

# Procure — to — Pay

Supplier Life-Cycle and Performance Management

Supplier Registration & Qualification  
Responses

01

SUPPLIER REGISTRATION

02

SUPPLIER REGISTRATION – EXISTING SUPPLIERS ON ARIBA NETWORK

03

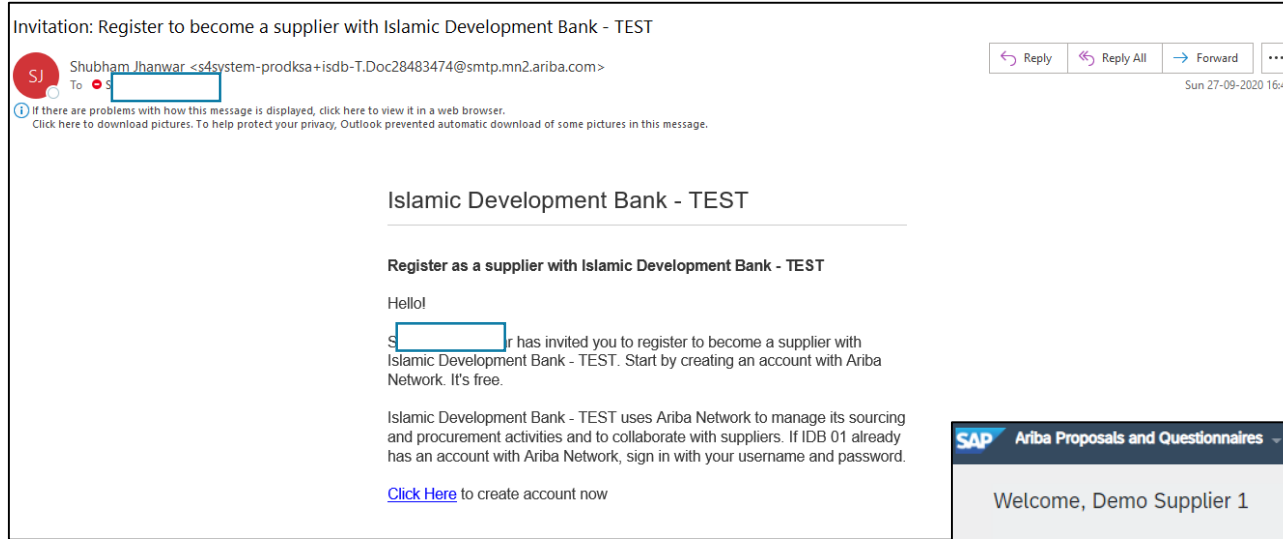
CERTIFICATE QUESTIONNAIRE

04

QUALIFICATION QUESTIONNAIRE

# Supplier Registration

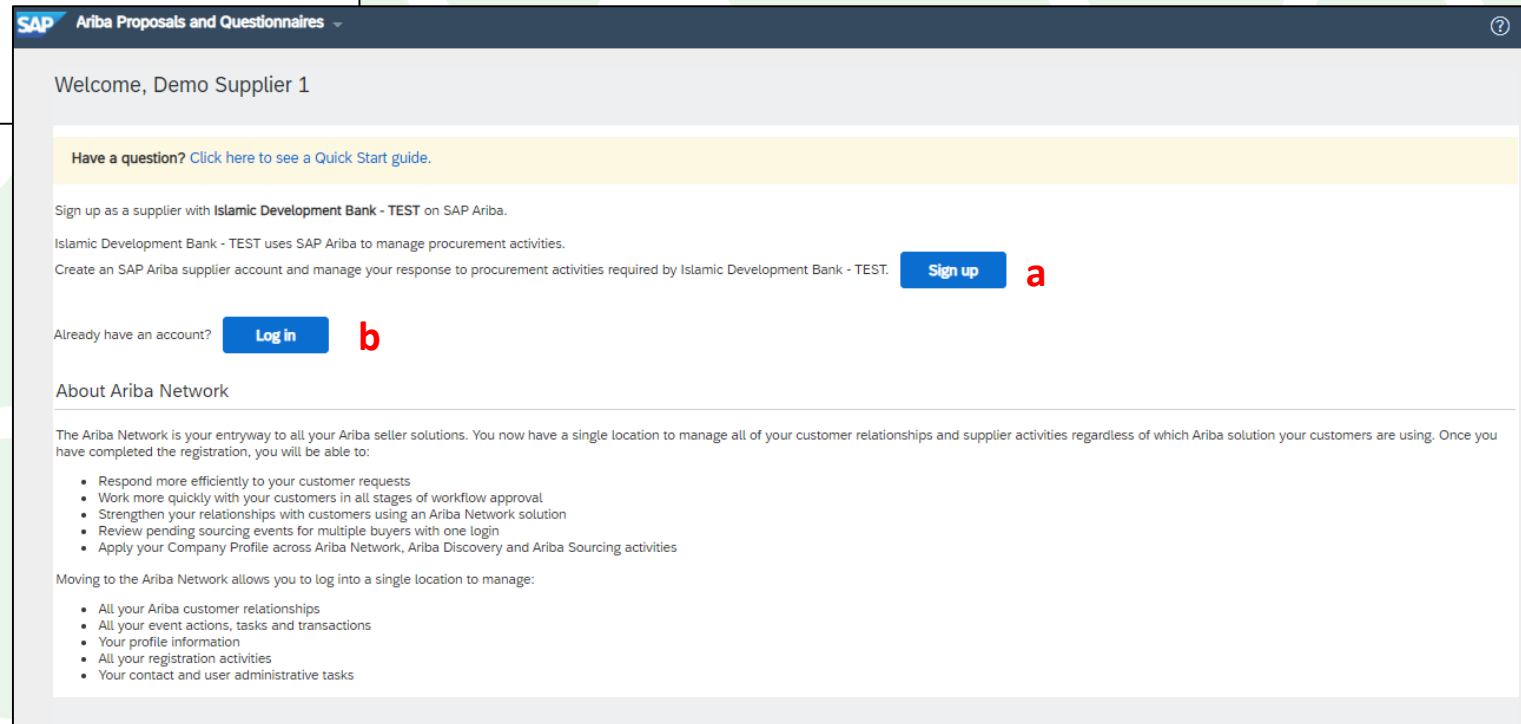
Email Notification will be received by supplier asking to Register.



