



# ADNOC SUPPLIER HUB SUPPLIER REGISTRATION



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## 1. LOGIN

1. Visit the ADNOC Supplier Hub Portal <https://supplierhub.adnoc.ae>.
2. If you are not registered, click on **How to Register** (create an ARIBA account by clicking on **Register**)
3. If you are registered, click on **Login**
4. On the Ariba Login screen, enter your **Username** and **Password**, then click **Login** to access your account.

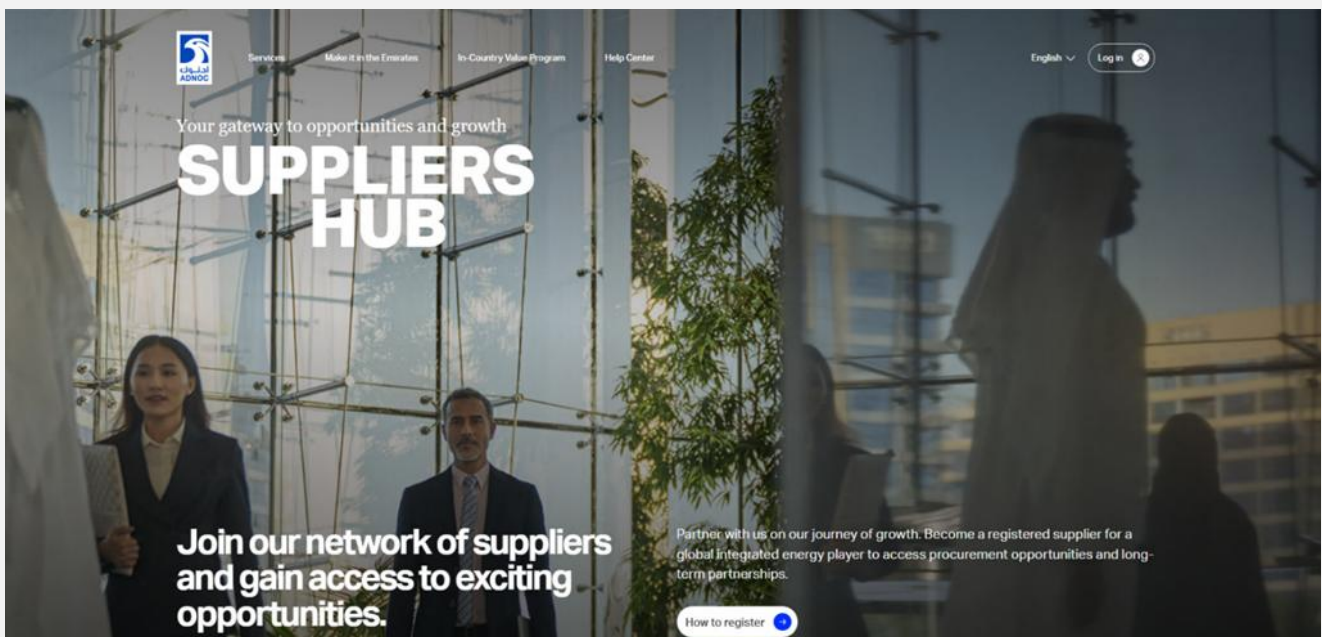
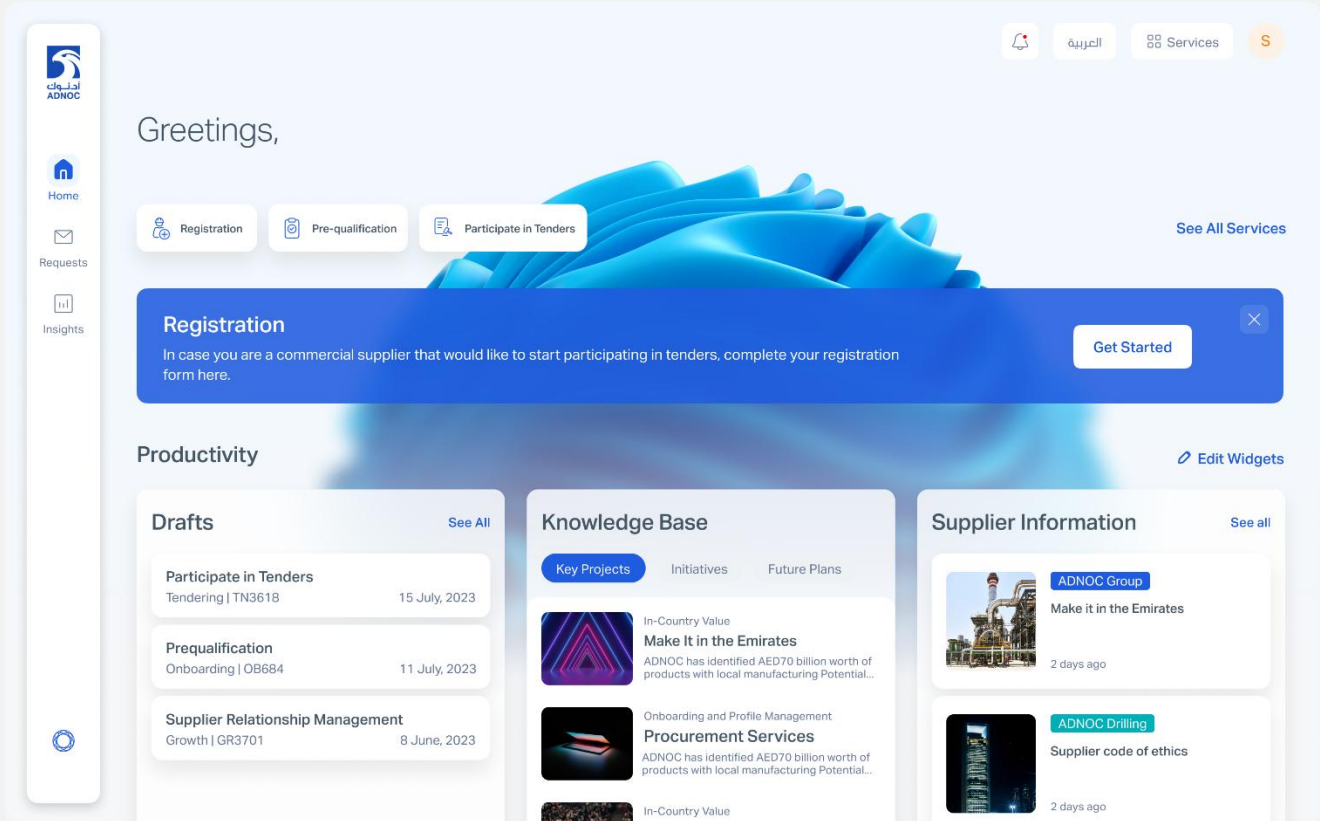


