

How to register with Etihad Airways Vendor registration-Guideline

SAP ARIBA system



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Introduction

Supplier registration in Etihad Airways

Etihad Airways has implemented a new system, SAP Ariba, to manage sourcing, contracting and procurement processes for both materials and services. Thanks to its collaborative online platform, Ariba Network, SAP Ariba makes working together even simpler. It's helped us to significantly improve the efficiency of our key processes, and we're confident that you'll notice its benefits straight away:

- Lower overall processing costs
- Greater visibility of invoices and payment costs
- Reduced Days Sales Outstanding (DSO)

We're committed to working closely with our suppliers to continue to improve the efficiency and consistency of our procurement and business processes. We realise that this new process represents a change for our suppliers, so we're doing everything we can to make this transition as easy and smooth as possible

How to register with Etihad Airways

Terms and condition and Etihad Requirements

❖ Registration Terms and conditions :

1. The vendor must ensure the registration is completed in Etihad - SAP ARIBA platform before sourcing and services
 2. The vendor must ensure to fill out the online questionnaire in Etihad - SAP ARIBA platform and ensure to submit the entire responses
 3. The vendor is responsible for any profile data updates/changes
 4. The vendor confirm that all entered details are accurate and up to date
 5. Invoices copies, email communication or other soft copy (e.g. word, notepad) addressing bank account details is rejected
 6. A vendor profile with Expired commercial license is rejected
 7. A vendor profile with invalid commercial license information is rejected
 8. After the profile is validated, the vendor profile will be activated and able to use Etihad services.
-

How to register with Etihad Airways

Terms and condition - [Documents check-list](#)

Before initiating the registration, pre-requirement of document must be ready in advance ;

Ensure the first point of contact is the responsible for the profile registration

Company certificate validation :

✓ Copy of valid Commercial registration license or company registration certificate

Bank account Validation :

✓ Copy/Scan of pre-printed cheque or deposit slip, or

✓ Copy Signed and Stamped bank letter showing bank account details, or

✓ Copy Signed and Stamped company letterhead showing bank account details

****Please note that the documents above must be in softcopy (PDF format) and ready to be uploaded to our Online SAP-ARIBA System as the supporting documents for information provided by the supplier.**

How to register with Etihad Airways

Registration check-list

Before initiating the registration, Information require in the Etihad Questionnaire ;

- ✓ Supplier information
 - ✓ Company information
 - ✓ VAT Number
 - ✓ Contact person details
 - ✓ Contact communication details
 - ✓ Bank account details
 - ✓ Code of Ethical purchasing and Supply
 - ✓ Transaction details
 - ✓ Sustainability
-



New Supplier registration Screen

REGISTER FOR NEW SUPPLIER

1. The **Invitation** link will be sent to the email address registered with Etihad-SAP ARIBA platform



Mon 30-May-22 8:11 PM

Aishah Mubarak Obaid Salem Sedrani <s4system-prodeu+etihad.Doc995150561@eusmtp.ariba.com>

Invitation: Register to become a supplier with Etihad Airways

Aishah Sedrani

If there are problems with how this message is displayed, click here to view it in a web browser.

This email comes from an EXTERNAL source.

Etihad Airways

Register as a supplier with Etihad Airways

Hello!

Aishah Mubarak Obaid Salem Sedrani has invited you to register to become a supplier with Etihad Airways. Start by creating an account with Ariba Network. It's free.

Etihad Airways uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Aisha test 1234 already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

REGISTER FOR NEW SUPPLIER – USER NAME AND PASSWORD CREATION

2. The **New supplier , Scenario 1** click on Sign-up
3. **Existing supplier , Scenario 2**, If the existing user no longer with a company, please email Finance Master Data team to update the new email address in order to share the link to complete the registration cycle or any amendment

SAP Ariba Proposals and Questionnaires

Welcome, test test

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **Etihad Airways** on SAP Ariba.

Etihad Airways uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Etihad Airways.