Click on **Click Here** to initiate Supplier Registration Process in SAP ARIBA. A sample email is here.

## Supplier Registration

- Click on **"Sign Up"** if Supplier is registering for the first time on Ariba Network.
- Click **"Log in"** if Supplier is already registered on Ariba Network.



# Supplier Registration

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by Islamic Development Bank - TEST.

Create account and continue Cancel

Company information

\* Indicates a required field

Company Name\*

Country/Region\* Saudi Arabia (SAU) If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address\*

City\* Riyadh

Postal Code\* 113321

State\* Select

User account information

\* Indicates a required field

Name\*   [SAP Ariba Privacy Statement](#)

Email\*  Use my email as my username

Username\* arub01@doome.com Must be in email formatting: first@second.com

Password\*   Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

Language English

Email orders to\* arubzham.zhenwar@doome.com The language used when Ariba sends you configurable notifications. This is different than your web ID.

Tell us more about your business

Product and Service Categories\*  Add -or- Browse Hardware computers

Ship-to or Service Location\*  Add -or- Browse Baker

Tax ID: Optional Enter your Company Tax ID number.

Vat ID: Optional Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "12" in test accounts.

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By closing the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation, or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian Federation.

☒ I have read and agree to the Terms of Use

☒ I have read and agree to the SAP Ariba Privacy Statement

Create account and continue Cancel

Creating a new account by clicking Sign-Up in previous step.

- Fill in all the mandatory information
- Accept the **General terms**
- Click here to **Create account and continue**

Note: In User Account information:

- Email address: It is the one which is used to get notifications.
- Username: It is the one with which the supplier needs to login in SAP ARIBA. Username should always be unique and in email format.

# Supplier Registration

Supplier will receive email from Ariba.

## Welcome to the Ariba Commerce Cloud



Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba>  
To:

29-Sep-20

If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

### Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for Test Supplier 16 is now complete.

Your organization's account ID: **AN01575474358-T**

Your username: [tsupplier16@bcone.com](mailto:tsupplier16@bcone.com)

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

# Supplier Registration

Once account created, supplier will be able to see IsDB Registration form. Supplier must fill in all the mandatory details and click **Submit Entire Response**.

Go back to Islamic Development Bank - TEST Dashboard Desktop File Sync

Console Doc28483474 - Supplier Registration Questionnaire Time remaining 364 days 23:52:30

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

All Content

1 Introduction

2 General Supplier Inf...

3 Supplier Contact Inf...

5 Bank Information

6 Tax Information

7 Code of Conduct

8 Please attach the fo...

All Content

1 Introduction

1.1 Instruction to complete registration process: Less...

The following information will be needed when completing the questionnaire:

Company Information: name, address, Contact details. Official document from the vendor showing their name, address and bank information,Tax Information, Copy of Passport – ( In case the vendor is an individual)

2 General Supplier Information

2.1 Supplier Full Name \*

2.2 Please select the Company Type/Business Nature \*

2.3 Company website address

3 Supplier Contact Information

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



# Supplier Registration - Exiting on Ariba Network



Existing supplier Logs in with their existing username and password. This will link your existing account with client and Click on **Continue**.

| Registration Questionnaires                         |             |                    |                          |                                    |                       |
|-----------------------------------------------------|-------------|--------------------|--------------------------|------------------------------------|-----------------------|
| Title                                               | ID          | End Time ↓         | Commodity                | Regions                            | Status                |
| ▼ Status: Open (1)                                  |             |                    |                          |                                    |                       |
| <a href="#">Supplier Registration Questionnaire</a> | Doc28597982 | 10/24/6103 7:19 PM | (no value)               | All All                            | Registered            |
| Qualification Questionnaires                        |             |                    |                          |                                    |                       |
| Title                                               | ID          | End Time ↓         | Commodity                | Regions                            | Status                |
| ▼ Status: Open (1)                                  |             |                    |                          |                                    |                       |
| <a href="#">Supplier Qualification</a>              | Doc28642490 | 10/30/2020 5:17 PM | All Commodities All      | All All                            | Qualification Started |
| Questionnaires                                      |             |                    |                          |                                    |                       |
| Title                                               | ID          | End Time ↓         | Commodity                | Regions                            | Status                |
| ▼ Status: Completed (1)                             |             |                    |                          |                                    |                       |
| <a href="#">Standard Certificates Questionnaire</a> | Doc28601406 | 9/29/2020 5:49 PM  | (no va                   |                                    |                       |
| Certificates                                        |             |                    |                          |                                    |                       |
| Certificate Info                                    | Effective   | Expiration         | Attachment               | Questionnaire                      |                       |
| Commercial Registration Certificate                 |             | 9/29/2024          | <a href="#">Test.txt</a> | <a href="#">Standard Certifica</a> |                       |

Supplier will be able to see the questionnaire in its workspace. By clicking the Supplier registration questionnaire link, supplier will be able to fill in the questionnaire. Some of the information will be synced from request. If the supplier wishes to change the information, supplier can.

