



UEG

联合能源

Ariba SLP Supplier Manual Iraq

2026-04-07

Agenda

- Sign up for an Ariba Network account
- Register as a United Energy supplier
- Provide qualification certification information online
- How to get help from SAP Support

Sign up for an Ariba Network account

Invitation: Register to become a supplier with United Energy Group -

United Energy Group -

1. The supplier receives an email inviting United Energy to register

Register as a supplier with United Energy Group -

Hello!

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

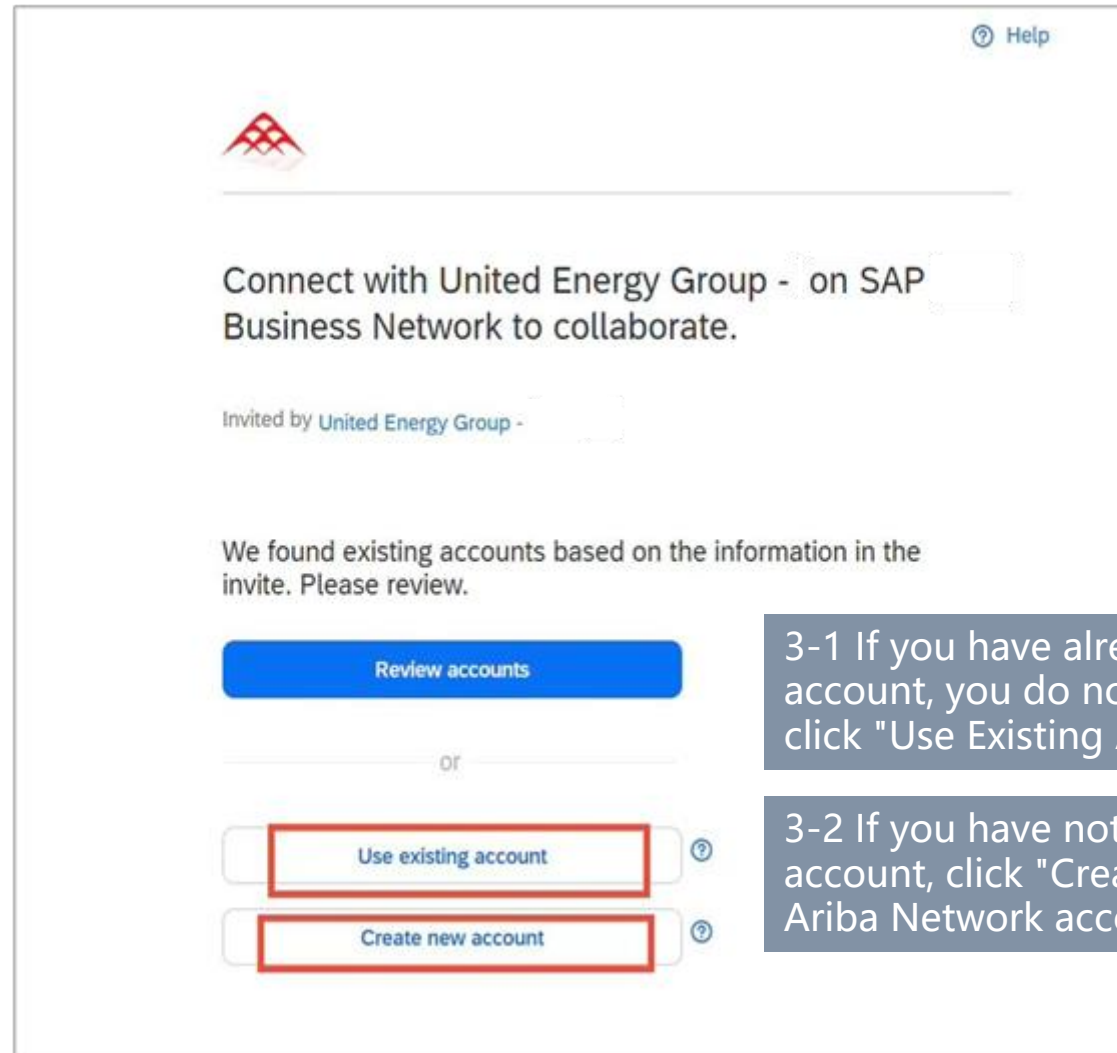
United Energy Group - uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Egypt Supplier 0405 already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now


2. Click the email link to go to the Ariba Network platform registration screen

You are receiving this email because your customer, United Energy Group - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact United Energy Group - TEST.

Sign up for an Ariba Network account



Help



Connect with United Energy Group - on SAP Business Network to collaborate.

Invited by United Energy Group -

We found existing accounts based on the information in the invite. Please review.

Review accounts

or

Use existing account

Create new account

3-1 If you have already registered an Ariba Network account, you do not need to re-register your account, click "Use Existing Account".