Already have an account? [Log in](#)

Sign up

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities

REGISTER FOR NEW SUPPLIER – USER NAME AND PASSWORD CREATION

2.1 The New supplier , The basic company information is defaulted – ensure its accurate

The screenshot shows a web browser window with the URL `https://service.ariba.com/Register.aw/124987054/aw?awh=r&awssk=pmlwbyyy`. The page header includes the SAP logo and the text "Ariba Proposals and Questionnaires". The main heading is "Create account", with a blue "Create account and continue" button and a white "Cancel" button. Below the heading is a sub-instruction: "First, create an SAP Ariba supplier account, then complete questionnaires required by Etihad Airways."

The "Company information" section contains the following fields and instructions:

- Company Name:** * Aisha test 1234
- Country/Region:** * United Arab Emirates [ARE] (dropdown menu)
- Address:** * 0000 (text field), Line 2 (text field)
- Postal Code:** (text field)
- City:** * abu dhabi (text field)
- State:** * Select (dropdown menu)

A red exclamation mark icon and the text "Required field" are located below the "State" dropdown. To the right of the address fields, a note states: "If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile."

* Indicates a required field

REGISTER FOR NEW SUPPLIER – USER NAME AND PASSWORD CREATION

Supplier account information

** Indicates a required field*

[SAP Business Network Privacy Statement](#)

Name:*

Email:*

☒ Use my email as my username

Username:*

Must be in email format(e.g john@newco.com) ⓘ

Password:*

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ⓘ

Language: ▼

The language used when Ariba sends you configurable notifications. This is different than your web b...

Email orders to:*

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

2.2 The **New supplier**, set up a user name and password :

- 1) If the supplier maintaining several profile with Etihad airways or Ariba platform, please ensure the Username must be unique and different
- 2) Use my email as my username, If the Check box was checked by default Ariba system takes the email address as username. If the supplier wants to change the username, uncheck the checkbox
- 3) Password, Must contain a minimum 8 characters including letters and numbers
- 4) Language, By default, it will be chosen as English
- 5) Email Orders to, Etihad airways may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime

REGISTER FOR NEW SUPPLIER – USER NAME AND PASSWORD CREATION

2.3 The New supplier , Click on the **Browse** option

ell us more about your business

Product and Service Categories:* -or-

Ship-to or Service Locations:* -or-

Tax ID: Enter your Company Tax ID number.

Vat ID: Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. ⓘ

☒ I have read and agree to the [Terms of Use](#)

☒ I hereby agree that SAP Business Network will make parts of my (company) information 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 [SAP Business Network Privacy Statement](#) to learn how we process personal data.

REGISTER FOR NEW SUPPLIER – USER NAME AND PASSWORD CREATION

Product and Service Category Selection

Search

Browse

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories Didn't find what you were looking for? [Try Search »](#)

Agricultural & Fishing Machinery >

Agricultural & Fishing Services >

Apparel, Luggage & Personal Care >

Chemicals >

Cleaning Supplies >

Computer Hardware, Software & Telecom
>

Construction & Maintenance Services >

Agricultural, Forestry and Landscaping
Equipment >

Fishing & Aquaculture Equipment >

Agricultural machinery for cleaning and
sorting and grading > +

Agricultural machinery for harvesting
> ✓

Agricultural machinery for planting and
seeding > +

Agricultural machinery for soil
preparation > +

Agricultural processing machinery and
equipment > +

No items

My Selections (2)

☐

Agricultural machinery for harvesting [\(View\)](#)

☐

Commercial fishing equipment [\(View\)](#)

Remove

Cancel

2.3.1 Once you click on **Browse**, it will take you to the product category section which has a standard search criterion in Ariba.

1- Select the appropriate service category and to add it in the service category, just click on the add button

2- The supplier can add as many service categories from the standard Ariba list.

3- Click Ok

REGISTER FOR NEW SUPPLIER – USER NAME AND PASSWORD CREATION

2.4 The **New supplier**, Once all the details are entered, select the check box ‘I have read and agree to the Terms of use and the Ariba privacy statement’ and click “Create account and continue” to activate your account via email - Notification from Ariba commerce cloud will be sent to registered email



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



I hereby agree that SAP Business Network will make parts of my (company) information 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 [SAP Business Network Privacy Statement](#) to learn how we process personal data.

