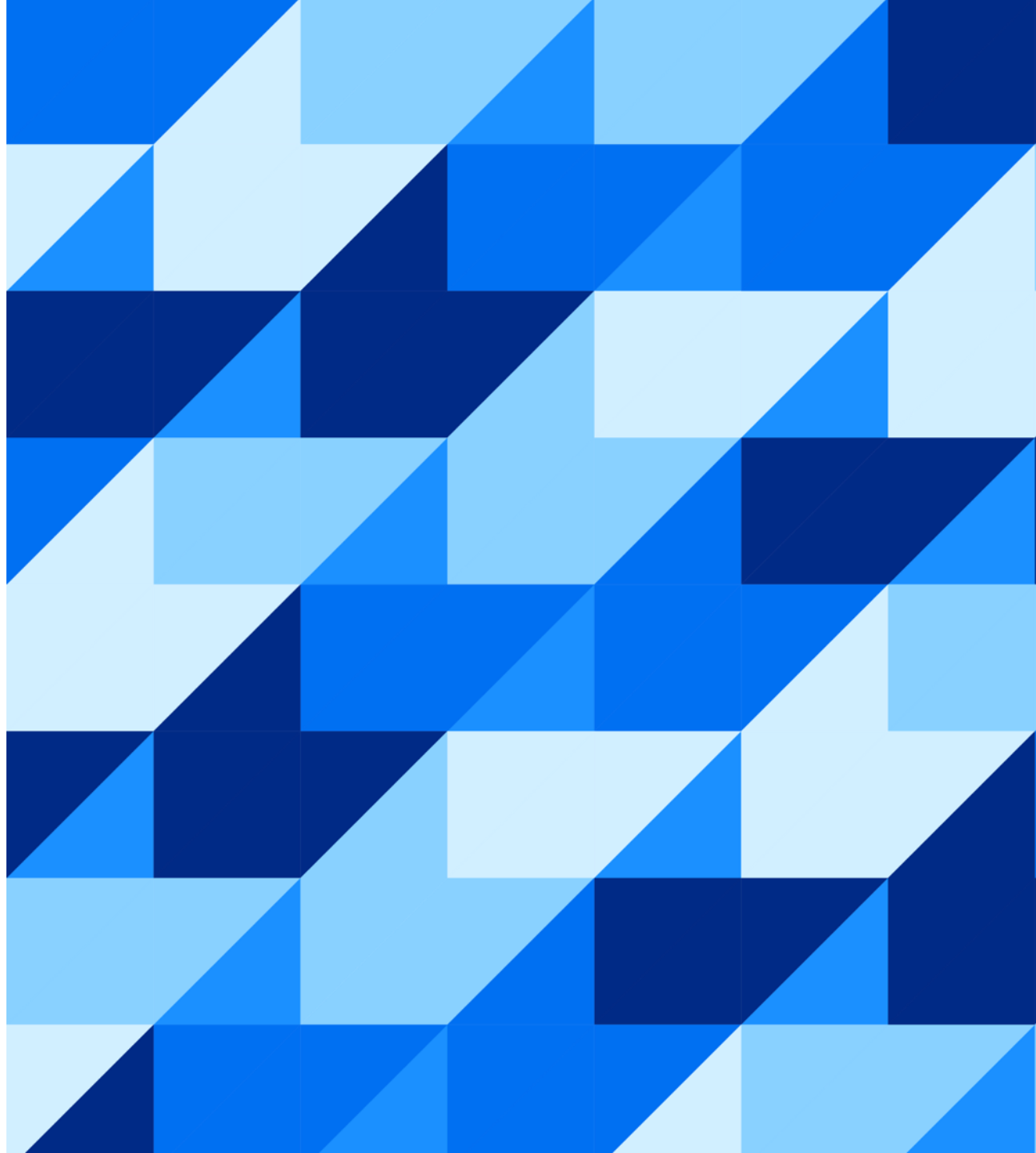


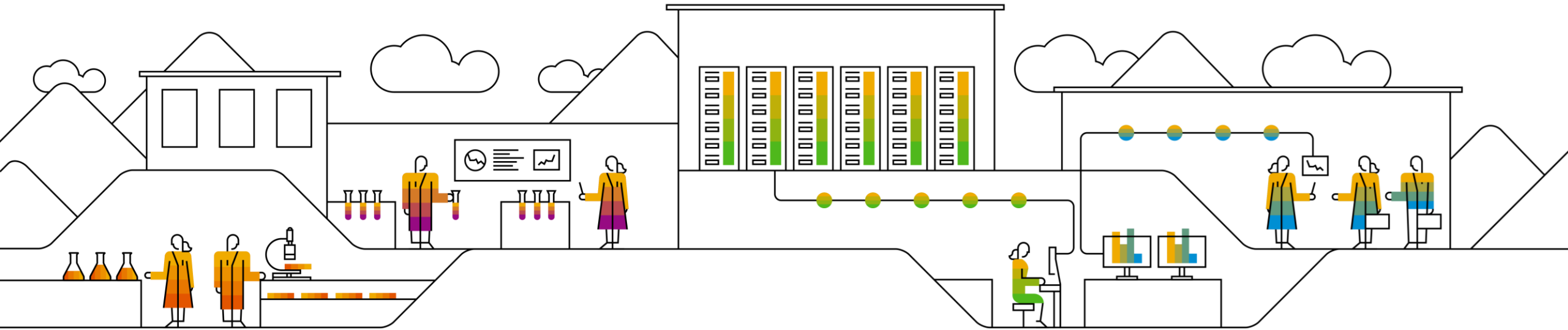
How to complete Registration/Certificates/ Bank Details/Qualification

SAP

Public



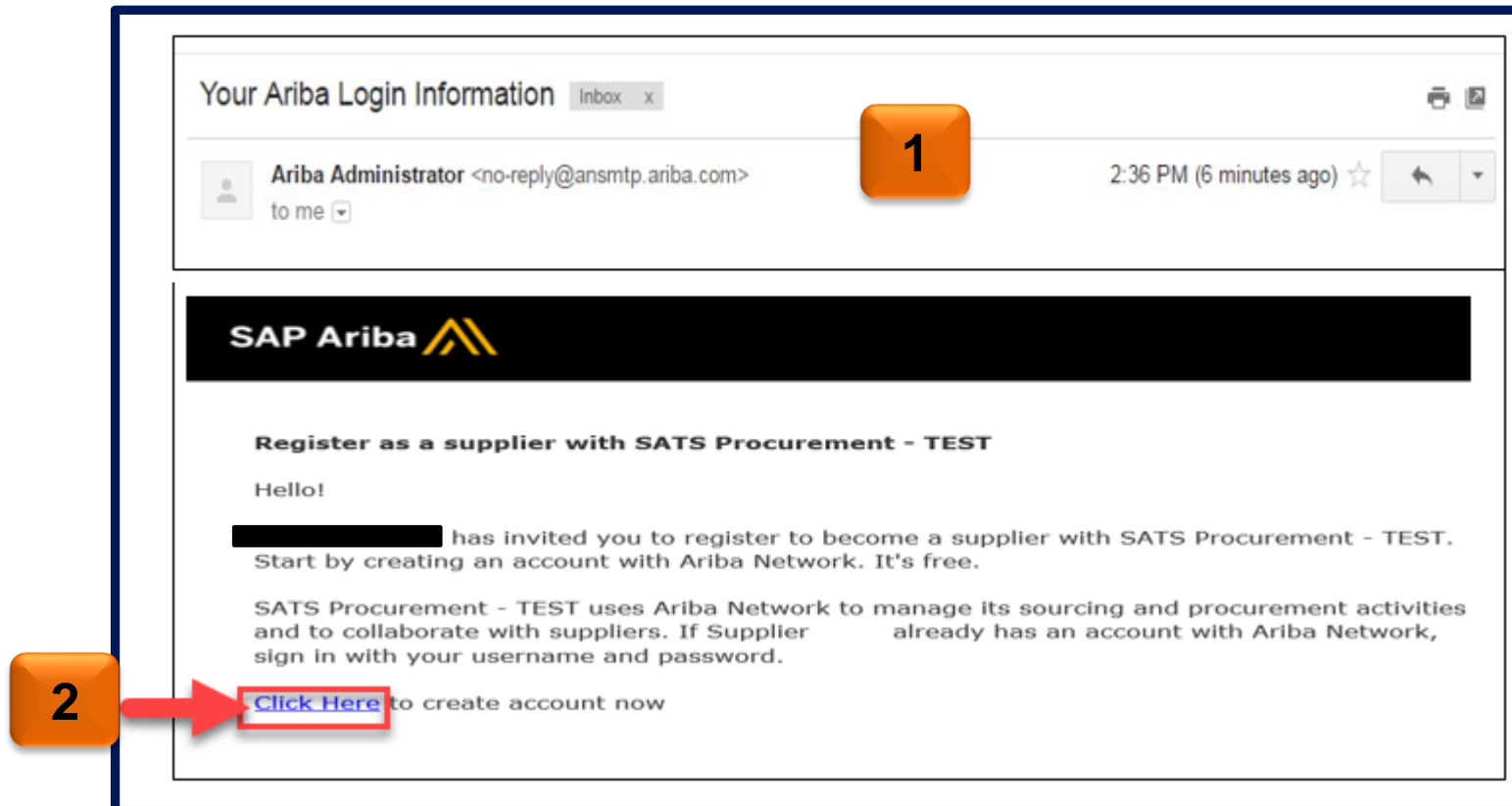
Register to Ariba Network using **E-mail**