3-2 If you have not registered an Ariba Network account, click "Create Existing Account" to go to the Ariba Network account registration screen

Sign up for an Ariba Network account



Company information ⓘ

DUNS number

Don't know your DUNS number? ⓘ

Company (legal) name

Country/Region *

Address line 1 *

Address line 2

City *

4. Please fill in the company information truthfully (with * may not be filled in)

Suppliers

Postal code *

State *

Sign up for an Ariba Network account

Administrator account information ⓘ

First name * Last name *

Email *

Use my email as my username

Username *

Password * Repeat password *

I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

5. Fill in the administrator account information (with * is required)

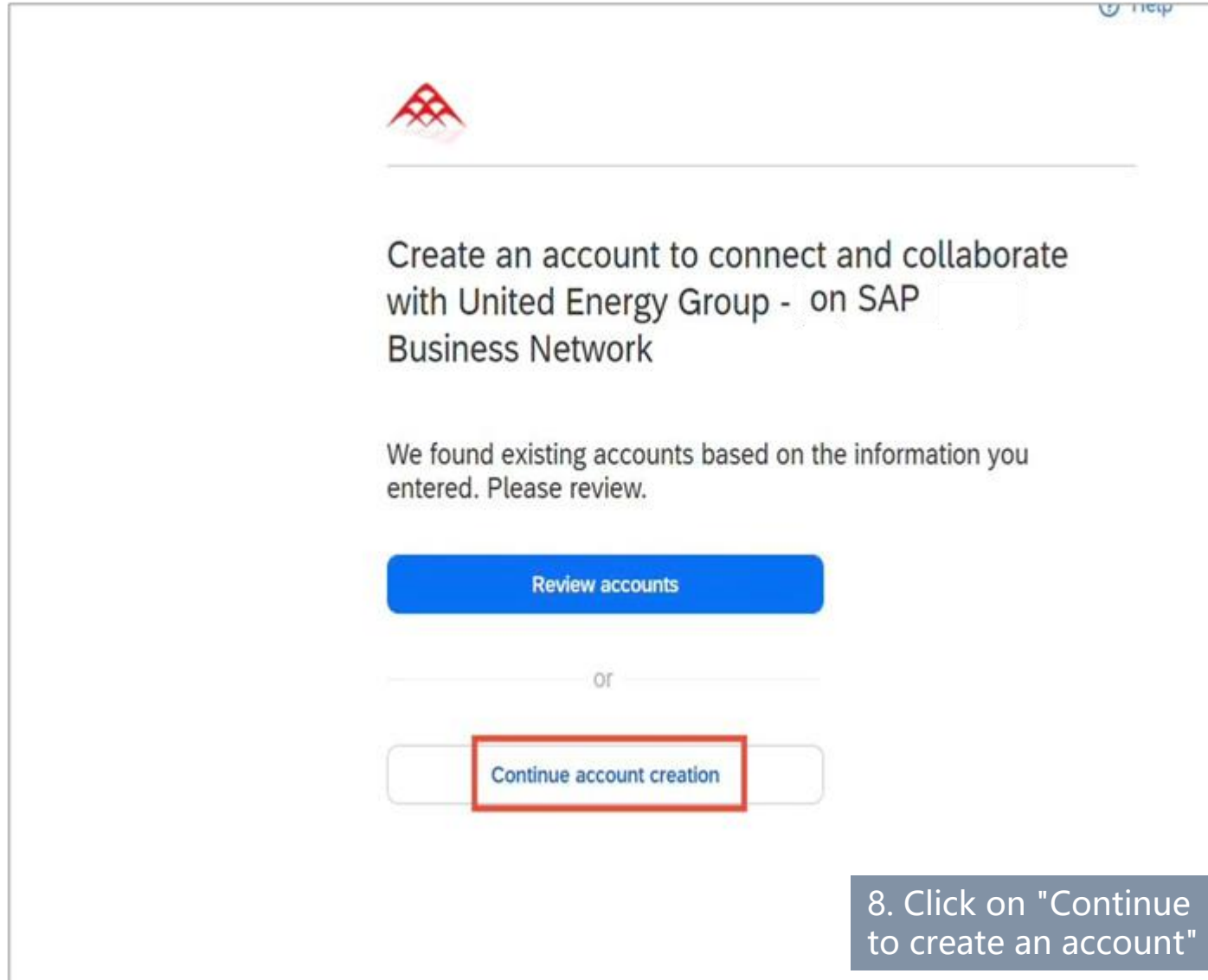
6. After confirming that the administrator account information is correct, check the box as shown in the figure

7. Click on "Create Account"

Suppliers

- In the account creation interface, the administrator account information section: Your name, name and email information will be brought out by default, and your email address will be defaulted to the username
- If you need to register multiple accounts for the same email address, or if the system prompts that the account already exists, please uncheck "Use my email as username" and add letters or numbers in front of the email address as the username
- Note: Please keep the username and password information properly, if you forget it in the future, you still need to retrieve it through email.

Sign up for an Ariba Network account



The screenshot shows the SAP Business Network account creation interface. At the top left is the Ariba logo. The main heading reads "Create an account to connect and collaborate with United Energy Group - on SAP Business Network". Below this, a message states: "We found existing accounts based on the information you entered. Please review." There are two buttons: a blue "Review accounts" button and a white "Continue account creation" button. The "Continue account creation" button is highlighted with a red rectangular border. In the bottom right corner of the screenshot area, there is a grey box with the text: "8. Click on 'Continue to create an account'".