Figure 1: ADNOC Supplier Hub Portal

## 2. REGISTER NEW SUPPLIER

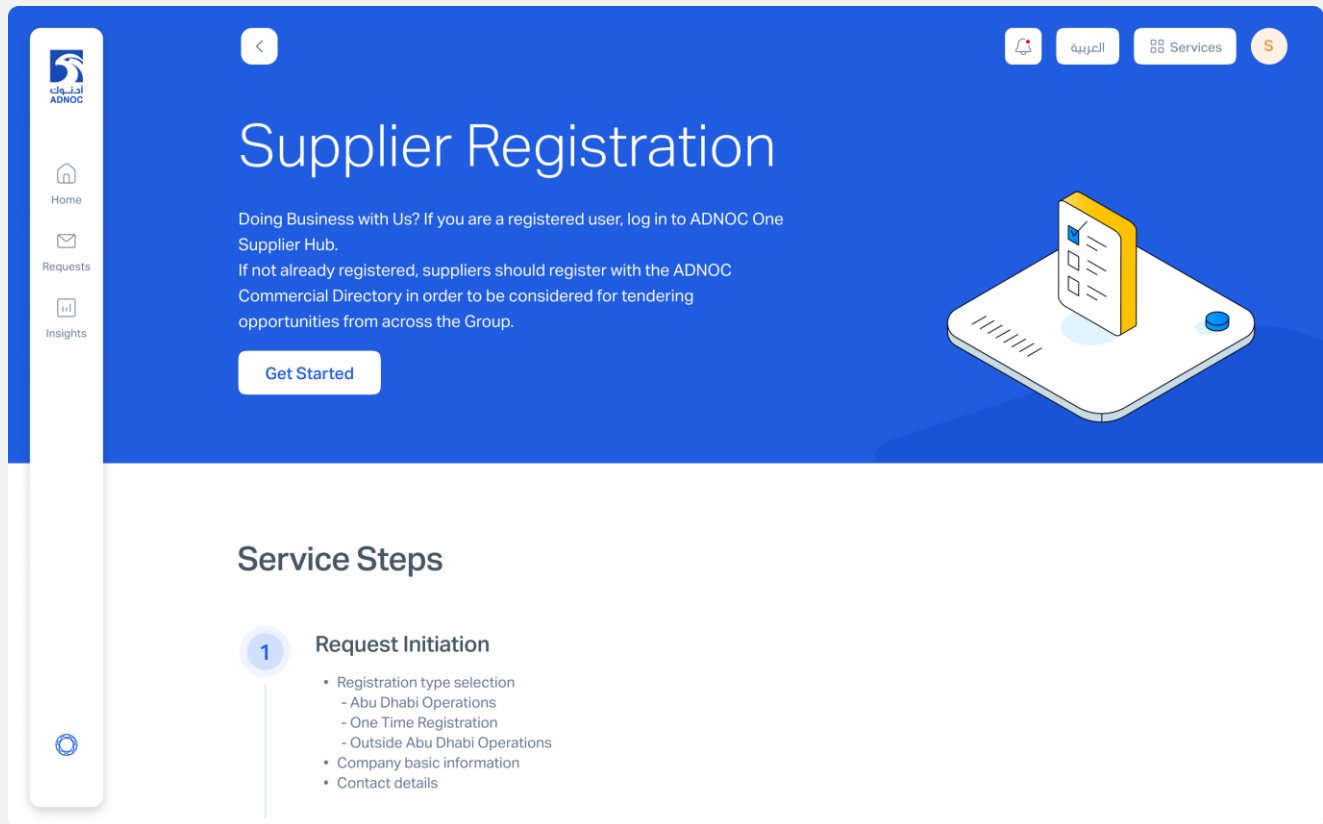
1. On the homepage, select **Get Started** to proceed to the registration process.



The screenshot displays the Supplier Home Page interface. At the top right, there are navigation options for 'العربية' (Arabic) and 'Services', along with a user profile icon 'S'. The main header area includes a 'Greetings,' message and three primary action buttons: 'Registration', 'Pre-qualification', and 'Participate in Tenders'. A 'See All Services' link is also present. A prominent blue banner for 'Registration' contains the text: 'In case you are a commercial supplier that would like to start participating in tenders, complete your registration form here.' and a 'Get Started' button. Below this, the 'Productivity' section features three widgets: 'Drafts' (listing 'Participate in Tenders', 'Prequalification', and 'Supplier Relationship Management'), 'Knowledge Base' (with tabs for 'Key Projects', 'Initiatives', and 'Future Plans'), and 'Supplier Information' (showing 'ADNOC Group' and 'ADNOC Drilling' updates).

**Figure 2: Supplier Home Page**

2. The platform redirects the user to the **Registration** screen. Click **Get Started** to begin.



The screenshot displays the 'Supplier Registration' service catalogue page. The page has a blue header with the ADNOC logo on the left and navigation options for 'العربية' (Arabic) and 'Services' on the right. The main content area is white and features a large blue banner with the title 'Supplier Registration'. Below the title, there is a paragraph of text: 'Doing Business with Us? If you are a registered user, log in to ADNOC One Supplier Hub. If not already registered, suppliers should register with the ADNOC Commercial Directory in order to be considered for tendering opportunities from across the Group.' A 'Get Started' button is positioned below this text. To the right of the text is an illustration of a tablet displaying a checklist. Below the banner, the 'Service Steps' section is visible, starting with '1 Request Initiation'. This step includes a list of sub-steps: 'Registration type selection' (with sub-items 'Abu Dhabi Operations' and 'One Time Registration'), 'Outside Abu Dhabi Operations', 'Company basic information', and 'Contact details'.

## Supplier Registration

Doing Business with Us? If you are a registered user, log in to ADNOC One Supplier Hub.  
If not already registered, suppliers should register with the ADNOC Commercial Directory in order to be considered for tendering opportunities from across the Group.

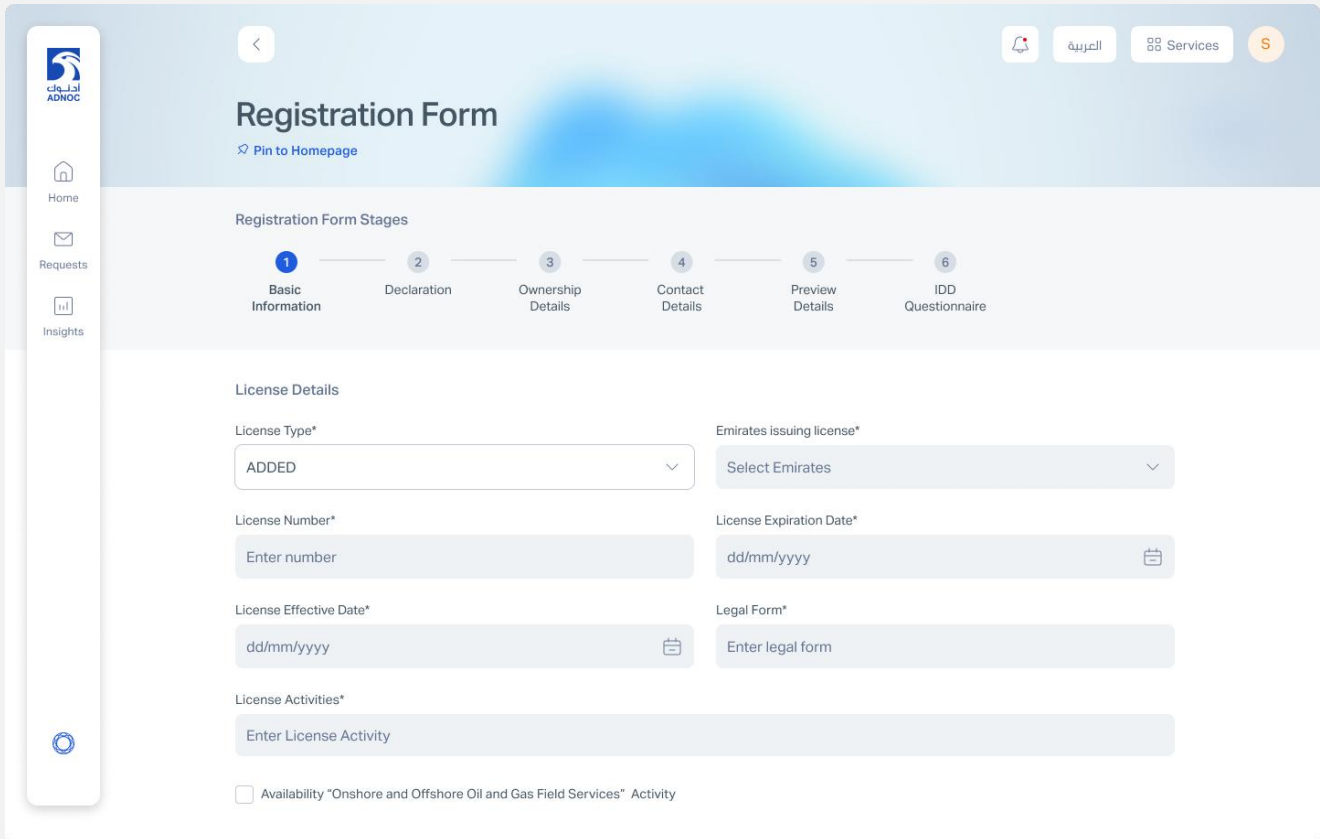
[Get Started](#)

