

Supplier Portal Guide

In-Kingdom Total Value Add (iktva)

iktva Certification annual Submission | 2024



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iktva Goals

The goals of iktva is to improve reliability and develop globally competitive industrial base.



70%
Local Content



Increase
Exports



New
Jobs

$$iktva = \left(\frac{A+B+C+D+R}{E} \right)$$

Component A	Local content in goods and services plus assets depreciation
Component B	Local content in Labor Compensation
Component C	Training & Development of Saudis
Component D	Local Supplier Development
Component R	Local Research & Development
Component E	Total Relevant Costs

Objective of 2023 Changes

The iktva program has sustained great success since its inception and we continue our collective efforts to contribute to the Kingdom's growth, aligning with Vision 2030, and developing a robust industrial base. In-line with these efforts, an alignment was reached with the Local Content & Government Procurement Authority (LC&GPA) to enhance local reliability by unifying local content measurements and authentication certificate to maximize Local Content in the Kingdom and ensure the efficiency of its processes.

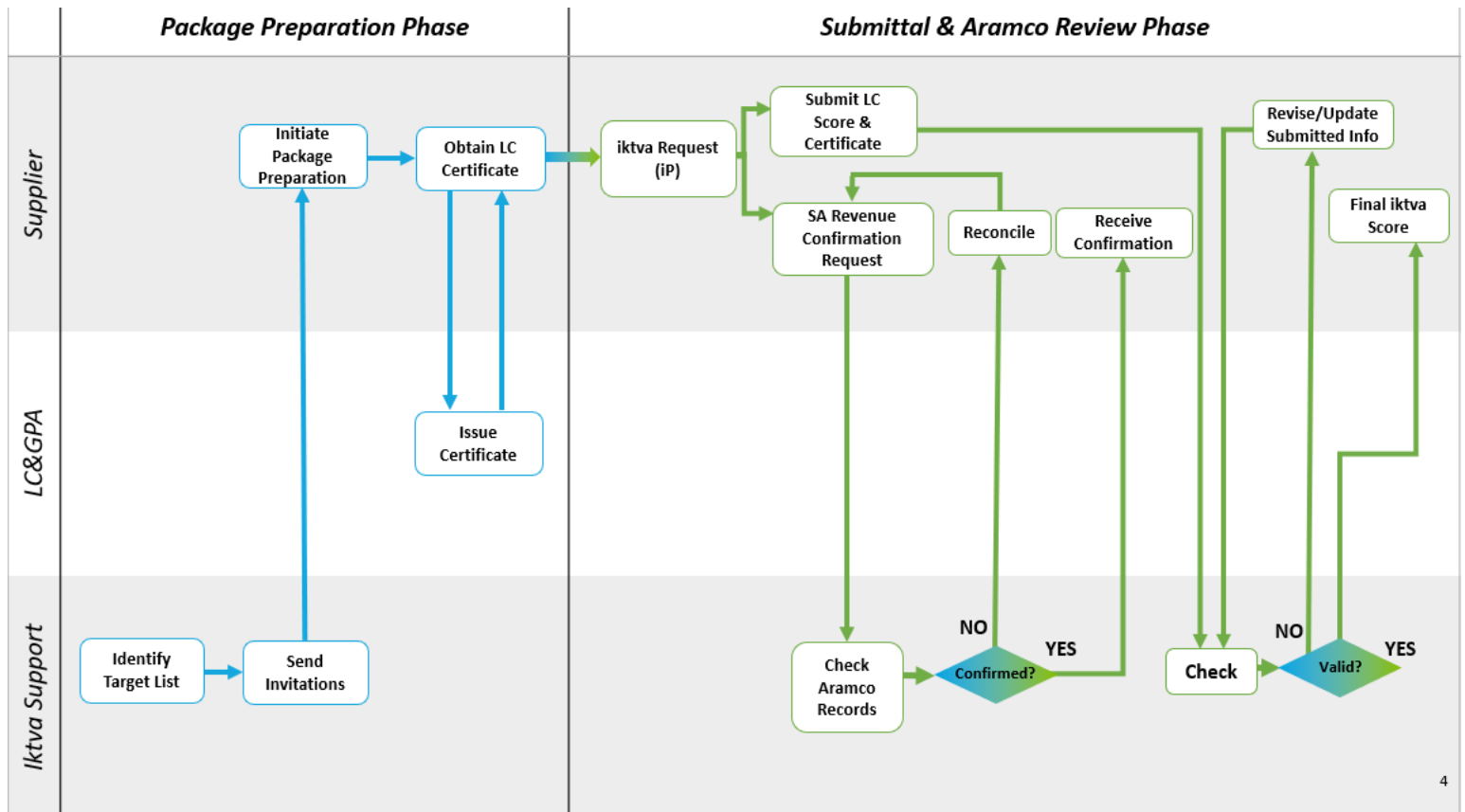
Obtaining the LC Certificate

This guideline illustrates how suppliers can submit their final Local Content Certificate (LC) via the iktva Portal

- To obtain the Local Content Certificate, suppliers **must submit their annual Local Content score** by following the steps in the LC guide available on <https://lcgpa.gov.sa>
- The Local content certificate (LC) must be approved and authenticated by the Local Content & Government Procurement Authority (LC&GPA)
- Suppliers must upload the final approved **Local Content (LC) certificate** , **Agreed Upon Procedures (AUP)** and **Local Content Score Template (Excel)** to the **iktva Portal** by following the steps highlighted in this guideline.