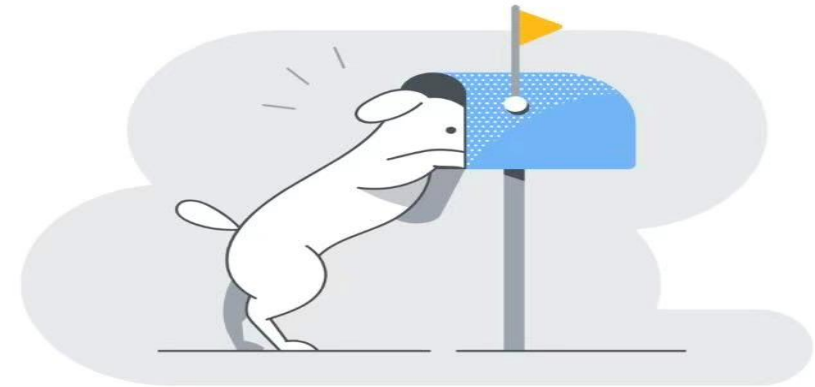
Sign up for an Ariba Network account

Please confirm your email address

Check your email at 3352883511@qq.com and follow the steps in the email to confirm your email address in the next **72 hours**.

> If you did not receive the email:

9. After clicking "Create Account", the interface will jump to: Please confirm your email address



[Help](#)

Sign up for an Ariba Network account

Action Required: Confirm your email ☆



Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>

To Me <3352883511@qq.com>

10. Go to the mailbox, you receive an email: Required action: Confirm your email

🇨🇳 Emails can be translated to Chinese [Translate](#)

SAP Business Network

Confirm your email

Hello,

Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.

[Confirm email](#)

11. Click on "Confirmation Email"

Link expires: Wednesday, Apr 08, 2026, 05:37 AM PDT

Sign up for an Ariba Network account

Welcome to SAP Business Network ☆

12. After clicking on "Confirmation Email", you will receive an email: Welcome to SAP Business Network

 Business Network

Welcome to SAP Business Network

Please find your account information below.

Your account:

Company name: **Iraq Supplier 0405**

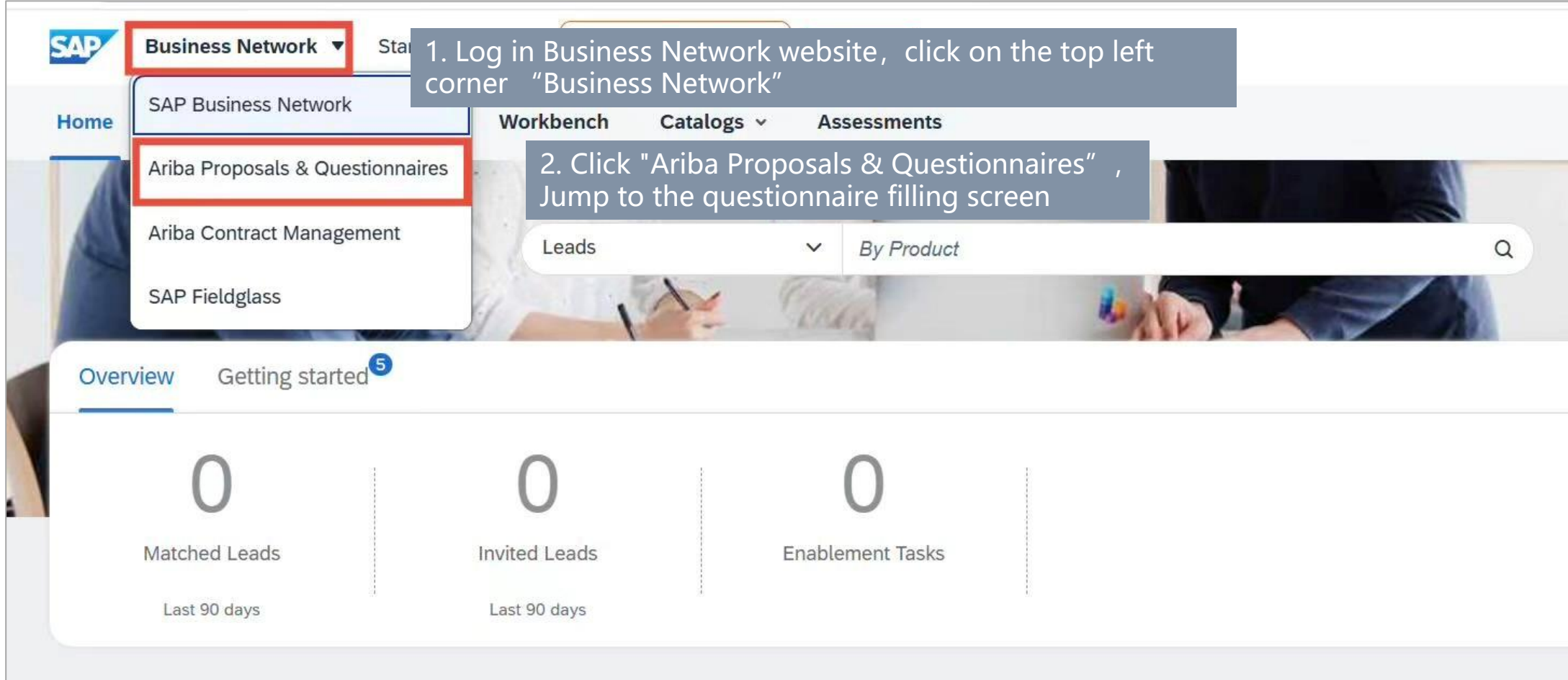
Username: **2435675342@qq.com**

Business Network ID: **AN11327627282-T**

Administrator email: **3352883511@qq.com**

13. The content of the email contains your account information (company name, user name, administrator email), please save the email to facilitate the search for login username information in the future

