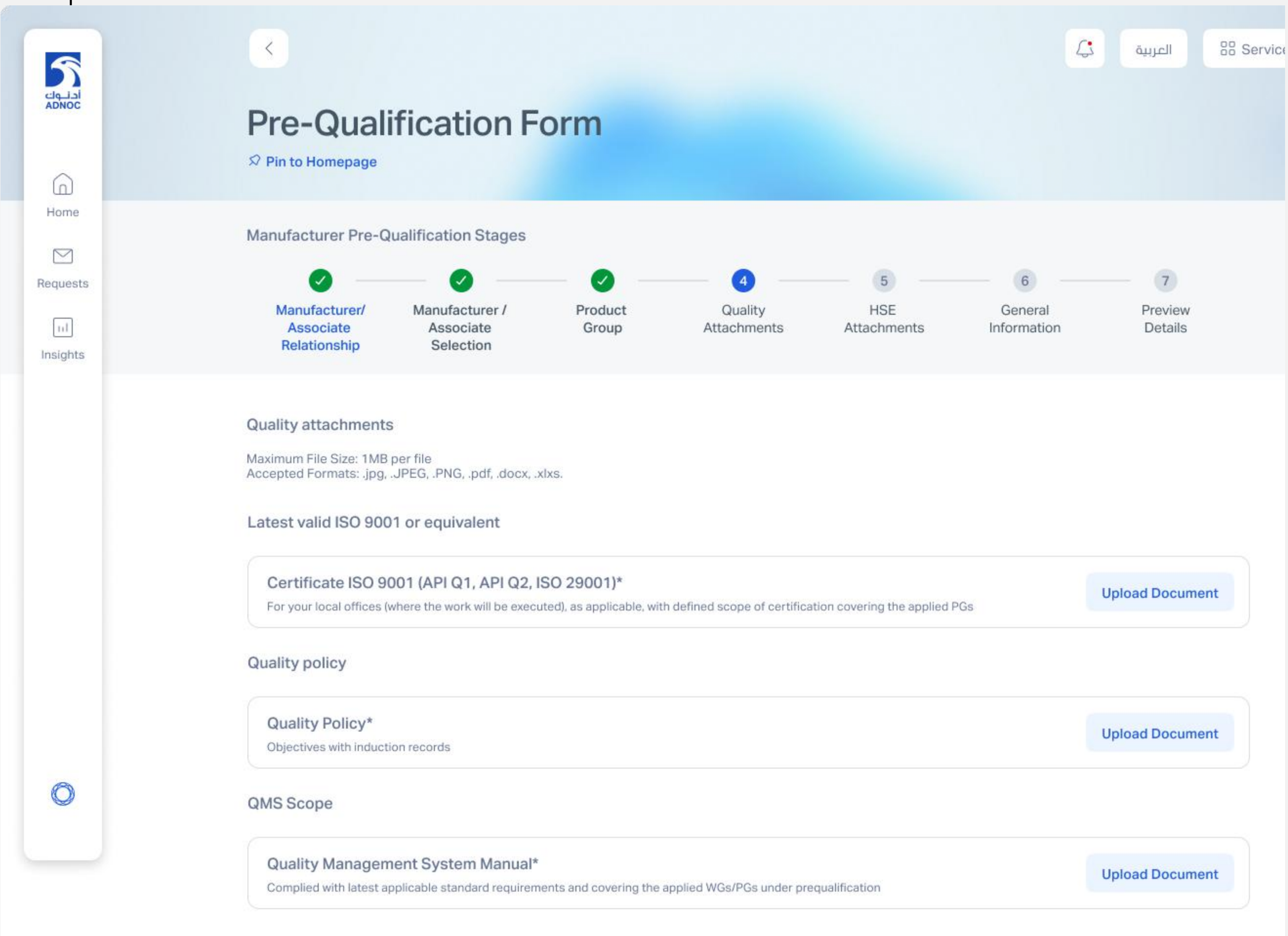

Figure 7: Supplier Pre-qualification – Quality Attachments

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.

