

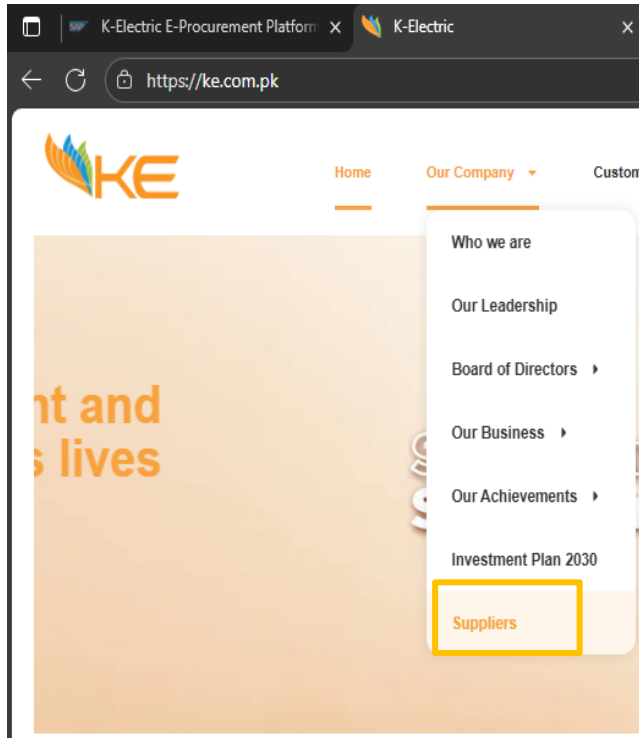


# **BIDDER SELF-REGISTRATION** **PROCESS IN SAP ARIBA**

✚ **Step 1:** Click on the link below

[Home - K-Electric](#)

✚ **Step 2:** Select “**SUPPLIER**” as mentioned in below image



✚ **Step 3:** Select “**TENDER**” & then select the first option as mentioned in below image

DOING BUSINESS WITH KE

**TENDERS**

SUPPLIER RESOURCES

RESPONSIBLE PROCUREMENT

## **Mandatory for Procurement Vendors**

KE has implemented **SAP ARIBA**, an e-procurement platform to streamline vendor engagement and enhance transparency.

**New to KE?** If you're a supplier not currently registered, [click here](#) to apply.

- **Need Help?** For registration or technical support, email us at [ariba.helpdesk@ke.com.pk](mailto:ariba.helpdesk@ke.com.pk).
- **Training Resources:** Learn how to use ARIBA [click here](#).
- **Note:** From **December 2020**, KE only shares RFQs/Tenders through the ARIBA platform.
- **Supplier Code of Conduct:**  
[View in English](#)  
[View in Urdu](#)

For additional queries, contact the **Procurement Department**, Block J, 1st Floor, Procurement Division, Elander Road (Power House) Complex, Karachi.



**Step 4:** Enter Details as mentioned below;

- In 1.1 – Enter Company Name
- In 1.3 – Enter Company Address, City, Postal Code & Country
- In 1.4 – Enter Contact First
- In 1.5 – Enter Last Name
- In 1.6 – Enter Company Official Email ID &
- In 1.7 – Enter Contact number
- In 1.8 – Select “**K-ELECTRIC**”
- In 2 – Select “**KE-DISPOSAL**”
- In 12 – Select “**SCRAP DEALER**”
- In 23 – Select “**LOCAL**”
- In 39 – Attached Company Profile & FBR Profile
- In 43 – Attached required details as mentioned
- In 44 – Select “**YES**”
- Then “**SUBMIT**”

Supplier self-registration request form

1 Supplier Information

Please be informed that this is a supplier registration request. Supplier registration questionnaire will be shared once the request has been approved.

|                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1 Supplier Name *                              | <input type="text" value="Enter Company Full Name"/>                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 1.2 Supplier Name 2                              | <input type="text"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 1.3 Main Address *                               | <div>Street *</div> <div><input type="text" value="Enter Company address not more than 40 characters"/></div> <div>Line 2</div> <div><input type="text" value="if there are more than 40 characters, enter in line 2"/></div> <div>Line 3</div> <div><input type="text"/></div> <div>City *Postal Code *</div> <div><input type="text" value="Enter the City"/><input type="text" value="00000"/></div> <div>Country/Region *</div> <div><input type="text" value="Pakistan"/></div> |
| 1.4 Contact First Name *                         | <input type="text" value="Enter Point of Contact First Name"/>                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 1.5 Contact Last Name *                          | <input type="text" value="Enter Point of Contact Last Name"/>                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 1.6 Contact Email *                              | <input type="text" value="enter-company-official-email-id"/>                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 1.7 Contact Phone *                              | <input type="text" value="03000000000"/>                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 1.8 For Which Company do you want to Register? * | <input type="text" value="K Electric"/>                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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|                                                                                                                                                                                                      |                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| 2 Please select the area that is most relevant to you *                                                                                                                                              | <input type="text" value="KE - Disposal"/> |
| 12 Classification for KE - Disposal *                                                                                                                                                                | <input type="text" value="Scrap Dealer"/>  |
| 23 Type *                                                                                                                                                                                            | <input type="text" value="Local"/>         |
| 39 Please attach Company Profile *                                                                                                                                                                   | <input type="button" value="Upload File"/> |
| 43 Please attach any three recent Purchase Orders/Contracts or work completion certificates from your top customers - preferably from the energy sector. *                                           | <input type="button" value="Upload File"/> |
| 44 I hereby acknowledge that the provided information is correct and KE reserves the right to cancel or deny my registration request if any of the information is found to be false or misleading. * | <input type="text" value="Yes"/>           |

Submit