Register as a United Energy supplier



The screenshot shows the SAP Business Network interface. A dropdown menu is open under the 'Business Network' header, with 'Ariba Proposals & Questionnaires' highlighted. Two blue callout boxes provide instructions: '1. Log in Business Network website, click on the top left corner "Business Network"' and '2. Click "Ariba Proposals & Questionnaires", Jump to the questionnaire filling screen'. The main dashboard area shows 'Overview' and 'Getting started' tabs, with three cards displaying '0 Matched Leads', '0 Invited Leads', and '0 Enablement Tasks' for the 'Last 90 days' period. A search bar at the top right contains 'Leads' and 'By Product'.

1. Log in Business Network website, click on the top left corner "Business Network"

2. Click "Ariba Proposals & Questionnaires", Jump to the questionnaire filling screen

Register as a United Energy supplier



Suppliers

SAP Ariba Proposals and Questionnaires Standard Account [Get enterprise account](#) TEST MODE

UNITED ENERGY GROUP

United Energy Group - TEST Requested Profile
All required customer requested fields have been completed.
[View customer requested fields >](#)

Public Profile Completeness
15%
Enter commodities to reach 35% >
There are no matched postings.

Welcome to the UEG's SAP Ariba Spend Management site. 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		5/5/2026 2:17 PM	Invited

Qualification Questionnaires

3. Click on "Supplier Registration Questionnaire"

Register as a United Energy supplier



Suppliers

Console Doc318078542 - Supplier registration questionnaire Time remaining 29 days 17:32:49

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

7 Iraq

7.1 Legal Company Name *

* ERP or S/4HANA Sync Service [select]

Street: *

City: *

(*) indicates a required field

Submit Entire Response Update Totals

4. Time Remaining: The time when you can fill out the registration questionnaire

5. Maximize/Minimize icon: Click this icon to expand/scale the survey content

6. If you have not completed the questionnaire content, please click "Save Draft"

Register as a United Energy supplier



All Content

Name ↑

1 UEG Legal Entity *I032 [select]

2 Category *ERP or S/4HANA Sync Service [select]

▼ 7 Iraq

7.1 Legal Company Name

* sap sale

* Street: Abu Nuwas Street

City: * Baghdad

(*) indicates a required field

with "*" is a mandatory field

Name ↑

7.2 Company Business Address

Postal Code: * 10001

Country/Region: * Iraq

* Street: Al Mutanabbi Street

City: * Baghdad

State/Province/Region: [dropdown]

7.3 Company Operating Address

(*) indicates a required field

Register as a United Energy supplier



Suppliers

All Content

Name ↑

1 UEG Legal Entity

2 Category

▼ 6 Egypt

▼ 6.1 Vendor's Basic Information

6.1.1 Entity Name

6.1.2 Commercial Registration & Tax ID ⓘ

6.1.3 Scope of Supply

6.1.4 Company Profile

▼ 6.2 Vendor's Contact Information

6.2.1 Contact Person

6.2.2 Job Title

6.2.3 Email

* B050 [select]

* Accommodation structures [select]

* supplier3301

* attachment.xlsx ▾ Update file Delete file

* sale

Attach a file

* Ella

* salesperson

* 3352883511@qq.com

7. Click on "Attach Files"

Register as a United Energy supplier



Suppliers

Add Attachment

OK

Cancel

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.

[More](#)

