

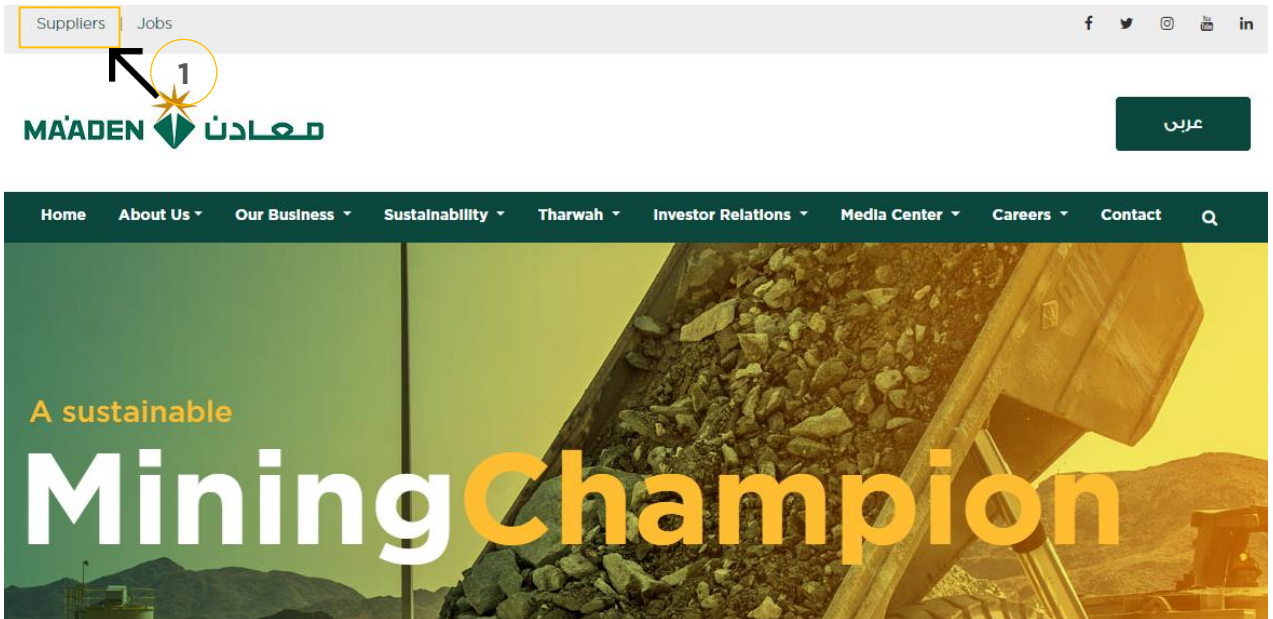
# Cloud Supplier Portal User Manual

- Registration for New Supplier

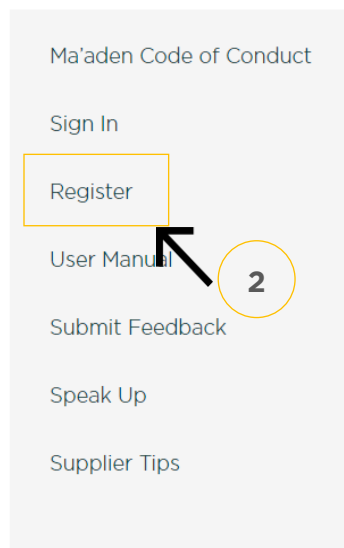
## 1. Registration Link

Visit our website - [www.maaden.com.sa](http://www.maaden.com.sa)

1. Click, **Supplier**, to go to Ma'aden Supplier portal page.
2. Then, click **Register**, to go to Registration page.



## Ma'aden Supplier Portal



## Welcome Message

### Welcome to Saudi Arabian Mining Company(Ma'aden) Suppliers and Contractors Relations Website.

Using this site you can easily initiate your company registration, that can lead to becoming one of Ma'aden Group approved suppliers / contractors.

Before you start your registration process , please make sure you read the guideline document ,and make sure the needed documents in PDF file or Microsoft word and ready in your desktop for upload.

Completion of the online supplier / contractor registration does not guarantee that your company will receive RFQs / RFPs or POs/Subcontracts from Ma'aden nor does it confer "Approved" status as a Ma'aden supplier / contractor. It is the first step of the mandatory process for doing business with Ma'aden and Its affiliates. You may be contacted in accordance with our business needs.

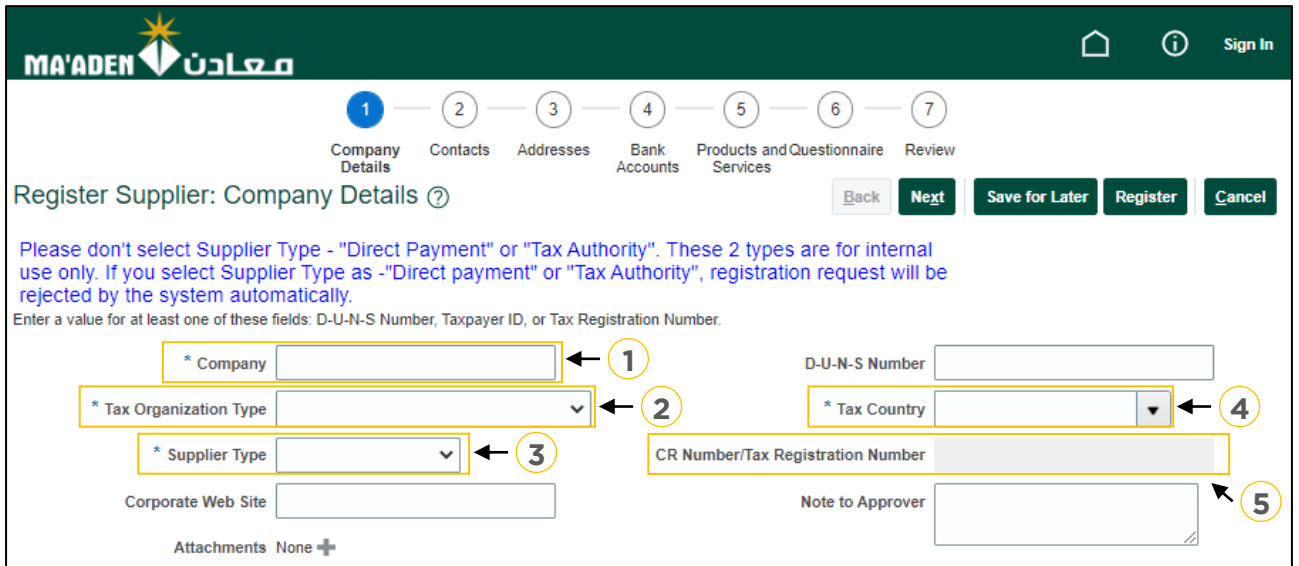
For Current Ma'aden Suppliers / Contractors, using this site, you can update your company information and have access to Ma'aden business opportunities through collaboration portal.

We appreciate your interest in becoming a Ma'aden Supplier / Contractor and look forward to the possibility to work with you.

## (1) Company Details

1. Input “Company Name”, must be as per CR / Certificate of Incorporation Name.
2. Select “Tax Organization Type” click the dropdown list.
3. Select “Supplier Type”, click the dropdown list.
4. Select “Tax Country”, click the dropdown list.
5. Input “CR Number / Tax Registration Number”

Click Here to return to  
[Questionnaires Guide](#)



**Register Supplier: Company Details** ?

Please don't select Supplier Type - "Direct Payment" or "Tax Authority". These 2 types are for internal use only. If you select Supplier Type as -"Direct payment" or "Tax Authority", registration request will be rejected by the system automatically.

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

1. \* Company

2. \* Tax Organization Type

3. \* Supplier Type

4. \* Tax Country

5. CR Number/Tax Registration Number

Note to Approver

Corporate Web Site

D-U-N-S Number

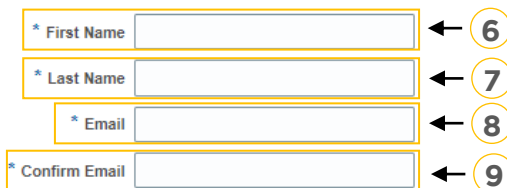
Attachments None +

### Contact Information:

6. Input “First Name”
7. Input “Last Name”
8. Input “Email Address”
9. Re-input “Email Address” to confirm email

### Your Contact Information

Enter the contact information for communications regarding this registration.



6. \* First Name

7. \* Last Name

8. \* Email

9. \* Confirm Email

## (2) Contacts

1. Click **Edit** (✎) to complete user account information and review user account **Roles**.

**Note:** To add additional User Contacts, click **+ Create** then input necessary information.

Company Details | **2** Contacts | Addresses | Bank Accounts | Products and Questionnaire Services | Review

Back Next Save for Later Register Cancel

### Register Supplier: Contacts ?

Enter at least one contact.

Actions View Format **+ Create** ✎ Edit ✕ Delete Freeze Detach Wrap

Name	Job Title	Email	Request User Account	Edit	Delete
Rabelas, Jeremiah		rabelasj@maaden.com.sa	✓	<span>✎</span>	<span>✕</span>

Columns Hidden 7

1

- Input "Job Title"
- Input "Phone No."
- Input "Mobile No."
- Input "Mobile No."
- Review user account **Roles**
- Then click **"OK"** to update

### Edit Contact: Jeremiah Rabelas

Salutation

\* First Name

Middle Name

\* Last Name

Job Title

3 → Phone

4 → Mobile

Fax

\* Email

2

### User Account

5  Create user account

#### Roles

Actions View Format ✕ Freeze Detach Wrap

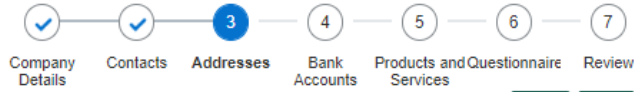
Role	Description
MDN Supplier Accounts Receivable Specialist	Custom role for Managing invoices and payments for the supplier company. Primary tasks include submitting invoices as ...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks includ...

OK Cancel

6

### (3) Address

1. click “+ Create”, to add site address.



#### Register Supplier: Addresses

Enter at least one address.

Address Name	Address	Phone	Address Purpose	Edit	Delete
	1				

Columns Hidden 3

- Input **Address Name**, to define your address.
- Select **Country**, select from dropdown list.
- Input **Address Line / Area / City / Postal Code**
- Address Purpose, Thick “”, **Ordering / Remit to / RFQ or Bidding**
- Input **Phone No.**
- Input **Fax No.**
- Input **Email Address**
- Click **OK** to add the address.

#### Create Address

\* Address Name  ← 2

\* Country Saudi Arabia  ← 3

\* Address Line 1 or P.O. Box

Address Line 2

Area

City  ← 4

Postal Code

State

\* Address Purpose

Ordering ← 5

Remit to

RFQ or Bidding

6 → Phone 966

7 → Fax 966

8 → Email

#### Address Contacts

Select the contacts that are associated with this address.

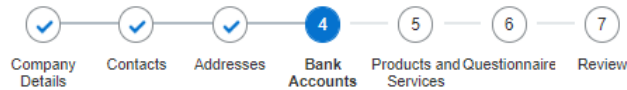
Name	Job Title	Email	Administrative Contact	User Account
No data to display.				

Columns Hidden 4

← 9

## (4) Bank Accounts

1. Click “+ Create”, to add bank account



Register Supplier: Bank Accounts [?](#)

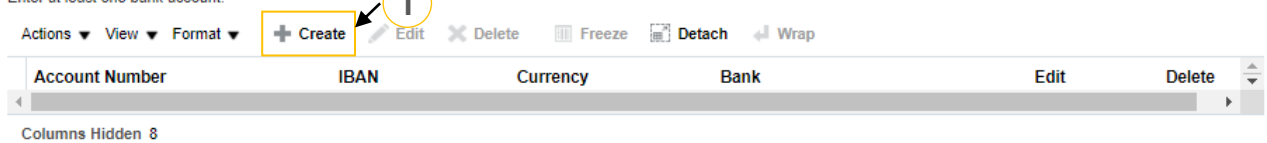
[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

In the "Company Details" section, please attach the document related to your bank account information." and "In "Create Bank Account" page, please include the address name in the description field for which bank account is associated.

The following bank account fields must be populated -

- 1.) Country
- 2.) Bank
- 3.) Account Number
- 4.) Currency
- 5.) IBAN (Only for KSA & GCC countries)
- 6.) Account Name (Should be same as supplier name)

Enter at least one bank account.



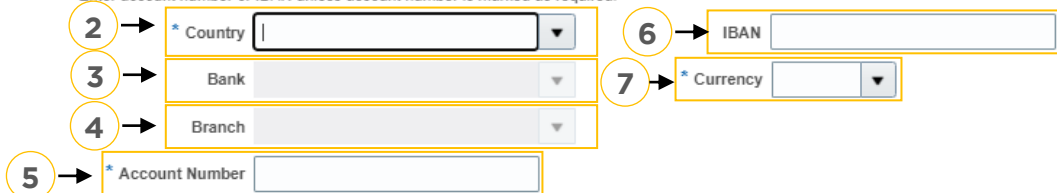
Actions ▾ View ▾ Format ▾ **+ Create** [Edit](#) [Delete](#) [Freeze](#) [Detach](#) [Wrap](#)

Account Number	IBAN	Currency	Bank	Edit	Delete
Columns Hidden 8					

2. Select **Country**, select from dropdown list.
3. Select **Bank Account Name**, select from dropdown list.
4. Select **Bank Branch**, select from dropdown list.
5. Input **Account Number**, for applicable country Input IBAN No.
6. Input **IBAN Number**, for applicable country.
7. Select **Currency**, select from dropdown list.
8. Input **Account Name**, account name must be same as company name.
9. Then, click “OK”.

