بتـــرو رابـــغ
Petro Rabigh



MATERIAL SUPPLIER GUIDE

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MATERIAL SUPPLIER GUIDE

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Petro Rabigh has built a reputation as the company that is globally recognized, locally committed.

Our well-respected brand is our most valuable asset.

About Petro Rabigh

Petro Rabigh strongly emphasizes on the quality and reliability of its products. In order to achieve this goal, we count on the effort and contribution of all our stakeholders. Our Suppliers play an essential role in our company's overall performance. Therefore, we expect the highest level of commitment to achieve the desired performance and quality level to meet the company's mission and vision.

MISSION

To maximize stakeholder value with our integrated resources in a sustainable, world class manner.

To achieve this goal, we have to maintain a reliable, sustainable level of productivity and optimum performance to drive growth and profitability. Petro Rabigh is constantly looking for ways to continuously improve our performance.

We strive for a seamless integration of all our assets into a streamlined, fault-free, learning organization. We focus on creating lasting, sustainable value in all our endeavors.

VISION

Globally Recognized, Locally Committed.

Our products are recognized and marketed throughout the world. We are the preferred local and international long-term business partner for our customers.

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We are committed to partnerships with local contractors and companies for materials and services.

It compels us to be a good corporate citizen in our community and make a positive and sustainable impact on the world.

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Suppliers Relations

Understanding the significance of relationships with our suppliers, we work locally and internationally to ensure the needs of Petro Rabigh's operations and projects are met.

PROCUREMENT DEPARTMENT MISSION

Procurement Department mission is to procure materials with Optimum Quality, Time, and Cost, towards achieving plant integrity and reliability to maximize stakeholders value. Petro Rabigh's Procurement Department must, and is solely empowered to, consider all sourcing options to ensure best value is secured for all procurement of goods.

SUPPLIERS RELATIONS

Suppliers Relations is the entity within Petro Rabigh that is responsible for establishing, coordinating business related communication, and managing relationships with material suppliers. Suppliers Relations is the primary organization in Petro Rabigh which is responsible, authorized to pre-qualify and/or disqualify a supplier and register them in the company's suppliers' database. Our aim is to nurture these relationships to be mutually beneficial, pursuing the highest level of ethics in business dealings and excellency in the supply chain.

REGISTRATION WITH PRC PETRO RABIGH SUPPLIERS PORTAL – SAP ARIBA

As part of Petro Rabigh's evolution into an efficient performance-driven organization, Petro Rabigh implemented SAP Ariba E-Commerce solution, Cloud base, and its integration processes where Suppliers can access, utilize and use to perform the following tasks.



FOR NEW SUPPLIERS

SAP Ariba enables new suppliers to:

- Register
- Apply for pre-qualification
- Track the status of their pre-qualification application online

FOR EXISTING SUPPLIERS

For existing suppliers:

- Update company profile
- Receive reminders to renew licenses and certificates before expiration
- Accept invitations for Bidding activities
- Receive Petro Rabigh Purchase Orders electronically
- Order Acknowledgement
- Submit shipping documents
- Publish product catalogs for B2B
- Reduce administrative expenses
- Visibility on Ariba Network - potential, new business opportunities to other buying organizations on the network.

Suppliers Relations is the main entity for registration of material suppliers with Petro Rabigh. The supplier shall fill out the supplier profile questionnaire in Ariba portal and upload clear scanned copies of the required documents.

The supplier shall complete his profile and submit it to PRC, preferably within (10) business working days after receiving the invitation link.

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Suppliers Relations

LOCAL SUPPLIERS

- Company Profile
- Confirmation/approval on Petro Rabigh Supplier's Code of Conduct
- Copy of valid Commercial Registration (CR) certificate
- Copy of valid Chamber of Commerce certificate
- Copy of valid Zakat certificate
- Sales authorization certificates/product certifications (for sole agent, representative, distributor, agent), if applicable
- ISO and OSHAS certificates, Quality Management system and other manuals (uncontrolled copy), if applicable

INTERNATIONAL SUPPLIERS

- Company Profile
- Confirmation/approval on Petro Rabigh Supplier's Code of Conduct
- Copy of valid Commercial Registration (CR) certificate, if applicable, or business license
- Copy of valid Chamber of Commerce certificate, if applicable
- Sales authorization certificates/product certification (for sole agent, representative, distributor, agent), if applicable
- ISO and OHSAS certificates, Quality Management system and other manuals (uncontrolled copy), if applicable

TRADERS

- Minimum of two years in business
- Supplier's Profile and Introductory letter
- ISO and OHSAS certificates, Quality Management system and other manuals (uncontrolled copy), if applicable
- Confirmation/approval on Petro Rabigh Supplier's Code of Conduct
- Copy of valid Commercial Registration certificate
- Copy of valid Chamber of Commerce certificate
- Copy of valid Zakat certificate