How to register to Ariba Network using E-mail

Registration using Email:

1. An email invitation will be triggered by SATS.
2. On the body of the email click, **Click Here** hyperlink to create account now.



How to register to Ariba Network using E-mail

Registration using Email:

3. Registration window will appear. There were 2 options available.
 - a. If you are new to Ariba, click **Sign up** button.
 - b. If you already have an existing account click **Log in** and Enter your existing credentials.

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **SATS Ltd - TEST** on SAP Ariba.

SATS Ltd - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by SATS Ltd - TEST

Sign up

3.a

Already have an account? Log in

3.b

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier solutions your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information

How to register to Ariba Network using E-mail

Create Sourcing Account

1. Create Account window will appear. All fields mark with an * are mandatory.
2. Under Company Information, enter your basic information.

Ariba Sourcing

1 Create account

Create account and continue Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by [redacted]

2 Company information

* Indicates a required field

Company Name:* [redacted]

Country:* [redacted] v

Address:* Line 1
Line 2
Line 3

City:*

State:* [redacted]

Zip:*

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.

How to register to Ariba Network using E-mail

Create Sourcing Account

3. Scroll down to **User Account Information** section.

4. Populate the required fields:

- **Note** : Your email address will serve as a username. If you do not wish this to be your user name, uncheck the box 'use my email as my username. And populate your username. Please note that username should be in email format.
- It is recommended to use your email address as your username.

The screenshot displays the 'User account information' section of the Ariba Network registration form. The form includes the following fields and elements:

- Name ***: A text input field with a redacted value.
- Email ***: A text input field containing 'aribaupplier@gmail.com'.
- Use my email as my username**: A checkbox that is checked, highlighted by a red box.
- Username ***: A text input field with a redacted value, highlighted by a red box. A red arrow points from the number 4 to this field.
- Password ***: A text input field with the placeholder 'Enter Password'.
- Repeat Password**: A text input field for password confirmation.
- Language**: A dropdown menu currently set to 'English'.
- Aniba Privacy Statement**: A link to the privacy policy.
- * Indicates a required field**: A note at the top right of the form.
- Must be in email format:** A validation message next to the Username field with a redacted value and a help icon.
- Must contain a minimum 8 characters including letters and numbers.**: A validation message next to the Password field with a help icon.
- The language used when Aniba sends you configurable notifications. This is different than your web b...**: A note below the Language dropdown.