### Service Steps

- 1 Request Initiation**
  - Registration type selection
    - Abu Dhabi Operations
    - One Time Registration
  - Outside Abu Dhabi Operations
  - Company basic information
  - Contact details

**Figure 3: Supplier Registration Service Catalogue**

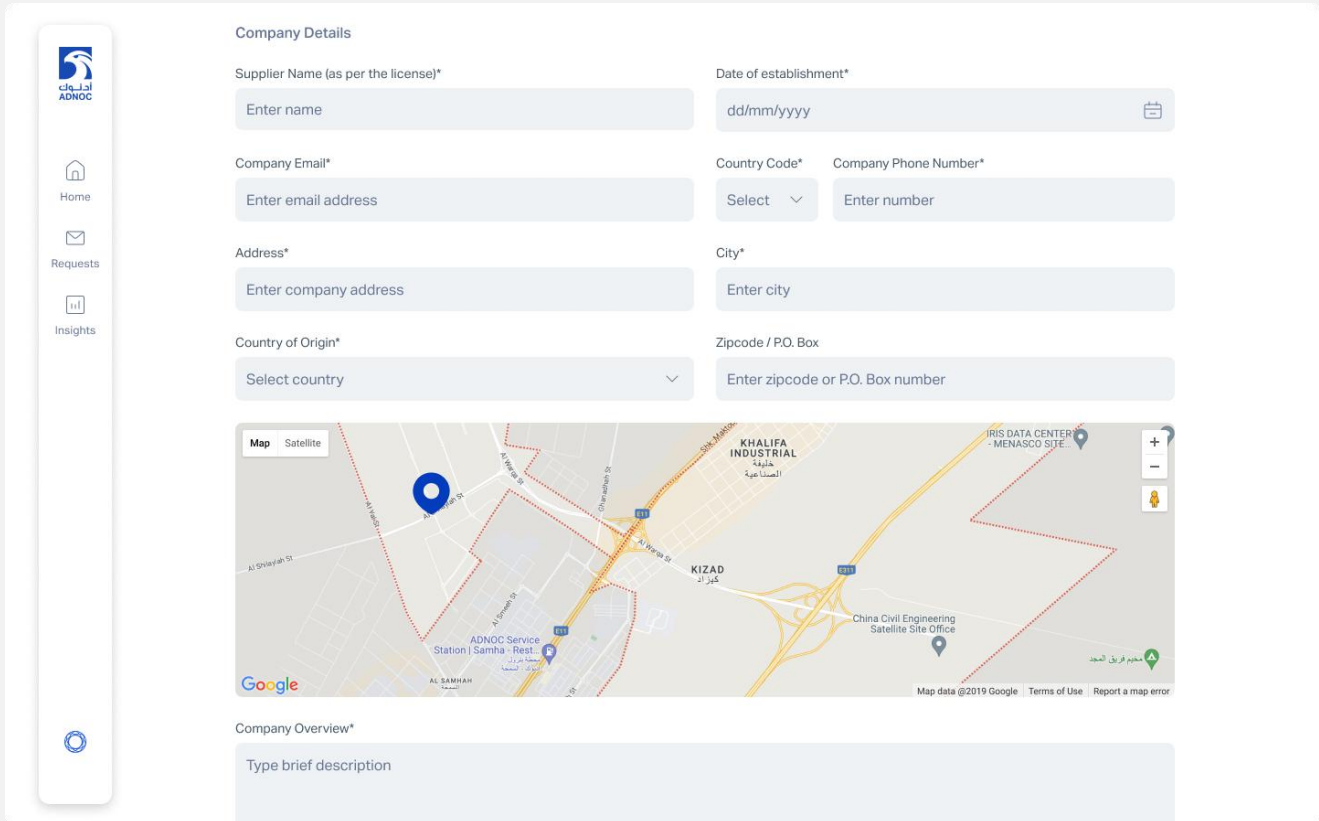
3. Fill in the details based on the selected **License Type**. Additional fields appear automatically according to the chosen option.



The screenshot displays the 'Registration Form' interface. At the top, there is a navigation bar with the ADNOC logo, a back arrow, a language selector set to 'العربية', a 'Services' menu, and a user profile icon 'S'. Below the navigation bar, the title 'Registration Form' is shown with a 'Pin to Homepage' link. A progress indicator titled 'Registration Form Stages' shows six steps: 1. Basic Information (active), 2. Declaration, 3. Ownership Details, 4. Contact Details, 5. Preview Details, and 6. IDD Questionnaire. The main content area is titled 'License Details' and contains several input fields: 'License Type\*' (a dropdown menu with 'ADDED' selected), 'Emirates issuing license\*' (a dropdown menu with 'Select Emirates' selected), 'License Number\*' (a text input field with the placeholder 'Enter number'), 'License Expiration Date\*' (a date picker with the format 'dd/mm/yyyy'), 'License Effective Date\*' (a date picker with the format 'dd/mm/yyyy'), 'Legal Form\*' (a text input field with the placeholder 'Enter legal form'), and 'License Activities\*' (a text input field with the placeholder 'Enter License Activity'). At the bottom, there is a checkbox labeled 'Availability "Onshore and Offshore Oil and Gas Field Services" Activity' which is currently unchecked.

**Figure 4: Supplier Registration - License Details**

#### 4. Fill out the company details, and locate your address on the map



**Company Details**

Supplier Name (as per the license)\*

Date of establishment\*

Company Email\*

Country Code\*

Company Phone Number\*

Address\*

City\*

Country of Origin\*

Zipcode / P.O. Box

Map Satellite

Map data ©2019 Google | Terms of Use | Report a map error

**Company Overview\***

**Figure 5: Supplier Registration - Company Details**

*The platform supports **Google Maps** for easy address entry. Instead of typing the address manually, suppliers can **pin the company location** by zooming in and out on the map to select the exact location*