Create account and continue

Cancel



Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

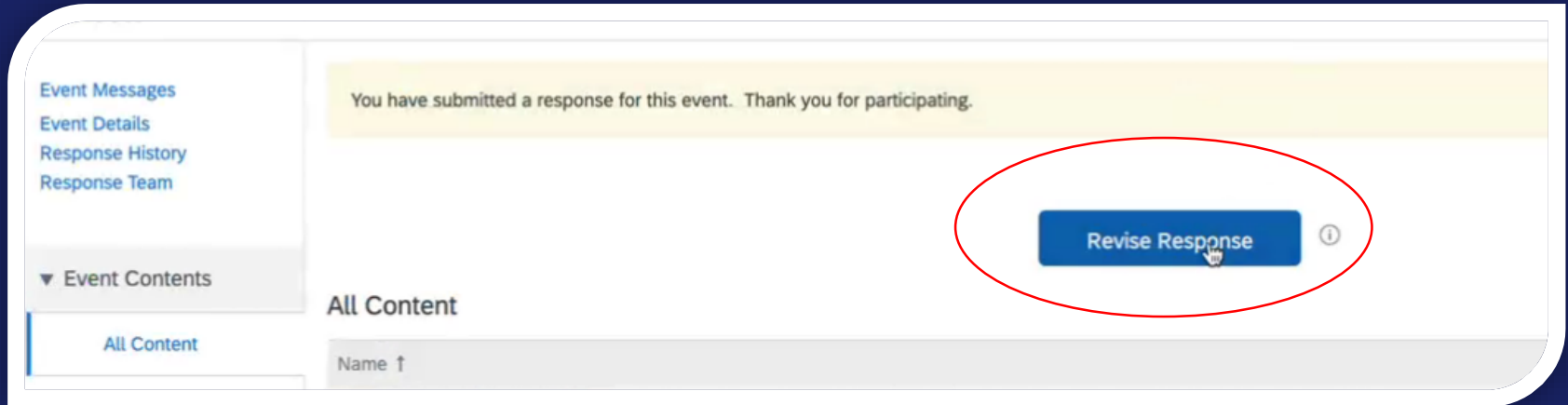
Review accounts

Skip review

2.5 The **New supplier**, Click o Skip Review

REGISTER FOR NEW SUPPLIER - ETIHAD SUPPLIER QUESTIONNAIRE

1.1 The **Etihad questionnaire**, Upon completion of creating user name and password steps, directly will navigate you to the Etihad questionnaire screen, for new supplier this circle option may not appear just start answer the questions



REGISTER FOR NEW SUPPLIER - ETIHAD SUPPLIER QUESTIONNAIRE

Question subject	Requirement	Additional requirement
1. Supplier Information	Ensure to add the company name with address and location	
2. Company information	Select from drop option	2.8 – attached a copy of valid Commercial registration license <u>or</u> company registration certificate

Company Information

(Section 2 of 9) << Pre

Name ↑

▼ 2 Company Information

2.2 Supplier (Contracting Party) Country

* United Arab Emirates

2.3 Ownership Structure

* Same as Contracting Party

2.6 Company Type

* Private Limited

2.8 Please attach the Company Commercial Registration document with Local Government Body / Local Authority (i.e. Trade License, Certificate of Registration or Incorporation or Equivalent for Country of Origin)

* [Attach a file](#)

REGISTER FOR NEW SUPPLIER - ETIHAD SUPPLIER QUESTIONNAIRE

Question subject

Requirement

Additional requirement

3. Please Provide the Applicable Tax Details (Mandatory) (For EU Countries, Please Enter EU Country Code followed by VAT Number without any spaces)

Click on the link + Click on Add Tax details + select the country from drop list + add the VAT number only + **Click on Save**

