



# Ariba SLP Training Guide for Suppliers

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# Introduction

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This guide is designed to help you navigate the supplier registration and onboarding process within Aradel Holdings on SAP Ariba.

As a new supplier, you will be guided through how to register with Aradel Holdings, complete your company profile, submit required certifications, and respond to additional information requests.

By understanding and completing each step accurately, you ensure a smooth onboarding experience and position your business to receive sourcing and procurement opportunities from Aradel Holdings. This guide provides practical instructions, helpful tips, and best practices to help you get started with confidence.

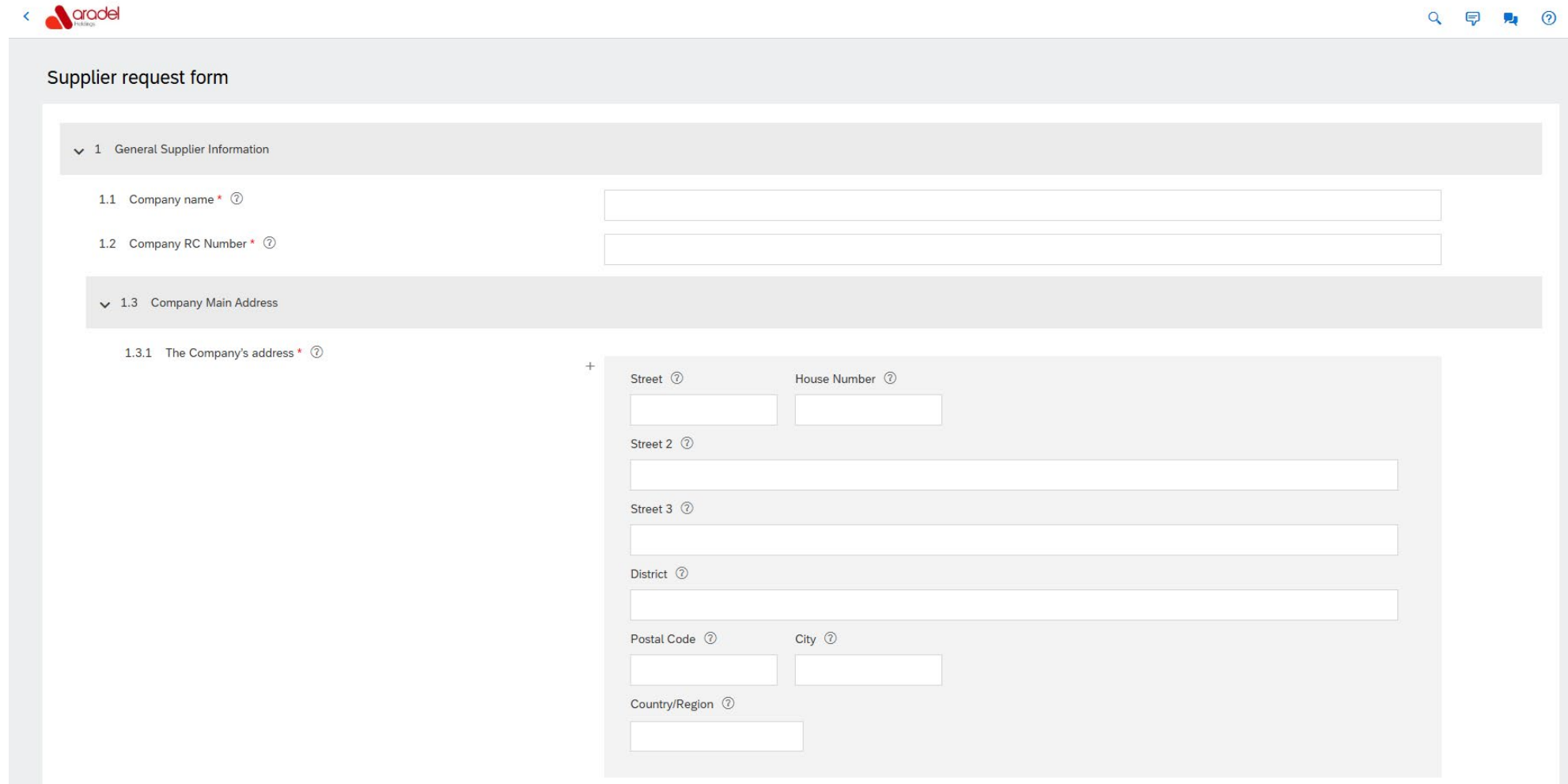
# Supplier Request

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# Supplier Request

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To begin the process of registration as an intending supplier in Aradel, click on the self-registration link on the website - [Aradel Supplier Self-Registration Link](#). This launches the supplier request form as shown in the screenshot below.