### Create Bank Account

Enter account number or IBAN unless account number is marked as required.



2 → \* Country

3 → Bank

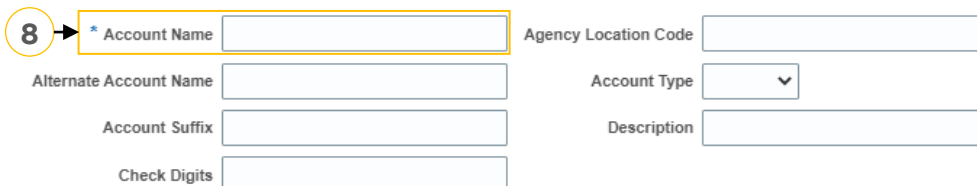
4 → Branch

5 → \* Account Number

6 → IBAN

7 → \* Currency

### Additional Information



8 → \* Account Name  Agency Location Code

Alternate Account Name  Account Type

Account Suffix  Description

Check Digits

### Comments

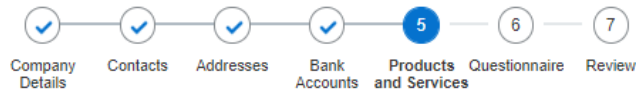
Note to Approver

[Create Another](#) [OK](#) [Cancel](#)

9

## (5) Products and Services

1. Click “ Select and Add”.



### Register Supplier: Products and Services

**Back** **Next** **Save for Later** **Register** **Cancel**

Enter at least one products and services category.

Actions ▾ View ▾ Format ▾ **Select and Add** Remove Freeze Detach Wrap

Category Name	Description	Remove

2. Select the categories by **clicking** the expand button “” to choose the right category of the company products and services.
3. Once, you have selected the right category **Thick** to select “”.
4. Then click “**Apply**” then “**OK**” to add the selected categories in your Products and Services.

### Select and Add: Products and Services

✕

#### Search

Category Name

Description

**Search** **Reset**

View ▾ Format ▾ Freeze Detach Wrap

Select	Category Name	Description
<input checked="" type="checkbox"/>	Material	Material
<input type="checkbox"/>	Chemicals and Lubricants	Chemicals and Lubricants
<input type="checkbox"/>	Chemicals including Bio Chemicals and Gas M:	Chemicals including Bio Chemicals and Gas Materials
<input type="checkbox"/>	Fuels and Fuel Additives and Lubricants and An	Fuels and Fuel Additives and Lubricants and Anti corrosive Materials
<input checked="" type="checkbox"/>	Laboratory and Measuring and Observing and 1	Laboratory and Measuring and Observing and Testing Equipment
<input type="checkbox"/>	41000000-LABORATORY AND MEASURIT	
<input type="checkbox"/>	Clinical chemistry testing systems, compon	Clinical chemistry testing systems, components, and supplies
<input type="checkbox"/>	Laboratory and scientific equipment	Laboratory and scientific equipment
<input type="checkbox"/>	Laboratory supplies and fixtures	Laboratory supplies and fixtures
<input type="checkbox"/>	Measuring and observing and testing instru	Measuring and observing and testing instruments

Columns Hidden 1

**Apply** **OK** **Cancel**

4

**(6) Questionnaires** - Please choose and click the Supplier Type.

**Note:** Supplier type will base on your selected "Supplier type" in Company Details.

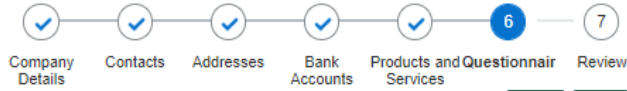
Click Here to:  
[Company Details Guidelines](#)

<b><u>Project Contractor</u></b>
<b><u>Manufacturer</u></b>
<b><u>Services Provider</u></b>
<b><u>Consultant</u></b>
<b><u>Training</u></b>
<b><u>Material and Service Providers</u></b>
<b><u>Material Suppliers</u></b>
<b><u>SME's Remote Areas</u></b>



## Questionnaires – Project Contractor

Complete the registration process questionnaire from Section 1 to 10.



### Register Supplier: Questionnaire

#### Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Project Contractor
- 5. Business\_Project Contractor
- 6. Finance\_Project Contractor
- 7. QSHE\_Project Contractor
- 8. Supply Chain Management\_Project Contractor
- 9. Capabilities
- 10. Project Contractor\_Certificates and Attachments

### Questions

#### MAADEN Supplier Code of Ethics and Conduct (Section 1 of 10)

- \* 1 MAADEN Supplier Code of Ethics and Conduct  
 ⚡ Download the Supplier Code of Conduct, Sign & Upload it  
 Attachments [11 Maaden Supplier Code of Con](#)

Signed and Acknowledge

\* Response Attachments None +

End of Section 1 of 10

#### Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Project Contractor
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- 10. Project Contractor\_Certificates and Attachments

### Questions

#### Additional Information (Section 2 of 10)

- \* 2. Total Number of Employees
- 

- \* 3. No of Employees in KSA
- 

- \* 4. Company Ownership
- a. 100% FOREIGN OWNED
  - b. 100% SAUDI OWNED
  - c. CONSORTIUM
  - d. JOINT VENTURE
  - e. OTHERS

5. Holding Company Name
- 

End of Section 2 of 10

Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Project Contractor
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Questions

Foreign Suppliers (Section 3 of 10)

\* 6. Does your company have Distributors/ Agents registered in KSA?

- a. Yes
- b. No

Comments

\* 7. Has your company done business in KSA?

- a. Yes
- b. No

Comments

8. Please upload the Professional License and provide the expiration date  
 ⚠ Please populate future date otherwise request will be rejected

Response Attachments None +

Comments

End of Section 3 of 10

Previous Section

Next Section

Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
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Questions

Organization\_Project Contractor (Section 4 of 10)

\* 9. Does your company have an Organizational Chart showing responsibilities?

- a. Yes
- b. No

Comments

\* 10. Number of Employees?

- a. < 25
- b. 25 - 50
- c. > 50

Comments

\* 11. Number of Branch Offices in KSA?

- a. 0
- b. 1 - 2
- c. > 2

Comments

- \* 12 Does your company have a documented code of ethics?
- a. Yes
  - b. No

Comments

End of Section 4 of 10

Previous Section

Next Section

Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
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## Questions

### Business\_Project Contractor (Section 5 of 10)

- \* 13 Number of years in Business?
- a. 0 - 4
  - b. 5 - 9
  - c. >= 10

Comments

- \* 14 Top Customer Profile?
- a. Yes
  - b. No

Comments

End of Section 5 of 10

Previous Section

Next Section

Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
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## Questions

### Finance\_Project Contractor (Section 6 of 10)

- \* 15 Annual Turnover
- a. < 20 Million
  - b. Between 20 Million to 100 Million
  - c. > 100 Million

Comments

- \* 16 Net Profit
- a. < 5%
  - b. Between 6% to 15%
  - c. > 16%

Comments

End of Section 6 of 10

Previous Section

Next Section

Section

- ✓ 1. MAADEN Supplier Code of Ethics and Conduct
- ✓ 2. Additional Information
- ✓ 3. Foreign Suppliers
- ✓ 4. Organization\_Project Contractor
- ✓ 5. Business\_Project Contractor
- ✓ 6. Finance\_Project Contractor
- ✓ 7. QSHE\_Project Contractor
- ✓ 8. Supply Chain Management\_Project Contractor
- ✓ 9. Capabilities
- ✓ 10. Project Contractor\_Certificates and Attachments

## Questions

### QSHE\_Project Contractor (Section 7 of 10)

\* 17. Does your company have a health and safety policy?

- a. Yes
- b. No

Comments

\* 18. Does your company have a dedicated quality department?

- a. Yes
- b. No

Comments

\* 19. Do you maintain a Quality Procedure?

- a. Yes
- b. No

Comments

\* 20. Does your company have a written Environmental Policy?

- a. Yes
- b. No

Comments

\* 21. Does your company investigate and record environmental issues?

- a. Yes
- b. No

Comments

End of Section 7 of 10

Previous Section

Next Section

Section

- ✓ 1. MAADEN Supplier Code of Ethics and Conduct
- ✓ 2. Additional Information
- ✓ 3. Foreign Suppliers
- ✓ 4. Organization\_Project Contractor
- ✓ 5. Business\_Project Contractor
- ✓ 6. Finance\_Project Contractor
- ✓ 7. QSHE\_Project Contractor
- ✓ 8. Supply Chain Management\_Project Contractor
- ✓ 9. Capabilities
- ✓ 10. Project Contractor\_Certificates and Attachments

## Questions

### Supply Chain Management\_Project Contractor (Section 8 of 10)

- \* 22. Does your company have a dedicated purchasing or supply chain department?
- a. Yes
- b. No

Comments

End of Section 8 of 10

Previous Section

Next Section

Section

- ✓ 1. MAADEN Supplier Code of Ethics and Conduct
- ✓ 2. Additional Information
- ✓ 3. Foreign Suppliers
- ✓ 4. Organization\_Project Contractor
- ✓ 5. Business\_Project Contractor
- ✓ 6. Finance\_Project Contractor
- ✓ 7. QSHE\_Project Contractor
- ✓ 8. Supply Chain Management\_Project Contractor
- ✓ 9. Capabilities
- ✓ 10. Project Contractor\_Certificates and Attachments

## Questions

### Capabilities (Section 9 of 10)

- \* 23. Does your company have Project Management?
- a. Yes
- b. No

Comments

- \* 24. Does your company have In-house Engineering Capability?
- a. Yes
- b. No

Comments

- \* 25. Does your company have In-house Design Capability?
- a. Yes
- b. No

Comments

End of Section 9 of 10

Previous Section

Next Section

Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
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- 10. Project Contractor\_Certificates and Attachments

Questions

Project Contractor\_Certificates and Attachments (Section 10 of 10)

- \* 26. Please upload the Company Presentation/ Profile
- a. Agree to Submit


Comments


- \* 27. Please upload the HSE Certificate
- a. Agree to Submit


Comments

- \* 28. Does your company have a Quality Manual?
- a. Yes
- b. No

Comments

- \* 29. Please upload the ISO Certificate and provide the expiration date
-  Please populate future date otherwise request will be rejected

dd-mmm-yyyy 

\* Response Attachments None 

Comments

- \* 30. Please upload Quality Assurance Document
- a. Agree to Submit

Comments

- \* 31. Please upload the Audited Financial Statements for the past three years - Bank statement
- a. Agree to Submit

Comments

- \* 32. Please upload the Article of Association or Owner Information Form - signed and stamped by the authorized person

a. Agree to Submit

Comments

- \* 33. Please upload Two (2) Vendor Approval letters from top clients
- a. Agree to Submit

Comments


Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
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- 8. Supply Chain Management\_Project Contractor
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- 10. Project Contractor\_Certificates and Attachments

\* 34 Please upload Two (2) Top customers latest purchase orders  
 a. Agree to Submit

Comments

\* 35 Please upload the Contractor Classification Certificate and provide the expiration date  
 ⚠ Please populate future date otherwise request will be rejected

dd-mmm-yyyy 

\* Response Attachments None +

Comments

\* 36 Please upload the Projects Completion Certificate  
 a. Agree to Submit

Comments

\* 37 Please provide ID number of all Ownership

\* Response Attachments None +

Comments

\* 38 Please upload Bank IBAN - Confirmation Letter  
 a. Agree to Submit

Comments

\* 39 Do you maintain Resumes of Associates?  
 a. Yes  
 b. No

Comments

\* 40 Please upload Contract Accomplishment Certificate  
 a. Agree to Submit

Comments

\* 41 Please upload Business License Certificate / Certificate of Incorporation / Commercial Registration Certificate  
 a. Agree to Submit

Comments

Section

- ✓ 1. MAADEN Supplier Code of Ethics and Conduct
- ✓ 2. Additional Information
- ✓ 3. Foreign Suppliers
- ✓ 4. Organization\_Project Contractor
- ✓ 5. Business\_Project Contractor
- ✓ 6. Finance\_Project Contractor
- ✓ 7. QSHE\_Project Contractor
- ✓ 8. Supply Chain Management\_Project Contractor
- ✓ 9. Capabilities
- ✓ 10. Project Contractor\_Certificates and Attachments

\* 42. Please upload a copy of Authorized Signatures  
 a. Agree to Submit

Comments

43. Please upload the Manufacturing Standards ASTM, NEMA, API  
 a. Agree to Submit

Comments

44. Please upload the List of Authorized Principal Companies  
 a. Agree to Submit

Comments

45. Please upload the list of offered services  
 a. Agree to Submit

Comments

46. Please upload Company Insurance  
 a. Agree to Submit

Comments

47. Please upload Business continuity supporting documents  
 a. Agree to Submit

Comments

48. Please upload Agency Letter, if any  
 a. Agree to Submit

Comments

49. Please upload the product list and product catalogue  
 a. Agree to Submit

Comments



**Section**

\* 50

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Project Contractor
- 5. Business\_Project Contractor
- 6. Finance\_Project Contractor
- 7. QSHE\_Project Contractor
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It is my understanding that all information regarding bids, awards, or any information, such includes but not limited to all financial, technical, sales, commercial, marketing or strategic information, whether verbally, in writing or in electronic form, disclosed on or after the procurement process by MA'ADEN, relating to the Project, including but not limited to agreements, fees, rates, market studies, contracts, engineering reports, technical and economic data, marketing terms and arrangements, know-how, formulas, compositions, processes, documents, designs, sketches, photographs, plans, graphs, drawings, specifications, equipment, samples, reports, customer lists, pricing information, studies, findings, inventions and ideas), we receive from MA'ADEN during the procurement process is strictly confidential. Any contract or purchase order issued by MA'ADEN must maintain the confidentiality of all such information, and the disclosure of such information to anyone outside MA'ADEN requires the prior written approval of MA'ADEN. In the event that any leakage of information is discovered against our company, MA'ADEN reserves the right to take legal action.