Attachment: No file chosen

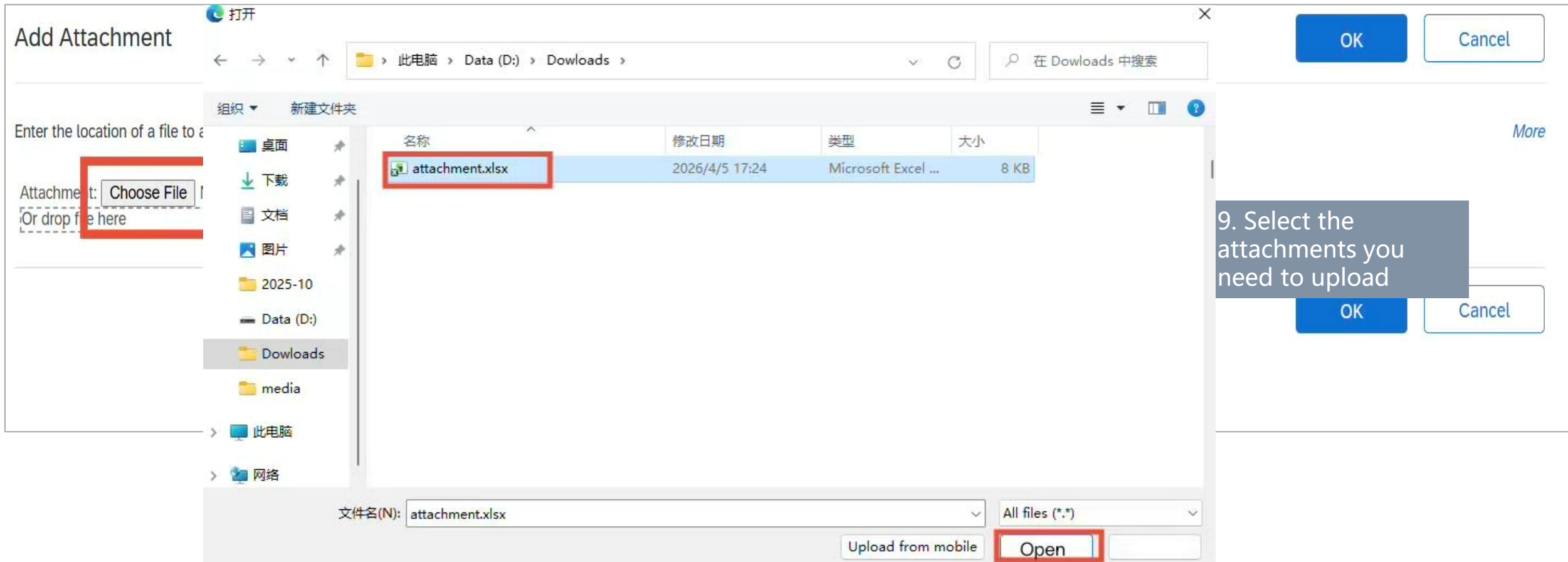
Or drop file here

8. Click "Choose File"

OK

Cancel

Register as a United Energy supplier



打开

Add Attachment

Enter the location of a file to attach

Attachment: Choose File | Or drop file here

组织 新建文件夹

名称 修改日期 类型 大小

名称	修改日期	类型	大小
attachment.xlsx	2026/4/5 17:24	Microsoft Excel ...	8 KB

桌面 下载 文档 图片 2025-10 Data (D:) Downloads media 此电脑 网络

文件名(N): attachment.xlsx All files (*.*)

Upload from mobile Open

9. Select the attachments you need to upload

10. Click on "Open."

OK Cancel

Register as a United Energy supplier



Suppliers

Add Attachment

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: attachment.xlsx
Or drop file here

11. Click OK

OK Cancel

Register as a United Energy supplier



Suppliers

All Content

Name ↑

- 1 UEG Legal Entity
- 2 Category
- ▼ 6 Egypt
 - ▼ 6.1 Vendor's Basic Information
 - 6.1.1 Entity Name
 - 6.1.2 Commercial Registration & Tax ID ⓘ
 - 6.1.3 Scope of Supply
 - 6.1.4 Company Profile
 - ▼ 6.2 Vendor's Contact Information
 - 6.2.1 Contact Person
 - 6.2.2 Job Title
 - 6.2.3 Email

*E050 [select]

*Accommodation structures [select]

*supplier3301

* attachment.xlsx Update file Delete file

*sale

Attach a file

* Ella

* salesperson

* 3352883511@qq.com

12. Display the attachment name, that is, the attachment upload is successful

Register as a United Energy supplier



Suppliers

Console

Doc318078542 - Supplier registration questionnaire

Time remaining
29 days 17:32:49

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

7 Iraq

All Content

Name ↑	
1 UEG Legal Entity	*I032 [select]
2 Category	*ERP or S/4HANA Sync Service [select]
▼ 7 Iraq	
7.1 Legal Company Name	* <input type="text"/>
	* Street: <input type="text"/>
	City: * <input type="text"/>

Submit Entire Response

13. After confirming that the information filled in is correct, click "Submit"

Update Totals

Save draft

Compose Message

Excel Import

Completed registration as a United Energy Supplier



Suppliers

Approved: Supplier registration with United Energy Group ☆

 **Ariba Administrator** <no-reply@smtp.mn1.ariba.com>
To Me <3352883511@qq.com>

   |  More options
Apr 6, 2026 09:17 [Details](#)

 Emails can be translated to Chinese [Translate](#)

14. After the approval of United Energy, you will receive an email: Approved: The supplier's registration with United Energy (Iraq) Limited, that is, the supplier registration process has been completed

United Energy Group -

Hello Supplier Iraq,

Congratulations! Your supplier registration was approved.

Log in to the supplier portal to see if you need to complete any tasks or qualifications before you can start doing business with United Energy Group

[Click Here](#)

Sincerely,

Provide qualification certification information online



供应商

Action needed: Fill out qualification questionnaire to become a qualified supplier with United Energy Group -



United Energy Group -

1. The supplier received an email inviting United Energy to fill out the qualification questionnaire

Qualification questionnaire to become a qualified supplier with United Energy Group -

Hello!