Fill in all the required fields  
Click **Submit Entire Response** → Ok

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

All Content

1 Introduction

2 General Supplier Inf...

3 Supplier Contact Inf...

5 Bank Information

6 Tax Information

7 Code of Conduct

## All Content

| Name ↑                                                  |                                                                                               |
|---------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| 5.3.2 Bank Account Number                               | <input type="text" value="12345678"/>                                                         |
| 5.3.3 Account holder name                               | <input type="text" value="SJSJ"/>                                                             |
| 5.3.4 Bank Branch                                       | <input type="text" value="Pune"/>                                                             |
| 5.3.5 City                                              | <input type="text" value="Pune"/>                                                             |
| 5.3.6 Country                                           | <input type="text" value="India (IN)"/>                                                       |
| 5.3.7 SWIFT Code                                        | <input type="text" value="AAALSARIXX"/>                                                       |
| 5.3.9 Please attach a copy of Bank Authorization Letter | <input type="text" value="Test.txt"/> <a href="#">Update file</a> <a href="#">Delete file</a> |

(\*) indicates a required field

Submit Entire Response

Submit Entire Response

Reload Last Bid

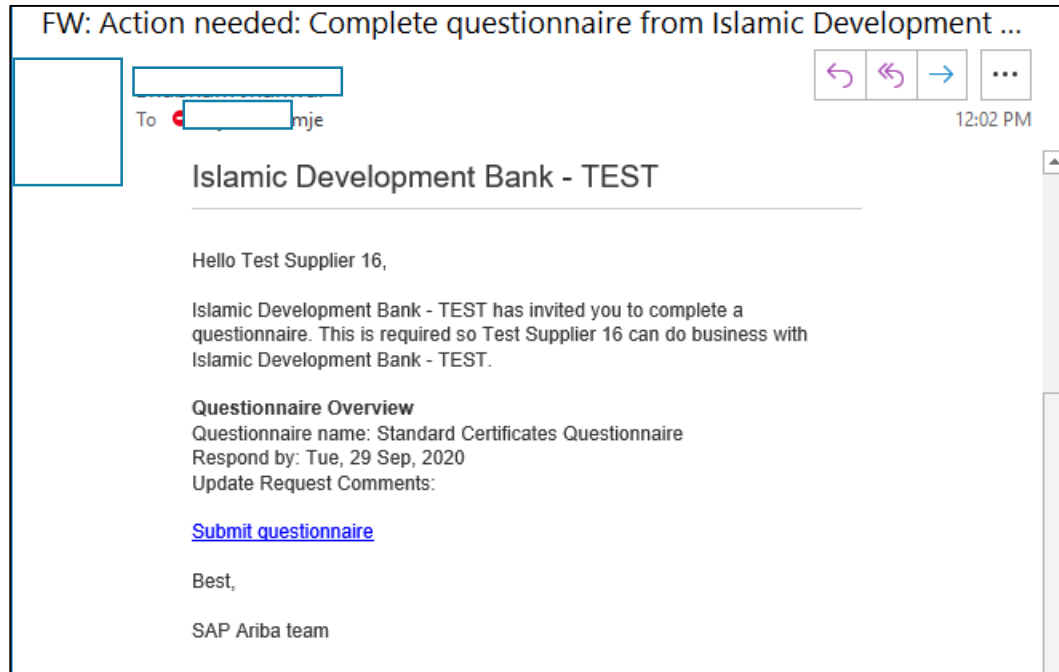
Save draft

Compose Message

Excel Import

# Certificate Questionnaire

Along with Supplier Registration questionnaire, supplier must also fill and submit the Certificate Questionnaire.



Supplier will receive an email to fill-in certificate questionnaire

Supplier can see the Standard Certificate Questionnaire on dashboard. Click on Standard Certificate Questionnaire available on Home page

| Title                               | ID          | End Time ↓        | Status           |               |              |
|-------------------------------------|-------------|-------------------|------------------|---------------|--------------|
| ▼ Status: Completed (1)             |             |                   |                  |               |              |
| Supplier Registration Questionnaire | Doc28597982 | 9/29/2020 5:14 PM | Pending Approval |               |              |
| Qualification Questionnaires        |             |                   |                  |               |              |
| Title                               | ID          | End Time ↓        | Commodity        | Regions       | Status       |
| No items                            |             |                   |                  |               |              |
| Questionnaires                      |             |                   |                  |               |              |
| Title                               | ID          | End Time ↓        | Commodity        | Regions       | Status       |
| ▼ Status: Open (1)                  |             |                   |                  |               |              |
| Standard Certificates Questionnaire | Doc28601406 | 9/29/2020 5:31 PM | (no value)       | (no value)    | NotResponded |
| Certificates                        |             |                   |                  |               |              |
| Certificate Info                    | Effective   | Expiration        | Attachment       | Questionnaire | Status       |
| No items                            |             |                   |                  |               |              |