Click on (!) for examples

Please Provide the Applicable Tax Details (Mandatory) (For EU Countries, Please Enter EU Country Code followed by VAT Number without a

Name ↑

3 Please Provide the Applicable Tax Details (Mandatory) (For EU Countries, Please Enter EU Country Code followed by VAT Number without any spaces)

Add Please Provide the Applicable Tax Details (Mandatory) (For EU Countries, Please Enter EU Cou

(*) indicates a required field

Name ↑

▼ Tax Details #1 Delete

Tax Details ⓘ

*

Country:

United Arab Emirates (AE)

ⓘ

Tax Name

TaxType

Tax Number

United Arab Emirates: VAT Registration Number

Organization

00000000000

REGISTER FOR NEW SUPPLIER - ETIHAD SUPPLIER QUESTIONNAIRE

Question subject

Requirement

Additional requirement

6. Contact person details

Insert email address + person name

6.1 – ensure to add +9711234567

7. Contact communication details

Insert a manager email address + person name

Contact Person Details

Name ↑

▼ 6 Contact Person Details

6.1 Telephone ⓘ

* +9711234567

6.3 Remittance Email

*

6.4 PO Distribution Email

*

6.7 Salesperson Name

(*) indicates a required field

Contact Communication Details

Name ↑

▼ 7 Contact Communication Details

7.1 Contact Name (Account Manager)

*

7.2 Mobile No. ⓘ

*

7.3 Email Address

*

(*) indicates a required field

REGISTER FOR NEW SUPPLIER - ETIHAD SUPPLIER QUESTIONNAIRE

Question subject

Requirement

Additional requirement

8. Bank account details

Click on the link + Click on Add bank account +
after inserting all data click on Save

Line number 4, if your bank account in
IBAN click yes and add the IBAN, add a
valid document refer to slide 5

Name ↑	
▼ Bank Details #1	Delete
Bank Country	* United Arab Emira
Account Holder Name (Do Not Enter any Special Characters like ".@#\$%&*()<>!?,-" etc.)	* Etihad
Account Currency	* AED ▼
Do you have an IBAN?	* Yes ▼
IBAN (Allowed & Mandatory only when "Do you have an IBAN?" = 'Yes')	
AE94500000000000000000	
Please provide recent proof of Bank Account Details by attaching any one of the following documents below. (English Language Only)	
* Company Letter, Signed a	
Please attach the document here.	
*Attach a file	

REGISTER FOR NEW SUPPLIER - ETIHAD SUPPLIER QUESTIONNAIRE

Question subject

Requirement

Additional requirement

8. Bank account details (Mandatory)

Click on the link + Click on Add bank account + - after inserting all data click on Save

Line number 4, if your bank account is not IBAN and normal bank account details then Click No. and answer the question / Line 7, add a valid document refer to slide 5

Name ↑	
▼ Bank Details #1	Delete
Bank Country	* United Arab Emir
Account Holder Name (Do Not Enter any Special Characters like ".@#\$%&*()<>!?,-" etc.)	* Etihad
Account Currency	* AED ▼
Do you have an IBAN?	* No ▼
Bank Account Number (No spaces allowed)	* 1234500000
Bank Number (ABA Routing Number, IFSC, BSB, Sort Code, BLZ, Transit Number or Equivalent)	* 000000
SWIFT Code	* ABDEEFG
Please provide recent proof of Bank Account Details by attaching any one of the following documents below. (English Language Only)	* Company Letter, Signe
Please attach the document here.	* Attach a file

REGISTER FOR NEW SUPPLIER - ETIHAD SUPPLIER QUESTIONNAIRE

Question subject

Requirement

Additional requirement

8. Bank account details (Mandatory)

Click on the link + Click on Add bank account + - after inserting all data click on Save

If you would like to add more than one bank account details, Click on red circle box

Name ↑

▼ Bank Details #1

Bank Country

Account Holder Name (Do Not Enter any Special Characters like ".@#\$%&*()<>!?,-" etc.)

Account Currency

Do you have an IBAN?