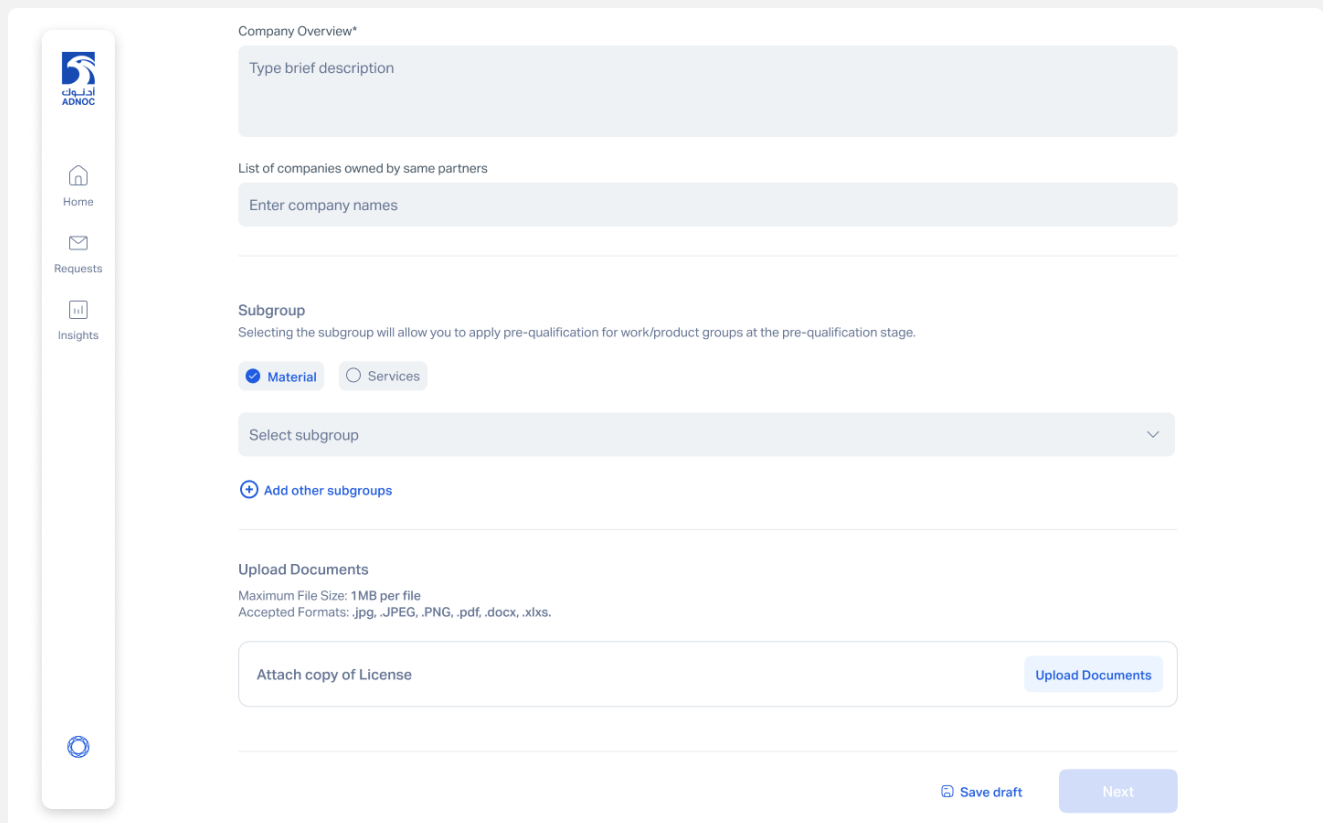
5. Select the type of subgroup related to the desired **Material (Product Groups)** or **Services (Work Groups)**,

- **Material (Product Groups)** refers to categories of physical goods supplied to ADNOC.
- **Services (Work Groups)** refers to categories of professional or operational services provided.

6. After selecting the appropriate subgroup, click Next to continue to the following step.

**Notes:**

- Ensure selected subgroups are aligned with your license business activity.
- The pre-qualification process will be enabled for the **Material (Product Groups)** or **Services (Work Groups)**, under the selected subgroup.



The screenshot shows the 'Supplier Registration - Subgroups' form. On the left is a vertical navigation menu with icons for Home, Requests, and Insights. The main content area is titled 'Company Overview\*' and contains the following sections:

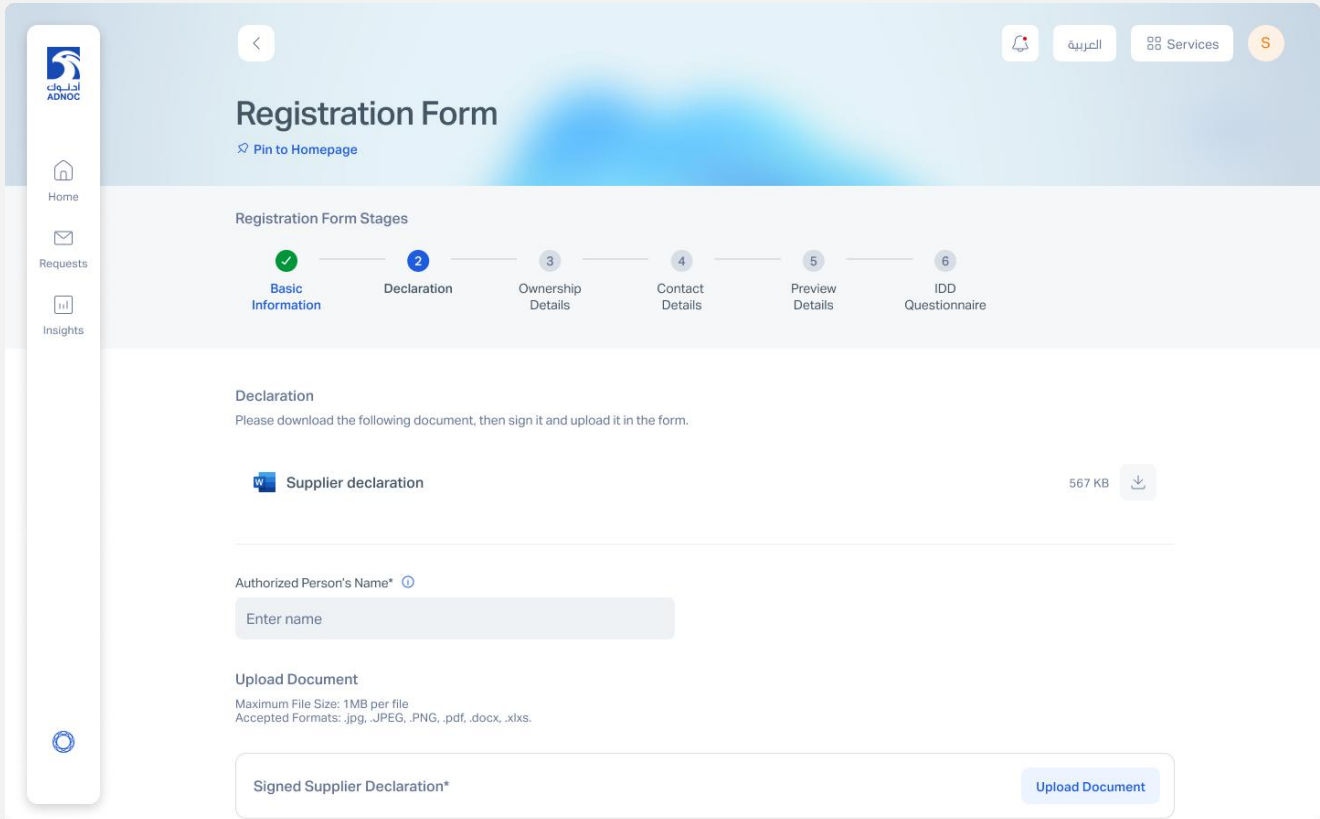
- Type brief description:** A large text input field.
- List of companies owned by same partners:** A text input field with the placeholder 'Enter company names'.
- Subgroup:** A section with the instruction 'Selecting the subgroup will allow you to apply pre-qualification for work/product groups at the pre-qualification stage.' It features two radio buttons: 'Material' (selected) and 'Services'. Below this is a dropdown menu labeled 'Select subgroup' and a link 'Add other subgroups'.
- Upload Documents:** A section with the instruction 'Maximum File Size: 1MB per file' and 'Accepted Formats: .jpg, .JPEG, .PNG, .pdf, .docx, .xlsx'. It includes a text input field labeled 'Attach copy of License' and an 'Upload Documents' button.

At the bottom right of the form, there are two buttons: 'Save draft' and 'Next'.