The screenshot shows the 'Supplier request form' interface. At the top left is the Aradel Holdings logo, and at the top right are icons for search, chat, and help. The form is titled 'Supplier request form' and contains a section '1 General Supplier Information'. Under this section, there are three sub-sections: '1.1 Company name \*', '1.2 Company RC Number \*', and '1.3 Company Main Address'. Each sub-section has a corresponding input field. The '1.3 Company Main Address' section is expanded, showing a detailed address form with fields for 'Street', 'House Number', 'Street 2', 'Street 3', 'District', 'Postal Code', 'City', and 'Country/Region'. Each field has a small question mark icon next to it.

Supplier request form

1 General Supplier Information

1.1 Company name \* ?

1.2 Company RC Number \* ?

1.3 Company Main Address

1.3.1 The Company's address \* ?

Street ? House Number ?

Street 2 ?

Street 3 ?

District ?

Postal Code ? City ?

Country/Region ?

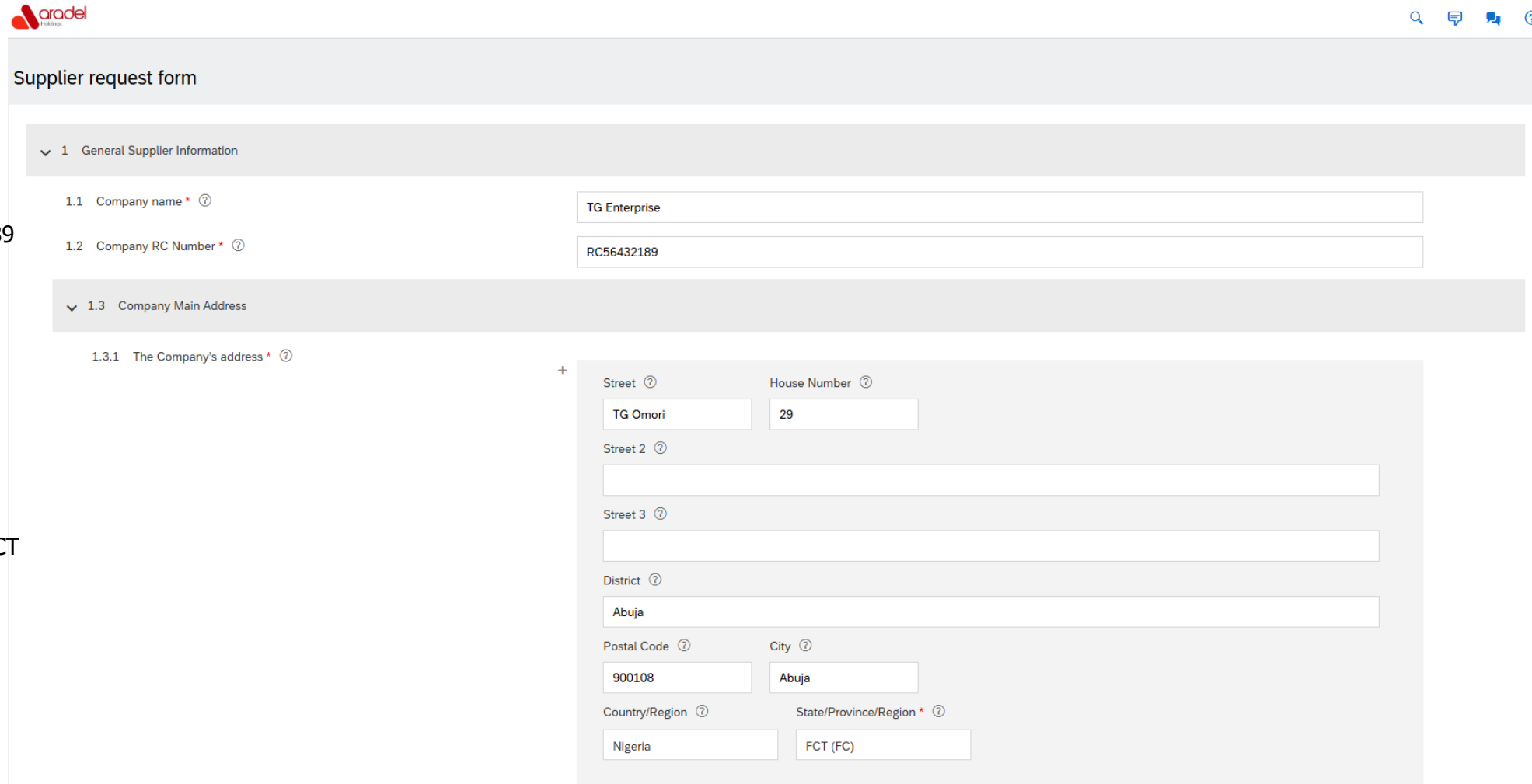
# Supplier Request

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Once the form is opened, you are expected to provide the following information:

## 1. General Supplier Information

- **Company Name** – TG Enterprise
- **Company RC Number** – RC56432189
- **Company Main Address**
  - **Street** – TG Omori
  - **House Number** - 29
  - **District** - Abuja
  - **Postal Code** - 900108
  - **City** - Abuja
  - **Country** - Nigeria
  - **State/Province/Region** - FCT



aradel Holdings

Supplier request form

1 General Supplier Information

1.1 Company name \* ? TG Enterprise

1.2 Company RC Number \* ? RC56432189

1.3 Company Main Address

1.3.1 The Company's address \* ?

Street ? House Number ?