Note: Please provide Justification in the Comments, if Rejected

أقر بسرية جميع المعلومات المتعلقة بالعطاءات أو ترسية العقود أو أي معلومات تم تزويدي بها، بما في ذلك على سبيل المثال لا الحصر جميع المعلومات المالية أو الفنية أو المبيعات أو التجارية أو التسويقية أو الإستراتيجية ، سواء كانت شفوية أو كتابية أو إلكترونية ، تم الإفصاح عنها في أثناء أو بعد إجراءات إدارة المشتريات بمعادن ، متعلقة بالمشروع ، بما في ذلك على سبيل المثال لا الحصر الاتفاقيات والرسوم والأسعار ودراسات السوق والعقود والتقارير الهندسية والبيانات الفنية والاقتصادية وشروط التسويق والترتيبات وبراءات الإختراع، والوصفات، والمعادلات والوثائق والتصاميم والرسومات والصور الفوتوغرافية والخطط والرسوم البيانية والرسومات والمواصفات والمعدات والعينات والتقارير وقوائم العملاء ومعلومات التسعير والدراسات والنتائج والاختراعات والأفكار، وأن أعمل جميع ما ذكر بسرية تامة، وألتزم بالمحافظة على سرية المعلومات بصورة مطلقة ، كما ألتزم بالمحافظة على سرية جميع هذه المعلومات الألمدرجة في أي عقد أو أمر شراء صادر عن معادن، وألتزم بعدم الكشف عنها لأي شخص أو طرف خارج معادن إلا الموافقة الخطية المسبقة من معادن، وفي حال تم اكتشاف معادن لأي تسرب أي من المعلومات السابق ذكرها، أقر بحق معادن في اتخاذ الإجراءات القانونية اللازمة والرجوع علي الطرف الآخر بكامل التكاليف

 a. Accept

 b. Reject

**Comments**


End of Section 10 of 10

[Previous Section](#)
[Next Section](#)

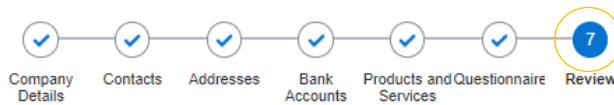
## (7) Review

1. After completion of questionnaire, click “Next” to Review.

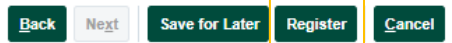
Register Supplier: Questionnaire



2. After Reviewing your registration, click “Register” for submission.



Review Supplier Registration: Hydrotrio Business ... ?

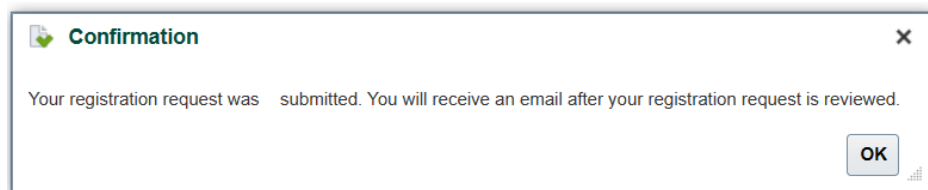


### Company Details

Company	Hydrotrio Business Company	D-U-N-S Number	
Tax Organization Type	Corporation	Tax Country	Saudi Arabia
Supplier Type	Trader	CR Number/Tax Registration Number	1234568789
Corporate Web Site		Note to Approver	

You will receive Confirmation Message.

Your registration request was submitted. You will receive an email after your registration request is reviewed



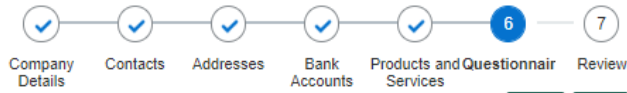
- End -

Click Here to return to

[Questionnaires Guide](#)

## Questionnaires - Manufacturer

Complete the registration process questionnaire from Section 1 to 9.



### Register Supplier: Questionnaire

[Back](#)
[Next](#)
[Save for Later](#)
[Register](#)
[Cancel](#)

#### Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Manufacturer
- 5. Business\_Manufacturer
- 6. Finance\_Manufacturer
- 7. QSHE\_Manufacturer
- 8. Supply Chain Management\_Manufacturer
- 9. Manufacturer\_Certificates and Attachments

### Questions

#### MAADEN Supplier Code of Ethics and Conduct (Section 1 of 9)

- \* 1. MAADEN Supplier Code of Ethics and Conduct  
 ⚡ Download the Supplier Code of Conduct, Sign & Upload it

\* Response Attachments None +

End of Section 1 of 9

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#### Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Manufacturer
- 5. Business\_Manufacturer
- 6. Finance\_Manufacturer
- 7. QSHE\_Manufacturer
- 8. Supply Chain Management\_Manufacturer
- 9. Manufacturer\_Certificates and Attachments

### Questions

#### Additional Information (Section 2 of 9)

- \* 2. Total Number of Employees

- \* 3. No of Employees in KSA

- \* 4. Company Ownership

- a. 100% FOREIGN OWNED
- b. 100% SAUDI OWNED
- c. CONSORTIUM
- d. JOINT VENTURE
- e. OTHERS

5. Holding Company Name

End of Section 2 of 9

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- 1. MAADEN Supplier Code of Ethics and Conduct
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- 6. Finance\_Manufacturer
- 7. QSHE\_Manufacturer
- 8. Supply Chain Management\_Manufacturer
- 9. Manufacturer\_Certificates and Attachments

Questions


Foreign Suppliers (Section 3 of 9)

- \* 6. Does your company have Distributors/ Agents registered in KSA?
- a. Yes
- b. No

Comments

- \* 7. Has your company done business in KSA?
- a. Yes
- b. No

Comments

8. Please upload the Professional License and provide the expiration date
-  Please populate future date otherwise request will be rejected

Response Attachments None +

Comments

End of Section 3 of 9

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Next Section

Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
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- 4. Organization\_Manufacturer
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- 7. QSHE\_Manufacturer
- 8. Supply Chain Management\_Manufacturer
- 9. Manufacturer\_Certificates and Attachments

Questions

Organization\_Manufacturer (Section 4 of 9)

- \* 9. Does your company have an Organizational Chart showing responsibilities?
- a. Yes
- b. No

Comments

- \* 10. Number of Employees?
- a. < 25
- b. 25 - 50
- c. > 50

Comments

- \* 11. Does your company have a documented code of ethics?
- a. Yes
- b. No

Comments

End of Section 4 of 9

Previous Section

Next Section

**Section**

- 1. MAADEN Supplier Code of Ethics and Conduct
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- 4. Organization\_Manufacturer
- 5. Business\_Manufacturer
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- 7. QSHE\_Manufacturer
- 8. Supply Chain Management\_Manufacturer
- 9. Manufacturer\_Certificates and Attachments

**Questions**
**Business\_Manufacturer (Section 5 of 9)**

- \* 12. Number of years in Business?
- a. 0 - 4
  - b. 5 - 9
  - c. >= 10

Comments

- \* 13. Top Customer Profile?
- a. Yes
  - b. No

Comments

- \* 14. Does your company measure its customers' satisfaction?
- a. Yes
  - b. No

Comments

End of Section 5 of 9

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[Next Section](#)
**Section**

- 1. MAADEN Supplier Code of Ethics and Conduct
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- 3. Foreign Suppliers
- 4. Organization\_Manufacturer
- 5. Business\_Manufacturer
- 6. Finance\_Manufacturer
- 7. QSHE\_Manufacturer
- 8. Supply Chain Management\_Manufacturer
- 9. Manufacturer\_Certificates and Attachments

**Questions**
**Finance\_Manufacturer (Section 6 of 9)**

- \* 15. Current Ratio
- a. < 1
  - b. Between 1 to 1.2
  - c. > 1.2

Comments

- \* 16. Annual Turnover
- a. < 3 Million
  - b. Between 3 Million to 25 Million
  - c. > 25 Million

Comments

- \* 17. Net Profit
- a. < 5%
  - b. Between 6% to 15%
  - c. > 16%

Comments

End of Section 6 of 9

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[Next Section](#)

Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Manufacturer
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- 7. QSHE\_Manufacturer
- 8. Supply Chain Management\_Manufacturer
- 9. Manufacturer\_Certificates and Attachments

Questions

QSHE\_Manufacturer (Section 7 of 9)

\* 18. Does your company have a health and safety policy?

- a. Yes
- b. No

Comments

\* 19. Does your company have a dedicated quality department?

- a. Yes
- b. No

Comments

\* 20. Do you maintain a Quality Procedure?

- a. Yes
- b. No

Comments

End of Section 7 of 9

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Next Section

Section

- 1. MAADEN Supplier Code of Ethics and Conduct
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- 3. Foreign Suppliers
- 4. Organization\_Manufacturer
- 5. Business\_Manufacturer
- 6. Finance\_Manufacturer
- 7. QSHE\_Manufacturer
- 8. Supply Chain Management\_Manufacturer
- 9. Manufacturer\_Certificates and Attachments

Questions

Supply Chain Management\_Manufacturer (Section 8 of 9)

\* 21. Does your company have a dedicated purchasing or supply chain department?

- a. Yes
- b. No

Comments

End of Section 8 of 9

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Next Section

Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Manufacturer
- 5. Business\_Manufacturer
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- 7. QSHE\_Manufacturer
- 8. Supply Chain Management\_Manufacturer
- 9. Manufacturer\_Certificates and Attachments

## Questions

### Manufacturer\_Certificates and Attachments (Section 9 of 9)

- \* 22 Please upload the Company Presentation/ Profile
- a. Agree to Submit

Comments

- \* 23 Please upload the product list and product catalogue
- a. Agree to Submit


Comments

- \* 24 Please upload the HSE Certificate
- a. Agree to Submit

Comments

- \* 25 Does your company have a Quality Manual?
- a. Yes
- b. No

Comments

- \* 26 Please upload the ISO Certificate and provide the expiration date
-  Please populate future date otherwise request will be rejected

dd-mmm-yyyy



\* Response Attachments None +

Comments

- \* 27 Please upload Quality Assurance Document
- a. Agree to Submit

Comments

- \* 28 Please upload the Audited Financial Statements for the past three years - Bank statement
- a. Agree to Submit

Comments

- \* 29 Please upload the List of Authorized distributors in ME/ Saudi Arabia
- a. Agree to Submit

Comments

**Section**

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Manufacturer
- 5. Business\_Manufacturer
- 6. Finance\_Manufacturer
- 7. QSHE\_Manufacturer
- 8. Supply Chain Management\_Manufacturer
- 9. Manufacturer\_Certificates and Attachments

\* 30. Please upload the Manufacturing Standards ASTM, NEMA, API  
 a. Agree to Submit

Comments

\* 31. Please upload the Article of Association or Owner Information Form - signed and stamped by the authorized person  
 a. Agree to Submit

Comments

\* 32. Please upload Two (2) Vendor Approval letters from top clients  
 a. Agree to Submit

Comments

\* 33. Please upload Two (2) Top customers latest purchase orders  
 a. Agree to Submit

Comments

\* 34. Please upload Business License Certificate / Certificate of Incorporation / Commercial Registration Certificate  
 a. Agree to Submit

Comments

\* 35. Please upload the list of offered services  
 a. Agree to Submit

Comments

\* 36. Please upload Bank IBAN - Confirmation Letter  
 a. Agree to Submit

Comments

\* 37. Please upload a copy of Authorized Signatures  
 a. Agree to Submit

Comments

\* 38. Please provide ID number of all Ownership

\* Response Attachments None +

Comments



Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Manufacturer
- 5. Business\_Manufacturer
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- 7. QSHE\_Manufacturer
- 8. Supply Chain Management\_Manufacturer
- 9. Manufacturer\_Certificates and Attachments

39. Please upload the List of Authorized Principal Companies

a. Agree to Submit

Comments

40. Please upload Contract Accomplishment Certificate

a. Agree to Submit

Comments

41. Please upload Company Insurance

a. Agree to Submit

Comments

42. Please upload Business continuity supporting documents

a. Agree to Submit

Comments

43. Please upload Agency Letter, if any

a. Agree to Submit

Comments

\* 44.

It is my understanding that all information regarding bids, awards, or any information, such includes but not limited to all financial, technical, sales, commercial, marketing or strategic information, whether verbally, in writing or in electronic form, disclosed on or after the procurement process by MA'ADEN, relating to the Project, including but not limited to agreements, fees, rates, market studies, contracts, engineering reports, technical and economic data, marketing terms and arrangements, know-how, formulas, compositions, processes, documents, designs, sketches, photographs, plans, graphs, drawings, specifications, equipment, samples, reports, customer lists, pricing information, studies, findings, inventions and ideas), we receive from MA'ADEN during the procurement process is strictly confidential. Any contract or purchase order issued by MA'ADEN must maintain the confidentiality of all such information, and the disclosure of such information to anyone outside MA'ADEN requires the prior written approval of MA'ADEN. In the event that any leakage of information is discovered against our company, MA'ADEN reserves the right to take legal action.

