SUPPLIER QUALIFICATION PROCESS

USER GUIDE – FOR SUPPLIER

مؤسسة الإمارات للطاقة النووية
Emirates Nuclear Energy Corporation

شـركـة بـراكــة الأولـى ش.م.خ
Barakah One Company PJSC

شــركـة نـواة للـطـاقـة
Nawah Energy Company

QUALIFICATION

- Once your registration profile is accepted, a Qualification Questionnaire will be initiated through ARIBA. This questionnaire is customized based on your Supplier Type and the specific Products and Services you offer.
- If you have any questions or need further clarification regarding the qualification questionnaire, please contact your designated Focal Point or Account Owner. They are there to assist you with any concerns or issues you might have.
- You will receive an email invitation notifying you of the qualification request. This email will contain a link to the questionnaire. Simply click on the link provided in the email to access and complete the questionnaire. The attached screenshot in the email will guide you through this process.

The following is a step by step Qualification Process User Guide – For Supplier

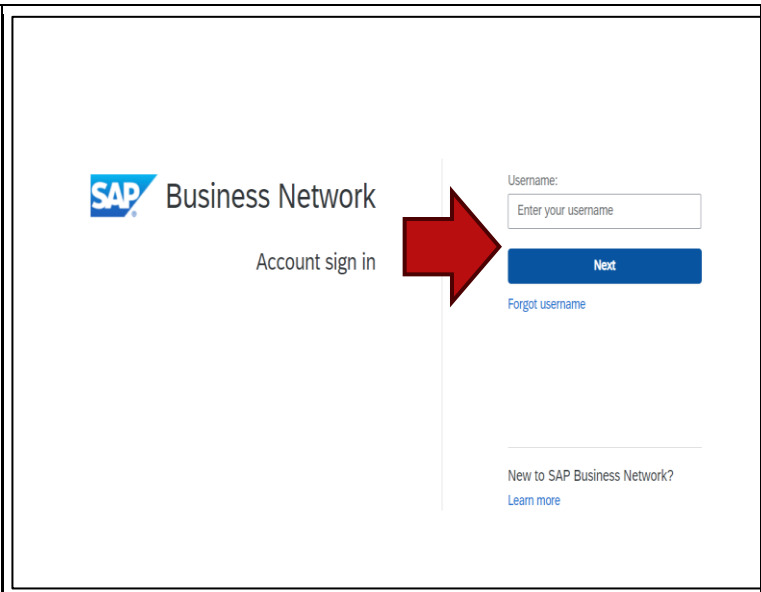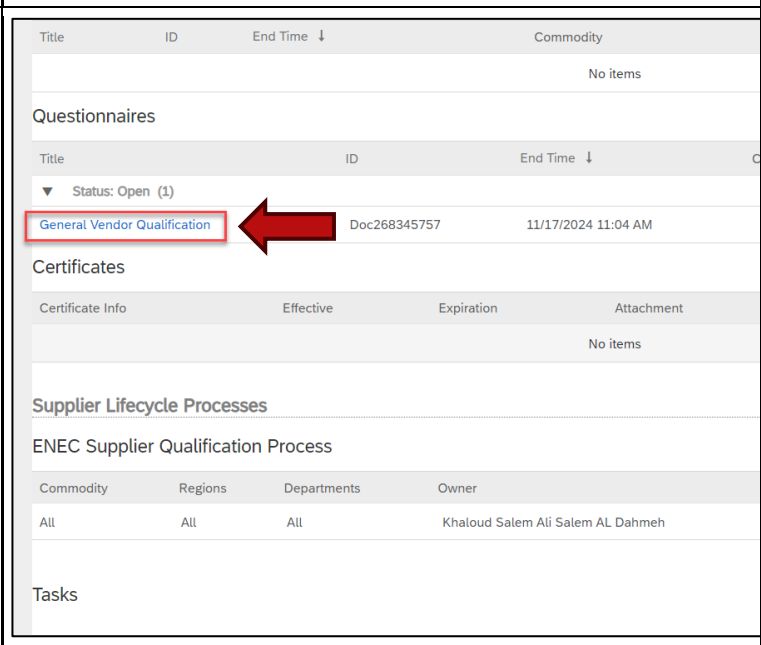|	
The supplier will receive an invitation email notifying them of the qualification request. Upon receiving the email, they can click the link provided, as illustrated in the attached screenshot Click Here ⌄ .	**From:** Ariba Administrator <no-reply@smtp.mn1.ariba.com> **Sent:** Monday, October 28, 2024 9:35 AM **To:** Lalitha Priya Yenumula <lalithapriya.yenumul@nawahprogram.ae> **Subject:** Khaloud Salem Ali Salem AL Dahmeh from ENEC/Nawah Sourcing invites you to participate in this process: ENEC Supplier Qualification Process ENEC/Nawah Sourcing Hello Lalitha Y, Please fill out the listed questionnaires and return them by the specified dates. These questionnaires are necessary to complete the ENEC Supplier Qualification Process process. Thank you for taking the time to respond to each one. **Process Overview** Process: ENEC Supplier Qualification Process Category: All Region: All Business unit: All Material: Not applicable Process owner: Khaloud Salem Ali Salem AL Dahmeh Message: **Questionnaire Overview** | Name	Assigned To	Respond By
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General Vendor Qualification	Lalitha Y	November 16, 2024 at 9:34 PM	 Click Here to view the process. Best Regards, SAP Ariba team You are receiving this email because your customer, ENEC/Nawah Sourcing, has identified you as the