# Certificate Questionnaire

Ariba Sourcing

< Go back to Islamic Development Bank - TEST Dashboard Desktop File Sync

Company Settings Test Supplier 16 Help Center >>

Console Doc28601406 - Standard Certificates Questionnaire Time remaining 00:15:46

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

All Content

1 General Information

2 Kindly attach a valid...

All Content

1 General Information

2 Kindly attach a valid...

1.1 Select the Country of Incorporation/Registration \*

2.1 Kindly attach a valid copy of Commercial Registration (CR) Certificate (Select 'Yes' and click on Details) \*

2.2 Kindly attach a valid copy of VAT/Tax Certificate (Select 'Yes' and click on Details) \*

Safe Contractor

Construction Line

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Fill in all the required ("\*" Mandatory fields)

If the Supplier responds to attach the certificate and related information, then the option for question 2.1 and 2.2 should be Yes. This will appear a Detail hyperlink next to it.

Name ↑

▼ 1 General Information

1.1 Select the Country of Incorporation/Registration \* India (IN) ▼

▼ 2 Kindly attach a valid copy of below mentioned Certificates

2.1 Kindly attach a valid copy of Commercial Registration (CR) Certificate (Select 'Yes' and click on Details) \* Yes ▼ Details

2.2 Kindly attach a valid copy of VAT/Tax Certificate (Select 'Yes' and click on Details) \* No ▼

Safe Contractor

Construction Line

CHAS

SMAS

NRFC

ISO 9001

None of the above

2.12 Please select the other Certificates from the list which are applicable for you

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

# Certificate Questionnaire

## 2.1 Kindly attach a valid copy of Commercial Registration (CR) Certificate (Select 'Yes' and click on De...

Enter details for Certificate. Enter the location of a file to add as an Attachment. To search for a [file](#)

Certificate Type: Commercial Registration Certificate

Issuer:

Year of Publication:

Certificate Number:

Certificate Location:

Effective Date:

Expiration Date: \*

a

Attachment: \*

Choose File No file chosen

b

On drop file here

Description:

c

OK

Cancel

Provide the details regarding Certificate. Fill in all mandatory fields.