Note: Please provide Justification in the Comments, if Rejected

أقر بسرية جميع المعلومات المتعلقة بالطلبات أو ترسية العقود أو أي معلومات تم تزويدي بها، بما في ذلك على سبيل المثال لا الحصر جميع المعلومات المالية أو الفنية أو المبيعات أو التجارية أو التسويقية أو الاستراتيجية ، سواء كانت شفوية أو كتابية أو إلكترونية ، تم الإفصاح عنها في أثناء أو بعد إجراءات إدارة المشتريات بمعادن ، متعلقة بالمشروع ، بما في ذلك على سبيل المثال لا الحصر الاتفاقيات والرسوم والأسعار ودراسات السوق والعقود والتقارير الهندسية والبيانات الفنية والاقتصادية وشروط التسويق والترتيبات وبراءات الاختراع، والوصفات، والمعادلات والوثائق والتصاميم والرسومات والصور الفوتوغرافية والخطط والرسوم البيانية والرسومات والمواصفات والمعدات والعينات والتقارير وقوائم العملاء ومعلومات التسعير والدراسات والنتائج والاختراعات والأفكار، وأن أعمل جميع ما ذكر بسرية تامة، وألتزم بالمحافظة على سرية المعلومات بصورة مطلقة . كما ألتزم بالمحافظة على سرية جميع هذه المعلومات الالمدجة في أي عقد أو أمر شراء صادر عن معادن، وألتزم بعدم الكشف عنها لأي شخص أو طرف خارج معادن إلا الموافقة الخطية المسبقة من معادن، وفي حال تم اكتشاف معادن لأي تسرب أي من المعلومات السابق ذكرها، أقر بحق معادن في اتخاذ الإجراءات القانونية اللازمة والرجوع على الطرف الآخر بكامل التكاليف

a. Accept

b. Reject

Comments

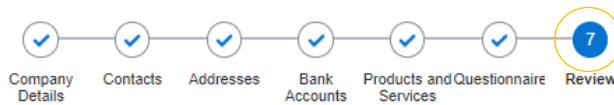
## (7) Review

1. After completion of questionnaire, click “Next” to Review.

Register Supplier: Questionnaire



2. After Reviewing your registration, click “Register” for submission.



Review Supplier Registration: Hydrotrio Business ... ?

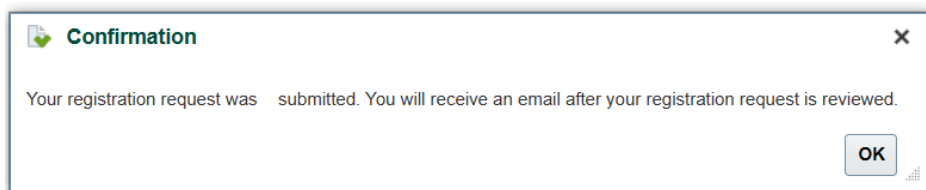


### Company Details

Company	Hydrotrio Business Company	D-U-N-S Number	
Tax Organization Type	Corporation	Tax Country	Saudi Arabia
Supplier Type	Trader	CR Number/Tax Registration Number	1234568789
Corporate Web Site		Note to Approver	

You will receive Confirmation Message.

Your registration request was submitted. You will receive an email after your registration request is reviewed



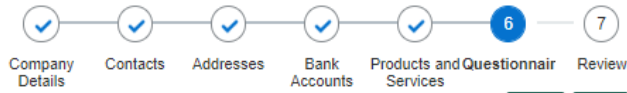
- End -

Click Here to return to

[Questionnaires Guide](#)

## Questionnaires – Services Provider

Complete the registration process questionnaire from Section 1 to 8.



### Register Supplier: Questionnaire

#### Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
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- 5. Business\_Service Provider
- 6. Finance\_Service Provider
- 7. QSHE\_Service Provider
- 8. Service Provider\_Certificates and Attachments

### Questions

#### MAADEN Supplier Code of Ethics and Conduct (Section 1 of 8)

- \* 1. MAADEN Supplier Code of Ethics and Conduct  
 ⚡ Download the Supplier Code of Conduct, Sign & Upload it  
 Attachments [11 Maaden Supplier Code of Con](#)

Signed and Acknowledge

\* Response Attachments None +

End of Section 1 of 8

#### Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Service Provider
- 5. Business\_Service Provider
- 6. Finance\_Service Provider
- 7. QSHE\_Service Provider
- 8. Service Provider\_Certificates and Attachments

### Questions

#### Additional Information (Section 2 of 8)

- \* 2. Total Number of Employees
- \* 3. No of Employees in KSA
- \* 4. Company Ownership
- a. 100% FOREIGN OWNED
  - b. 100% SAUDI OWNED
  - c. CONSORTIUM
  - d. JOINT VENTURE
  - e. OTHERS
- \* 5. Holding Company Name
- None

End of Section 2 of 8

Section

- 1. MAADEN Supplier Code of Ethics and Conduct
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- 4. Organization\_Service Provider
- 5. Business\_Service Provider
- 6. Finance\_Service Provider
- 7. QSHE\_Service Provider
- 8. Service Provider\_Certificates and Attachments

### Questions

#### Foreign Suppliers (Section 3 of 8)

\* 6. Does your company have Distributors/ Agents registered in KSA?

- a. Yes
- b. No

Comments

\* 7. Has your company done business in KSA?

- a. Yes
- b. No

Comments

\* 8. Please upload the Professional License and provide the expiration date  
Please populate future date otherwise request will be rejected

Response Attachments None +

Comments

End of Section 3 of 8

Previous Section

Next Section

Section

- 1. MAADEN Supplier Code of Ethics and Conduct
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- 5. Business\_Service Provider
- 6. Finance\_Service Provider
- 7. QSHE\_Service Provider
- 8. Service Provider\_Certificates and Attachments

### Questions

#### Organization\_Service Provider (Section 4 of 8)

\* 9. Does your company have an Organizational Chart showing responsibilities?

- a. Yes
- b. No

Comments

\* 10. Number of Employees?

- a. < 25
- b. 25 - 50
- c. > 50

Comments

\* 11. Number of Branch Offices in KSA?

- a. 0
- b. 1 - 2
- c. > 2

Comments

\* 12. Does your company have a documented code of ethics?

- a. Yes  
 b. No

Comments

End of Section 4 of 8

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Section

- 1. MAADEN Supplier Code of Ethics and Conduct
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- 6. Finance\_Service Provider
- 7. QSHE\_Service Provider
- 8. Service Provider\_Certificates and Attachment

## Questions

Business\_Service Provider (Section 5 of 8)

\* 13. Number of years in Business?

- a. 0 - 4  
 b. 5 - 9  
 c. >= 10

Comments

\* 14. Top Customer Profile?

- a. Yes  
 b. No

Comments

End of Section 5 of 8

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Section

- 1. MAADEN Supplier Code of Ethics and Conduct
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- 4. Organization\_Service Provider
- 5. Business\_Service Provider
- 6. Finance\_Service Provider
- 7. QSHE\_Service Provider
- 8. Service Provider\_Certificates and Attachments

## Questions

Finance\_Service Provider (Section 6 of 8)

\* 15. Current Ratio

- a. < 1  
 b. Between 1 to 1.2  
 c. > 1.2

Comments

\* 16. Annual Turnover

- a. < 0.5 Million  
 b. Between 0.5 Million to 5 Million  
 c. > 5 Million

Comments

- \* 17. Net Profit
- a. < 5%
  - b. Between 6% to 15%
  - c. > 16%

Comments

End of Section 6 of 8

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- 5. Business\_Service Provider
- 6. Finance\_Service Provider
- 7. QSHE\_Service Provider
- 8. Service Provider\_Certificates and Attachments

### Questions

#### QSHE\_Service Provider (Section 7 of 8)

- \* 18. Does your company have a health and safety policy?
- a. Yes
  - b. No

Comments

- \* 19. Do you maintain a Quality Procedure?
- a. Yes
  - b. No

Comments

End of Section 7 of 8

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- 1. MAADEN Supplier Code of Ethics and Conduct
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- 5. Business\_Service Provider
- 6. Finance\_Service Provider
- 7. QSHE\_Service Provider
- 8. Service Provider\_Certificates and Attachments

### Questions

#### Service Provider\_Certificates and Attachments (Section 8 of 8)

- \* 20. Please upload the Company Presentation/ Profile
- a. Agree to Submit

Comments

- \* 21. Please upload the list of offered services
- a. Agree to Submit

Comments

- \* 22. Please upload the HSE Certificate
- a. Agree to Submit

Comments

Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
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- 4. Organization\_Service Provider
- 5. Business\_Service Provider
- 6. Finance\_Service Provider
- 7. QSHE\_Service Provider
- 8. Service Provider\_Certificates and Attachments

\* 23. Does your company have a Quality Manual?  
 a. Yes  
 b. No

Comments

\* 24. Please upload the ISO Certificate and provide the expiration date  
 ⚠ Please populate future date otherwise request will be rejected

\* Response Attachments None +

Comments

\* 25. Please upload Quality Assurance Document  
 a. Agree to Submit

Comments

\* 26. Please upload the Audited Financial Statements for the past three years - Bank statement  
 a. Agree to Submit

Comments

\* 27. Please upload the Article of Association or Owner Information Form - signed and stamped by the authorized person  
 a. Agree to Submit

Comments

\* 28. Please upload Two (2) Vendor Approval letters from top clients  
 a. Agree to Submit

Comments

\* 29. Please upload Two (2) Top customers latest purchase orders  
 a. Agree to Submit

Comments

\* 30. Please upload Business License Certificate / Certificate of Incorporation / Commercial Registration Certificate  
 a. Agree to Submit

Comments

\* 31. Please upload Contract Accomplishment Certificate  
 a. Agree to Submit

Comments

Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Service Provider
- 5. Business\_Service Provider
- 6. Finance\_Service Provider
- 7. QSHE\_Service Provider
- 8. Service Provider\_Certificates and Attachments

\* 32. Please upload Bank IBAN - Confirmation Letter

a. Agree to Submit

Comments

\* 33. Please upload a copy of Authorized Signatures

a. Agree to Submit

Comments

\* 34. Please provide ID number of all Ownership

\* Response Attachments None +

Comments

35. Please upload the product list and product catalogue

a. Agree to Submit

Comments

36. Please upload the Manufacturing Standards ASTM, NEMA, API

a. Agree to Submit

Comments

37. Please upload the List of Authorized Principal Companies

a. Agree to Submit

Comments

38. Please upload Company Insurance

a. Agree to Submit

Comments

39. Please upload Business continuity supporting documents

a. Agree to Submit

Comments



Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Service Provider
- 5. Business\_Service Provider
- 6. Finance\_Service Provider
- 7. QSHE\_Service Provider
- 8. Service Provider\_Certificates and Attachments

40. Please upload Agency Letter, if any

a. Agree to Submit

Comments

41. Please upload the Projects Completion Certificate

a. Agree to Submit

Comments

\* 42.

It is my understanding that all information regarding bids, awards, or any information, such includes but not limited to all financial, technical, sales, commercial, marketing or strategic information, whether verbally, in writing or in electronic form, disclosed on or after the procurement process by MA'ADEN, relating to the Project, including but not limited to agreements, fees, rates, market studies, contracts, engineering reports, technical and economic data, marketing terms and arrangements, know-how, formulas, compositions, processes, documents, designs, sketches, photographs, plans, graphs, drawings, specifications, equipment, samples, reports, customer lists, pricing information, studies, findings, inventions and ideas), we receive from MA'ADEN during the procurement process is strictly confidential. Any contract or purchase order issued by MA'ADEN must maintain the confidentiality of all such information, and the disclosure of such information to anyone outside MA'ADEN requires the prior written approval of MA'ADEN. In the event that any leakage of information is discovered against our company, MA'ADEN reserves the right to take legal action.

Note: Please provide Justification in the Comments, if Rejected

أقر بسرية جميع المعلومات المتعلقة بالطلبات أو ترسية العقود أو أي معلومات تم تزويدي بها، بما في ذلك على سبيل المثال لا الحصر جميع المعلومات المالية أو الفنية أو المبيعات أو التجارية أو التسويقية أو الإستراتيجية ، سواء كانت شفوية أو كتابية أو إلكترونية ، تم الإفصاح عنها في أثناء أو بعد إجراءات إدارة المشتريات بمعادن ، متعلقة بالمشروع ، بما في ذلك على سبيل المثال لا الحصر الاتفاقيات والرسوم والأسعار ودراسات السوق والعقود والتقارير الهندسية والبيانات الفنية والاقتصادية وشروط التسويق والترتيبات وبراءات الاختراع، والوصفات، والمعادلات والوثائق والتصاميم والرسومات والصور الفوتوغرافية والخطط والرسوم البيانية والرسومات والمواصفات والمعدات والعينات والتقارير وقوائم العملاء ومعلومات التسعير والدراسات والنتائج والاختراعات والأفكار، وأن أعمل جميع ما ذكر بسرية تامة، وألتزم بالمحافظة على سرية المعلومات بصورة مطلقة . كما ألتزم بالمحافظة على سرية جميع هذه المعلومات اللمدرجة في أي عقد أو أمر شراء صادر عن معادن، وألتزم بعدم الكشف عنها لأي شخص أو طرف خارج معادن إلا الموافقة الخطية المسبقة من معادن. وفي حال تم اكتشاف معادن لأي تسرب أي من المعلومات السابق ذكرها، أقر بحق معادن في اتخاذ الإجراءات القانونية اللازمة والرجوع على الطرف الآخر بكامل التكاليف

a. Accept

b. Reject

Comments

End of Section 8 of 8

Previous Section

Next Section

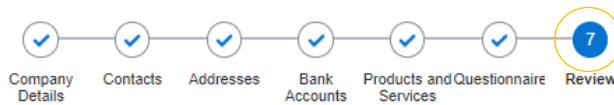
## (7) Review

1. After completion of questionnaire, click “Next” to Review.

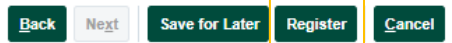
Register Supplier: Questionnaire



2. After Reviewing your registration, click “Register” for submission.



Review Supplier Registration: Hydrotrio Business ... ?