Certification Process Map

The process map below outlines the entire iktva certification submission processes:



Supplier LC Submission Checklist

After receiving the Local Content (LC) certificate, suppliers should refer to the checklist below to ensure all submission steps are complete.

1. Access the iktva Portal	☐
2. Complete Supplier Profile	☐
3. Create a Request	☐
4. Revenues Data & Confirmation	☐
5. Enter LC score & Labor Data	☐
6. Upload LC Certificate, AUP and Local Content Score Template (Excel File)	☐
7. Submit to Aramco auditor	☐

Once these steps are complete, the process is finalized. Detailed instructions for each step can be found in the guide below.

Step 1: Accessing the iktva Portal

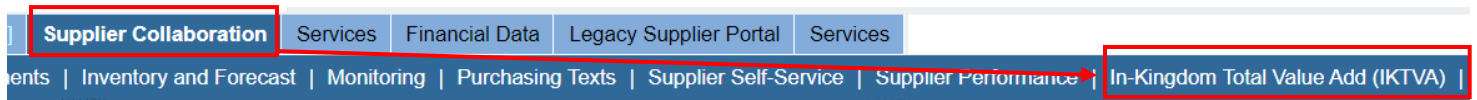
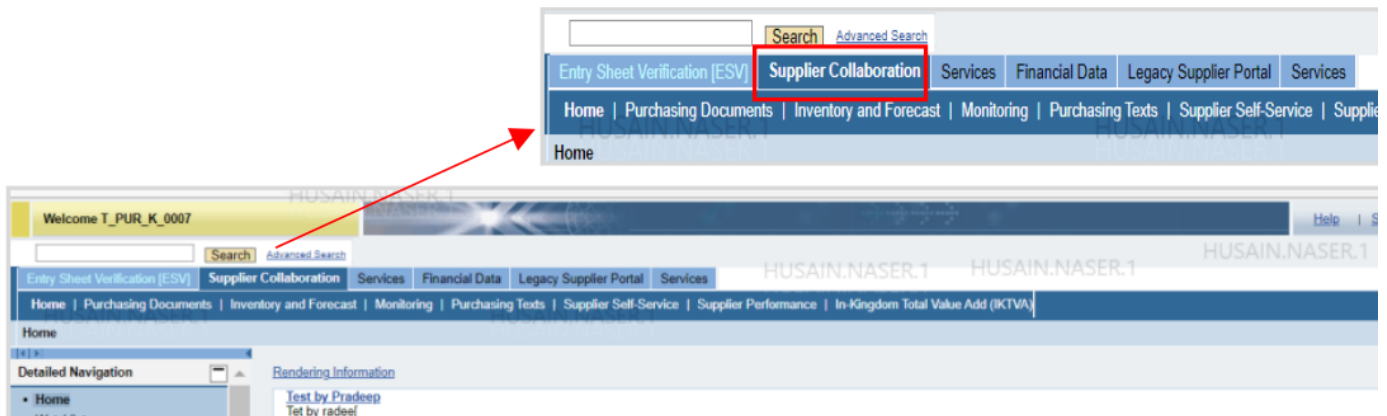
To access the iktva portal, suppliers must comply with the following:

1. Obtain a **Vendor ID** via **SAP Ariba registration** (instructions available [here](#)).
2. Receive access to the **Supplier Network Collaboration (SNC)** role by submitting the following requirements to the iktva Help Desk IKTVAHELPDESK@aramco.com

Document	Content	Requirements
Company Letterhead	To: Supervisor, Supplier Services Unit Subject: Supplier Portal Registration Includes: • Vendor ID • User full name • User company mobile • User individual company email	• Signed and stamped • Authenticated by Chamber of Commerce
IT User Access form	Fully Completed	Signed & Stamped
SA9696 Computer Use Agreement Form	Fully Completed	Signed & Stamped
National ID/Iqama	Clear Copy	Stamped

3. login.aramco.com. Then, proceed with the below instructions:

“Supplier Collaboration” → “In-Kingdom Total Value Add (IKTVA)”



Step 2: Complete Supplier Profile

The “Supplier Profile” outlines general company information such as contact information and commercial registrations.