**Figure 6: Supplier Registration - Subgroups**

*"Please note that the supplier can save the information filled out without completing the registration process by clicking on "Save Draft" to return to it later"*

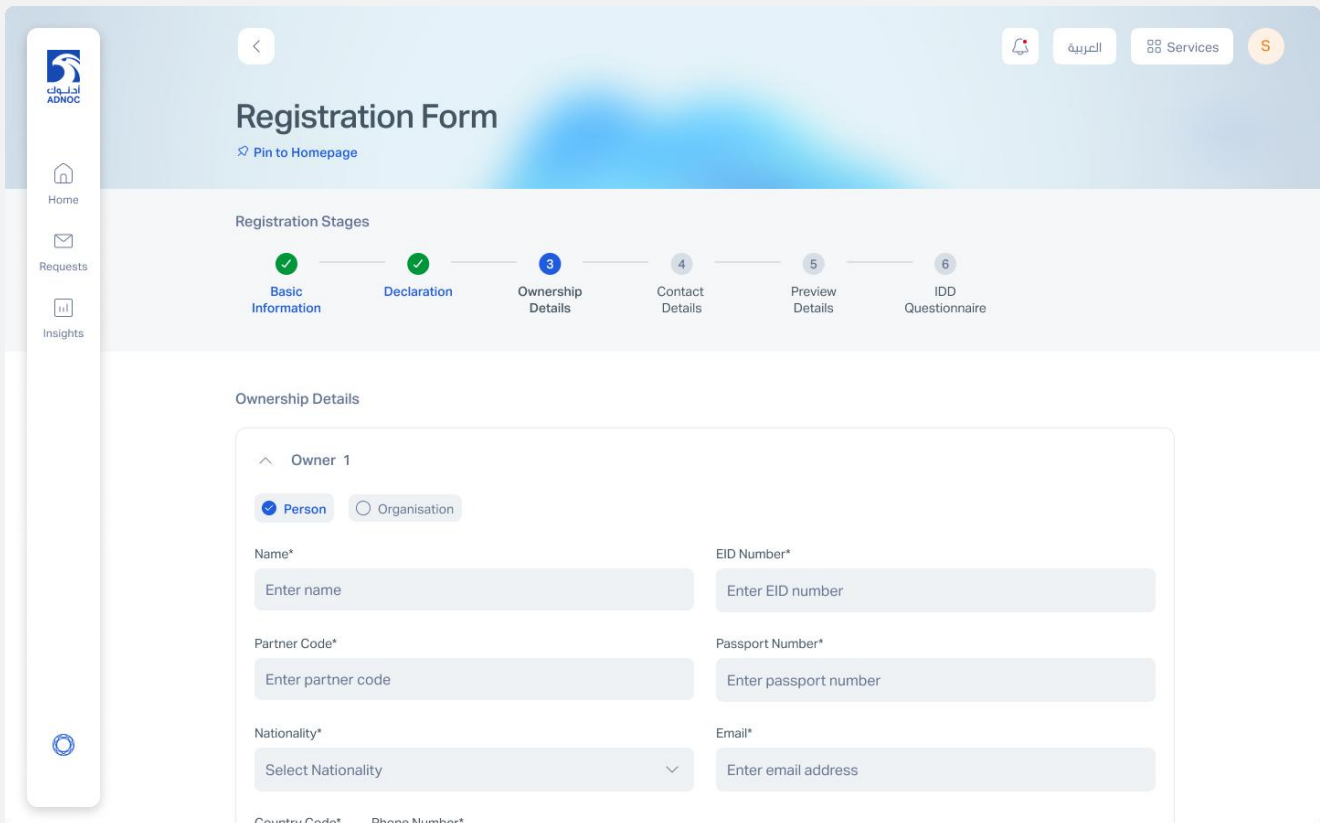
7. Click the **Download** icon to obtain the “Supplier Declaration” document. After downloading, review and sign the document, then upload the signed version back into the system
8. Proceed to complete this stage by uploading all required documents. Once the upload is successful, click **Next** to continue to the following step.



The screenshot shows the 'Registration Form' interface for the 'Declaration' stage. The top navigation bar includes the ADNOC logo, a back arrow, a notification bell, the language 'العربية', 'Services', and a user profile icon 'S'. The left sidebar contains icons for Home, Requests, and Insights. The main content area features a progress bar with six stages: 1. Basic Information (completed), 2. Declaration (current stage), 3. Ownership Details, 4. Contact Details, 5. Preview Details, and 6. IDD Questionnaire. Below the progress bar, the 'Declaration' section instructs the user to download and sign a document. A file named 'Supplier declaration' (567 KB) is shown with a download icon. Below this is a text input field for 'Authorized Person's Name\*' with a placeholder 'Enter name'. An 'Upload Document' section follows, with a note: 'Maximum File Size: 1MB per file. Accepted Formats: .jpg, .JPEG, .PNG, .pdf, .docx, .xlsx.' At the bottom, there is a text input field for 'Signed Supplier Declaration\*' and an 'Upload Document' button.

**Figure 7: Supplier Registration - Declaration**

9. Based on the below guidelines, enter the required details for the **Owners** and **Sponsor** according to the information on the License, then click **Next** to continue to the following step.



The screenshot displays the 'Registration Form' interface. At the top, there is a navigation bar with a back arrow, a language selector set to 'العربية', a 'Services' button, and a user profile icon. Below this is a 'Registration Stages' progress bar with six steps: 1. Basic Information (checked), 2. Declaration (checked), 3. Ownership Details (active), 4. Contact Details, 5. Preview Details, and 6. IDD Questionnaire. The main content area is titled 'Ownership Details' and shows a form for 'Owner 1'. The form has two radio buttons: 'Person' (selected) and 'Organisation'. The fields are arranged in two columns:

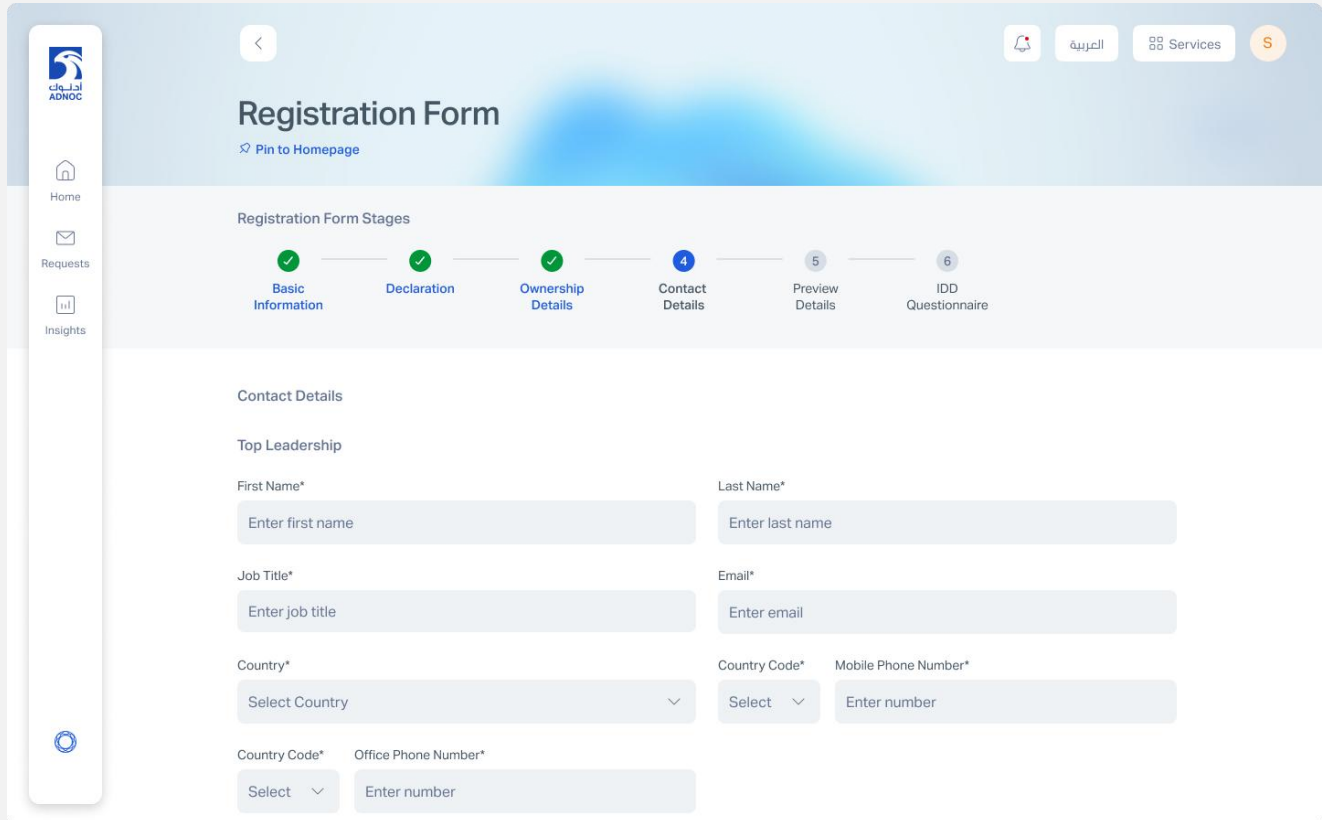
- Left column: Name\* (text input), Partner Code\* (text input), Nationality\* (dropdown menu), Country Code\* (text input).
- Right column: EID Number\* (text input), Passport Number\* (text input), Email\* (text input), Phone Number\* (text input).