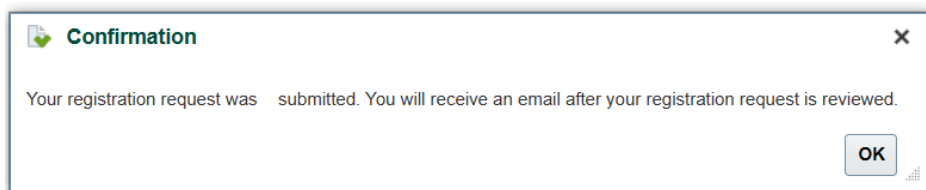


### Company Details

Company	Hydrotrio Business Company	D-U-N-S Number	
Tax Organization Type	Corporation	Tax Country	Saudi Arabia
Supplier Type	Trader	CR Number/Tax Registration Number	1234568789
Corporate Web Site		Note to Approver	

You will receive Confirmation Message.

Your registration request was submitted. You will receive an email after your registration request is reviewed



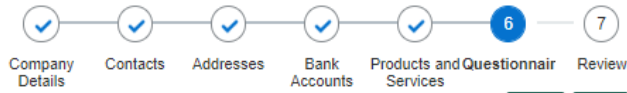
- End -

Click Here to return to

[Questionnaires Guide](#)

## Questionnaires - Consultants

Complete the registration process questionnaire from Section 1 to 7.



Register Supplier: Questionnaire

### Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Area Consultant
- 5. Business\_Consultant
- 6. Finance\_Consultant
- 7. Consultant\_Certificates and Attachments

### Questions

#### MAADEN Supplier Code of Ethics and Conduct (Section 1 of 7)

- \* 1. MAADEN Supplier Code of Ethics and Conduct  
 ⚡ Download the Supplier Code of Conduct, Sign & Upload it  
 Attachments [11 Maaden Supplier Code of Con](#)

\* Response Attachments None +

End of Section 1 of 7

Previous Section

Next Section

### Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Area Consultant
- 5. Business\_Consultant
- 6. Finance\_Consultant
- 7. Consultant\_Certificates and Attachments

### Questions

#### Additional Information (Section 2 of 7)

- \* 2. Total Number of Employees

- \* 3. No of Employees in KSA

- \* 4. Company Ownership

- a. 100% FOREIGN OWNED  
 b. 100% SAUDI OWNED  
 c. CONSORTIUM  
 d. JOINT VENTURE  
 e. OTHERS

5. Holding Company Name

End of Section 2 of 7

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Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Area Consultant
- 5. Business\_Consultant
- 6. Finance\_Consultant
- 7. Consultant\_Certificates and Attachments

Questions


Foreign Suppliers (Section 3 of 7)


- \* 6. Does your company have Distributors/ Agents registered in KSA?
- a. Yes
- b. No


Comments

- \* 7. Has your company done business in KSA?
- a. Yes
- b. No

Comments

8. Please upload the Professional License and provide the expiration date
-  Please populate future date otherwise request will be rejected

dd-mmm-yyyy 

Response Attachments None 

Comments

End of Section 3 of 7

Previous Section

Next Section

Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Area Consultant
- 5. Business\_Consultant
- 6. Finance\_Consultant
- 7. Consultant\_Certificates and Attachments

Questions

Organization\_Area Consultant (Section 4 of 7)

- \* 9. Number of Employees?
- a. < 25
- b. 25 - 50
- c. > 50

Comments

- \* 10. Number of Branch Offices in KSA?
- a. 0
- b. 1 - 2
- c. > 2

Comments

- \* 11. Does your company have a documented code of ethics?
- a. Yes
- b. No

Comments

- \* 12. Does your company have an Organizational Chart showing responsibilities?
- a. Yes
- b. No

Comments

End of Section 4 of 7

Previous Section

Next Section

**Section**

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Area Consultant
- 5. Business\_Consultant
- 6. Finance\_Consultant
- 7. Consultant\_Certificates and Attachments

**Questions**
**Business\_Consultant (Section 5 of 7)**

- \* 13. Number of years in Business? (Attach valid Commercial Registration (CR) / Certificate of Incorporation)
- a. 0 - 4
  - b. 5 - 9
  - c. >= 10

**Comments**


- \* 14. Top Customer Profile?

- a. Yes
- b. No

**Comments**


- \* 15. Any Professional Organizations Membership?

- a. Yes
- b. No

**Comments**


- \* 16. Do you maintain Resumes of Associates?

- a. Yes
- b. No

**Comments**


End of Section 5 of 7

[Previous Section](#)
[Next Section](#)
**Section**

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Area Consultant
- 5. Business\_Consultant
- 6. Finance\_Consultant
- 7. Consultant\_Certificates and Attachments

**Questions**
**Finance\_Consultant (Section 6 of 7)**

- \* 17. Current Ratio

- a. < 1
- b. Between 1 to 1.2
- c. > 1.2

**Comments**


- \* 18. Annual Turnover (SAR)

💡 The Turnover should in Saudi Arabia Riyal (SAR) only

- a. < 0.5 Million SAR
- b. Between 0.5 SAR Million to 5 Million SAR
- c. > 5 Million SAR

**Comments**


- \* 19. Net Profit

- a. < 5%
- b. Between 6% to 15%
- c. > 16%

**Comments**


End of Section 6 of 7

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[Next Section](#)

**Section**

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Area Consultant
- 5. Business\_Consultant
- 6. Finance\_Consultant
- 7. Consultant\_Certificates and Attachments

**Questions**

**Consultant\_Certificates and Attachments (Section 7 of 7)**

- \* 20. Please upload the Company Presentation/ Profile
- a. Agree to Submit

Comments

- \* 21. Please upload the list of consultation services
- a. Agree to Submit

Comments

- \* 22. Please upload the Article of Association or Owner Information Form - signed and stamped by the authorized person
- a. Agree to Submit

Comments

- \* 23. Please upload Business License Certificate / Certificate of Incorporation / Commercial Registration Certificate
- a. Agree to Submit

Comments

- \* 24. Do you maintain Resumes of Associates?
- a. Yes
- b. No

Comments

- \* 25. Please upload Bank IBAN - Confirmation Letter
- a. Agree to Submit

Comments

- \* 26. Please upload a copy of Authorized Signatures
- a. Agree to Submit

Comments

- \* 27. Please provide ID number of all Ownership

\* Response Attachments None +

Comments

Section

- ✓ 1. MAADEN Supplier Code of Ethics and Conduct
- ✓ 2. Additional Information
- ✓ 3. Foreign Suppliers
- ✓ 4. Organization\_Area Consultant
- ✓ 5. Business\_Consultant
- ✓ 6. Finance\_Consultant
- ✓ 7. Consultant\_Certificates and Attachments


28. Please upload the HSE Certificate.  
 a. Agree to Submit


Comments

29. Does your company have a Quality Manual?  
 a. Yes

b. No

Comments

30. Please upload the ISO Certificate and provide the expiration date  
 Please populate future date otherwise request will be rejected

dd-mmm-yyyy 

Response Attachments None 

Comments

31. Please upload Quality Assurance Document  
 a. Agree to Submit

Comments

32. Please upload the Audited Financial Statements for the past three years- Bank Statement  
 a. Agree to Submit

Comments

33. Please upload the product list and product catalogue  
 a. Agree to Submit

Comments

34. Please upload Two (2) Top customers latest purchase orders  
 a. Agree to Submit

Comments

35. Please upload Two (2) Vendor Approval letters from Top Clients  
 a. Agree to Submit

Comments

Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Area Consultant
- 5. Business\_Consultant
- 6. Finance\_Consultant
- 7. Consultant\_Certificates and Attachments

36. Please upload the Manufacturing Standards ASTM, NEMA, API

a. Agree to Submit

Comments

37. Please upload the List of Authorized Principal Companies

a. Agree to Submit

Comments

38. Please upload the list of offered services

a. Agree to Submit

Comments

39. Please upload Contract Accomplishment Certificate

a. Agree to Submit

Comments

40. Please upload Company Insurance

a. Agree to Submit

Comments

41. Please upload Business continuity supporting documents

a. Agree to Submit

Comments

42. Please upload Agency Letter, if any

a. Agree to Submit

Comments



**Section**

\* 43.

- ✓ 1. MAADEN Supplier Code of Ethics and Conduct
- ✓ 2. Additional Information
- ✓ 3. Foreign Suppliers
- ✓ 4. Organization\_Area Consultant
- ✓ 5. Business\_Consultant
- ✓ 6. Finance\_Consultant
- ✓ 7. Consultant\_Certificates and Attachments

It is my understanding that all information regarding bids, awards, or any information, such includes but not limited to all financial, technical, sales, commercial, marketing or strategic information, whether verbally, in writing or in electronic form, disclosed on or after the procurement process by MA'ADEN, relating to the Project, including but not limited to agreements, fees, rates, market studies, contracts, engineering reports, technical and economic data, marketing terms and arrangements, know-how, formulas, compositions, processes, documents, designs, sketches, photographs, plans, graphs, drawings, specifications, equipment, samples, reports, customer lists, pricing information, studies, findings, inventions and ideas), we receive from MA'ADEN during the procurement process is strictly confidential. Any contract or purchase order issued by MA'ADEN must maintain the confidentiality of all such information, and the disclosure of such information to anyone outside MA'ADEN requires the prior written approval of MA'ADEN. In the event that any leakage of information is discovered against our company, MA'ADEN reserves the right to take legal action.

Note: Please provide Justification in the Comments, if Rejected

أقر بسرية جميع المعلومات المتعلقة بالطلبات أو ترسية العقود أو أي معلومات تم تزويدي بها، بما في ذلك على سبيل المثال لا الحصر جميع المعلومات المالية أو الفنية أو المبيعات أو التجارية أو التسويقية أو الإستراتيجية ، سواء كانت شفوية أو كتابية أو إلكترونية ، تم الإفصاح عنها في أثناء أو بعد إجراء إدارة المشتريات بمعادن ، متعلقة بالمشروع ، بما في ذلك على سبيل المثال لا الحصر الاتفاقيات والرسوم والأسعار ودراسات السوق والعقود والتقارير الهندسية والبيانات الفنية والاقتصادية وشروط التسويق والترتيبات وبراءات الإختراع، والوصفات، والمعادلات والوثائق والتصاميم والرسومات والصور الفوتوغرافية والخطط والرسوم البيانية والرسومات والمواصفات والمعدات والعيّنات والتقارير وقوائم العملاء ومعلومات التسعير والدراسات والنتائج والاختراعات والأفكار، وأن أعمل جميع ما ذكر بسرية تامة، وألتزم بالمحافظة على سرية المعلومات بصورة مطلقة . كما ألتزم بالمحافظة على سرية جميع هذه المعلومات الالمدرجة في أي عقد أو أمر شراء صادر عن معادن، وألتزم بعدم الكشف عنها لأي شخص أو طرف خارج معادن إلا الموافقة الخطية المسبقة من معادن. وفي حال تم اكتشاف معادن لأي تسرب أي من المعلومات السابق ذكرها، أقر بحق معادن في اتخاذ الإجراءات القانونية اللازمة والرجوع على الطرف الآخر بكامل التكاليف

- a. Accept
- b. Reject

Comments

End of Section 7 of 7

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Next Section

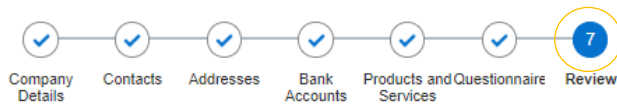
## (7) Review

1. After completion of questionnaire, click “Next” to Review.

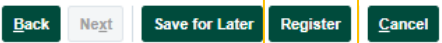
Register Supplier: Questionnaire



2. After Reviewing your registration, click “Register” for submission.



Review Supplier Registration: Hydrotrio Business ... ?

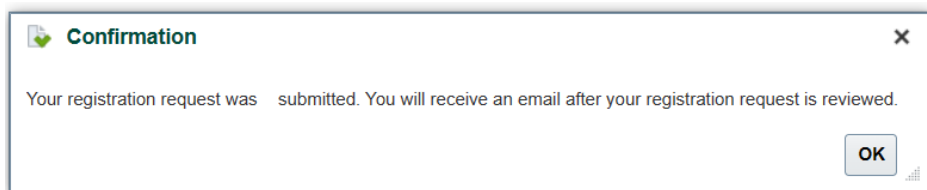


### Company Details

Company	Hydrotrio Business Company	D-U-N-S Number	
Tax Organization Type	Corporation	Tax Country	Saudi Arabia
Supplier Type	Trader	CR Number/Tax Registration Number	1234568789
Corporate Web Site		Note to Approver	

You will receive Confirmation Message.

Your registration request was submitted. You will receive an email after your registration request is reviewed



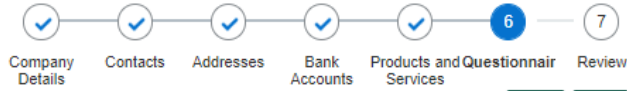
- End -

Click Here to return to

[Questionnaires Guide](#)

## Questionnaires - Training

Complete the registration process questionnaire from Section 1 to 4.