Add an additional Bank Details

REGISTER FOR NEW SUPPLIER - ETIHAD SUPPLIER QUESTIONNAIRE

Question subject

Requirement

Additional requirement

9. Code of Ethical Purchasing and Supply

Select from drop list (Yes/No)


-

Code of Ethical Purchasing and Supply

(Section 7 of 9) [« Prev.](#) | [Next »](#)

Name ↑

▼ 9 Code of Ethical Purchasing and Supply

9.1 Do you agree to the code of Ethics?  [References](#)▼

Yes

9.3 Your Company **DID NOT** receive any fines, sanctions or were prosecuted in the last 5 years for corruption, bribery, non-compliance to labor, environmental or health & safety regulations?

Yes

9.4 By selecting YES supplier is fully accountable if it is proven otherwise.

9.6 Does your Company have policies on labour and Human Rights consistent with all Applicable local and International laws, statute and regulations?

Yes

9.7 By selecting YES supplier is fully accountable if it is proven otherwise.

(*) indicates a required field

REGISTER FOR NEW SUPPLIER - ETIHAD SUPPLIER QUESTIONNAIRE

Question subject

Requirement

Additional requirement

10. Transaction data

Select from drop option

Select the related sector and Category for
Tender propose

Transaction Data

Name ↑

▼ 10 Transaction Data

10.1 Currency

* AED ▼

10.2 Industry Sector

* Aircraft & Engines [1010] ▼

10.3 Etihad Specific Category

* Airports & Ground Handling AUH

(*) indicates a required field

REGISTER FOR NEW SUPPLIER - ETIHAD SUPPLIER QUESTIONNAIRE

Question subject

Requirement

Additional requirement

12. Sustainability

Select from drop list (Yes/No)

If you company have a sustainability strategy

Sustainability

Name ↑

▼ 12 Sustainability

12.1 Is the registered company considered sustainable? Does your company practice sustainable measures?

*

Yes



*



Have a formal environmental



Have an Environmental Management System (EMS) authorized certification body



Have an operational procedure for handling hazardous and non-hazardous waste



Invested in community development and social responsibility to operate within



Have a formal policy that covers Child Labor

12.2 Please select any of the following applicable options (You can

REGISTER FOR NEW SUPPLIER - ETIHAD SUPPLIER QUESTIONNAIRE

Successfully Completed Profile	Pending Additional Information
After ensuring all questions are filled accurately with the valid support documentation, Click on submit Entire response	After Etihad team review your profile, we found few correction require, we will be sending the profile back to you for amendment
You will receive email that all your responses have been submitted successfully and its under review with Etihad Team – Finance Master Data	Ensure to read the comment points instructed in the email body, log-in again and amend the requirement and ensure to Submit Entire Response
We will approve your company profile within 3 to 5 working days	
You will receive an email notification “ Welcome Aboard “, means you’ve completed the registration lifecycle	

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

Existing Supplier registration Screen

REGISTER FOR EXISTING SUPPLIER

1. The **Invitation** link will be sent to the email address registered with Etihad-SAP ARIBA platform



Mon 30-May-22 8:11 PM

Aishah Mubarak Obaid Salem Sedrani <s4system-prodeu+etihad.Doc995150561@eusmtp.ariba.com>

Invitation: Register to become a supplier with Etihad Airways

Aishah Sedrani

If there are problems with how this message is displayed, click here to view it in a web browser.

This email comes from an EXTERNAL source.

Etihad Airways

Register as a supplier with Etihad Airways

Hello!

Aishah Mubarak Obaid Salem Sedrani has invited you to register to become a supplier with Etihad Airways. Start by creating an account with Ariba Network. It's free.

Etihad Airways uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Aisha test 1234 already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

REGISTER FOR EXISTING SUPPLIER – USER NAME AND PASSWORD CREATION

SAP Ariba Proposals and Questionnaires

Welcome, test test

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **Etihad Airways** on SAP Ariba.