**Figure 8: Supplier Registration - Ownership Details**

#### *Essential Guidelines - Ownership Details Stage*

- The fields displayed in the **Ownership Details** stage will vary based on the selected owner type. For example, selecting **Organization** will present different fields than selecting **Individual**.
- Suppliers must add **at least one owner** in this stage. To include additional owners, click **Add Other Owner** and enter the required details for each.
- The total ownership percentage across all owners must equal **100%**. If the combined percentage exceeds or falls short of 100%, the process cannot proceed.
- Only **one sponsor** can be added during this stage. To add a sponsor, click **Add Sponsor** and follow the same steps as adding an owner.

10. Complete the **Contact Details** section by providing information for both the **Contact Focal Point** and **Top Leadership**. Once all required fields are filled, click **Next** to continue to the following step.

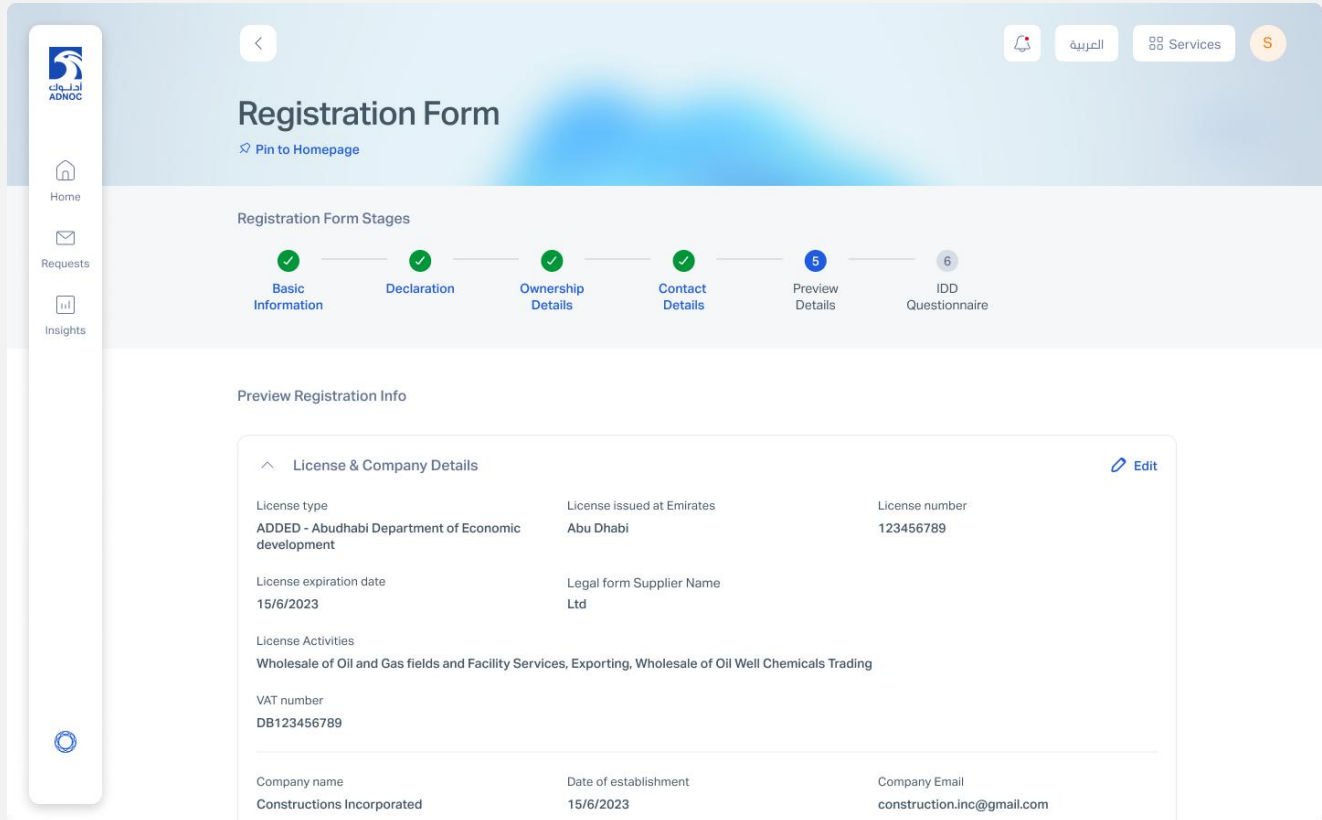


The screenshot shows the 'Registration Form' interface for 'Supplier Registration - Contact Details'. The form is divided into several stages: Basic Information, Declaration, Ownership Details, Contact Details (current stage), Preview Details, and IDD Questionnaire. The 'Contact Details' section includes the following fields:

- Top Leadership**
  - First Name\* (Text input: Enter first name)
  - Last Name\* (Text input: Enter last name)
  - Job Title\* (Text input: Enter job title)
  - Email\* (Text input: Enter email)
  - Country\* (Dropdown menu: Select Country)
  - Country Code\* (Dropdown menu: Select)
  - Mobile Phone Number\* (Text input: Enter number)
  - Country Code\* (Dropdown menu: Select)
  - Office Phone Number\* (Text input: Enter number)

**Figure 9: Supplier Registration - Contact Details**

11. At final step you can preview all the information entered by clicking **Next**. The system will display the details section by section for review. If any updates are needed, click **Edit** to navigate back to the respective section and modify the data.