### Register Supplier: Questionnaire

#### Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Training\_Certificates and Attachments

#### Questions

##### MAADEN Supplier Code of Ethics and Conduct (Section 1 of 4)

- \* 1. MAADEN Supplier Code of Ethics and Conduct  
 ⚡ Download the Supplier Code of Conduct, Sign & Upload it  
 Attachments 11 Maaden Supplier Code of Con

\* Response Attachments None +

End of Section 1 of 4

#### Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Training\_Certificates and Attachments

#### Questions

##### Additional Information (Section 2 of 4)

- \* 2. Total Number of Employees
- \* 3. No of Employees in KSA
- \* 4. Company Ownership
  - a. 100% FOREIGN OWNED
  - b. 100% SAUDI OWNED
  - c. CONSORTIUM
  - d. JOINT VENTURE
  - e. OTHERS
- \* 5. Holding Company Name

End of Section 2 of 4

Section

- ✓ 1. MAADEN Supplier Code of Ethics and Conduct
- ✓ 2. Additional Information
- ✓ 3. Foreign Suppliers
- ✓ 4. Training\_Certificates and Attachments

Questions

Foreign Suppliers (Section 3 of 4)

\* 6. Does your company have Distributors/ Agents registered in KSA?

- a. Yes
- b. No

Comments


\* 7. Has your company done business in KSA?

- a. Yes
- b. No

Comments

\* 8. Please upload the Professional License and provide the expiration date

⚠ Please populate future date otherwise request will be rejected

mm/dd/yyyy 

Response Attachments None +

Comments

End of Section 3 of 4

Previous Section

Next Section

Section

- ✓ 1. MAADEN Supplier Code of Ethics and Conduct
- ✓ 2. Additional Information
- ✓ 3. Foreign Suppliers
- ✓ 4. Training\_Certificates and Attachments

Questions

Training\_Certificates and Attachments (Section 4 of 4)

\* 9. Please upload the Company Presentation/ Profile

- a. Agree to Submit

Comments

\* 10. Please upload the Article of Association or Owner Information Form - signed and stamped by the authorized person

- a. Agree to Submit

Comments

\* 11. Please upload Business License Certificate / Certificate of Incorporation / Commercial Registration Certificate

- a. Agree to Submit

Comments

\* 12. Please upload Bank IBAN - Confirmation Letter

- a. Agree to Submit

Comments

**Section**

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Training\_Certificates and Attachments

\* 13. Please upload a copy of Authorized Signatures  
 a. Agree to Submit

Comments

\* 14. Please provide ID number of all Ownership

\* Response Attachments None +

Comments

15. Please upload the Audited Financial Statements for the past three years- Bank Statement  
 a. Agree to Submit

Comments

16. Please upload Two (2) Top customers latest purchase orders  
 a. Agree to Submit

Comments

17. Please upload Two (2) Vendor Approval letters from Top Clients  
 a. Agree to Submit

Comments

18. Please upload the List of Authorized Principal Companies  
 a. Agree to Submit

Comments

19. Please upload Company Insurance  
 a. Agree to Submit

Comments

20. Please upload Business continuity supporting documents  
 a. Agree to Submit

Comments

**Section**

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Training\_Certificates and Attachments

21. Please upload Agency Letter, if any  
 a. Agree to Submit

Comments

22. Does your company have an Organization Chart showing responsibilities?  
 a. Agree to Submit

Comments

\* 23.

It is my understanding that all information regarding bids, awards, or any information, such includes but not limited to all financial, technical, sales, commercial, marketing or strategic information, whether verbally, in writing or in electronic form, disclosed on or after the procurement process by MA'ADEN, relating to the Project, including but not limited to agreements, fees, rates, market studies, contracts, engineering reports, technical and economic data, marketing terms and arrangements, know-how, formulas, compositions, processes, documents, designs, sketches, photographs, plans, graphs, drawings, specifications, equipment, samples, reports, customer lists, pricing information, studies, findings, inventions and ideas), we receive from MA'ADEN during the procurement process is strictly confidential. Any contract or purchase order issued by MA'ADEN must maintain the confidentiality of all such information, and the disclosure of such information to anyone outside MA'ADEN requires the prior written approval of MA'ADEN. In the event that any leakage of information is discovered against our company, MA'ADEN reserves the right to take legal action.

Note: Please provide Justification in the Comments, if Rejected

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- a. Accept
- b. Reject

Comments

End of Section 4 of 4

Previous Section

Next Section

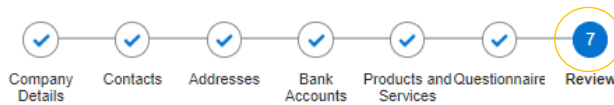
## (7) Review

1. After completion of questionnaire, click “Next” to Review.

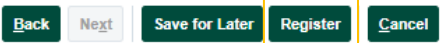
Register Supplier: Questionnaire



2. After Reviewing your registration, click “Register” for submission.



Review Supplier Registration: Hydrotrio Business ... ?

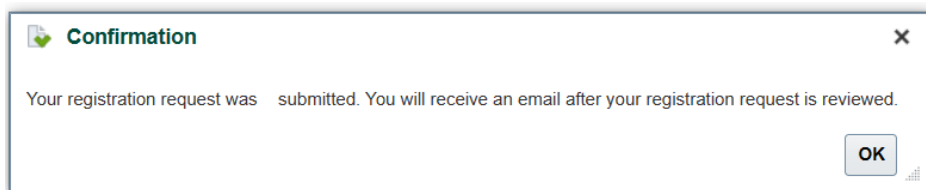


### Company Details

Company	Hydrotrio Business Company	D-U-N-S Number	
Tax Organization Type	Corporation	Tax Country	Saudi Arabia
Supplier Type	Trader	CR Number/Tax Registration Number	1234568789
Corporate Web Site		Note to Approver	

You will receive Confirmation Message.

Your registration request was submitted. You will receive an email after your registration request is reviewed



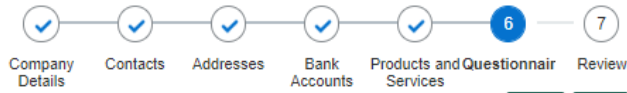
- End -

Click Here to return to

[Questionnaires Guide](#)

## Questionnaires - Material and Services Providers

Complete the registration process questionnaire from Section 1 to 7.



Register Supplier: Questionnaire

### Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Material & Service Provider
- 5. Business\_Material & Service Provider
- 6. Finance\_Material & Service Provider
- 7. QSHE\_Material & Service Provider
- 8. Material and service providers\_Certificates and Attachments

### Questions

#### MAADEN Supplier Code of Ethics and Conduct (Section 1 of 8)

- \* 1. MAADEN Supplier Code of Ethics and Conduct  
 ⚠ Download the Supplier Code of Conduct, Sign & Upload it  
 Attachments [11 Maaden Supplier Code of Con](#)

\* Response Attachments None +

End of Section 1 of 8

Previous Section

Next Section

### Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Material & Service Provider
- 5. Business\_Material & Service Provider
- 6. Finance\_Material & Service Provider
- 7. QSHE\_Material & Service Provider
- 8. Material and service providers\_Certificates and Attachments

### Questions

#### Additional Information (Section 2 of 8)

- \* 2. Total Number of Employees
- \* 3. No of Employees in KSA
- \* 4. Company Ownership
  - a. 100% FOREIGN OWNED
  - b. 100% SAUDI OWNED
  - c. CONSORTIUM
  - d. JOINT VENTURE
  - e. OTHERS
- 5. Holding Company Name

End of Section 2 of 8

Previous Section

Next Section



**Section**

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Material & Service Provider
- 5. Business\_Material & Service Provider
- 6. Finance\_Material & Service Provider
- 7. QSHE\_Material & Service Provider
- 8. Material and service providers\_Certificates and Attachments

## Questions

### Foreign Suppliers (Section 3 of 8)

\* 6. Does your company have Distributors/ Agents registered in KSA?

- a. Yes  
 b. No

Comments


\* 7. Has your company done business in KSA?

- a. Yes  
 b. No

Comments

8. Please upload the Professional License and provide the expiration date  
 Please populate future date otherwise request will be rejected

mm/dd/yyyy 

Response Attachments None 

Comments

End of Section 3 of 8

Previous Section

Next Section

**Section**

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Material & Service Provider
- 5. Business\_Material & Service Provider
- 6. Finance\_Material & Service Provider
- 7. QSHE\_Material & Service Provider
- 8. Material and service providers\_Certificates and Attachments

## Questions

### Organization\_Material & Service Provider (Section 4 of 8)

\* 9. Does your company have an Organizational Chart showing responsibilities?

- a. Yes  
 b. No

Comments

\* 10. Number of Employees?

- a. < 25  
 b. 25 - 50  
 c. > 50

Comments

\* 11. Number of Branch Offices in KSA?

- a. 0  
 b. 1 - 2  
 c. > 2

Comments

Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Material & Service Provider
- 5. Business\_Material & Service Provider
- 6. Finance\_Material & Service Provider
- 7. QSHE\_Material & Service Provider
- 8. Material and service providers\_Certificates and Attachments

\* 12. Does your company have a documented code of ethics?

- a. Yes
- b. No

Comments

End of Section 4 of 8

Previous Section

Next Section

Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Material & Service Provider
- 5. Business\_Material & Service Provider
- 6. Finance\_Material & Service Provider
- 7. QSHE\_Material & Service Provider
- 8. Material and service providers\_Certificates and Attachments

### Questions

Business\_Material & Service Provider (Section 5 of 8)

\* 13. Number of years in Business? (Attach valid Commercial Registration (CR) / Certificate of Incorporation)

- a. 0 - 4
- b. 5 - 9
- c. >= 10

Comments

\* 14. Top Customer Profile?

- a. Yes
- b. No

Comments

End of Section 5 of 8

Previous Section

Next Section

Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Material & Service Provider
- 5. Business\_Material & Service Provider
- 6. Finance\_Material & Service Provider
- 7. QSHE\_Material & Service Provider
- 8. Material and service providers\_Certificates and Attachments


### Questions

Finance\_Material & Service Provider (Section 6 of 8)

\* 15. Current Ratio

- a. < 1
- b. Between 1 to 1.2
- c. > 1.2

Comments

\* 16. Annual Turnover (SAR)  
 The Turnover should in Saudi Arabia Riyal (SAR) only

- a. < 0.5 Million SAR
- b. Between 0.5 SAR Million to 5 Million SAR
- c. > 5 Million SAR

Comments

Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Material & Service Provider
- 5. Business\_Material & Service Provider
- 6. Finance\_Material & Service Provider
- 7. QSHE\_Material & Service Provider
- 8. Material and service providers\_Certificates and Attachments

- \* 17. Net Profit
- a. < 5%
  - b. Between 6% to 15%
  - c. > 16%

Comments

End of Section 6 of 8

Previous Section

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Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Material & Service Provider
- 5. Business\_Material & Service Provider
- 6. Finance\_Material & Service Provider
- 7. QSHE\_Material & Service Provider
- 8. Material and service providers\_Certificates and Attachments

### Questions

QSHE\_Material & Service Provider (Section 7 of 8)

- \* 18. Does your company have a health and safety policy?
- a. Yes
  - b. No

Comments

- \* 19. Do you maintain a Quality Procedure?
- a. Yes
  - b. No

Comments

End of Section 7 of 8

Previous Section

Next Section

Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Material & Service Provider
- 5. Business\_Material & Service Provider
- 6. Finance\_Material & Service Provider
- 7. QSHE\_Material & Service Provider
- 8. Material and service providers\_Certificates and Attachments

### Questions

Material and service providers\_Certificates and Attachments (Section 8 of 8)

- \* 20. Please upload the Company Presentation/ Profile
- a. Agree to Submit

Comments

- \* 21. Please upload Business License Certificate / Certificate of Incorporation / Commercial Registration Certificate
- a. Agree to Submit

Comments

- \* 22. Please upload the Article of Association or Owner Information Form - signed and stamped by the authorized person

- a. Agree to Submit

Comments

Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Material & Service Provider
- 5. Business\_Material & Service Provider
- 6. Finance\_Material & Service Provider
- 7. QSHE\_Material & Service Provider
- 8. Material and service providers\_Certificates and Attachments

\* 23. Please upload Bank IBAN - Confirmation Letter

a. Agree to Submit

Comments

\* 24. Please upload a copy of Authorized Signatures

a. Agree to Submit

Comments

\* 25. Please provide ID number of all Ownership

\* Response Attachments None +

Comments

26. Please upload the List of Authorized Principal Companies

a. Agree to Submit

Comments

27. Please upload Company Insurance

a. Agree to Submit

Comments

28. Please upload Business continuity supporting documents

a. Agree to Submit

Comments

29. Please upload Agency Letter, if any

a. Agree to Submit

Comments

Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Material & Service Provider
- 5. Business\_Material & Service Provider
- 6. Finance\_Material & Service Provider
- 7. QSHE\_Material & Service Provider
- 8. Material and service providers\_Certificates and Attachments

30. Does your company have an Organization Chart showing responsibilities?

a. Agree to Submit

Comments

\* 31. Please upload Two (2) Top customers latest purchase orders

a. Agree to Submit

Comments

\* 32. Please upload Two (2) Vendor Approval letters from top clients

a. Agree to Submit

Comments

33. Please upload the Projects Completion Certificate

a. Agree to Submit

Comments

\* 34. Please upload the HSE Certificate

a. Agree to Submit

Comments


\* 35. Does your company have a Quality Manual?

a. Yes

b. No

Comments

\* 36. Please upload the ISO Certificate and provide the expiration date

 Please populate future date otherwise request will be rejected

mm/dd/yyyy 

\* Response Attachments None 

Comments

\* 37. Please upload Quality Assurance Document

a. Agree to Submit

Comments

Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Material & Service Provider
- 5. Business\_Material & Service Provider
- 6. Finance\_Material & Service Provider
- 7. QSHE\_Material & Service Provider
- 8. Material and service providers\_Certificates and Attachments

\* 38. Please upload the Audited Financial Statements for the past three years - Bank statement

a. Agree to Submit

Comments

\* 39. Please upload the product list and product catalogue

a. Agree to Submit

Comments

40. Please upload the Manufacturing Standards ASTM, NEMA, API

a. Agree to Submit

Comments

41. Please upload the list of offered services

a. Agree to Submit

Comments

42. Please upload Contract Accomplishment Certificate

a. Agree to Submit

Comments

\* 43.