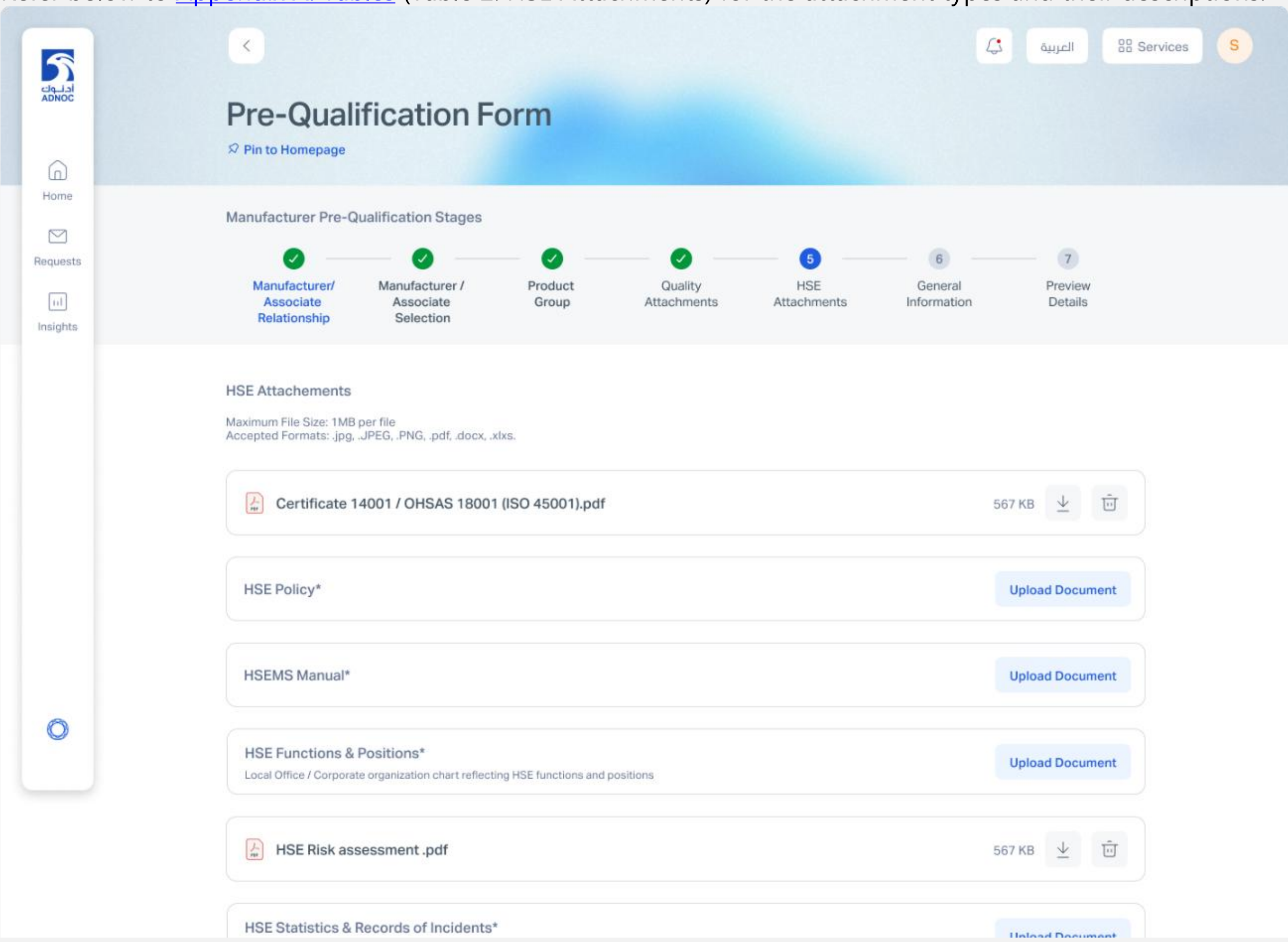

Figure 8: Supplier Pre-qualification – HSE Attachments

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.