How to register to Ariba Network using E-mail

Create Sourcing Account

5. Review Terms of Use and SAP the SAP Ariba Privacy Statement , by **clicking the tick box** you have read and agree to the Terms of Use and SAP Ariba Privacy Statement
6. Click **Create account and continue.**

Tell us more about your business ►

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 clicking 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.

5

☒ I have read and agree to the Terms of Use

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

6

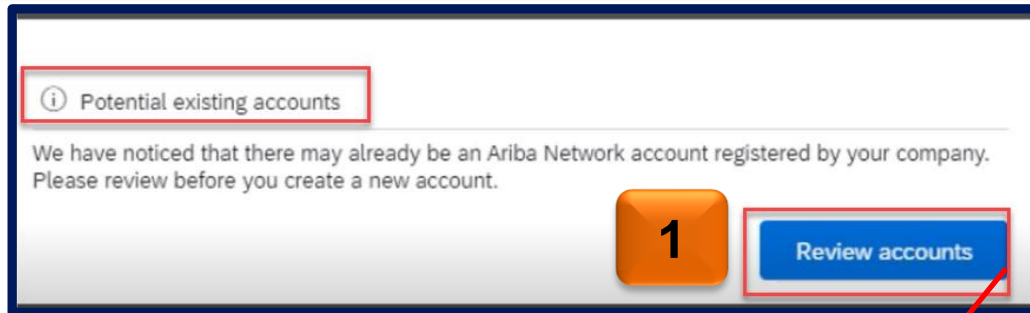
Create account and continue


Cancel

Review duplicate Account

Review Duplicate Account

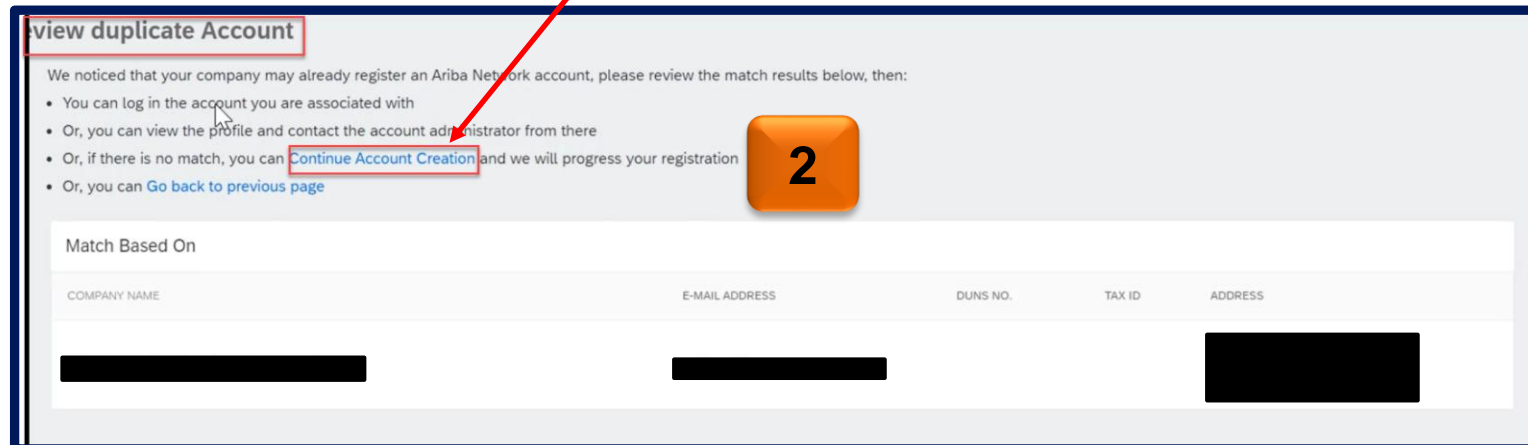
1. Ariba Network will provide some recommendation and potential existing account. When this appears click Review Account.
2. Review duplicate account displays. If there is no match click **Continue Account Creation** to progress the registration.



 Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

1 [Review accounts](#)



Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

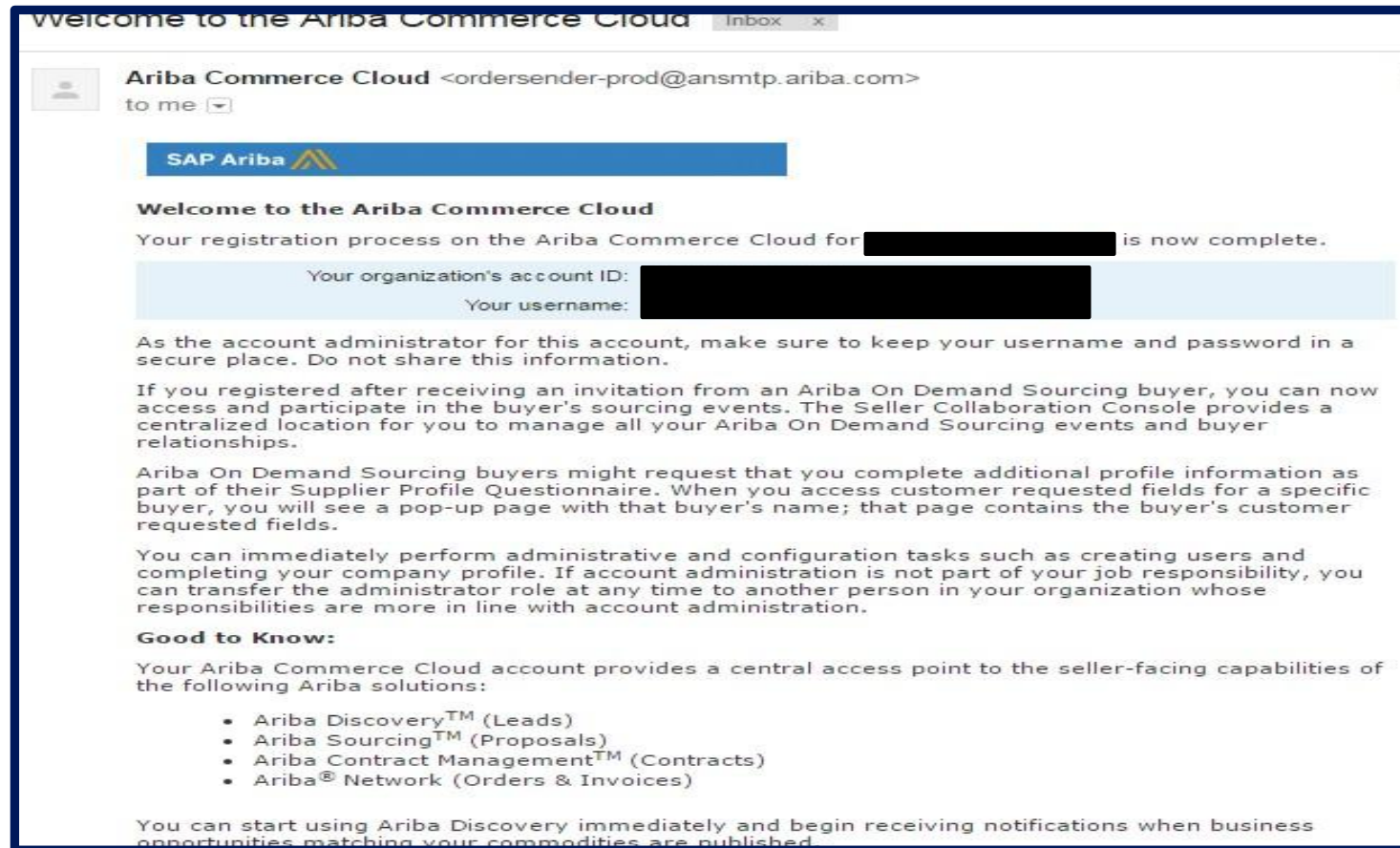
- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