Supplier Profile

Company Information

Company Name: *

Fiscal Year Date:

01 01

Address: *

Country: *

Select...

iktva Contact Person

Contact Name: *

E-mail: *

Office Telephone #: *

Mobile #: *

Local Company CEO/GM

Contact Name: *

E-mail: *

Office Telephone #: *

Mobile #: *

Local Company Financial Executive

Contact Name: *

E-mail: *

Office Telephone #: *

Mobile #: *

Please provide commercial registration and vendor number in below table:

+ Add Commercial and Vendor

Commercial Registration	Vendor ID	Vendor Name
No data		

Please provide your business lines:

+ Add Business Line

Only use this feature if you are submitting multiple iktva surveys per certification year

No.	Vendor No	Business Line Name	Active?
No data			

If you are using the portal for the first time, **please fill this section.**

Once completed:

1. Click “**Save**”
2. Return to the main screen

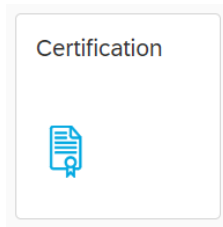
Save

Cancel

Step 3: Create a Request

After completing the supplier profile, suppliers are now able to request certification by:

1. Clicking the **“Certification”** icon from the main menu



2. Clicking **“Create New Request”**



Step 4: Revenues Data & Confirmation

Supplier revenues must be confirmed by Saudi Aramco before request is processed. This calls upon suppliers to:

1. Insert the Revenue Data
 - Status should show:

Revenue Confirmation Pending

Revenue

OOK Total KSA Revenues Formula-based: ☒ Revenue Confirmation Pending

Description	2019		2020		2021	
	Saudi Aramco	Total KSA	Saudi Aramco	Total KSA	Saudi Aramco	Total KSA
IK Based Customers Served by IK Operations	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$
IK Based Customers Served by out-of-Kingdom (OOK) Operations	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$
Export Sales	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$
Total Revenue	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$
Export Revenue Factor (Category X)	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %

Saudi Aramco Portion: LFEV1P 0.00 %

2. Click Save, then Save & Request Revenue Confirmation

3. Once revenue is confirmed by Saudi Aramco, revenue status should show:

Revenue Confirmed

Step 5: Input LC Certificate & Data

Once the revenues confirmed, you are expected to provide “The Local Content Certificate” information and documents:

1. In the request header, insert the Local Content information:

- Base Score
- Export score

iktva ID:	HH4SY	Commercial Registration:	Business Line:	HH4SY	Weighted Average:
10028406		32124324	BL1		0%
Company Name:		Year:	Auditor Name:		Local Content Score:
Test Company 2		2023			Base: 0.00 %
					Export: 0.00 %

2. Attach the Local Content Certificate , the Local Content Score Template (Excel File) and AUP File

-  Attachments
- “Attachment Type” → “Other”
- Click  to insert attachments

Step 6: Enter Labor Data

Labor details must match with labor data mentioned in the AUP

Labor

JC6Tw

Labor

JC6Tw

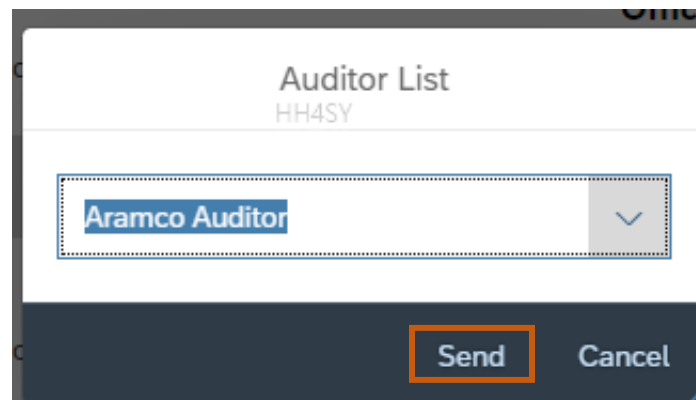
	Description		2023	2023	2023	2023	2021 vs 2022	2021 vs 2022	2022 vs 2023	2022 vs 2023
			Saudi Headcount	Expats Headcount	Total	Saudization	Difference	Saudi Growth Rate	Difference	Saudi Growth Rate
Managers	Chief executives, senior officials, and managers	%	0	0	0	0.00 %	0	0.00 %	0	0.00 %
Professionals	Science, engineering, business, administration, and IT professionals	%	0	0	0	0.00 %	0	0.00 %	0	0.00 %
Technicians and associate professionals	Science, engineering, business, administration, and IT associate professionals	%	0	0	0	0.00 %	0	0.00 %	0	0.00 %
Clerical support workers	General and keyboard, customer services, numerical and material recording clerks	%	0	0	0	0.00 %	0	0.00 %	0	0.00 %
Total		%	0	0	0	0.00 %	0	0.00 %	0	0.00 %

Step 7: Submit to Aramco Auditor

1. Click



2. Select "Aramco Auditor" and click Send.



Closing Remarks

iktva is a strategic priority for Aramco and an integral part of our procurement process. By unifying local content measures, we can help suppliers develop robust and reliable supply chains. Your contribution is essential to our shared success, and we greatly value your efforts in maximizing iktva.

For iktva portal Access related inquiries, please contact iktva help desk: IKTVAHELPDESK@aramco.com

For further inquiries and information, please contact: iktvainfo@aramco.com or visit our website at <https://iktva.sa>.