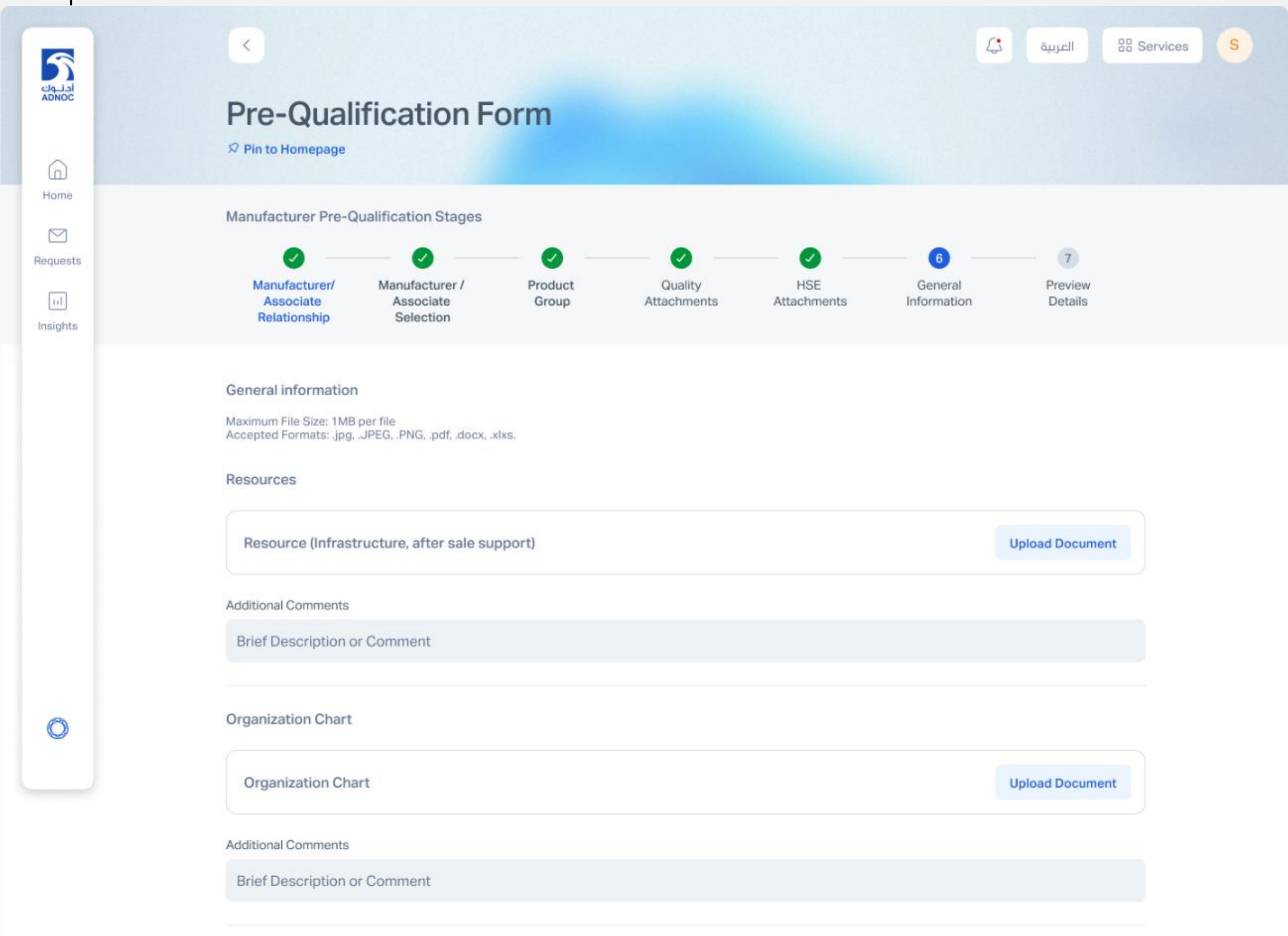

Figure 9: Supplier Pre-qualification – General Information

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.