a. Enter certificate expiration date

b. Attach a copy of certificate

c. Ok

# Certificate Questionnaire

2.12 Please select the other Certificates from the list which are applicable for you

☒ SMAS  
☒ NRFC  
☒ ISO 9001  
☐ None of the above

2.13 Kindly attach a valid copy of Safe Contractor Certificate.  
(Select 'Yes' and click on Details)

2.15 Kindly attach a valid copy of CHAS Certificate  
(Select 'Yes' and click on Details)

2.16 Kindly attach a valid copy of SMAS Certificate  
(Select 'Yes' and click on Details)

2.17 Kindly attach a valid copy of NRFC Certificate.  
(Select 'Yes' and click on Details)

2.18 Kindly attach a valid copy of ISO 9001 Certificate.  
(Select 'Yes' and click on Details)

(\*) indicates a required field

**Submit Entire Response** | **Save draft** | **Compose Message** | **Excel Import**

A window  
will pop-up  
for  
confirmation,  
**Click Ok**

Once answered to all  
the questions, click  
**Submit Entire  
Response**

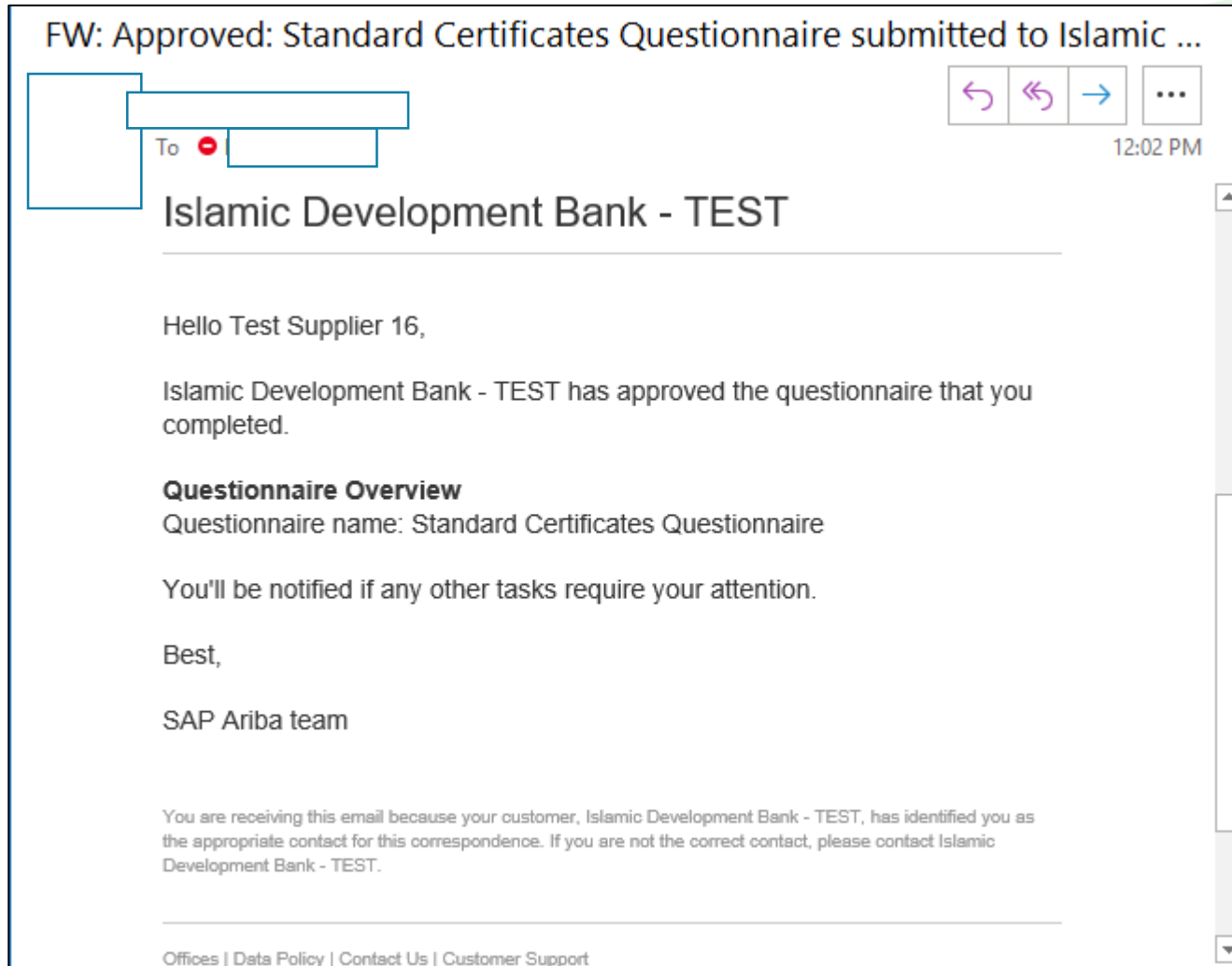
✓ **Submit this response?**

Click OK to submit.



# Certificate Questionnaire

Once Questionnaire is reviewed and approved by IsDb, Supplier will be notified via email.



# Qualification Questionnaire

FW: Action needed: Fill out qualification questionnaire to become a ...

12:11 PM

Islamic Development Bank - TEST

Qualification questionnaire to become a qualified supplier with Islamic Development Bank - TEST

Hello!

Now that Test Supplier 16 is registered as a supplier with Islamic Development Bank - TEST, you're invited to fill out one or more questionnaires to become qualified in the following categories:

- All Commodities in All

[Click Here](#) to fill out the questionnaire

You are receiving this email because your customer, Islamic Development Bank - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Islamic Development Bank - TEST.

Offices | Data Policy | Contact Us | Customer Support

Powered by 

Supplier will receive an email invitation to submit the qualification questionnaire and documents.  
Supplier can click **Click Here** to open and fill the questionnaire in Ariba Network. (login using User id and Password)

Supplier can see the Supplier qualification under “Qualification Questionnaire” and in Open state. Click on it.

| Registration Questionnaires         |             |                    |                                                                                                |                                     |                       |
|-------------------------------------|-------------|--------------------|------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------|
| Title                               | ID          | End Time ↓         | Commodity                                                                                      | Regions                             | Status                |
| ▼ Status: Open (1)                  |             |                    |                                                                                                |                                     |                       |
| Supplier Registration Questionnaire | Doc28597982 | 10/24/6103 7:19 PM | (no value)                                                                                     | All All                             | Registered            |
| Qualification Questionnaires        |             |                    |                                                                                                |                                     |                       |
| Title                               | ID          | End Time ↓         | Commodity                                                                                      | Regions                             | Status                |
| ▼ Status: Open (1)                  |             |                    |                                                                                                |                                     |                       |
| Supplier Qualification              | Doc28642490 | 10/30/2020 5:17 PM | All Commodities All                                                                            | All All                             | Qualification Started |
| Questionnaires                      |             |                    |                                                                                                |                                     |                       |
| Title                               | ID          | End Time ↓         | Commodity                                                                                      | Regions                             | Status                |
| ▼ Status: Completed (1)             |             |                    |                                                                                                |                                     |                       |
| Standard Certificates Questionnaire | Doc28601406 | 9/29/2020 5:49 PM  | (no value)                                                                                     | All All                             | Approved              |
| Certificates                        |             |                    |                                                                                                |                                     |                       |
| Certificate Info                    | Effective   | Expiration         | Attachment                                                                                     | Questionnaire                       | Status                |
| Commercial Registration Certificate | 9/29/2024   |                    |  Test.txt | Standard Certificates Questionnaire | Pending               |