It is my understanding that all information regarding bids, awards, or any information, such includes but not limited to all financial, technical, sales, commercial, marketing or strategic information, whether verbally, in writing or in electronic form, disclosed on or after the procurement process by MA'ADEN, relating to the Project, including but not limited to agreements, fees, rates, market studies, contracts, engineering reports, technical and economic data, marketing terms and arrangements, know-how, formulas, compositions, processes, documents, designs, sketches, photographs, plans, graphs, drawings, specifications, equipment, samples, reports, customer lists, pricing information, studies, findings, inventions and ideas), we receive from MA'ADEN during the procurement process is strictly confidential. Any contract or purchase order issued by MA'ADEN must maintain the confidentiality of all such information, and the disclosure of such information to anyone outside MA'ADEN requires the prior written approval of MA'ADEN. In the event that any leakage of information is discovered against our company, MA'ADEN reserves the right to take legal action.

Note: Please provide Justification in the Comments, if Rejected

أقر بسرية جميع المعلومات المتعلقة بالعطاءات أو ترسية العقود أو أي معلومات تم تزويدي بها، بما في ذلك على سبيل المثال لا الحصر جميع المعلومات المالية أو الفنية أو المبيعات أو التجارية أو التسويقية أو الإستراتيجية ، سواء كانت شفوية أو كتابية أو إلكترونية ، تم الإفصاح عنها في أثناء أو بعد إجراءات إدارة المشتريات بمعادن ، متعلقة بالمشروع ، بما في ذلك على سبيل المثال لا الحصر الاتفاقيات والرسوم والأسعار ودراسات السوق والعقود والتقارير الهندسية والبيانات الفنية والاقتصادية وشروط التسويق والترتيبات وبراءات الإختراع، والوصفات، والمعادلات والوثائق والتصاميم والرسومات والصور الفوتوغرافية والخطط والرسوم البيانية والرسومات والمواصفات والمعدات والعينات والتقارير وقوائم العملاء ومعلومات التسعير والدراسات والنتائج والاختراعات والأفكار، وأن أعمل جميع ما ذكر بسرية تامة، وألتزم بالمحافظة على سرية المعلومات بصورة مطلقة . كما ألتزم بالمحافظة على سرية جميع هذه المعلومات اللمدرجة في أي عقد أو أمر شراء صادر عن معادن، وألتزم بعدم الكشف عنها لأي شخص أو طرف خارج معادن إلا الموافقة الخطية المسبقة من معادن، وفي حال تم اكتشاف معادن لأي عدم التزم أي من المعلومات السابق ذكرها، أقر بحق معادن في اتخاذ الإجراءات القانونية اللازمة والرجوع على الطرف الآخر بكامل التكاليف

a. Accept

b. Reject

Comments

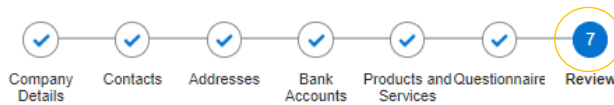
## (7) Review

1. After completion of questionnaire, click “Next” to Review.

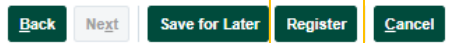
Register Supplier: Questionnaire



2. After Reviewing your registration, click “Register” for submission.



Review Supplier Registration: Hydrotrio Business ... ?

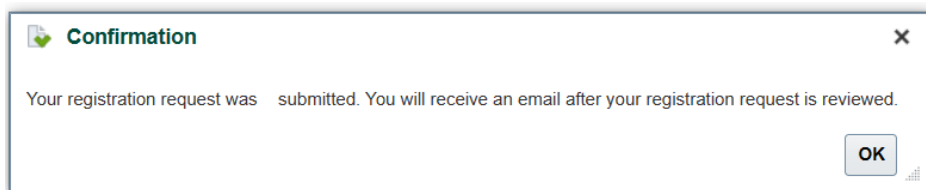


### Company Details

Company	Hydrotrio Business Company	D-U-N-S Number	
Tax Organization Type	Corporation	Tax Country	Saudi Arabia
Supplier Type	Trader	CR Number/Tax Registration Number	1234568789
Corporate Web Site		Note to Approver	

You will receive Confirmation Message.

Your registration request was submitted. You will receive an email after your registration request is reviewed



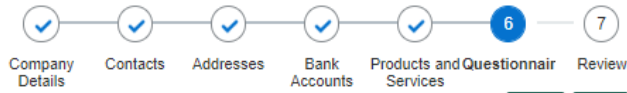
- End -

Click Here to return to

[Questionnaires Guide](#)

## Questionnaires - Material Suppliers

Complete the registration process questionnaire from Section 1 to 7.




Register Supplier: Questionnaire

### Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Material Suppliers
- 5. Business\_Material Suppliers
- 6. Finance\_Material Suppliers
- 7. QSHE\_Material Suppliers
- 8. Supply Chain Management\_Material Suppliers
- 9. Material Suppliers\_Certificates and Attachments

### Questions

#### MAADEN Supplier Code of Ethics and Conduct (Section 1 of 9)

- \* 1. MAADEN Supplier Code of Ethics and Conduct  
 Download the Supplier Code of Conduct, Sign & Upload it  
 Attachments [11 Maaden Supplier Code of Con](#)

\* Response Attachments None +

End of Section 1 of 9

### Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Material Suppliers
- 5. Business\_Material Suppliers
- 6. Finance\_Material Suppliers
- 7. QSHE\_Material Suppliers
- 8. Supply Chain Management\_Material Suppliers
- 9. Material Suppliers\_Certificates and Attachments

### Questions

#### Additional Information (Section 2 of 9)

- \* 2. Total Number of Employees
- \* 3. No of Employees in KSA
- \* 4. Company Ownership
- a. 100% FOREIGN OWNED
  - b. 100% SAUDI OWNED
  - c. CONSORTIUM
  - d. JOINT VENTURE
  - e. OTHERS
5. Holding Company Name

End of Section 2 of 9



Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Material Suppliers
- 5. Business\_Material Suppliers
- 6. Finance\_Material Suppliers
- 7. QSHE\_Material Suppliers
- 8. Supply Chain Management\_Material Suppliers
- 9. Material Suppliers\_Certificates and Attachments

Questions

Foreign Suppliers (Section 3 of 9)

\* 6. Does your company have Distributors/ Agents registered in KSA?

- a. Yes
- b. No

Comments

\* 7. Has your company done business in KSA?

- a. Yes
- b. No

Comments

8. Please upload the Professional License and provide the expiration date  
Please populate future date otherwise request will be rejected

Response Attachments None +

Comments

End of Section 3 of 9

[Previous Section](#)

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Section

- 1. MAADEN Supplier Code of Ethics and Conduct
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- 4. Organization\_Material Suppliers
- 5. Business\_Material Suppliers
- 6. Finance\_Material Suppliers
- 7. QSHE\_Material Suppliers
- 8. Supply Chain Management\_Material Suppliers
- 9. Material Suppliers\_Certificates and Attachments

Questions

Organization\_Material Suppliers (Section 4 of 9)

\* 9. Number of Employees?

- a. < 25
- b. 25 - 50
- c. > 50

Comments

\* 10. Number of Branch Offices in KSA?

- a. 0
- b. 1 - 2
- c. > 2

Comments

\* 11. Does your company have a documented code of ethics?

- a. Yes
- b. No

Comments

End of Section 4 of 9

[Previous Section](#)

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Section

- 1. MAADEN Supplier Code of Ethics and Conduct
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- 3. Foreign Suppliers
- 4. Organization\_Material Suppliers
- 5. Business\_Material Suppliers
- 6. Finance\_Material Suppliers
- 7. QSHE\_Material Suppliers
- 8. Supply Chain Management\_Material Suppliers
- 9. Material Suppliers\_Certificates and Attachments

Questions

Business\_Material Suppliers (Section 5 of 9)

- \* 12. Number of years in Business? (Attach valid Commercial Registration (CR) / Certificate of Incorporation)
- a. 0 - 4
  - b. 5 - 9
  - c. >= 10

Comments

- \* 13. Top Customer Profile?

- a. Yes
- b. No

Comments

End of Section 5 of 9

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Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Material Suppliers
- 5. Business\_Material Suppliers
- 6. Finance\_Material Suppliers
- 7. QSHE\_Material Suppliers
- 8. Supply Chain Management\_Material Suppliers
- 9. Material Suppliers\_Certificates and Attachments

Questions

Finance\_Material Suppliers (Section 6 of 9)

- \* 14. Current Ratio
- a. < 1
  - b. Between 1 to 1.2
  - c. > 1.2

Comments

- \* 15. Annual Turnover (SAR)  
 ⚡ The Turnover should in Saudi Arabia Riyal (SAR) only

- a. < 0.5 Million SAR
- b. Between 0.5 SAR Million to 5 Million SAR
- c. > 5 Million SAR

Comments

- \* 16. Net Profit

- a. < 5%
- b. Between 6% to 15%
- c. > 16%

Comments

End of Section 6 of 9

[Previous Section](#)

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Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
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- 5. Business\_Material Suppliers
- 6. Finance\_Material Suppliers
- 7. QSHE\_Material Suppliers
- 8. Supply Chain Management\_Material Suppliers
- 9. Material Suppliers\_Certificates and Attachments

### Questions

#### QSHE\_Material Suppliers (Section 7 of 9)

- \* 17. Do you maintain a Quality Procedure?
- a. Yes
- b. No

Comments

End of Section 7 of 9

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Next Section

Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Material Suppliers
- 5. Business\_Material Suppliers
- 6. Finance\_Material Suppliers
- 7. QSHE\_Material Suppliers
- 8. Supply Chain Management\_Material Suppliers
- 9. Material Suppliers\_Certificates and Attachments

### Questions

#### Supply Chain Management\_Material Suppliers (Section 8 of 9)

- \* 18. Global Agreement with vendors?
- a. Yes
- b. No

Comments

- \* 19. Customer Consignment Stock?
- a. Yes
- b. No

Comments

End of Section 8 of 9

Previous Section

Next Section

Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Material Suppliers
- 5. Business\_Material Suppliers
- 6. Finance\_Material Suppliers
- 7. QSHE\_Material Suppliers
- 8. Supply Chain Management\_Material Suppliers
- 9. Material Suppliers\_Certificates and Attachments

Questions

Material Suppliers\_Certificates and Attachments (Section 9 of 9)

- \* 20. Please upload the Company Presentation/ Profile  
 a. Agree to Submit

Comments

- \* 21. Please upload Business License Certificate / Certificate of Incorporation / Commercial Registration Certificate  
 a. Agree to Submit

Comments

- \* 22. Please upload the Article of Association or Owner Information Form - signed and stamped by the authorized person  
 a. Agree to Submit

Comments

- \* 23. Please upload Bank IBAN - Confirmation Letter  
 a. Agree to Submit

Comments

- \* 24. Please upload a copy of Authorized Signatures  
 a. Agree to Submit

Comments

- \* 25. Please provide ID number of all Ownership

\* Response Attachments None +

Comments

26. Please upload the List of Authorized Principal Companies  
 a. Agree to Submit

Comments

27. Please upload Company Insurance  
 a. Agree to Submit

Comments

28. Please upload Business continuity supporting documents  
 a. Agree to Submit

Comments

Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Material Suppliers
- 5. Business\_Material Suppliers
- 6. Finance\_Material Suppliers
- 7. QSHE\_Material Suppliers
- 8. Supply Chain Management\_Material Suppliers
- 9. Material Suppliers\_Certificates and Attachments

30. Does your company have an Organization Chart showing responsibilities?  
 a. Agree to Submit

Comments

\* 31. Please upload Two (2) Top customers latest purchase orders  
 a. Agree to Submit

Comments

\* 32. Please upload Two (2) Vendor Approval letters from top clients  
 a. Agree to Submit

Comments

\* 33. Does your company have a Quality Manual?  
 a. Yes

b. No

Comments

\* 34. Please upload the ISO Certificate and provide the expiration date  
 ⚠ Please populate future date otherwise request will be rejected

dd-mmm-yyyy



\* Response Attachments None +

Comments

\* 35. Please upload Quality Assurance Document  
 a. Agree to Submit

Comments

\* 36. Please upload the product list and product catalogue  
 a. Agree to Submit

Comments

37. Please upload the Manufacturing Standards ASTM, NEMA, API  
 a. Agree to Submit

Comments

**Section**

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. Organization\_Material Suppliers
- 5. Business\_Material Suppliers
- 6. Finance\_Material Suppliers
- 7. QSHE\_Material Suppliers
- 8. Supply Chain Management\_Material Suppliers
- 9. Material Suppliers\_Certificates and Attachments

38. Please upload the list of offered services

a. Agree to Submit

Comments

39. Please upload Contract Accomplishment Certificate

a. Agree to Submit

Comments

40. Please upload the HSE Certificate.

a. Agree to Submit

Comments

41. Please upload the Audited Financial Statements for the past three years- Bank Statement

a. Agree to Submit

Comments

\* 42.