After clicking the link, supplier shall then login to their SAP ARIBA account.	
Supplier will be able to access the qualification by clicking on the **General Vendor Qualification** to open.	
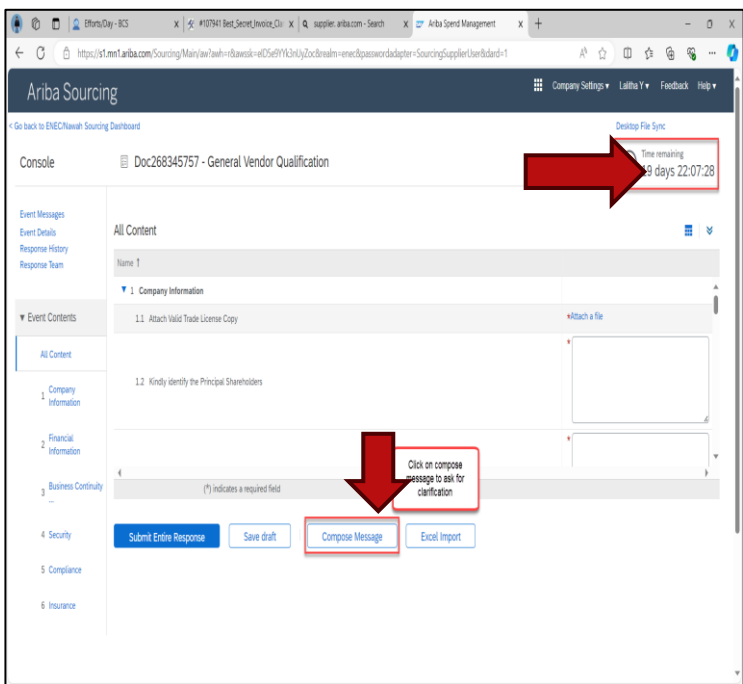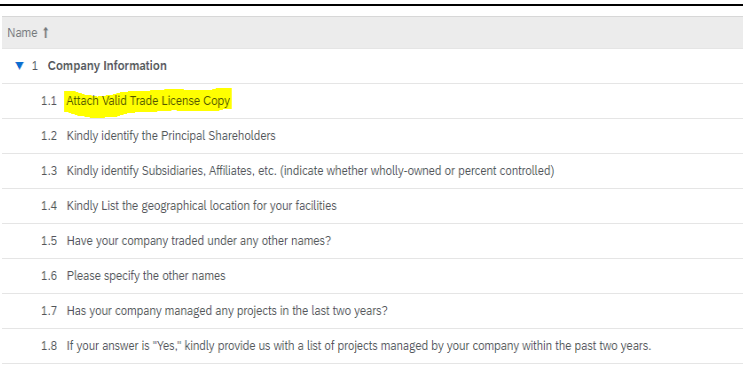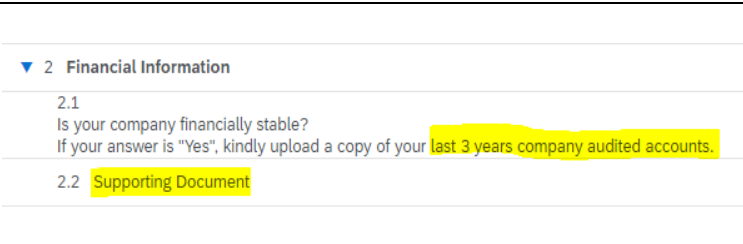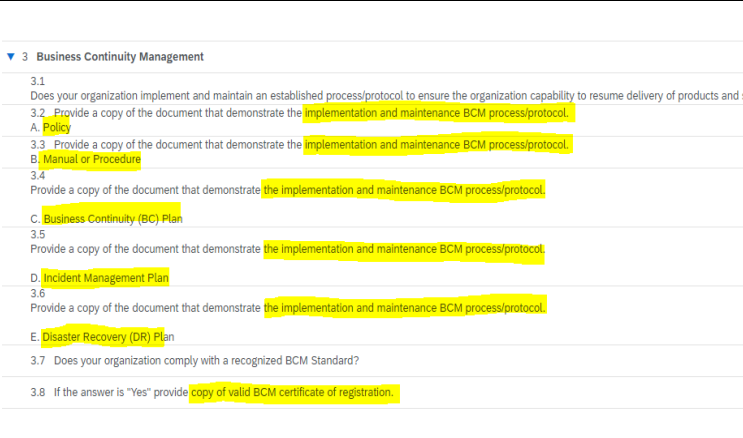