Now that Egypt Supplier 0405 is registered as a supplier with United Energy Group - you're invited to fill out one or more questionnaires to become qualified in the following categories:

- Caravan & Buildings in United Energy Egypt Limited

[Click Here](#) to fill out the questionnaire

2. Click the email link to jump to the qualification questionnaire interface

Provide qualification certification information online



Suppliers

< Go back to United Energy Group - Desktop File Sync

Console Doc318105333 - Supplier Qualification Questionnaire Time remaining 35 days 22:59:12

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

- All Content
- 1 Business Information**
- 2 Ethics Related Policies
- 3 Legal

All Content

Name ↑

▼ 1 Business Information

1.1 What is the amount (in USD) of the largest contracts in the last 3 years?

* \$345.00 USD

* contract 1 contract 2 contract 3

1.3 Is the company's paid up capital existing?

yes

(*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import

6. Fill in "Business Information"

Provide qualification certification information online



Suppliers

< Go back to United Energy Group -

Desktop File Sync

Console

Doc318105333 - Supplier Qualification Questionnaire

Time remaining
35 days 22:59:12

- Event Messages
- Event Details
- Response History
- Response Team

Event Contents

All Content

1 Business Information

2 Ethics Related Policies

3 Legal

All Content

Name ↑

2 Ethics Related Policies

2.1 What is your minimum hiring age? (enter numbers only)

* 20

2.2 What policies do you have in place to ensure compliance with anti-corruption laws?

* zore

2.3 Do you have a code of conduct or similar compliance and ethics related policy in place?

* No

7. fill in "Ethics Related Policies"

Submit Entire Response

Save draft

Compose Message

Excel Import

Provide qualification certification information online



Suppliers

< Go back to United Energy Group -

Desktop File Sync

Console

Doc318105333 - Supplier Qualification Questionnaire

Time remaining
35 days 22:59:12

Event Messages
Event Details
Response History
Response Team

All Content

Name ↑

▼ 3 Legal

▼ Event Contents

▼ 3.1 Legal

All Content

1 Business Information

2 Ethics Related Policies

3 Legal

3.1.1 Have your company or any affiliates, directors, officers, or key employees been convicted for a criminal offence in the last 3 years, or are they currently involved in a dispute or litigation, that may be relevant to your relationship with Company.

3.1.2 Is your company currently, or has it been in the last 3 years, involved in litigation or arbitration in which it was alleged that you failed to perform under a contract or breached a contract?

- * In the country of business?
- In the business of delivery?
- In any other country?
- None of the above

* No

8. fill in "Legal"

es a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

Provide qualification certification information online



Suppliers

< Go back to United Energy Group -

Desktop File Sync

Console

Doc318105333 - Supplier Qualification Questionnaire

Time remaining
35 days 22:59:12

- Event Messages
- Event Details
- Response History
- Response Team

Event Contents

All Content

1 Business Information

2 Ethics Related Policies

3 Legal

All Content

Name ↑

▼ 1 Business Information

1.1 What is the amount (in USD) of the largest contracts in the last 3 years?

* \$345.00 USD

1.2 Provide in details the highest valued project conducted and 3 of major current contracts

* contract 1 contract 2 contract 3

1.3 Is the company's paid up capital existing?

* yes

9. After confirming that the information filled in is correct, click "Submit"

Submit Entire Response

Save draft

Compose Message

Excel Import

Provide qualification certification information online



Suppliers

[EXTERNAL] Approved: Supplier qualification request with United Energy Group

- TEST  Summarize

United Energy Group

10. Once the approval from United Energy is obtained, you will receive an email with the subject: Approved: Supplier qualification request with United Energy Group

Qualification request with United Energy Group -

Congratulations! Supplier0309 is now qualified to sell in the following categories to United Energy Group -

- Admin & General Services in Kuwait Energy Basra Limited – B9

You will be notified when next steps as part of a procurement or sourcing process require your attention.