TG Omori 29

Street 2 ?

Street 3 ?

District ?

Abuja

Postal Code ? City ?

900108 Abuja

Country/Region ? State/Province/Region \* ?

Nigeria FCT (FC)

*\*All supplier information shown in the screenshots are for illustrative purposes only and do not represent any real or actual suppliers.*

## 2. Primary Company's Contact

- **Contact Email Address** - tgenterprise@gmail.com
- **Contact First Name** – TG
- **Contact Last Name** - Enterprise
- **Contact Locale** - English

## 3. Supplier Account Group - <select whether domestic/foreign/community>

## 4. Are you a community vendor? - Yes/No

## 5. Additional Information

- **Commodity supplied** – <select commodities>
- **Region of Operation** – <select region>

## 6. Telephone Number

To fill in the Telephone Number field - Click **add Telephone number**

2 Primary Company's Contact

2.1 Contact Email Address \* ?

tgenterprise@gmail.com

2.2 Contact First Name \* ?

TG

2.3 Contact Last Name \* ?

Enterprise

2.4 Contact Locale ?

English

3 Supplier account group \* ?

[ND02] Domestic Partners

4 Are you a community vendor? \*

Yes

No

5 Additional Information

5.1 Commodities supplied ?

All commodities

All commodities

5.2 Regions of operation ?

All


All

6 Telephone Number

6.1 Telephone Number

Add Telephone Number (0)

Click on **Add New**



< Back

Telephone Number (0)

Country Code ⓘ Telephone or mobile number ⓘ Extension ⓘ Is this a mobile number? ⓘ

Add new

### 6.1.1 Country Code

- Click the drop down to select Country Code - NG
- **Telephone or Mobile Number** - 08123007588
- **Is this a mobile number?** - Yes/No

Click **Submit** then click **Back** to return to the form.

< Back

Telephone Number (0)

Country Code ⓘ Telephone or mobile number ⓘ Extension ⓘ Is this a mobile number? ⓘ

Add new

6.1.1 Country Code \* ⓘ

NG

▼

6.1.2 Telephone or mobile number \* ⓘ

08129988776

6.1.3 Extension ⓘ

6.1.4 Is this a mobile number? ⓘ

☒ Yes

☐ No

Submit

Cancel



# Supplier Request

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Once all details are filled, proceed to **Submit** the supplier registration request form.

2 Primary Company's Contact

2.1 Contact Email Address \* ?

tgenterprise@gmail.com

2.2 Contact First Name \* ?

TG

2.3 Contact Last Name \* ?

Enterprise

2.4 Contact Locale ?

English

3 Supplier account group \* ?

[ND02] Domestic Partners

4 Are you a community vendor? \*

☐ Yes ☒ No

5 Additional Information

5.1 Commodities supplied ?

?

All commodities x

5.2 Regions of operation ?

?

All x

6 Telephone Number

6.1 Telephone Number

[Add or edit Telephone Number \(1\)](#)

Submit

Save

Cancel

# Supplier Request

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Once submitted, you will get a confirmation that your registration request as a supplier with Aradel Holdings Plc is complete.

Your request for registration as a supplier with Aradel Holdings Plc is complete.

The Aradel Holdings Plc supplier management team will review your request details and make a decision on your request.  
Decision will be sent to your email at @yahoo.com

# Supplier Registration

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# Supplier Registration

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Once the request is submitted, you will get an email with a link to begin the process to register as an Aradel supplier. Select “**Click Here**” in the email.

Invitation: Register to become a supplier with Aradel Holdings Plc

Inbox x



**aibasystem** <s4system-prodeu+ngdelta-T.Doc2638773048@eusmtp.ariba.com>  
to me ▾

Aradel Holdings Plc

Register as a supplier with Aradel Holdings Plc

Hello!

aibasystem has invited you to register to become a supplier with Aradel Holdings Plc. Start by creating an account with Ariba Network. It's free.