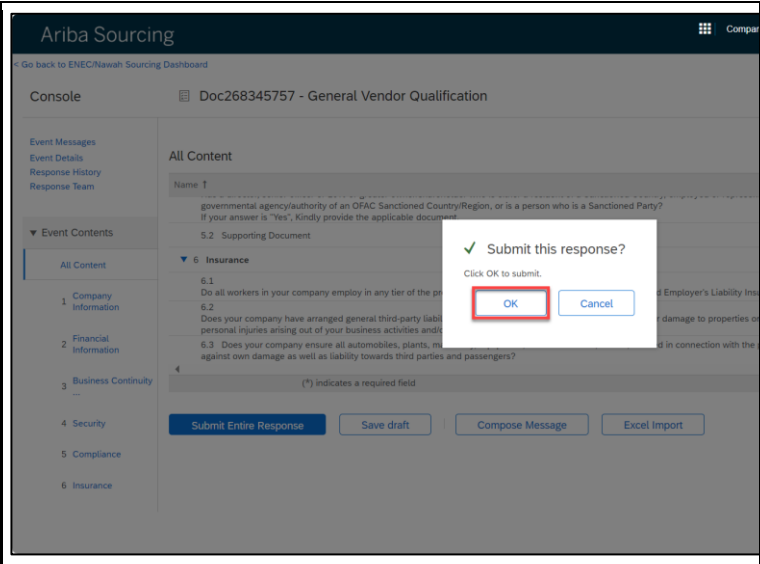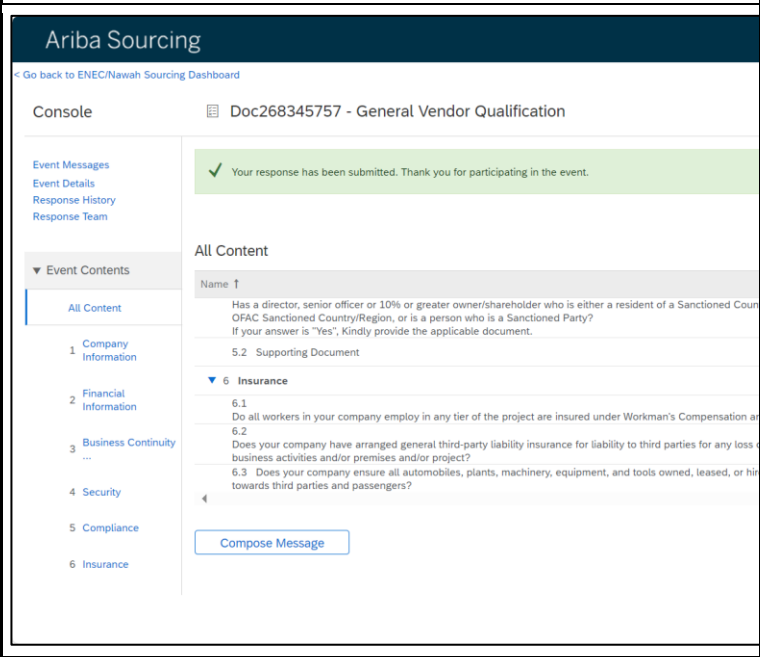
The supplier should be aware about the "**Time Remaining**" of the qualification submission time. Time Remaining is the time that you need to submit the qualification. "**Compose Message**": If the supplier has an inquires to send to VQM or the panels, click on Compose Message and type your inquiry.

