CONTENT

** This instruction briefs policies and procedures pertaining to the use of Vendor Training e-Services (VTS) system in SAP. The complete instructions are available on the T&D online/Continuing Education & Learning Unit (CELU) Website and on the SAP Computer Center Website. The following link provides detailed information on VTS: http://tdonline.aramco.com.sa/Contents/Default.aspx?tab=PROG&page=VTS. Major topics included are:

1. DEFINITION OF VENDOR TRAINING

Saudi Aramco organizations regularly arrange for vendors to provide training to Saudi Aramco employees. This training is initiated at either the department or admin area levels. Some training is planned for the next Operating Plan cycle; other training occurs as needed during the ongoing Operating Plan cycle. Training provided by vendors differs from Out-of-Company training and is characterized primarily by the following:

- The training is mainly industrial or technical in nature, although vendors are used throughout the Company for various types of training.
- The vendor and the Company develop a contract.
- The vendor provides instruction which takes place in a Company-provided or local facility.

VTS system replaces the existing vendor training process. Certain steps in the process, such as vendor contacts, development of vendor training contracts, and course delivery, remain external to the VTS system. The VTS system is the Company-approved vendor training process and must be used by all Company organizations for the procurement of training by vendors. However, certain Company organizations may not wish to announce some of their training courses in the VTS system because of operational requirements.

** 2. DEFINITION OF TERMINOLOGY

Vendor Training e-Services (VTS)

VTS system is the Company-approved vendor training process and must be used by all Company organizations for the procurement of training by vendors.

Department Vendor Training Coordinator (DVTC)

The coordinator initiates, surveys and plans vendor training requirements for the next year's Operating Plan cycle. He searches for required events in the online catalogs, on the Vendor Training Requirement Survey (VTRS) and consults with training registrars or other appropriate personnel before deciding to outsource an event.

Business Event Type (BET)

BET is a detailed information related to training events description, objectives, prerequisites, schedule, location, etc.

Vendor Training e-Services System Administrator (VTSA)

The administrator reviews, verifies each event against available in-house training catalogs, highlights duplication, and provides BET's relevant information.

Admin Area Vendor Training Coordinator (AAVTC)

The coordinator initiates, surveys, verifies, consolidates, and submits the Vendor Training Requirement Survey (VTRSs) from the departments to the VTSA for further verification and consolidation.

Vendor Training Requirement Survey (VTRS)

VTRS is a survey conducted at the beginning of each year by all DVTCs or AAVTCs in order for them to plan vendor training requirements for the next year's Operating Plan cycle.

Admin Area Approver (AAA)

AAA reflects approval authority that is mandatory to authorize/allow the DVTC or AAVTC to open the event for enrolment.

Training & Event Management (TEM) System

TEM is a system that tracks completed events in a participant's training history.

3. PLANNED VENDOR TRAINING EVENTS

3.1   The VTRS is conducted at the beginning of each year by all DVTCs or AAVTCs in order for them to plan vendor training requirements for the next year's Operating Plan cycle.

3.2   The DVTC or AAVTC searches for required events in the online catalogs on the VTRS and consults admin area training registrars, or other appropriate personnel, before deciding to outsource an event.

3.3   If the VTRS is initiated at the department level, the DVTC forwards the VTRS to the appropriate department designate for approval before sending it to the AAVTC for verification and consolidation.

3.4   The AAVTC verifies, consolidates, and forwards the VTRSs from the departments to the VTSA for further verification and consolidation.

3.5   If the VTRS is initiated at the admin area level, the AAVTC forwards the VTRS to the VTSA for further verification and consolidation.

3.6   The VTSA receives the VTRSs from the admin areas and reviews and verifies each event against available post-phase training BETs in the online training catalogs. The VTSA also highlights any event duplication that may occur when different organizations request similar events.

   If a requested course is available in a catalog, the VTSA provides relevant BET information, such as description, objectives, prerequisites, schedule, location, and class size. The VTSA does not approve or reject requests but verifies, consolidates, flags, and comments on event requests, if necessary.

3.7   After receiving the VTRS back from the VTSA, the AAVTC verifies any recommendations or comments noted by the VTSA and forwards the VTRS to the AAA.

3.8   If the VTSA flags an event for any reason, the AAVTC will not submit the VTRS for AAA approval unless there is a reason for outsourcing. This reason must be mentioned in the event comments area.

3.9   If the same event has been requested by the same organization more than once, admin area head approval is required to offer the event. This approval is external to the VTS system and documentation must be provided to the VTSA.

3.10   After AAA approval, the VTRS is returned to the proponent DVTC or AAVTC, who advertises the event across the Company. This opens the event to online nomination of employees by other organizations.

3.11   After the contract scope of work is finalized by the event proponent and nominee organizations, a purchase requisition is submitted to the Contracting Department for procurement. The proponent DVTC or AAVTC inputs the purchase requisition or contract number into the VTRS. SAP automatically updates the status of the purchase requisition/contract on the VTRS.

3.12   The Contracting Department processes training-related contracts (Procedure 23, and if relevant, Procedure 21) that have been developed using the VTS system. To facilitate this, the Contracting Department ascertains that the event has been advertised on the Vendor Training Events table on the intranet. The Short-Form Contracts may not be used by proponents to procure training services (Paragraph B.9 in Procedure 21 of the Contract Manual); there are no waivers or exceptions in this regard. It is recommended that organizations with service agreements with outside vendors use the VTS system to advertise courses across the Company and capture employee training history and training events in SAP.

3.13   When the contract is approved and the status on the VTRS is changed to "Contract Completed," SAP notifies the vendor training coordinators to reconfirm their prebooking of nominees in TEM.

3.14   After an event is completed, participants submit an event feedback form, which automatically records the event completion in their training history in TEM.

4.   UNPLANNED VENDOR TRAINING EVENTS

A DVTC or AAVTC can enter the VTS system and initiate an unplanned VTRS at any time before or during the Operating Plan cycle. Policies and procedures are the same for both planned and unplanned vendor training events.

** 5.   ACCESS TO VTS SYSTEM

Access to initiate or browse VTS requests can be granted through SAP Portal (Refer to CELU Website/ Related Links for step by step instructions). Approval access will be given upon request through Professional Development Department/Career Planning & Consultation Division/Coordination & Support Service Unit.

Concurred: _____   Date: _____
                Administrator, PD&QAD

Concurred: _____   Date: _____
                Director, PDD

Approved: _____   Date: _____
                H. M. AL-GHOSON, General Manager
                Training & Development

* CHANGE   ** ADDITION   NEW INSTRUCTION ☐   COMPLETE REVISION ☐