Aradel Holdings Plc uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If you already have an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

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[Offices](#) | [Data Policy](#) | [Contact Us](#) | [Customer Support](#)

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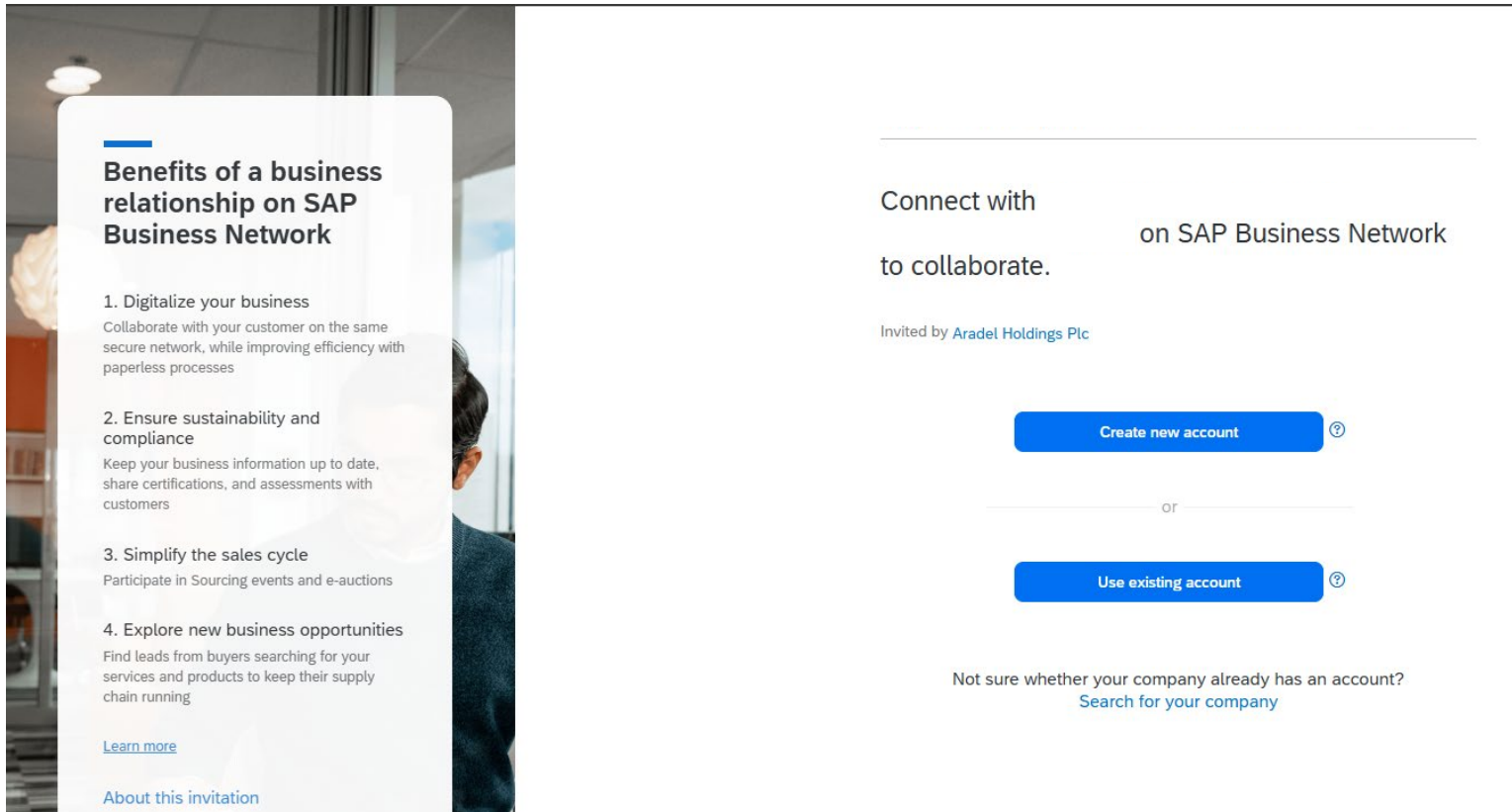


# Supplier Registration

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You will be directed to connect with Aradel Holdings Plc on Ariba Business Network.

- If you do not have an existing Ariba Business Network account, click on the “**Create New Account**” button.  
*(For new vendors, you are required to create an Ariba Business Network Account before you can carry out the supplier registration process.)*
- If you have an existing Ariba Business Network account, click on the “**Use Existing Account**” button.



# Supplier Registration

After connecting your account, you are then directed to the Ariba portal. *(For new suppliers without an existing Ariba Business Network account, you will be directed to this page after you have created and confirmed an account).*

Click on the **Supplier Registration Questionnaire** in the dashboard shown below to provide the necessary registration information.

All required customer requested fields have been completed.  
View customer requested fields >


Public Profile Completeness  

35%

Enter a short description to reach 45% >

There are no matched postings.

Welcome to the Aradel Holdings Sourcing Portal. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.