In Company information the supplier should answer all of question and provide **1.1 Attah Valid Trade License Copy.**

In Financial information the supplier should provide the **last 3 years company audited accounts in 2.2**

In Business Continuity Management the supplier should provide the documents in 3.2, 3.3, 3.4, 3.5, 3.6 and 3.8.
- A. Policy
- B. Manual or Procedure
- C. Business Continuity Plan
- D. Incident

Management Plan E. Disaster Recovery Plan 3.8 if Yes, Copy of BCM Certificate of Registration	
In Security the supplier should provide the documents in **4.2, 4.4, 4.6, 4.8, 4.10** - Most recent 3rd party certificate of compliance with recognized national or international security standards - Copy of Security policy - Security incident mngt document, trsting or reports - Information classification & protection document - Copy of Vitting Process document	▼ 4 Security 4.1 Does your company comply with a recognized security standard covering the principal company and the products/services under the prequalification, e.g., NESA Inform... If your answer is "Yes", Kindly provide a copy of the most recent 3rd party certificate of compliance with recognized national or international Security Standards, e.g., N... 4.2 Supporting Document 4.3 Does your company establish a security policy that is approved by senior management and reviewed and updated on a periodic basis? If your answer is "Yes", Kindly provide a copy of the Security Policy. 4.4 Supporting Document 4.5 Does your company follow a clearly defined process, format, and structure for security incident response management with regular testing and exercising? If your answer is "Yes", Kindly provide a copy of Security Incident management documentation, Testing or Exercising Reports. 4.6 Supporting Document 4.7 Does your company have a process in place for information classification and protection from unauthorized use, access, loss, destruction, and falsification? If your answer is "Yes", Kindly provide a copy of Information classification and protection documentation. 4.8 Supporting Document 4.9 Does your company have a security vetting process in place for personnel and contractors? If your answer is "Yes", Kindly provide a copy of Vetting process documentation. 4.10 Supporting Document
In Compliance the supplier should provide the document in **5.2.**	▼ 5 Compliance 5.1 Has a director, senior officer or 10% or greater owner/shareholder who is either a resident of a Sanctioned Country, employed or representing a go... Party? If your answer is "Yes", Kindly provide the applicable document. 5.2 Supporting Document
The supplier should provide the answer for all the above questions **6.1, 6.2 and 6.3**	▼ 6 Insurance 6.1 Do all workers in your company employ in any tier of the project are insured under Workman's Compensation and Employer's Liability Insurance? 6.2 Does your company have arranged general third-party liability insurance for liability to third parties for any loss or damage to properties or death or personal injuries... 6.3 Does your company ensure all automobiles, plants, machinery, equipment, and tools owned, leased, or hired in connection with the project against own damag...

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After answering all mandatory questions, please submit your response. Once the filled qualification questionnaire is submitted, it is routed to the Vendor Qualification Team and the Qualification Panel members team for review and approval. If any further information is required, you will get a notification of the accordingly.	
Once all responses will be submitted. The Panel members will review all the questions.	

For queries or assistance in the qualification process issue in SAP Ariba platform, email Vendor Qualification Management vqm@enec.gov.ae