How to get help from SAP Support

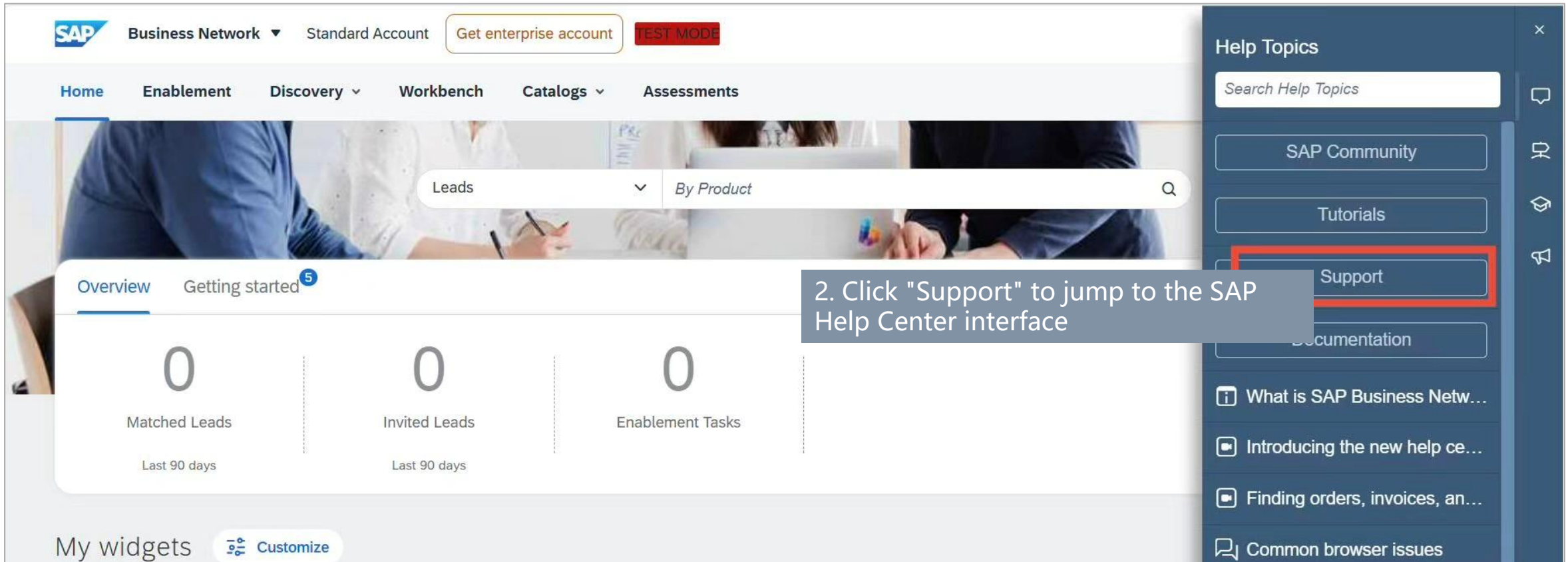


Suppliers

The screenshot shows the SAP Business Network interface. At the top, there is a navigation bar with the SAP logo, 'Business Network', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. On the right side of the navigation bar, there are icons for search, notifications, and a help icon (a question mark inside a circle) which is highlighted with a red box. Below the navigation bar, there is a main content area with a search bar containing 'Leads' and 'By Product'. The main content area is divided into sections: 'Overview' and 'Getting started' (with a notification badge '5'). Below these sections, there are three cards showing '0 Matched Leads', '0 Invited Leads', and '0 Enablement Tasks', all for the 'Last 90 days'. At the bottom, there is a 'My widgets' section with a 'Customize' button and four widget cards: 'Supplier Success Hub', 'Company profile', 'My leads', and 'Help buyers find your products and services'. A 'Feedback' button is visible on the right side of the interface.

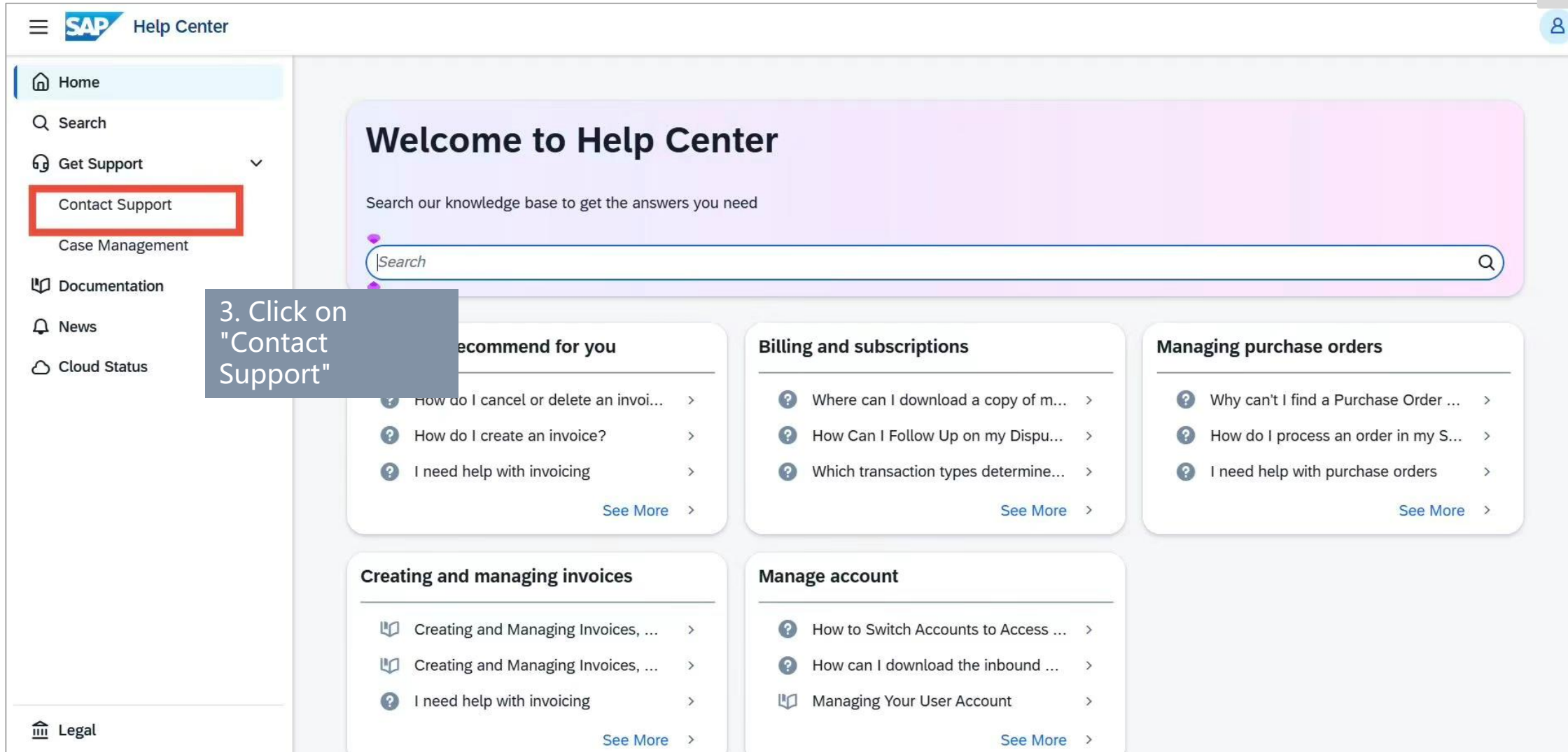
1. Tap the "Help" icon in the top right corner