## All Content

| Name ↑                                                                                                                                                                                                                                             |                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| ▼ 1 Consulting Firm Details & Information                                                                                                                                                                                                          |                               |
| 1.1 Firm/Organization Name                                                                                                                                                                                                                         | * Test Supplier 16            |
| 1.2 Overall Narrative Description of the Firm/Organization                                                                                                                                                                                         | * NA                          |
| 1.3 Country of Incorporation/Registration                                                                                                                                                                                                          | * India                       |
| 1.4 Year of Incorporation/Registration                                                                                                                                                                                                             | * 2000                        |
| 1.5 Number of projects completed from year of incorporation/registration                                                                                                                                                                           | * 1                           |
| 1.6 Type of Organization                                                                                                                                                                                                                           | * Consulting Firm             |
| 1.7 Number of permanent full-time professional staff                                                                                                                                                                                               | * 100                         |
| 1.8 Has your organization ever been engaged by IsDB?                                                                                                                                                                                               | * No                          |
| 1.9 Is your organization a government-owned enterprise or institution?                                                                                                                                                                             | * No                          |
| 1.11 Does your organization operate under commercial law?                                                                                                                                                                                          | * Yes                         |
| 1.12 Has your organization been convicted of an integrity-related offense or crime related to theft, corruption, fraud, collusion, or coercion?                                                                                                    | * No                          |
| ▼ 2 Supporting Documents                                                                                                                                                                                                                           |                               |
| You may include any documents or links that provide more information about your organization:                                                                                                                                                      |                               |
| 2.1 Website/homepage                                                                                                                                                                                                                               |                               |
| 2.2 References                                                                                                                                                                                                                                     | <a href="#">Attach a file</a> |
| 2.3 Commendations/awards                                                                                                                                                                                                                           | <a href="#">Attach a file</a> |
| 2.4 Resumes / CV's of your key experts                                                                                                                                                                                                             | <a href="#">Attach a file</a> |
| 2.5 ISO/quality assurance certification                                                                                                                                                                                                            | Unspecified                   |
| 3 Certification                                                                                                                                                                                                                                    |                               |
| ▼ I certify that I am authorized to represent the firm indicated in this registration (the "firm"), particularly with respect to accomplishing and submitting this registration. I further certify on behalf of the firm and myself that the infor |                               |
| 3.1 Name                                                                                                                                                                                                                                           | * Shubham                     |
| 3.2 Position in Organisation                                                                                                                                                                                                                       | * Manager                     |

(\*) indicates a required field

[Submit Entire Response](#) [Save draft](#) [Compose Message](#) [Excel Import](#)



Fill in all the Mandatory fields ("\*") and click  
"Submit Entire Response"

A window  
will pop-up  
for  
confirmation,  
Click Ok

✓ Submit this response?

Click OK to submit.

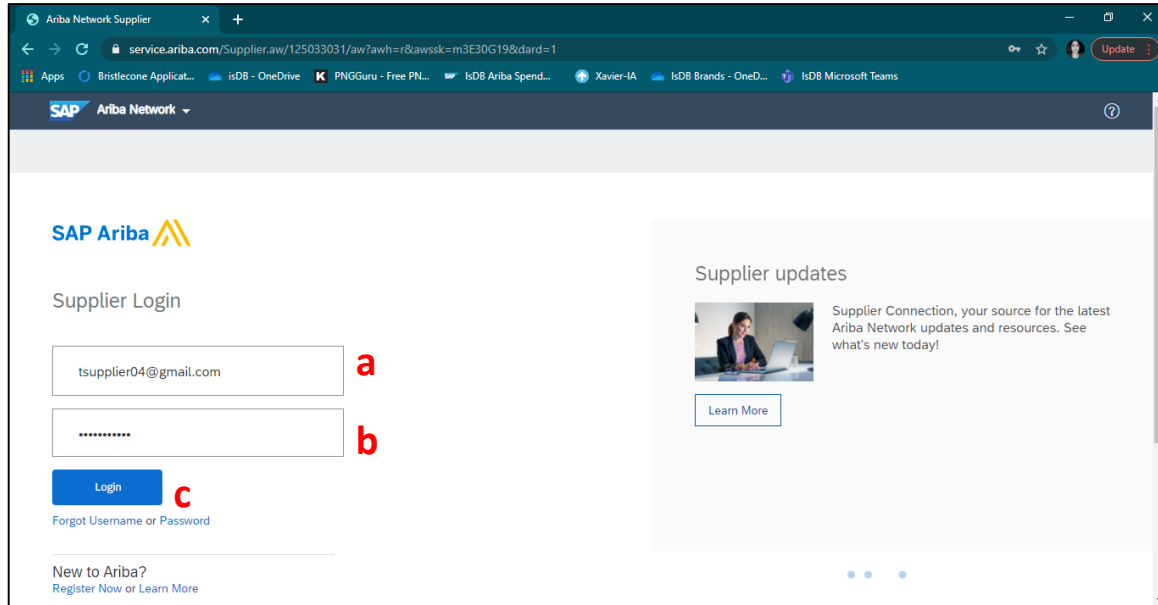
OK

Cancel



# Login to Ariba Network

At anytime supplier can login to Ariba Network <http://supplier.ariba.com> using user id and password.