It is my understanding that all information regarding bids, awards, or any information, such includes but not limited to all financial, technical, sales, commercial, marketing or strategic information, whether verbally, in writing or in electronic form, disclosed on or after the procurement process by MA'ADEN, relating to the Project, including but not limited to agreements, fees, rates, market studies, contracts, engineering reports, technical and economic data, marketing terms and arrangements, know-how, formulas, compositions, processes, documents, designs, sketches, photographs, plans, graphs, drawings, specifications, equipment, samples, reports, customer lists, pricing information, studies, findings, inventions and ideas), we receive from MA'ADEN during the procurement process is strictly confidential. Any contract or purchase order issued by MA'ADEN must maintain the confidentiality of all such information, and the disclosure of such information to anyone outside MA'ADEN requires the prior written approval of MA'ADEN. In the event that any leakage of information is discovered against our company, MA'ADEN reserves the right to take legal action.

Note: Please provide Justification in the Comments, if Rejected

أقر بسرية جميع المعلومات المتعلقة بالعطاءات أو ترسية العقود أو أي معلومات تم تزويدي بها، بما في ذلك على سبيل المثال لا الحصر جميع المعلومات المالية أو الفنية أو المبيعات أو التجارية أو التسويقية أو الإستراتيجية ، سواء كانت شفوية أو كتابية أو إلكترونية ، تم الإفصاح عنها في أثناء أو بعد إجراءات إدارة المشتريات بمعادن ، متعلقة بالمشروع ، بما في ذلك على سبيل المثال لا الحصر الاتفاقيات والرسوم والأسعار ودراسات السوق والعقود والتقارير الهندسية والبيانات الفنية والاقتصادية وشروط التسويق والترتيبات وبراءات الإختراع، والوصفات، والمعادلات والوثائق والتصاميم والرسومات والصور الفوتوغرافية والخطط والرسوم البيانية والرسومات والمواصفات والمعدات والعيّنات والتقارير وقوائم العملاء ومعلومات التسعير والدراسات والنتائج والاختراعات والأفكار، وأن أعمل جميع ماذكر بسرية تامة، وألتزم بالمحافظة على سرية المعلومات بصورة مطلقة . كما ألتزم بالمحافظة على سرية جميع هذه المعلومات الالمدرجة في أي عقد أو أمر شراء صادر عن معادن، وألتزم بعدم الكشف عنها لأي شخص أو طرف خارج معادن إلا الموافقة الخطية المسبقة من معادن. وفي حال تم اكتشاف معادن لأي تسرب أي من المعلومات السابق ذكرها، أقر بحق معادن في اتخاذ الإجراءات القانونية اللازمة والرجوع علي الطرف الأخر بكامل التكاليف

a. Accept

b. Reject

Comments

End of Section 9 of 9

Previous Section

Next Section

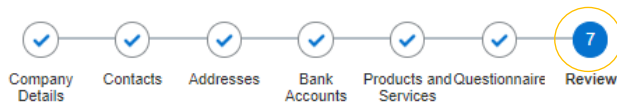
## (7) Review

1. After completion of questionnaire, click “Next” to Review.

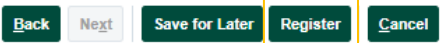
Register Supplier: Questionnaire



2. After Reviewing your registration, click “Register” for submission.



Review Supplier Registration: Hydrotrio Business ... ?

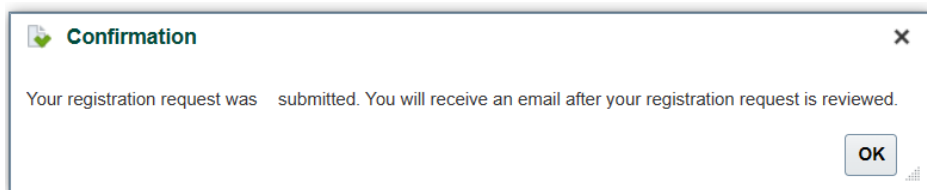


### Company Details

Company	Hydrotrio Business Company	D-U-N-S Number	
Tax Organization Type	Corporation	Tax Country	Saudi Arabia
Supplier Type	Trader	CR Number/Tax Registration Number	1234568789
Corporate Web Site		Note to Approver	

You will receive Confirmation Message.

Your registration request was submitted. You will receive an email after your registration request is reviewed



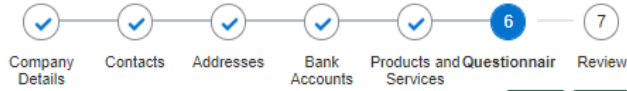
- End -

Click Here to return to

[Questionnaires Guide](#)

## Questionnaires – SME’s Remote Areas

Complete the registration process questionnaire from Section 1 to 7.



Register Supplier: Questionnaire

### Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. SMEs Remote Areas\_Certificates and Attachments

### Questions

MAADEN Supplier Code of Ethics and Conduct (Section 1 of 4)

- \* 1. MAADEN Supplier Code of Ethics and Conduct  
 Download the Supplier Code of Conduct, Sign & Upload it  
 Attachments 11 Maaden Supplier Code of Con

\* Response Attachments None +

End of Section 1 of 4

### Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. SMEs Remote Areas\_Certificates and Attachments

### Questions

Additional Information (Section 2 of 4)

- \* 2. Total Number of Employees
- \* 3. No of Employees in KSA
- \* 4. Company Ownership  
 a. 100% FOREIGN OWNED  
 b. 100% SAUDI OWNED  
 c. CONSORTIUM  
 d. JOINT VENTURE  
 e. OTHERS
- \* 5. Holding Company Name

End of Section 2 of 4



Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. SMEs Remote Areas\_Certificates and Attachments

Questions


Foreign Suppliers (Section 3 of 4)


- \* 6. Does your company have Distributors/ Agents registered in KSA?
- a. Yes
- b. No


Comments

- \* 7. Has your company done business in KSA?
- a. Yes
- b. No

Comments

- \* 8. Please upload the Professional License and provide the expiration date
-  Please populate future date otherwise request will be rejected

dd-mmm-yyyy 

Response Attachments None 

Comments

End of Section 3 of 4

Previous Section

Next Section

Section

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. SMEs Remote Areas\_Certificates and Attachments

Questions

SMEs Remote Areas\_Certificates and Attachments (Section 4 of 4)

- \* 9. Please upload the Company Presentation/ Profile
- a. Agree to Submit

Comments

- \* 10. Please upload Business License Certificate / Certificate of Incorporation / Commercial Registration Certificate
- a. Agree to Submit

Comments

- \* 11. Please upload Bank IBAN - Confirmation Letter
- a. Agree to Submit

Comments

- \* 12. Please upload a copy of Authorized Signatures
- a. Agree to Submit

Comments

**Section**

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. SMEs Remote Areas\_Certificates and Attachments

\* 13. Please provide ID number of all Ownership

\* Response Attachments None +

Comments

14. Please upload the Audited Financial Statements for the past three years- Bank Statement

a. Agree to Submit

Comments

15. Please upload Two (2) Top customers latest purchase orders

a. Agree to Submit

Comments

16. Please upload Two (2) Vendor Approval letters from Top Clients

a. Agree to Submit

Comments

17. Please upload the List of Authorized Principal Companies

a. Agree to Submit

Comments

18. Please upload Company Insurance

a. Agree to Submit

Comments

19. Please upload Business continuity supporting documents

a. Agree to Submit

Comments

20. Please upload Agency Letter, if any

a. Agree to Submit

Comments


Section


- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. SMEs Remote Areas\_Certificates and Attachments

21. Does your company have an Organization Chart showing responsibilities?  
 a. Agree to Submit

Comments

22. Please upload the Contractor Classification Certificate and provide the expiration date  
 Please populate future date otherwise request will be rejected

dd-mmm-yyyy 

Response Attachments None 

Comments


23. Please upload the HSE Certificate.  
 a. Agree to Submit


Comments

24. Does your company have a Quality Manual?  
 a. Yes  
 b. No

Comments

25. Please upload the ISO Certificate and provide the expiration date  
 Please populate future date otherwise request will be rejected

dd-mmm-yyyy 

Response Attachments None 

Comments

26. Please upload Quality Assurance Document  
 a. Agree to Submit

Comments

27. Please upload the product list and product catalogue  
 a. Agree to Submit

Comments

28. Please upload the Manufacturing Standards ASTM, NEMA, API  
 a. Agree to Submit

Comments

**Section**

- 1. MAADEN Supplier Code of Ethics and Conduct
- 2. Additional Information
- 3. Foreign Suppliers
- 4. SMEs Remote Areas\_Certificates and Attachments

29. Please upload the list of offered services

a. Agree to Submit

Comments

30. Please upload Contract Accomplishment Certificate

a. Agree to Submit

Comments

\* 31. Please upload the Article of Association or Owner Information Form - signed and stamped by the authorized person

a. Agree to Submit

Comments

\* 32. Please upload SMEs Certificate from Monshaat

a. Agree to Submit

Comments

\* 33.

It is my understanding that all information regarding bids, awards, or any information, such includes but not limited to all financial, technical, sales, commercial, marketing or strategic information, whether verbally, in writing or in electronic form, disclosed on or after the procurement process by MA'ADEN, relating to the Project, including but not limited to agreements, fees, rates, market studies, contracts, engineering reports, technical and economic data, marketing terms and arrangements, know-how, formulas, compositions, processes, documents, designs, sketches, photographs, plans, graphs, drawings, specifications, equipment, samples, reports, customer lists, pricing information, studies, findings, inventions and ideas), we receive from MA'ADEN during the procurement process is strictly confidential. Any contract or purchase order issued by MA'ADEN must maintain the confidentiality of all such information, and the disclosure of such information to anyone outside MA'ADEN requires the prior written approval of MA'ADEN. In the event that any leakage of information is discovered against our company, MA'ADEN reserves the right to take legal action.

Note: Please provide Justification in the Comments, if Rejected

أقر بسرية جميع المعلومات المتعلقة بالعطاءات أو ترسية العقود أو أي معلومات تم تزويدي بها، بما في ذلك على سبيل المثال لا الحصر جميع المعلومات المالية أو الفنية أو المبيعات أو التجارية أو التسويقية أو الإستراتيجية ، سواء كانت شفوية أو كتابية أو إلكترونية ، تم الإفصاح عنها في أثناء أو بعد إجراءات إدارة المشتريات بمعادن ، متعلقة بالمشروع ، بما في ذلك على سبيل المثال لا الحصر الاتفاقيات والرسوم والأسعار ودراسات السوق والعقود والتقارير الهندسية والبيانات الفنية والاقتصادية وشروط التسويق والترتيبات وبراءات الإختراع، والوصفات، والمعادلات والوثائق والتصاميم والرسومات والصور الفوتوغرافية والخطط والرسوم البيانية والرسومات والمواصفات والمعدات والعيّنات والتقارير وقوائم العملاء ومعلومات التسعير والدراسات والنتائج والاختراعات والأفكار، وأن أعمل جميع ما ذكر بسرية تامة، وألتزم بالمحافظة على سرية المعلومات بصورة مطلقة ، كما ألتزم بالمحافظة على سرية جميع هذه المعلومات الالمدرجة في أي عقد أو أمر شراء صادر عن معادن، وألتزم بعدم الكشف عنها لأي شخص أو طرف خارج معادن إلا الموافقة الخطية المسبقة من معادن، وفي حال تم اكتشاف معادن لأي تسرب أي من المعلومات السابق ذكرها، أقر بحق معادن في اتخاذ الإجراءات القانونية اللازمة والرجوع على الطرف الآخر بكامل التكاليف

a. Accept

b. Reject

Comments

34. Please upload the Projects Completion Certificate

a. Agree to Submit

Comments

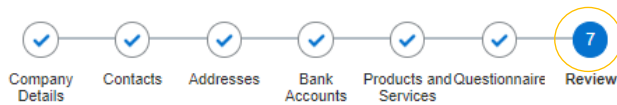
## (7) Review

1. After completion of questionnaire, click “Next” to Review.

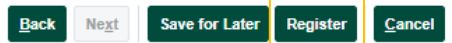
Register Supplier: Questionnaire



2. After Reviewing your registration, click “Register” for submission.



Review Supplier Registration: Hydrotrio Business ... ?

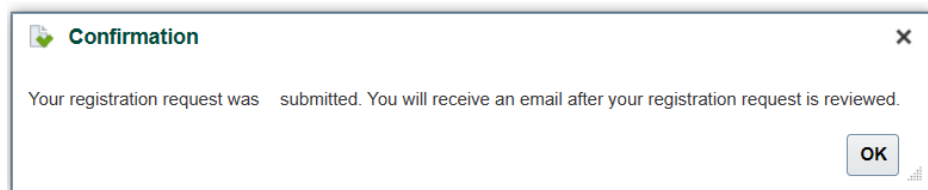


### Company Details

Company	Hydrotrio Business Company	D-U-N-S Number	
Tax Organization Type	Corporation	Tax Country	Saudi Arabia
Supplier Type	Trader	CR Number/Tax Registration Number	1234568789
Corporate Web Site		Note to Approver	

You will receive Confirmation Message.

Your registration request was submitted. You will receive an email after your registration request is reviewed



- End -

Click Here to return to

[Questionnaires Guide](#)