



Saudi Aramco E-Reference No. 0008559

## Registration Approval Letter

February 22, 2024

**Attention : SERVICES CIRCLE FOR CONTRACTING COMPANY.**

**CR Number : 2050174825**

**Supplier Type: Service Provider Only**

**Country : Saudi Arabia**

We are pleased to inform you that SERVICES CIRCLE FOR CONTRACTING COMPANY. is now registered in the Saudi Aramco Supplier Management System under Vendor Code No. 10112375, provided your company continues to meet all relevant Saudi Arabian and Saudi Aramco standards.

This registration, however, should not be construed as a commitment by Saudi Aramco to procure from you. Being registered as a supplier only grants your company the opportunity, along with other registered sources, to respond to requests for submitting proposals in accordance with Saudi Aramco's established policies and procedures. All procurement instruments including but not limited to service contracts, purchase agreements, or purchase orders will be issued based on the name and address included in your commercial registration (CR), as stated in your Supplier Registration.

Saudi Aramco wishes to remind you that being recognized as a supplier carries with it serious obligations and responsibilities to act in a legal and ethical manner. We wish to remind you of the Saudi Aramco Supplier Code of Conduct (SCOC) which you acknowledged. Failure to abide by the principles set forth in the SCOC can result in adverse actions being taken by Saudi Aramco against you including suspension of you as a supplier. Saudi Aramco also expects each of its suppliers to satisfy each of the requirements of any procurement instrument which might be placed and to act responsibly and reliably as a supply chain supplier.

Material Suppliers should apply for Saudi Aramco Supplier Portal access by forwarding a request to [portal-registration@aramco.com](mailto:portal-registration@aramco.com). The Supplier Portal is the main electronic business tool used between Saudi Aramco and its suppliers and serves to improve the flow and accuracy of key supply chain information.

For further information or assistance please contact the Saudi Aramco Supplier Help Desk by forwarding a request to [SupplierHelpDesk@aramco.com](mailto:SupplierHelpDesk@aramco.com) or via the unified call center 800-116-1168 for In-Kingdom suppliers or +966 (11) 290-8950 for Out-of-Kingdom suppliers.

Faisal Hamad Al Dossary, Supervisor  
**Supplier Registration Unit**  
**Supplier Relationship Management Div**

It is the responsibility of the supplier to update Saudi Aramco Supplier Registration Profile through Ariba for the following:

1. Change of Name / Commercial Registration Number / Address / Owner(s)
2. Any change of the supplier location
3. Discontinue supply of approved commodities (9COMs and 9CATS)

This is an electronically generated letter by Saudi Aramco. To verify Supplier approval status, please contact Supplier Help Desk at [supplierhelpdesk@aramco.com](mailto:supplierhelpdesk@aramco.com)