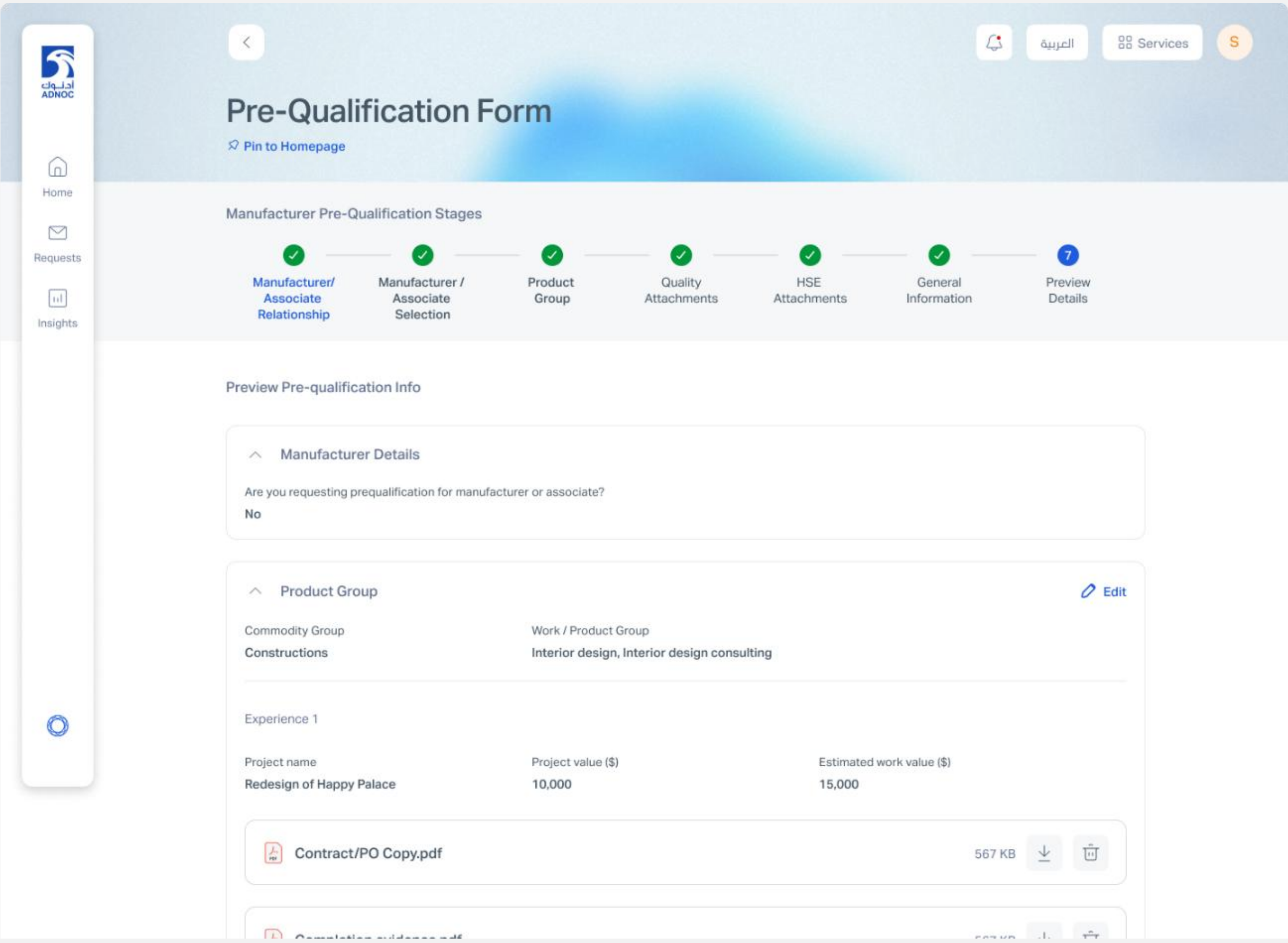

Figure 10: Supplier Pre-qualification - Preview Details

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

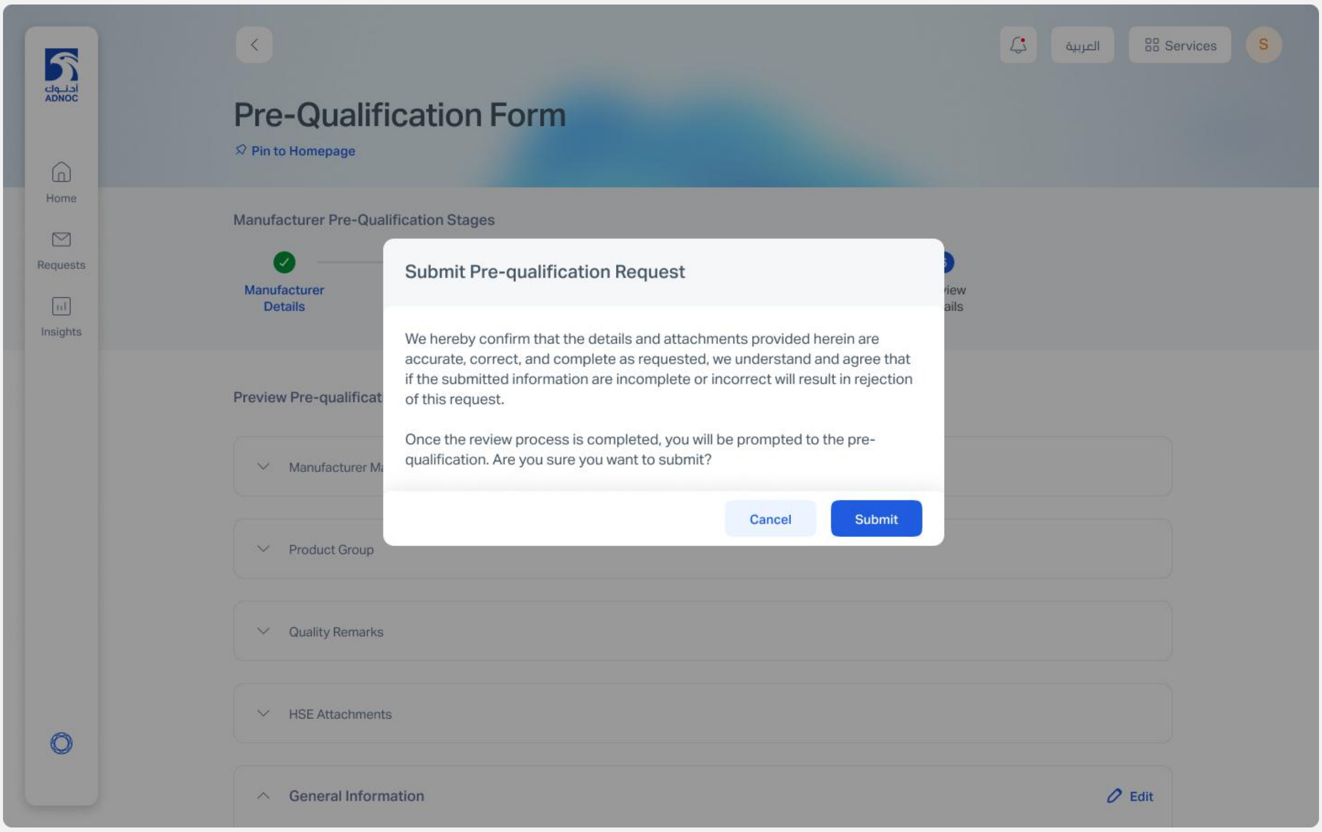

Figure 11: Supplier Pre-qualification – Submit Request

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:

1. **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**
2. **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**
3. **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