**SAP Ariba**

Supplier Login

tsupplier04@gmail.com **a**

\*\*\*\*\* **b**

**Login** **c**

Forgot Username or Password

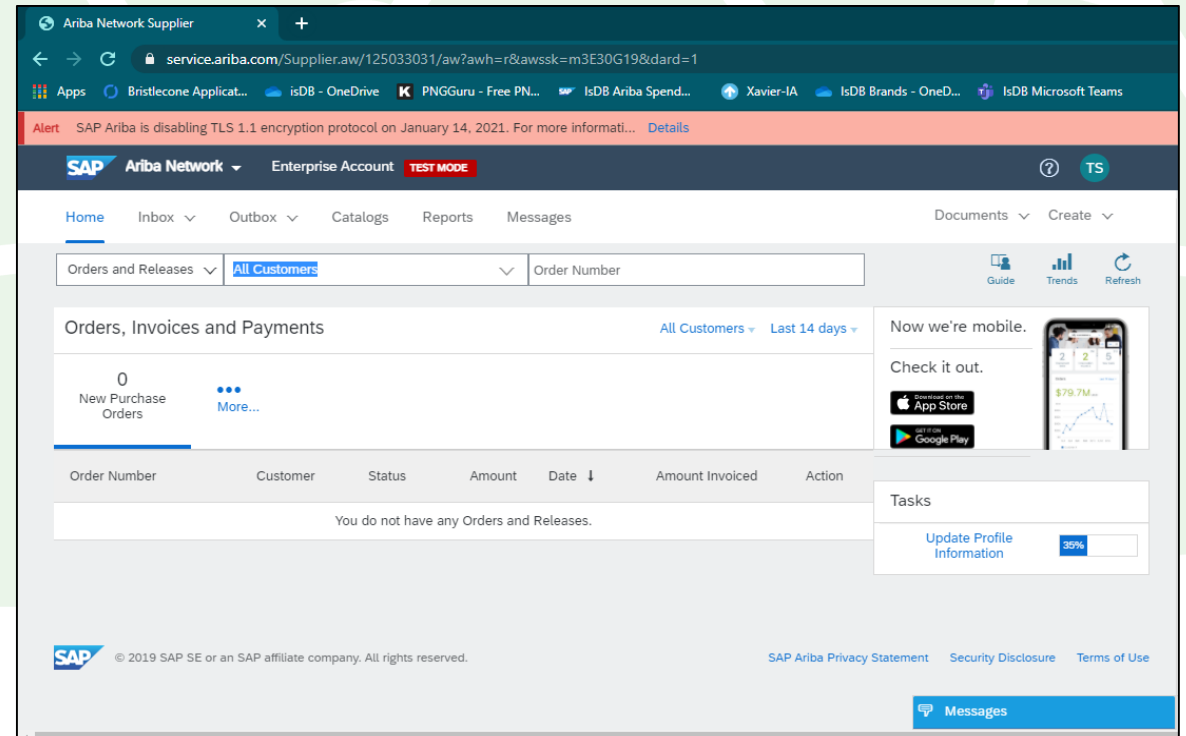
New to Ariba?  
Register Now or Learn More

Supplier updates

Supplier Connection, your source for the latest Ariba Network updates and resources. See what's new today!

Learn More

Supplier will land on home page.



**SAP Ariba Network** Enterprise Account **TEST MODE**

Alert: SAP Ariba is disabling TLS 1.1 encryption protocol on January 14, 2021. For more information, see Details.

Home | Inbox | Outbox | Catalogs | Reports | Messages | Documents | Create

Orders and Releases | All Customers | Order Number

Orders, Invoices and Payments

0 New Purchase Orders

Order Number | Customer | Status | Amount | Date | Amount Invoiced | Action

You do not have any Orders and Releases.

Now we're mobile. Check it out. Download on the App Store or Get it on Google Play.