[Home](#)

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier registration questionnaire	Doc2745632480	22/10/2025 14:34	Invited

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
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# Supplier Registration – Company Information

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Provide the required information in the fields as shown below:

*Note: Some fields might be pre-populated from the supplier registration request form.*

All Content



Name ↑	
▼ 1 Company Info	
1.1 DUNS & BRADSTREET Number ⓘ	<input type="text" value="098765"/>
1.2 Company Name ⓘ	* <input type="text" value="TG Enterprise"/>
1.3 Company RC Number ⓘ	* <input type="text" value="RC-123456"/>
1.4 Search term (alias) ⓘ	* <input type="text" value="TG"/>
1.7 Company Profile ⓘ	*Attach a file
1.8 Company Registration Certificates (CAC for Nigerian Suppliers or Company Registration in your host country for Foreign Suppliers) ⓘ	*Attach a file
	Show More
1.9 Address	Street: <input type="text" value="TG Omori"/> ⓘ House Number: <input type="text" value="29"/> ⓘ Street 2: <input type="text"/> ⓘ Street 3: <input type="text"/> ⓘ District: <input type="text" value="Abuja"/> ⓘ Postal Code: <input type="text" value="900108"/> ⓘ City: <input type="text" value="Abuja"/> ⓘ Country/Region: <input type="text" value="Nigeria (NG)"/> ⓘ State/Province/Region: <input type="text" value="FCT (FC)"/> ⓘ

# Supplier Registration – Company Documents

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To attach your **Company Profile** and **Company Registration Documents**: click **Attach a file** → **Choose file** → **Select file from your laptop** → **Open** and click **OK**.

The screenshot illustrates the process of uploading company documents during supplier registration. It features a Windows File Explorer window and a web application interface.

**File Explorer Window:**

- Location: This PC > Downloads
- Files listed:
  - TG Enterprise Company Registration (Microsoft Edge P..., 3 KB)
  - TG Enterprise Company Registration (Microsoft PowerP..., 29 KB)
  - TG Enterprise Company Profile (Microsoft Edge P..., 3 KB) - **Selected**
- File name: TG Enterprise Company Profile
- Buttons: **Open** (highlighted), Cancel

**Web Application Interface:**

- Attachment:** **Choose file** (highlighted), No file chosen
- Event Contents:**
  - All Content** (selected)
  - 1 Company Info
    - 1.1 DUNS & BRADSTREET Number: 098765
    - 1.2 Company Name: TG Enterprise
    - 1.3 Company RC Number: RC-123456
    - 1.4 Search term (alias): TG
    - 1.7 Company Profile: TG Enterprise Company Profile.pdf (Update file, Delete file) - **Highlighted**
    - 1.8 Company Registration Certificates (CAC for Nigerian Suppliers or Company Registration in your host country for Foreign Suppliers): TG Enterprise Company Registration.pdf (Update file, Delete file) - **Highlighted**
  - 1.9 Address
    - Street: TG Omori
    - House Number: 29
    - Street 2:
    - Street 3:
    - District: Abuja
    - Postal Code: 900108
    - City: Abuja
    - Country/Region: Nigeria (NG)
    - State/Province/Region: FCT (FC)



# Supplier Registration – Tax Information

To provide Tax ID, click on **Add Tax IDs**

Then click on **Add Tax ID**

1.10 Telephone numbers	Add Telephone numbers (1)
2 Tax IDs	Add Tax IDs (0)
3 Bank accounts	Add Bank accounts (0)
4 Additional Certificates	Add Additional Certificates (0)
5 NUPRC	Add NUPRC (0)
8 NMDPRA	Add NMDPRA (0)

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the

All Content > 2 Tax IDs

Tax IDs (0)

Name ↑

No items

Add Tax ID

(\*) indicates a required field

Click on the dropdown to select **Country/Region**, input the **Tax Identification Number** and click **Save**.

Save Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 2 Tax IDs

Tax IDs (1)

Name ↑

▼ Tax ID #1 Delete

Country/Region: Nigeria (NG) ▼ ⓘ

Tax ID ⓘ

Tax Name Tax Type Tax Number

Nigeria: Tax Identification Number Organization 1532370001

Add an additional Tax ID

(\*) indicates a required field

# Supplier Registration – Bank Information

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To add bank account, click on **Add Bank Accounts**

1.10 Telephone numbers	Add Telephone numbers (1)
2 Tax IDs	Add Tax IDs (1)
3 Bank accounts	Add Bank accounts (0)
4 Additional Certificates	Add Additional Certificates (0)
5 NUPRC	Add NUPRC (0)
8 NMDPRA	Add NMDPRA (0)

Then click on **Add Bank Account**

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

[All Content](#) > 3 Bank accounts

Bank accounts (0)

Name ↑

No items

Add Bank account

(\*) indicates

# Supplier Registration – Bank Information

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Provide **all** the details as shown in the screenshot below.