Etihad Airways uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Etihad Airways. [Sign up](#)

Already have an account? [Log in](#)

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You no longer have to manage multiple logins. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow applications
- Strengthen your relationships with customers using an Ariba Network
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities

SAP Ariba

Supplier Login

User Name

Password

[Login](#)

[Forgot Username or Password](#)

1.The Existing supplier :

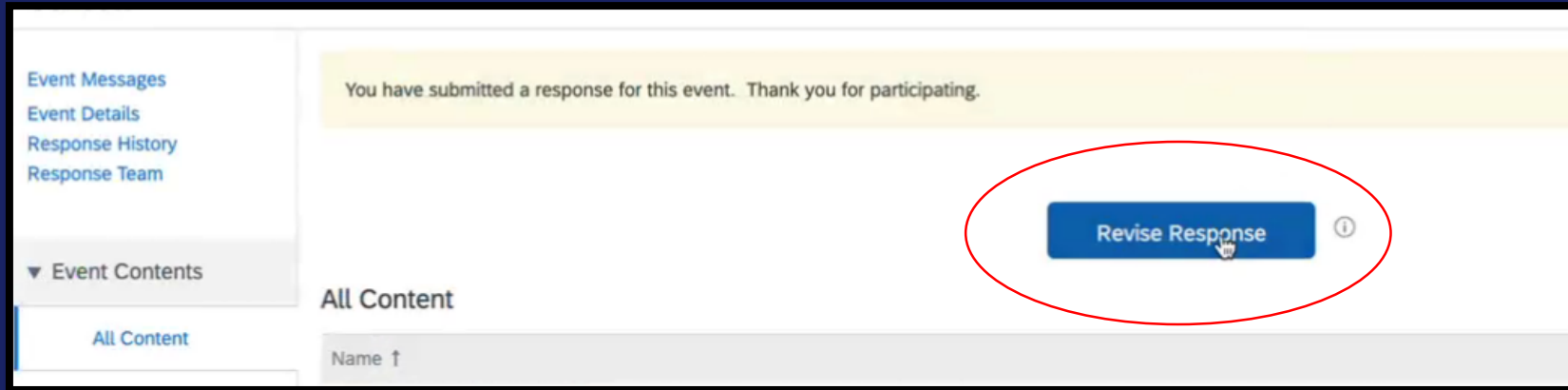
- Click on **Log-In** if you remember the Password and user Name
- Click on forgot option if you don't remember the password and user name

- ## 2. The Existing supplier If the existing user no longer with a company, please email Finance Master Data team to update the new email address in order to share the link to complete the registration cycle or any amendment – Click on Sign up

EXISTING SUPPLIER REGISTRATION – ETIHAD SUPPLIER QUESTIONNAIRE

Amendment / Complete the registration

1. The **EtiHAD questionnaire**, Once log-in completed, directly will navigate you to the Etihad questionnaire screen, Click on **Revise response** and start answer the questions .



EXISTING SUPPLIER REGISTRATION – ETIHAD SUPPLIER QUESTIONNAIRE

Question subject	Requirement	Additional requirement
1. Supplier Information	Ensure to add the company name with address and location	
2. Company information	Select from drop option	2.8 – attached a copy of valid Commercial registration license <u>or</u> company registration certificate

Company Information

(Section 2 of 9) << Pre

Name ↑

▼ 2 Company Information

2.2 Supplier (Contracting Party) Country

* United Arab Emirates

2.3 Ownership Structure

* Same as Contracting Party

2.6 Company Type

* Private Limited

2.8 Please attach the Company Commercial Registration document with Local Government Body / Local Authority (i.e. Trade License, Certificate of Registration or Incorporation or Equivalent for Country of Origin)

* [Attach a file](#)

EXISTING SUPPLIER REGISTRATION – ETIHAD SUPPLIER QUESTIONNAIRE

Question subject

Requirement

Additional requirement

3. Please Provide the Applicable Tax Details (Mandatory) (For EU Countries, Please Enter EU Country Code followed by VAT Number without any spaces)

Click on the link + Click on Add Tax details + select the country from drop list + add the VAT number only + **Click on Save**