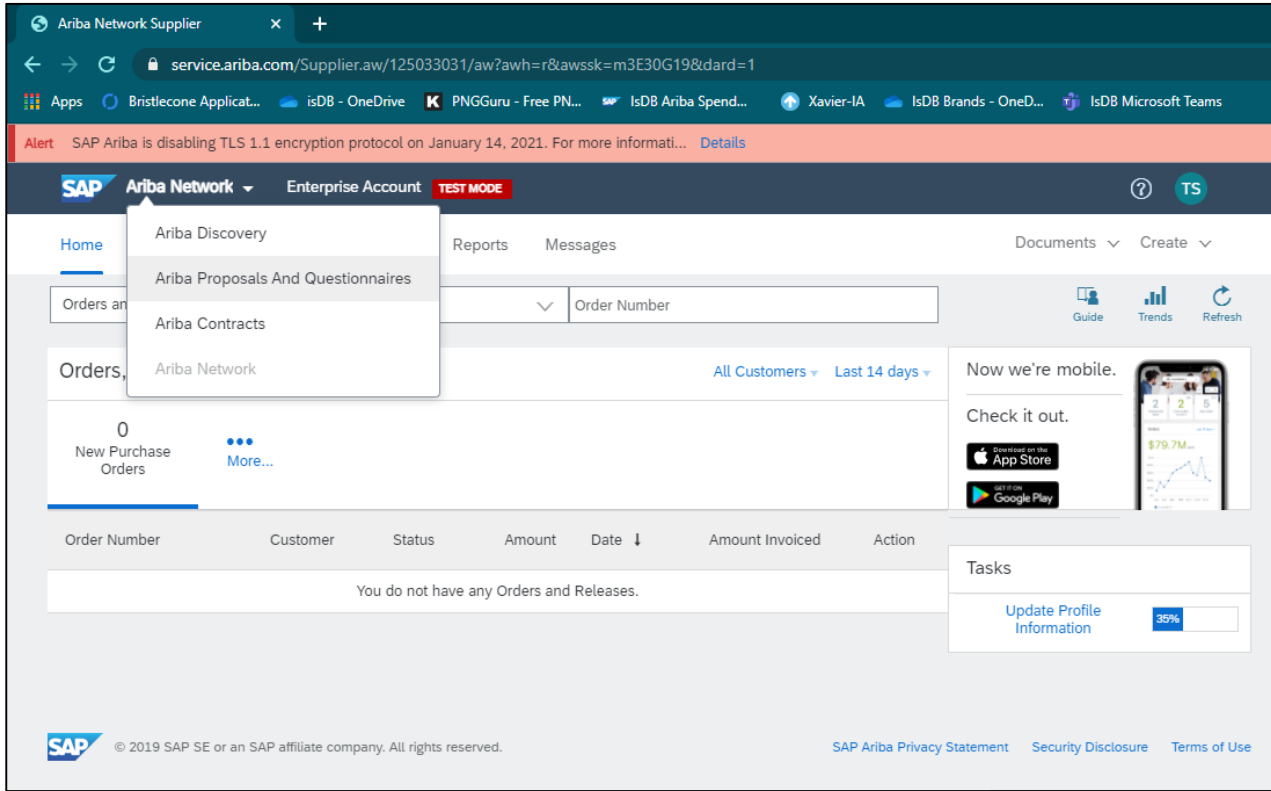
Tasks

Update Profile Information 35%

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Messages

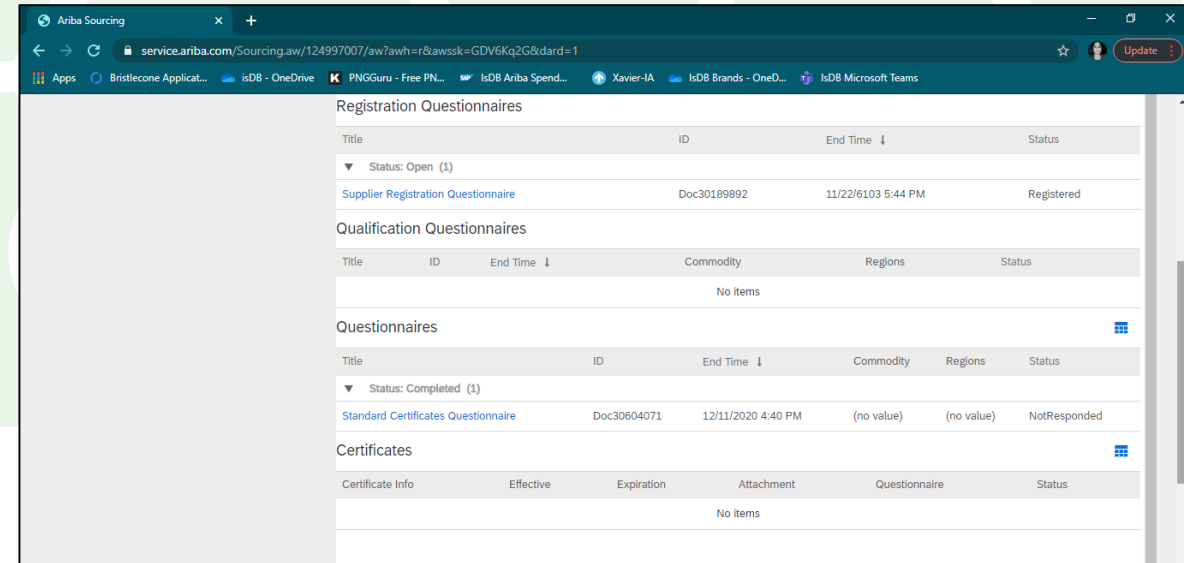
# Login to Ariba Network



The screenshot shows the Ariba Network Supplier Dashboard. The top navigation bar includes the SAP logo, 'Ariba Network', 'Enterprise Account', and a 'TEST MODE' button. A dropdown menu is open under 'Ariba Network', showing options: 'Ariba Discovery', 'Ariba Proposals And Questionnaires', 'Ariba Contracts', and 'Ariba Network'. The main content area displays 'Orders and Releases' with a table showing 'Order Number', 'Customer', 'Status', 'Amount', 'Date', 'Amount Invoiced', and 'Action'. A message states 'You do not have any Orders and Releases.' A sidebar on the right contains a 'Tasks' section with a button 'Update Profile Information' and a progress indicator '35%'. The footer includes the SAP logo, copyright information, and links to 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

To Access task on Ariba Network click on  
Ariba network → Ariba Proposal and Questionnaire

Supplier will land on Dashboard where Events and Tasks are available.



The screenshot shows the Ariba Sourcing interface. The top navigation bar includes the SAP logo, 'Ariba Sourcing', and a 'TEST MODE' button. The main content area displays 'Registration Questionnaires' and 'Qualification Questionnaires'. The 'Registration Questionnaires' table has columns: Title, ID, End Time, and Status. It shows one item: 'Supplier Registration Questionnaire' with ID 'Doc30189892', End Time '11/22/6103 5:44 PM', and Status 'Registered'. The 'Qualification Questionnaires' table has columns: Title, ID, End Time, Commodity, Regions, and Status. It shows one item: 'Standard Certificates Questionnaire' with ID 'Doc30604071', End Time '12/11/2020 4:40 PM', Commodity '(no value)', Regions '(no value)', and Status 'NotResponded'. The bottom section displays 'Certificates' with columns: Certificate Info, Effective, Expiration, Attachment, Questionnaire, and Status. It shows one item: 'Standard Certificates Questionnaire' with ID 'Doc30604071', End Time '12/11/2020 4:40 PM', Commodity '(no value)', Regions '(no value)', and Status 'NotResponded'.

# Thank You