Ensure to maintain the **Bank Key/ABA Routing Number with your bank's SWIFT Code**, E.g., FBNINGLA for First Bank, ZEBINGLA for Zenith Bank etc.

Click **Save** once all the details are maintained.

SaveCancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 3 Bank accounts

Bank accounts (1)

Name 1

Bank account #1Delete

\*

▶ Bank Type:Domestic

▶ Country/Region:Nigeria

▶ Bank Name:First Bank of Nigeria

▶ Bank Branch:Maitama

Street:Aguiyi Ironsi

City:Abuja

State/Province/Region:FCT

Postal Code:900108

▶ Account Holder Name:TG Enterprise

▶ Bank Key/ABA Routing Number:FBNINGLA

▶ Account Number:0019876435

IBAN Number:

▶ SWIFT Code:FBNINGLA

▶ Bank Control Key:Nigerian Naira [NG]

# Supplier Registration – NUPRC Certificates

To add NUPRC Certificate, click on **Add NUPRC**.

1.10 Telephone numbers	Add Telephone numbers (1)
2 Tax IDs	Add Tax IDs (1)
3 Bank accounts	Add Bank accounts (1)
4 Additional Certificates	Add Additional Certificates (0)
5 NUPRC	Add NUPRC (0)
8 NMDPRA	Add NMDPRA (0)

Click on **Add NUPRC**

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

[All Content](#) > 5 NUPRC

NUPRC (0)

Name ↑

No items

Add NUPRC

(\*) indicates a required field

# Supplier Registration – NUPRC Certificates

Click on **the drop down by the side of Unspecified** and select **Yes**.

Save

Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 5 NUPRC

NUPRC (1)

Name ↑

▼ NUPRC #1

Delete

NUPRC

Add an additional NUPRC

\*

Unspecified

Yes

No

Unspecified

(\*) indicates a required

Click **Details**.

Save

Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 5 NUPRC

NUPRC (1)

Name ↑

▼ NUPRC #1

Delete

NUPRC

Add an additional NUPRC

\*

Yes

Details

(\*) indicates a required field

# Supplier Registration – NUPRC Certificates

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The details page for the certificate come up.

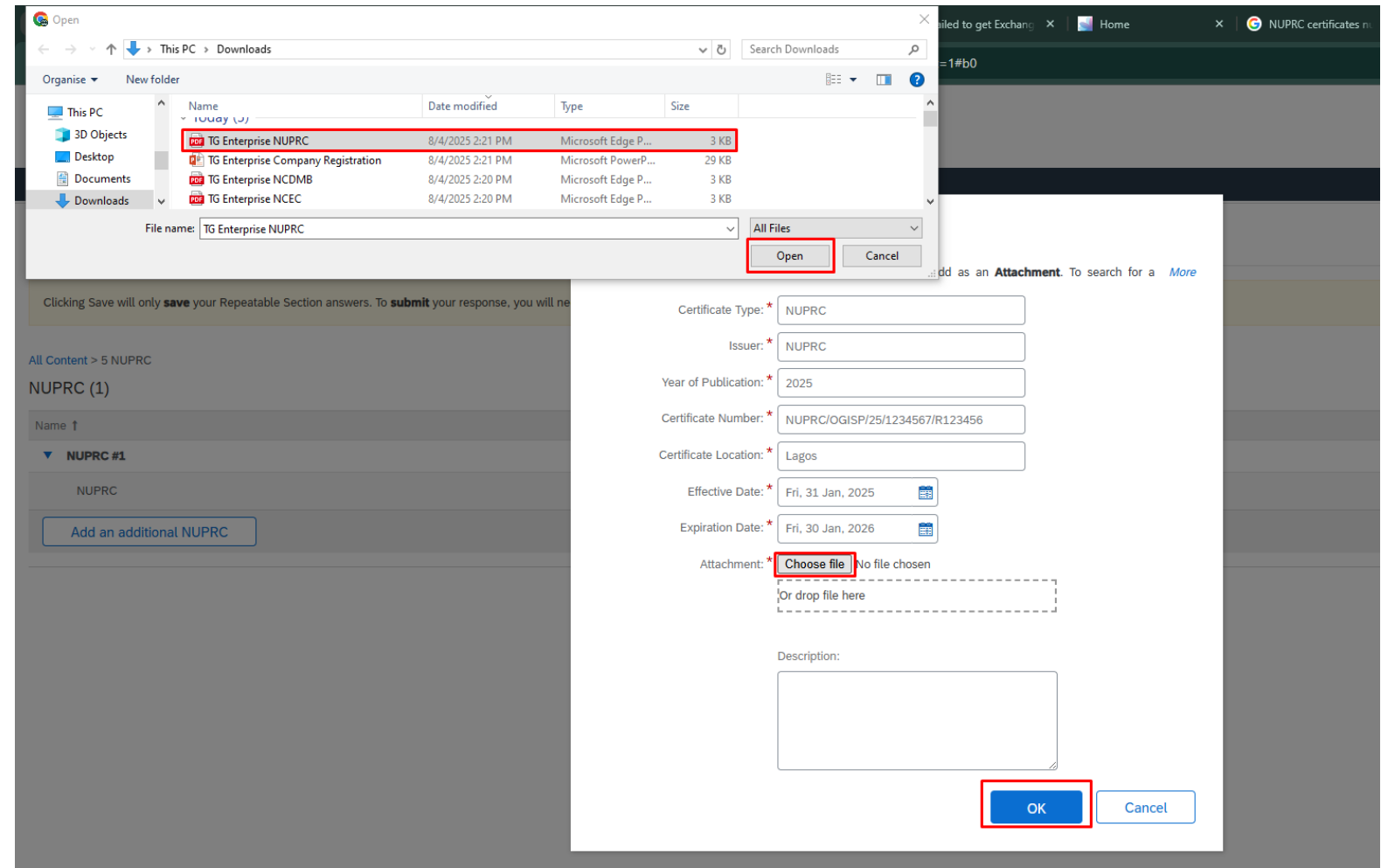
Fill in the following fields:

- **Certificate type** – NUPRC
- **Issuer** – NUPRC
- **Year of Publication** – 2025
- **Certificate Number** –NUPRC/OGISP/25/1234567/R123456
- **Certificate location** – Lagos
- **Effective Date** – Fri, 31 Jan, 2025
- **Expiration Date** – Fri, 30 Jan, 2026

Click on **Choose file** to upload the certificate,

Select the certificate from your device, click **Open/Save**.

Click **OK**.



# Supplier Registration – NUPRC Certificates


Click **Save**.

Save

Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

[All Content](#) > 5 NUPRC

NUPRC (1) 

Name ↑	
▼ NUPRC #1	Delete
NUPRC	* Yes ▾ <a href="#">Details</a>
<div>Add an additional NUPRC</div> <div>(*) indicates a required field</div>	

# Supplier Registration – NMDPRA and Additional Certificates 24

The same process above for adding NUPRC Certificates can be replicated for all other certificates.

1.10 Telephone numbers	Add Telephone numbers (1)
2 Tax IDs	Add Tax IDs (1)
3 Bank accounts	Add Bank accounts (0)
4 Additional Certificates	Add Additional Certificates (0)
5 NUPRC	Add NUPRC (0)
8 NMDPRA	Add NMDPRA (0)



# Supplier Registration - Submit

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Once all the required information has been provided on the Supplier Registration Questionnaire, click **Submit Entire Response** and click **OK** to submit your registration.

All Content

Name ↑

▼ 1 Company Info

1.1 DUNS & BRADSTREET Number ⓘ 098765

1.2 Company Name ⓘ \* TG Enterprise

1.3 Company RC Number ⓘ \* RC-123456

1.4 Search term (alias) ⓘ \* TG

1.7 Company Profile ⓘ \* TG Enterprise Company Profile.pdf ✓ Update file Delete file

1.8 Company Registration Certificates (CAC for Nigerian Suppliers or Company Registration in your host country for Foreign Suppliers) ⓘ \* TG Enterprise Company Registration.pdf ✓ Update file Delete file +

Show More

Street: TG Omori ⓘ House Number: 29 ⓘ

Street 2: ⓘ

Street 3: ⓘ

District: Abuja ⓘ

Postal Code: 900108 ⓘ City: Abuja ⓘ

Country/Region: Nigeria (NG) ⓘ State/Province/Region: FCT (FC) ⓘ

1.9 Address

1.10 Telephone numbers Add Telephone numbers (1)

2 Tax IDs Add Tax IDs (1)

3 Bank accounts Add Bank accounts (1)

4 Additional Certificates Add Additional Certificates (0)

5 NUPRC Add NUPRC (1)

8 NMDPRA Add NMDPRA (1)

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

✓ Submit this response?  
Click OK to submit.  
OK Cancel

# Supplier Registration

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You will get a confirmation of your successful submission, and your registration will be sent to the Aradel SRM team for approval and further action.

Doc2745632480 - Supplier registration questionnaire

Pending Approval

✓ Your response has been submitted. Thank you for participating in the event.

## Aradel Holdings Plc

Hello

Aradel Holdings Plc - has received your registration information and will review it for approval.

To check your registration status, log in to the Aradel Holdings Plc supplier portal.

[Click Here](#)

Sincerely,  
Aradel Holdings Plc -

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# **Responding to Certificate Management with Modular Questionnaire**

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After your registration is submitted, during the review and approval process, you will get notified via email to complete a certificate questionnaire which requires you to provide all relevant business documents and certificates.

On the email, click on “**Submit Questionnaire**” to access the Questionnaire and fill it accordingly.