LOCAL MANUFACTURERS

- Confirmation/approval on Petro Rabigh Supplier's Code of Conduct
- A copy of Valid Commercial Registration (CR) Certificate
- A copy of Valid Industrial License and any other Government permits
- Copy of Articles of Association (For companies only)
- Copies of owners' national ID or Iqama
- A copy of Valid Zakat payment Certificate
- A copy of Valid Civil Defense License
- Uncontrolled copy of the Quality Management System manual as per latest ISO 9001:2015 requirements
- List of Quality Control Procedures
- Organization Chart including QA/QC Department
- Brochures, Technical Data, Specification for each product
- Material Classification Form (MSG list)/ Product Categories
- A copy of Valid Chamber of Commerce Certificate of membership
- Copy of Insurance Policy
- Factory Location Map on Company Letterhead



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International Manufacturers

GENERAL

- Commerce Confirmation/approval on Petro Rabigh
- Confirmation/approval on Supplier's Code of Conduct
- Product Certifications
- Company Organizational Chart
- A letter of introduction identifying Manufacturer company and detailing business activity and full information about their agency, if any, in Saudi Arabia including name, address and contact
- A sketch showing the location of the vendor's office and warehouse facilities

COMMERCIAL

- Acquisition and mergers, If applicable
- A copy of a valid Commercial Registration Certificate authenticated by Chamber of Commerce in the country of origin, If applicable
- A copy of a valid Industrial License Certificate authenticated by Chamber of Commerce in the country of origin, If applicable
- Article of Association which shows the ownership and percentage authenticated by Chamber of Commerce in the country of origin (This applies to companies only)
- Copy of Insurance Policy

QUALITY

- Uncontrolled Copy of Quality Management System Manual
- Quality Organization Chart
- ISO 9001 Certification, if available
- List of Quality Procedure

TECHNICAL

- Technical Organization Chart
- Patents/Manufacturing Licenses
- List of all products with full description/ Technical data/Specifications for each product
- Product Data Sheet, Materials Safety Data Sheet

SUPPLIER INFORMATION UPDATE

Suppliers shall log in to SAP-Ariba to reflect its update. Certain update(s) require approval from Suppliers Relations before the updates roll out into the system.



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Supplier Performance

Supplier performance is measured by set of key performance indicators (KPIs) that reflect actual supplier performance across different aspects of doing business with Petro Rabigh. This procedure covers the performance evaluation of suppliers providing materials, equipment, spare parts, supplies, etc. to Petro Rabigh.

Evaluation is a continuous process, spontaneous and based on Evaluation Criteria & Values extracted from SAP Ariba and SAP Reports. The supplier performance evaluation will be performed, at least, once every year for active suppliers that have provided goods to the Company. The Supplier performance analysis is based on two (2) main categories, namely:

KPI % and Target			
Indicator	**Supplier KPI**	**Weight (%)**	**KPI Target (%)**
OTD	80%	80	64
Quality	95%	20	19



SAFETY REQUIREMENTS

Suppliers must comply with all materials handling safety requirements, which includes, but is not limited to:

- Designate appropriate area for loading/unloading of material at the warehouse
- Only certified personnel shall operate forklift and other mechanical handling equipment.
- Supplier shall provide its transport driver with a Material Safety Data Sheet (MSDS) for each of the hazardous material/chemical being transported to Petro Rabigh, upon collection of Goods
- Supplier shall provide personal protection equipment (PPE) such as gloves, safety spectacles, etc. as indicated by the MSDS, to the crew transporting hazardous material/ chemical.
- Supplier shall comply with a safety checklist to ensure minimum safety requirements are met during material transportation and handling, including:
    - Emergency preparedness procedures and training including emergencies on highways
    - First aid kit, equipment and supplies
    - Equipment safety test approval status
    - Fire prevention and control equipment, etc.
    - Supplier shall provide regular training to its employees (who are transporting/ handling materials being supplied to Petro Rabigh)
        - Correct lifting measurers to reduce damage to property and/or the environment
        - Carrying techniques to prevent personal injury
- Suppliers performing service activities within Petro Rabigh premises are obligated to adhere to Petro Rabigh safety rules and regulations.
- Government Regulatory Compliance
- Suppliers to carry out their operations in a safe manner - to be in line with relevant regulations, approved codes of practice, and industry best practice.