Click on (!) for examples

Please Provide the Applicable Tax Details (Mandatory) (For EU Countries, Please Enter EU Country Code followed by VAT Number without a

Name ↑

3 Please Provide the Applicable Tax Details (Mandatory) (For EU Countries, Please Enter EU Country Code followed by VAT Number without any spaces)

Add Please Provide the Applicable Tax Details (Mandatory) (For EU Countries, Please Enter EU Cou

(*) indicates a required field

Name ↑

▼ Tax Details #1 Delete

Tax Details ⓘ

*

Country:

United Arab Emirates (AE)

ⓘ

Tax Name

TaxType

Tax Number

United Arab Emirates: VAT Registration Number

Organization

00000000000

EXISTING SUPPLIER REGISTRATION – ETIHAD SUPPLIER QUESTIONNAIRE

Question subject

Requirement

Additional requirement

6. Contact person details

Insert email address + person name

6.1 – ensure to add +9711234567

7. Contact communication details

Insert a manager email address + person name

Contact Person Details

Name ↑

▼ 6 Contact Person Details

6.1 Telephone ⓘ

* +9711234567

6.3 Remittance Email

*

6.4 PO Distribution Email

*

6.7 Salesperson Name

(*) indicates a required field

Contact Communication Details

Name ↑

▼ 7 Contact Communication Details

7.1 Contact Name (Account Manager)

*

7.2 Mobile No. ⓘ

*

7.3 Email Address

*

(*) indicates a required field

EXISTING SUPPLIER REGISTRATION – ETIHAD SUPPLIER QUESTIONNAIRE

Question subject

Requirement

Additional requirement

8. Bank account details

Click on the link + Click on Add bank account + - after inserting all data click on Save

Line number 4, if your bank account in IBAN click yes and add the IBAN, add a valid document refer to slide 5

Name ↑	
▼ Bank Details #1	Delete
Bank Country	* United Arab Emira
Account Holder Name (Do Not Enter any Special Characters like ".@#\$%&*()<?!?,-" etc.)	* Etihad
Account Currency	* AED ▼
Do you have an IBAN?	* Yes ▼
IBAN (Allowed & Mandatory only when "Do you have an IBAN?" = 'Yes')	AE94500000000000000000
Please provide recent proof of Bank Account Details by attaching any one of the following documents below. (English Language Only)	* Company Letter, Signed a
Please attach the document here.	*Attach a file

EXISTING SUPPLIER REGISTRATION – ETIHAD SUPPLIER QUESTIONNAIRE

Question subject

Requirement

Additional requirement

8. Bank account details (Mandatory)

Click on the link + Click on Add bank account + - after inserting all data click on Save

Line number 4, if your bank account is not IBAN and normal bank account details then Click No. and answer the question / Line 7, add a valid document refer to slide 5

Name ↑	
▼ Bank Details #1	Delete
Bank Country	* United Arab Emir
Account Holder Name (Do Not Enter any Special Characters like ".@#\$%&*()<>!?,-" etc.)	* Etihad
Account Currency	* AED ▼
Do you have an IBAN?	* No ▼
Bank Account Number (No spaces allowed)	* 1234500000
Bank Number (ABA Routing Number, IFSC, BSB, Sort Code, BLZ, Transit Number or Equivalent)	* 000000
SWIFT Code	* ABDEEFG
Please provide recent proof of Bank Account Details by attaching any one of the following documents below. (English Language Only)	* Company Letter, Signe
Please attach the document here.	* Attach a file

EXISTING SUPPLIER REGISTRATION – ETIHAD SUPPLIER QUESTIONNAIRE

Question subject

Requirement

Additional requirement

8. Bank account details (Mandatory)

Click on the link + Click on Add bank account + - after inserting all data click on Save

If you would like to add more than one bank account details, Click on red circle box

Name ↑

▼ Bank Details #1

Bank Country

Account Holder Name (Do Not Enter any Special Characters like ".@#\$%&*()<>!?,-" etc.)

Account Currency

Do you have an IBAN?