How to get help from SAP Support



The screenshot shows the SAP Business Network interface. At the top, there is a navigation bar with 'SAP Business Network', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. Below this is a main navigation menu with 'Home', 'Enablement', 'Discovery', 'Workbench', 'Catalogs', and 'Assessments'. A search bar contains 'Leads' and 'By Product'. The main content area shows 'Overview' and 'Getting started' (with a notification badge '5'). Below this are three cards: 'Matched Leads' (0), 'Invited Leads' (0), and 'Enablement Tasks' (0), all for the 'Last 90 days'. At the bottom left, there is a 'My widgets' section with a 'Customize' button. On the right side, a 'Help Topics' sidebar is open, listing 'SAP Community', 'Tutorials', 'Support' (highlighted with a red box), 'Documentation', and several video links. A text box with the instruction '2. Click "Support" to jump to the SAP Help Center interface' points to the 'Support' button.

How to get help from SAP Support



The screenshot shows the SAP Help Center interface. On the left is a navigation menu with items: Home, Search, Get Support, Contact Support (highlighted with a red box), Case Management, Documentation, News, and Cloud Status. At the bottom left is a 'Legal' link. The main content area features a 'Welcome to Help Center' banner with a search bar. Below the banner are four topic cards: 'Recommend for you', 'Billing and subscriptions', 'Managing purchase orders', and 'Creating and managing invoices'. Each card lists several articles with question mark icons and 'See More' links. A grey callout box with the text '3. Click on "Contact Support"' is overlaid on the 'Contact Support' menu item.

SAP Help Center

Home

Search

Get Support

Contact Support

Case Management

Documentation

News

Cloud Status

Legal

Welcome to Help Center

Search our knowledge base to get the answers you need

Search

Recommend for you

- How do I cancel or delete an invoice? >
- How do I create an invoice? >
- I need help with invoicing >

See More >

Billing and subscriptions

- Where can I download a copy of my... >
- How Can I Follow Up on my Dispu... >
- Which transaction types determine... >

See More >

Managing purchase orders

- Why can't I find a Purchase Order ... >
- How do I process an order in my S... >
- I need help with purchase orders >

See More >

Creating and managing invoices

- Creating and Managing Invoices, ... >
- Creating and Managing Invoices, ... >
- I need help with invoicing >

See More >

Manage account

- How to Switch Accounts to Access ... >
- How can I download the inbound ... >
- Managing Your User Account >

See More >

3. Click on "Contact Support"

How to get help from SAP Support



SAP Help Center

Search

Home

Search

Get Support

Contact Support

Case Management

Documentation

News

Cloud Status

Contact Support

Step 1 How can we support you?

issue

2995 characters remaining

Next

Step 2 Resources

Step 3 Confirm the details

Step 4 Contact options

4. Enter your question and click "Next"

Suppliers

Contact Support

Step 1 How can we support you?

Step 2 Resources

Step 3 Confirm the details

Subject: *

issue

Describe your issue or question

issue

5. The system will display the relevant materials, if it cannot solve your problem, click "Next", follow the prompts to describe your problem and click "Next" after filling in the

Top Recommendations:

- Why is my account locked and how do I unlock it?
- Why was my invoice rejected?

Confirm your issue: *

Select an issue area: *

The combined size of attachments must not exceed 20MB.

Choose a file for upload

Document number(s):

How does this impact your business: *

Next

How to get help from SAP Support

Contact Support


Ask an Expert Peer
Recommended


Webform

First name: *

Last name: *

User name:

Email: *

Your phone number: * Extension:

Account ID: *

Help us help you faster:

Agree to share data with an SAP Support Engineer to view logs. Consenting to share this data will help us fix your issue faster. Some [account and system information](#) will be sent to SAP SE and support calls and chats may be recorded.

I agree *

Submit

Note: We use the information collected to improve support quality and training, to help address technical issues, and to improve our products and services, subject to our [Privacy Policy](#) and [Terms of Use](#).

Translation services may be used in support calls, chats, and email communications.

6. Select Chat, fill in your name and contact information, tick "I agree", and click "Chat with us". A chat box will pop up to describe the problem to SAP Support and what kind of assistance you need, and cooperate with the relevant operations



UEG

联合能源

THANKS