## Aradel Holdings Plc

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Hello

Aradel Holdings Plc has invited you to complete a questionnaire. This is required so you can do business with Aradel Holdings Plc

Questionnaire Overview

Questionnaire name: Aradel Certificate Modular Questionnaire

Template\_Domestic\_Oil and Gas

Respond by: Thu, 23 Oct, 2025

Update Request Comments:

[Submit questionnaire](#)

Best,

SAP Ariba team

# Responding to Certificate Management with Modular Questionnaire

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The link leads you to your homepage after successful log-in. Then click on the required questionnaire under the Questionnaires tab.

[Home](#)

### Events

Title	ID	End Time ↓	Event Type	Participated
No items				

### Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
<a href="#">Supplier registration questionnaire</a>	Doc2745632480	23/9/2025 14:02	Pending Approval

### Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

### Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
<a href="#">Aradel Certificate Modular Questionnaire Template_Domestic_Oil and Gas</a>	Doc2747354510	23/10/2025 14:16	(no value)	(no value)	Not Responded

### Certificates

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
------------------	-----------	------------	------------	---------------	--------

The certificate questionnaire is displayed, and you can then provide all mandatory requirements.

Console

Doc2747354510 - Aradel Certificate Modular Questionnaire Temp...

Time remaining  
29 days 23:19:22

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

All Content

1 CAC Certificate of I...

2 Corporate Affairs Co...

3 Memorandum of Associ...

4 Federal or State Tax...

5 Federal TIN or State...

6 NUPRC Permit (Cat. A...

7 NOGIC JQS Certificat...

8 NCEC

12 Additional Certificates

All Content

Name ↑

▼ 1 CAC Certificate of IncorporationLess... ▾

Enter certificate-related information in this section: Company Incorporation - CAC Certificate of Incorporation

1.1 IssuerCAC

1.2 Certificate Number

1.3 Effective Date\*

1.5 Attachment\*Attach a file

▼ 2 Corporate Affairs Commission Forms 1.1, 2 & 7Less... ▾

Enter certificate-related information in this section:Company Incorporation: Corporate Affairs Commission Forms 1.1, 2 & 7 with/or Status Report

2.1 IssuerCAC

2.2 Certificate Number

2.3 Effective Date\*

2.5 Attachment\*Attach a file

▼ 3 Memorandum of Association and Articles of Association (MEMART)Less... ▾

Enter certificate-related information in this section.Company Incorporation: Memorandum of Association and Articles of Association (MEMART)

3.1 IssuerMemorandum of Association and Articles of Association (MEMART)

3.3 Effective Date\*

3.5 Attachment\*Attach a file



# Responding to Certificate Management with Modular Questionnaire

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To upload your documents :

- Click on **Attach a file**
- Click **Choose file**
- Select the certificate from your device
- Click **Open/Save**.
- Click **OK**.

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: **Choose file** No file chosen  
Or drop file here

# Responding to Certificate Management with Modular Questionnaire

Click **Submit Entire Response** once all the certificates are uploaded. Click **OK**.

Console

Doc2747354510 - Aradel Certificate Modular Questionnaire Temp...

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

All Content

1 CAC Certificate of I...

2 Corporate Affairs Co...

3 Memorandum of Associ...

4 Federal or State Tax...

All Content

▼ 8 NCEC

Less... -

Enter certificate-related information in this section.Nigerian Content Compliance - Nigerian Content Equipment Certificate (NCEC)

8.1 Issuer

8.2 Certificate Number

8.3 Effective Date

8.4 Expiration Date

NCDMB

\* NCEC/R123456

\* Fri, 1 Aug, 2025

\* Mon, 31 Aug, 2026

Less... -

(\*) indicates a r

Submit Entire Response

Save

Submit this response?

Click OK to submit.

OK

Cancel



# FAQs

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# Frequently Asked Questions and their Answers

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**Question:** What happens once I have submitted my Registration?

**Answer:** : Once you have completed and submitted your Registration, your registration will be reviewed by the Supplier Relationship Management (SRM) team and you will be notified if any additional information is required or if your registration has been approved.

**Question:** I got an email with the subject "**Action needed: Provide additional registration information to Aradel Holdings Plc**", what does it mean?

**Answer:** An "additional info requested" notification means Aradel Holdings Plc has reviewed your registration and requires more documents or clarification to proceed, and you must respond by providing the missing information via the Ariba portal to move forward with the registration process. To address this, review the comments in the email, click on "**Click Here**" in the email and you will be navigated to your earlier submissions. You can then **Revise Response** and provide the required additional information.

**Question:** How do I update my existing certificate?

**Answer:** : Log in to Ariba, navigate to the Proposals and Questionnaires tab, select the relevant certificate questionnaire, select "Revise Response" then update the certificate data and resubmit the questionnaire.

# Thank You

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