**Registration Form**

Pin to Homepage

Registration Form Stages

Basic Information Declaration Ownership Details Contact Details Preview Details IDD Questionnaire

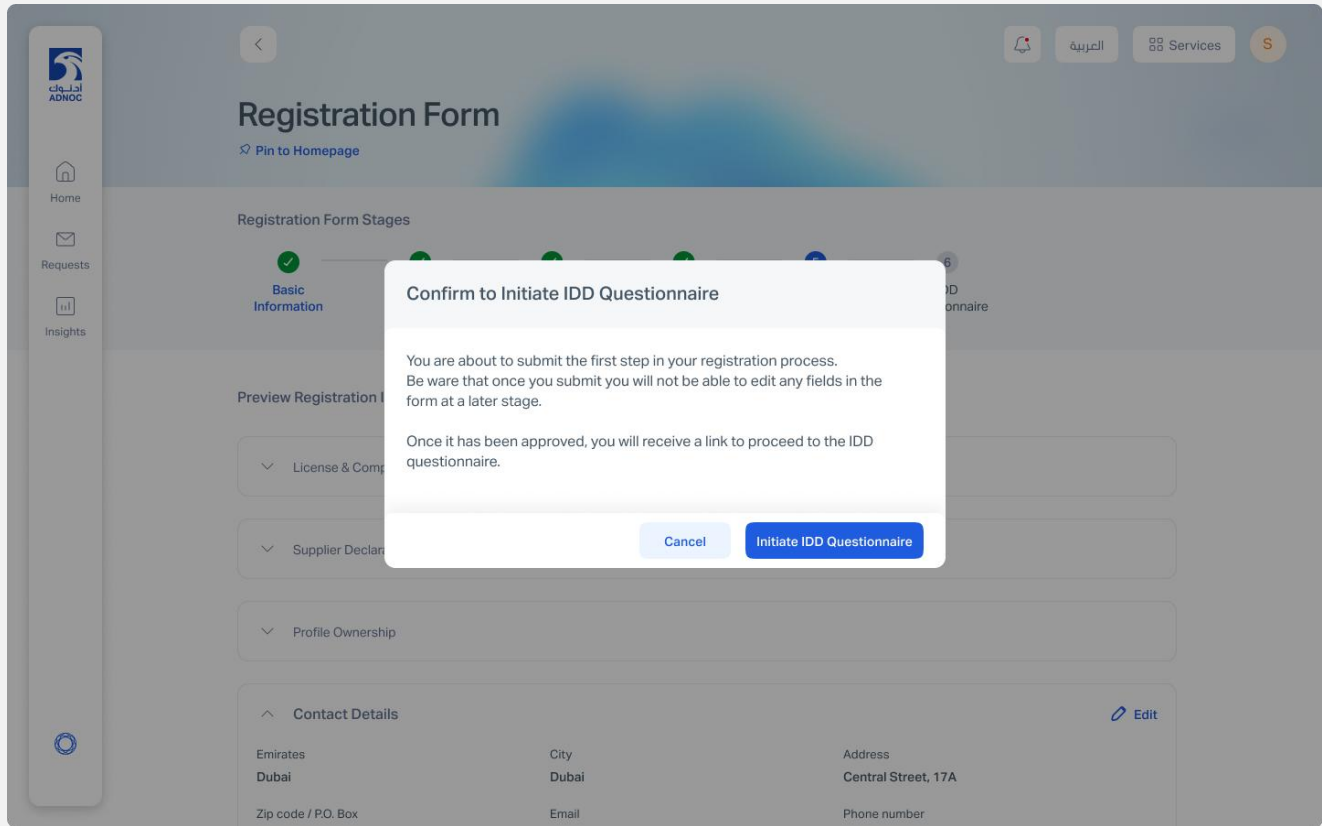
Preview Registration Info

License & Company Details [Edit](#)

License type	License issued at Emirates	License number
ADDED - Abudhabi Department of Economic development	Abu Dhabi	123456789
License expiration date	Legal form Supplier Name	
15/6/2023	Ltd	
License Activities		
Wholesale of Oil and Gas fields and Facility Services, Exporting, Wholesale of Oil Well Chemicals Trading		
VAT number		
DB123456789		
Company name	Date of establishment	Company Email
Constructions Incorporated	15/6/2023	construction.inc@gmail.com

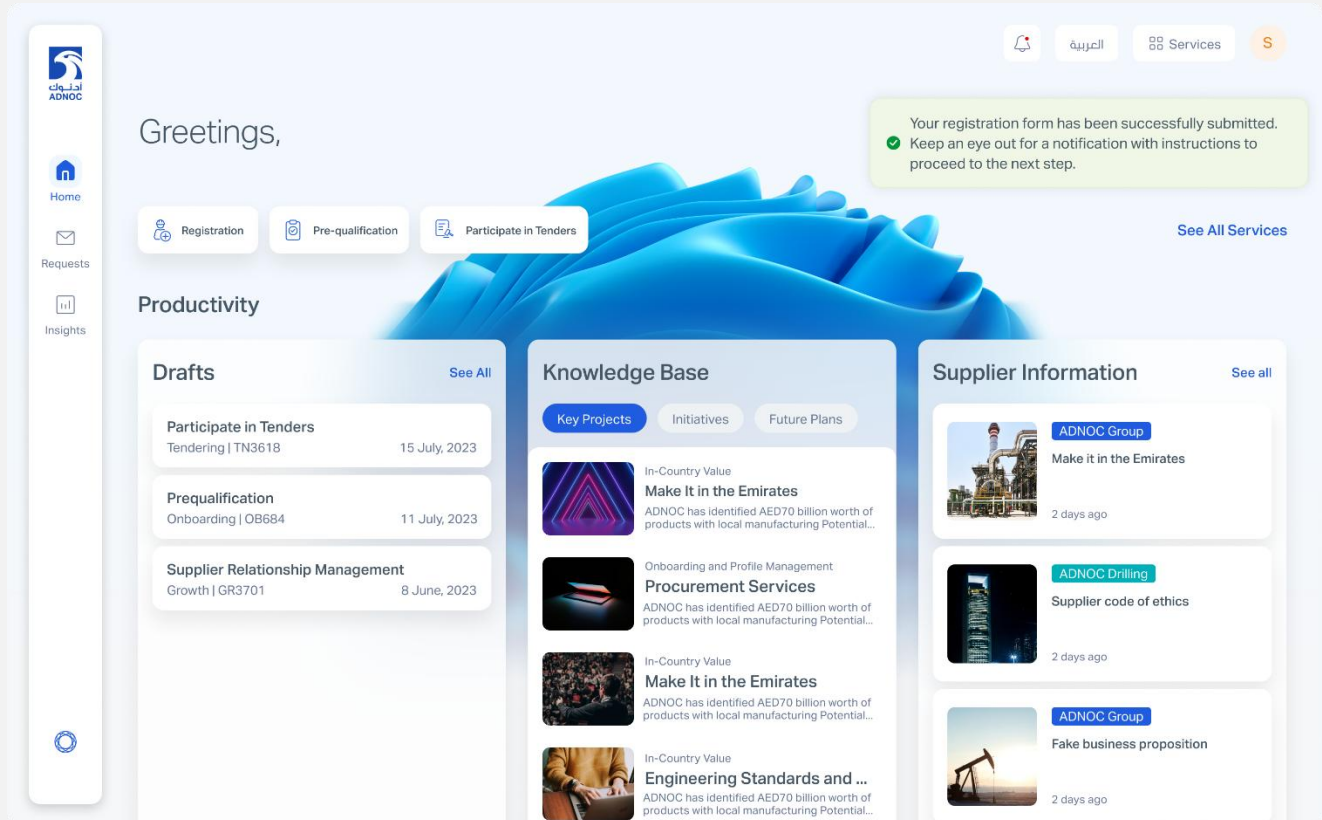
**Figure 10: Supplier Registration - Preview Details**

12. After previewing all sections, click **Initiate Due Diligence Process**. A confirmation pop-up will appear; click **Initiate Due Diligence Process** again to confirm and start the process.



**Figure 11: Supplier Registration - IDD Questionnaire**

13. Once the supplier initiates the integrity due diligence process, an email will be sent to the address provided earlier in the **Basic Information** section. This email will include a questionnaire that the supplier must complete to finalize the registration process.