Add an additional Bank Details

EXISTING SUPPLIER REGISTRATION – ETIHAD SUPPLIER QUESTIONNAIRE

Question subject

Requirement

Additional requirement

9. Code of Ethical Purchasing and Supply

Select from drop list (Yes/No)


-

Code of Ethical Purchasing and Supply

(Section 7 of 9) [<< Prev.](#) | [Next >>](#)

Name ↑

▼ 9 Code of Ethical Purchasing and Supply

9.1 Do you agree to the code of Ethics?  [References](#)▼

Yes

9.3 Your Company **DID NOT** receive any fines, sanctions or were prosecuted in the last 5 years for corruption, bribery, non-compliance to labor, environmental or health & safety regulations?

Yes

9.4 By selecting YES supplier is fully accountable if it is proven otherwise.

9.6 Does your Company have policies on labour and Human Rights consistent with all Applicable local and International laws, statute and regulations?

Yes

9.7 By selecting YES supplier is fully accountable if it is proven otherwise.

(*) indicates a required field

EXISTING SUPPLIER REGISTRATION – ETIHAD SUPPLIER QUESTIONNAIRE

Question subject

Requirement

Additional requirement

10. Transaction data

Select from drop option

Select the related sector and Category for
Tender propose

Transaction Data

Name ↑

▼ 10 Transaction Data

10.1 Currency

* AED ▼

10.2 Industry Sector

* Aircraft & Engines [1010] ▼

10.3 Etihad Specific Category

* Airports & Ground Handling AUH

(*) indicates a required field

EXISTING SUPPLIER REGISTRATION – ETIHAD SUPPLIER QUESTIONNAIRE

Question subject

Requirement

Additional requirement

12. Sustainability

Select from drop list (Yes/No)

If you company have a sustainability strategy

Sustainability

Name ↑

▼ 12 Sustainability

12.1 Is the registered company considered sustainable? Does your company practice sustainable measures?

*

Yes



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Have a formal environmental



Have an Environmental Management System (EMS) authorized certification body



Have an operational procedure for handling hazardous and non-hazardous waste



Invested in community development and social responsibility to operate within



Have a formal policy that complies with International Labor Organization (ILO) Child Labor

12.2 Please select any of the following applicable options (You can

EXISTING SUPPLIER REGISTRATION – ETIHAD SUPPLIER QUESTIONNAIRE

Successfully Completed Profile	Pending Additional Information
After ensuring all questions are filled accurately with the valid support documentation, Click on submit Entire response	After Etihad team review your profile, we found few correction require, we will be sending the profile back to you for amendment
You will receive email that all your responses have been submitted successfully and its under review with Etihad Team – Finance Master Data	Ensure to read the comment points instructed in the email body, log-in again and amend the requirement and ensure to Submit Entire Response
We will approve your company profile within 3 to 5 working days	
You will receive an email notification “ Welcome Aboard “, means you’ve completed the registration lifecycle	

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

Useful link

1

Links of how to use Ariba

[Guide 1: Update your VAT / Tax ID](#)

[Guide 2: Configure PO routing to up to five emails](#)

[Guide 3: Get instant notifications when we receive materials and goods](#)

[Guide 4: Get instant notifications when your invoice changes status](#)

[Guide 5: Set up additional Ariba users](#)

[Guide 6: Create global support tickets for Ariba users](#)

[Other useful guides](#)

[Supplier training guide: How to confirm a PO, creating shipping notices and flip invoices](#)

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SELF-REGISTRATION VIDEO GUIDE

Watch the self-registration video guide on Etihad Supplier Portal to complete the registration process:

<https://www.etihad.com/en-ae/corporate-profile/procurement>

3

OTHER USEFUL LINK



**Supplier
registration FAQs**

Support Channel

Area	Email	Type of services
Finance Master Data Team	FinanceMasterData@etihad.ae	Vendor registration
Etihad Invoices	AccsPayable@etihad.ae	Payments and invoices
Procurement & Supply Chain	Please reach out to Etihad procurement Team member who you are dealing with	PO, Tenders, Sourcing and Contracting





THANK YOU