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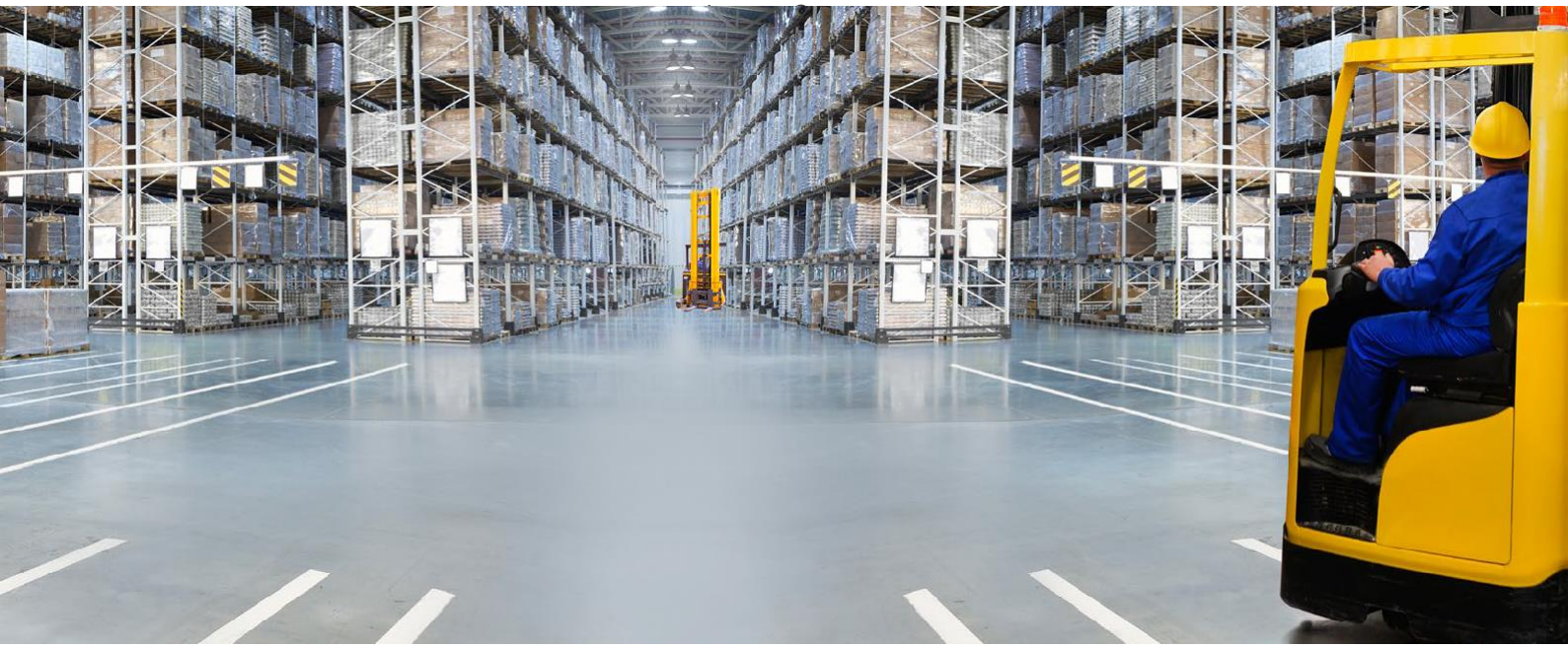
Data Submission

BANK DATA SUBMISSION

Petro Rabigh does not accept the bank data update that is written on the invoice. Suppliers are required to submit the following bank data on the company's original official letterhead signed by an authorized person and authenticated by their bank (or stamped) through their SAP Ariba Account:

- Supplier number
- Telephone number
- Business email address
- Fax numbers
- Bank Name
- Account numbers
- SWIFT or routing number (for out-of-Kingdom banks only)
- IBAN number





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Contact	Purpose	Telephone/E-Mail
Suppliers Relation	Suppliers Registration, Performance	T: +966 (0) 12 – 425-0836 supplierinquiries@petrorabigh.com
Procurement	MRO Spare Parts Procurement Inquiries	T: +966 (0) 12 – 425-9090 supplierinquiries@petrorabigh.com
	Chemicals Chemical Procurement Inquiries	T: +966 (0) 12 – 425-8501 supplierinquiries@petrorabigh.com
Logistics	PRC Logistics Logistics Inquiries DSV Shipment Forwarder Inquires	T: +966 (0) 12 – 425- 8567 T: +966 (0) 13 – 821 2434 PO.CT.EMEA.Booking.PetroRabigh@dsv.com; Petro.Rabigh@dsv.com **Shipment Readiness Notification** Email: po.ct.waw.booking@dsv.com
Finance & Accounting	VIM Vendor Invoice Management (Technical Inquires)	T: +966 (0) 12 – 425-7049 VIMSupport@petrorabigh.com
	Invoice Submission Inquiries Invoice Follow up Payment Follow up	T: +966 (0) 12 – 425-8560 T: +966 (0) 12 – 425-7892 Payables.FIN@petrorabigh.com

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Acronym

Acronym	Definition
BCD	Bid Closing Date
E-GR	Electronic Goods Receive
ERS	Evaluated Receipt Settlement
GI	Goods Issued
GOSI	General Organization for Social Insurance
GRN	Goods Receive Note
GR	Goods Receipt
ISO	International Organization for Standardization
KPI	Key Performance Indicator
MRO	Maintenance, Repairs, and Operations
MSDS	Material Safety Data Sheet
MSG	Material Service Group
OHSAS	Occupational Health and Safety Assessment Series
PA	Purchase Agreement
PO	Purchase Order
PPE	Personal Protective Equipment
PRC	Petro Rabigh Company
RFQ	Request for Quotation
SAGIA	Saudi Arabia General Investment Authority
SASO	Saudi Standards, Quality and Metrology Organization
SES	Service Entry Sheet
SLC	Suppliers Relation & Local Content Section

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