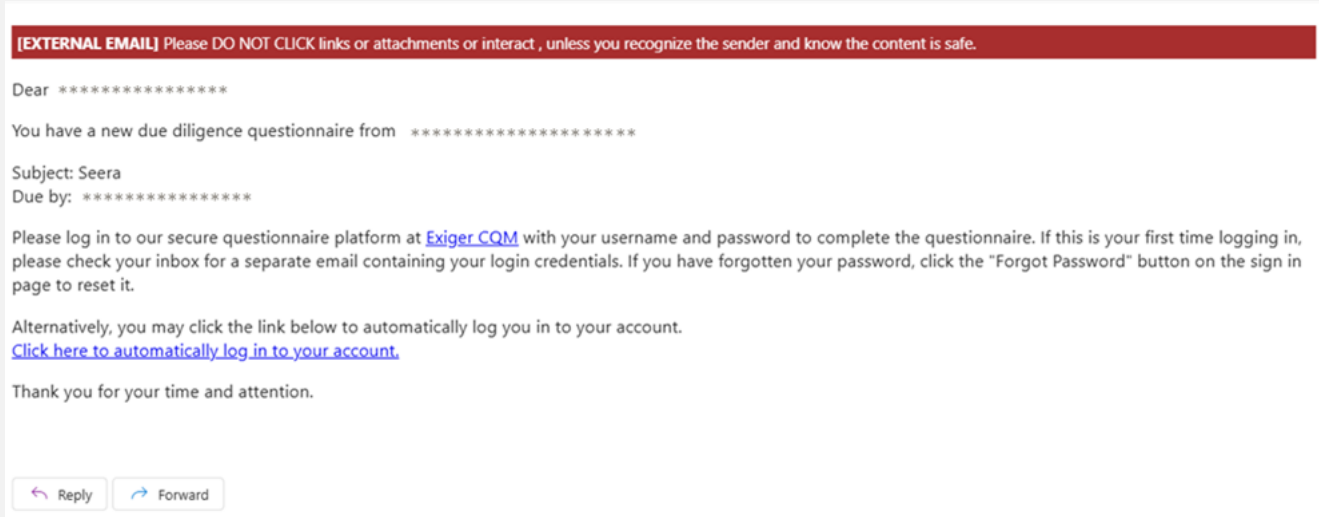
The screenshot displays the ADNOC Supplier Registration - Submission Confirmation dashboard. At the top right, there is a notification: "Your registration form has been successfully submitted. Keep an eye out for a notification with instructions to proceed to the next step." The dashboard features a sidebar with navigation options: Home, Requests, and Insights. The main content area is divided into three sections:

- Drafts:** A list of draft items including "Participate in Tenders" (15 July, 2023), "Prequalification" (11 July, 2023), and "Supplier Relationship Management" (8 June, 2023).
- Knowledge Base:** A section with tabs for "Key Projects", "Initiatives", and "Future Plans". It contains several articles, including "Make It in the Emirates" and "Engineering Standards and ...".
- Supplier Information:** A section with articles such as "Make it in the Emirates" and "Supplier code of ethics".

Figure 12: Supplier Registration - Submission Confirmation



14. Check the registered email address to access the questionnaire sent by the system. Complete the questionnaire as instructed to finalize the registration process.

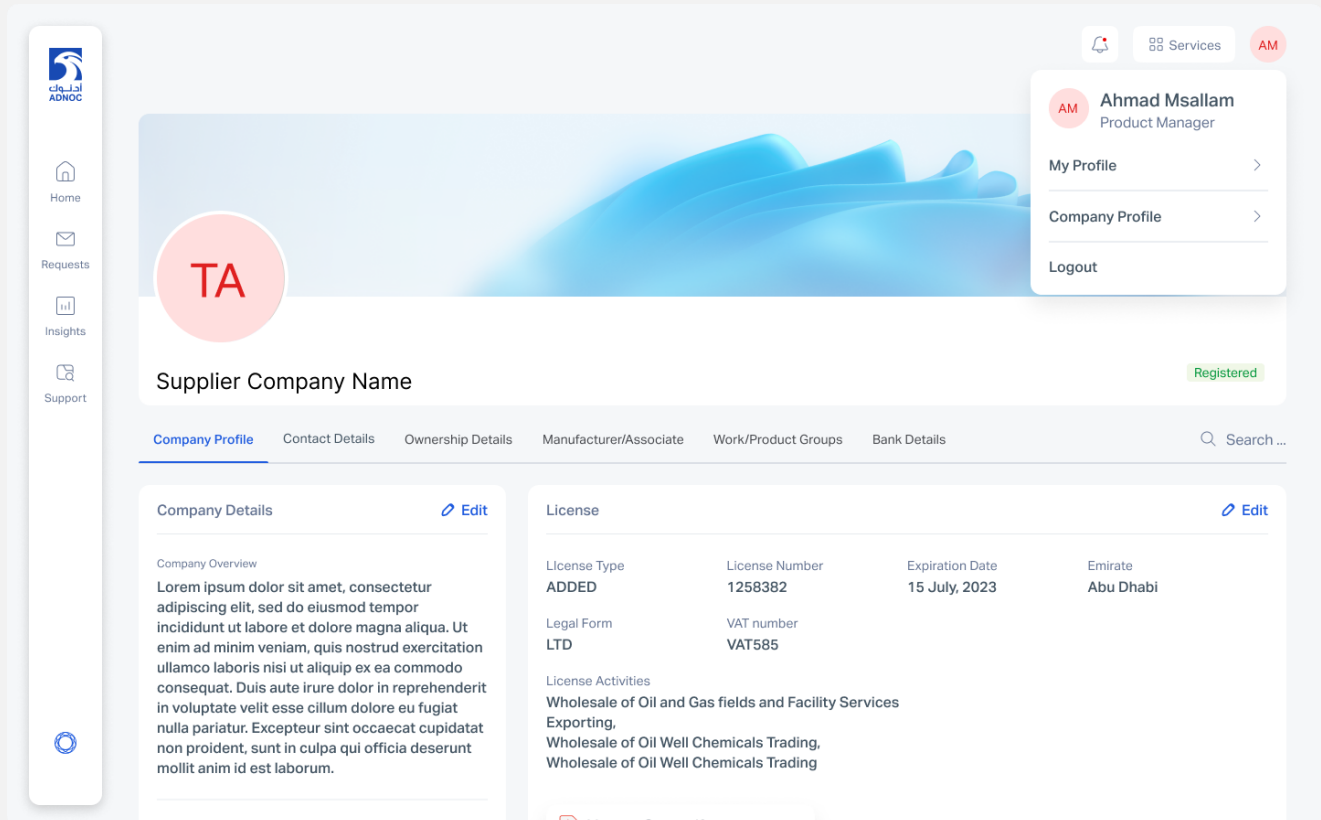


**Figure 13: Due Diligence Questionnaire Email**

15. Click **Start** to begin the questionnaire and fill in all required details. Once completed, click **Submit** to proceed.
16. A confirmation pop-up will appear. Click **Submit** again to finalize the process.
  - *The questionnaire will be reviewed by the relevant team, and feedback will be provided accordingly.*
  - *Suppliers can monitor the status of their requests using the **Requests** feature available on the platform.*

17. Once the request is accepted, the supplier will receive an onboarding email confirming the acceptance. The supplier's company profile will be updated with the provided data and the status as **Registered**.

*Note: Upon receiving the email confirming acceptance of your request, your registration is successfully completed, and you can initiate the pre-qualification process.*



The screenshot displays the 'Supplier Company Profile' page. At the top right, a user profile for Ahmad Msallam (Product Manager) is visible with options for 'My Profile', 'Company Profile', and 'Logout'. The main header shows a 'Registered' status. Below this, a navigation bar includes 'Company Profile', 'Contact Details', 'Ownership Details', 'Manufacturer/Associate', 'Work/Product Groups', and 'Bank Details'. The 'Company Profile' section is active, showing 'Company Details' and 'License' information.

**Company Details**

Company Overview  
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

**License**

License Type	License Number	Expiration Date	Emirate
ADDED	1258382	15 July, 2023	Abu Dhabi

Legal Form: LTD  
 VAT number: VAT585

License Activities  
 Wholesale of Oil and Gas fields and Facility Services  
 Exporting,  
 Wholesale of Oil Well Chemicals Trading,  
 Wholesale of Oil Well Chemicals Trading

**Figure 14: Supplier Company Profile**