

Saudi Arabian Oil Company
 Supplier Relationship Management
 B-102 North Park 2
 Dhahran 31311, Saudi Arabia
 Email: Vendor-Registration@aramco.com

Tel.: (966 13) 874-2222
 Fax: (966 13) 874-0395



VENDOR REGISTRATION FORM

INSTRUCTIONS

The following Form is required for Saudi Aramco’s Vendor Registration Process.

1. Please complete all required fields and submit all supporting documents, accordingly, in this Form in order for Saudi Aramco to evaluate VENDOR’s Form.
2. Please complete and return one (1) soft copy, through Saudi Aramco’s Corporate File Sharing, and one (1) physical copy of this Form along with all required documentation listed below to the Saudi Aramco address listed above.
3. This Form must be signed by an authorized company representative, certified with VENDOR business stamp, and authenticated by the appropriate Saudi Arabian regional Chamber of Commerce.

All information and documentation provided by VENDOR will be handled in a confidential manner by Saudi Aramco. *For Legibility, we ask that the required information be typed. All appropriate boxes must be filled.*

Service Required:	New Registration	General Update
GENERAL INFORMATION		
Full Company Name – Arabic: (Company’s Commercial Registration)		
Full Company Name – English: (Official Company’s CR Name Translation)		
Commercial Registration No:		Expiry Date: <input type="text"/>
Main (Parent) Commercial Registration No: (Applicable for Branch CRs)		
Vendor ID: (If Available)		Website: <input type="text"/>
MAILING ADDRESS		
Sales Office		
Street Address: <input type="text"/>		
City: <input type="text"/>	Region: <input type="text"/>	Country: <input type="text"/>
PO Box: <input type="text"/>	Postal Code: <input type="text"/>	
Phone: (+Country Code – Area Code – Phone)		
Fax: (+Country Code – Area Code – Phone)		

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CONTACT INFORMATION			
Sales Manager			
Name:			
Position:			
Phone:		Ext:	
Mobile:			
Fax:		Ext:	
E-mail*:			
<i>* Email should not be ORG. email accounts, info@, or public e-mail such as Hotmail and Gmail.</i>			
Executive Director (Head Office Chairman)			
Name:			
Position:			
Phone:		Ext:	
Mobile:			
Fax:		Ext:	
E-mail*:			
<i>* Email should not be ORG. email accounts, info@, or public e-mail such as Hotmail and Gmail.</i>			

PRODUCT INFORMATION
<i>List the type of products you are currently handling and that you're requesting to be linked to your profile. (The latest renewed Commercial Registration Activities shall be the basis of this section).</i>
Product Description

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OWNERSHIP INFORMATION			
<i>Name of your company's major shareholders or partners, percent of share, nationality and Identification Number (National ID or Iqama ID)</i>			
Owner Name	Owner Nationality	Owner ID	% of Share

CONFLICT OF INTEREST INFORMATION			
<i>Names of Saudi Aramco (SA) employees and their immediate relatives (spouses, parents, sons & daughters) who are partners or have an ownership stake, or are your employees (if applicable).</i>			
Name of Saudi Aramco Employee	Badge No	Name of Related Owner	Relationship to SA Employee

PAST EXPERIENCE		
Have you previously provided material against Saudi Aramco purchase orders?	Yes	NO
If yes, list purchase order numbers, dates and amounts		
Purchase Order (PO) Number	PO Date	PO Amount (\$)

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Saudi Aramco reserves the right to request for additional information and/or documentation from VENDOR in line with the vendor registration and qualification process.

Saudi Aramco reserves the right to request the original supporting documentation such as, but not limited to, the Commercial Registration certification, Saudi Aramco Supplier Code of Conduct acknowledgement; etc. from VENDOR to verify VENDOR submittals.

By submitting this registration questionnaire, on behalf of the VENDOR

_____, the VENDOR acknowledges that VENDOR has read and will comply with Saudi Aramco’s Supplier Code of Conduct provisions and policies in all of VENDOR’s dealings with Saudi Aramco and all affiliated companies. Additionally, _____, the VENDOR shall notify Saudi Aramco promptly of any changes in ownership of VENDOR’s company; and shall promptly provide Saudi Aramco with all required documentation establishing the change in ownership, the ownership details, and identity of any such new owners of the company. Furthermore, VENDOR certifies that the information provided in this form is true and accurate. Finally,

_____, the VENDOR acknowledges that submission of any false or inaccurate information may result in Saudi Aramco rejecting VENDOR’s application for registration or removal of VENDOR from Saudi Aramco’s list of registered suppliers.

COMPLETED BY			
Authorized Signatory Name		Position	
Authorized Signature		Date	
Company Stamp		Chamber of Commerce Authentication	

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REQUIRED SUPPLEMENTAL DOCUMENTATION:

Commercial Requirements:

1. Original Acknowledgement form of Saudi Aramco's Suppliers Code of Conduct. This form must be signed by an authorized company representative, certified with VENDOR business stamp, and authenticated by the appropriate Saudi Arabian regional Chamber of Commerce.
2. A letter of identification (Company Letterhead) providing the Company's basic information including Saudi Aramco Vendor ID (if available). Please state the Company's objective of the registration and list the product(s) produced. This letter must be signed by an authorized company representative, certified with VENDOR business stamp, and authenticated by the appropriate Saudi Arabian regional Chamber of Commerce.
3. A valid copy of the Commercial Registration (CR) Certificate. Companies based on a Branch CR shall provide a valid copy of their main (Parent) CR Certificate.
4. A valid copy of the Saudi Arabian General Investment Authority (SAGIA) Certification for entities owned full or partially by a foreign investor(s) or a foreign organization(s).
5. A valid copy of the Zakat Certification issued by the General Authority of Zakat & Tax (GAZT).
6. A valid copy of the Value Added Tax (VAT) Certification showing VAT ID issued by the General Authority of Zakat & Tax (GAZT).
7. A valid copy of the General Organization for Social Insurance (GOSI) Certification referencing the CR number under registration.
8. A valid copy of the Civil Defense License or an equivalent government License.
9. A valid copy of the Chamber of Commerce & Industry Membership Certification.
10. A letter from the bank with which the company is dealing, stating the type of service that the bank normally provides to your company and relationship status.
11. A valid copy of the Owner National ID or Iqama ID for an individual owner (Establishment) or the up-to-date Company's Article of Association (Organization). For Saudi Organizations that are owned by at least one or more organization, please provide each organization's up-to-date Company's Article of Association and Commercial Registration (CR) Certification. Repeat process until all indirect owners have been identified supported by a valid copy of each Owner National ID or Iqama ID.

GENERAL GUIDELINES:

In order to assist VENDOR in submitting a complete questionnaire, please take note of the following VENDOR guidelines:

- All information to be provided shall be limited to the specific VENDOR Commercial Registration under evaluation.
- VENDOR's certifications must be valid for at least 30 days following registration submittal date. If expiration date is within 30 days, Saudi Aramco will defer VENDOR's registration until VENDOR submits updated certification document. Saudi Aramco will consider granting exceptions to the GOSI Certification.
- Any letter addressed to Saudi Aramco must be signed by an authorized company representative, certified with VENDOR business stamp, and authenticated by the appropriate Saudi Arabian regional Chamber of Commerce.
- Contact Vendor Registration email listed above or assigned Saudi Aramco's SRM Analyst to get access to Saudi Aramco's Corporate File Sharing platform.