2

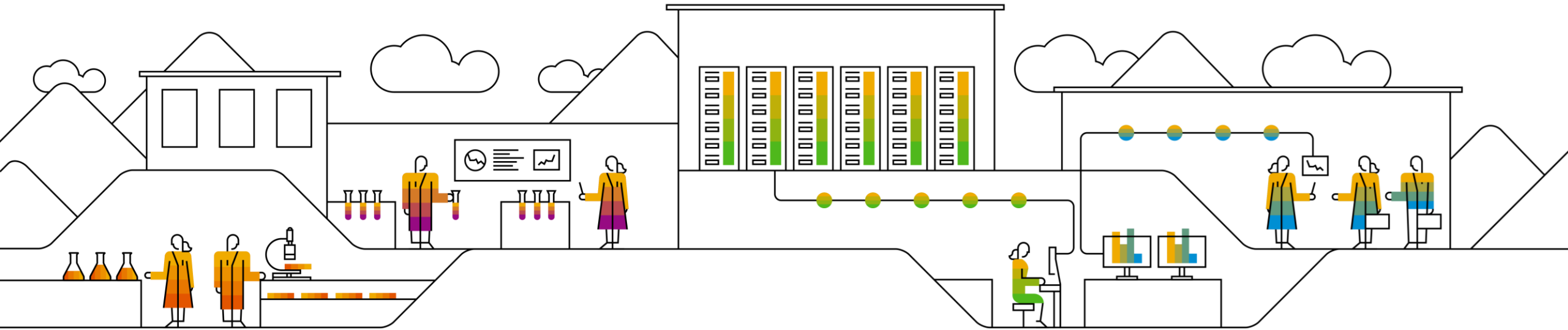
Match Based On				
COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
[REDACTED]	[REDACTED]			[REDACTED]

Account has been created

- Once account has been created, an email will be triggered by Ariba Commerce Cloud and you will receive it on your email.
- Please save your log in credentials for future log ins.



Complete Supplier Registration Questionnaire



How complete Supplier Registration Questionnaire.

Complete Supplier Registration Questionnaire

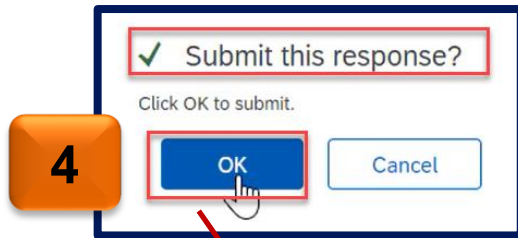
1. **Ariba Sourcing** will display and it will show the supplier registration questionnaire
 - Note: All fields mark with and * are mandatory
2. Populate the fields in the registration questionnaire and provide necessary attachments if required.
3. Once all required questions has been populated, click **Submit Entire Response**.

The screenshot displays the Ariba Sourcing interface for completing a supplier registration questionnaire. The interface includes a sidebar with navigation options and a main content area with a list of questions. The questions are numbered 1.1 to 1.11, with some fields marked as mandatory with an asterisk (*). The interface also shows a 'Submit Entire Response' button at the bottom. The interface is annotated with three orange boxes: Box 1 highlights the 'Doc77827313 - Supplier registration questionnaire' link in the console; Box 2 highlights the 'Attach a file' button next to question 1.7; and Box 3 highlights the 'Submit Entire Response' button at the bottom of the form.

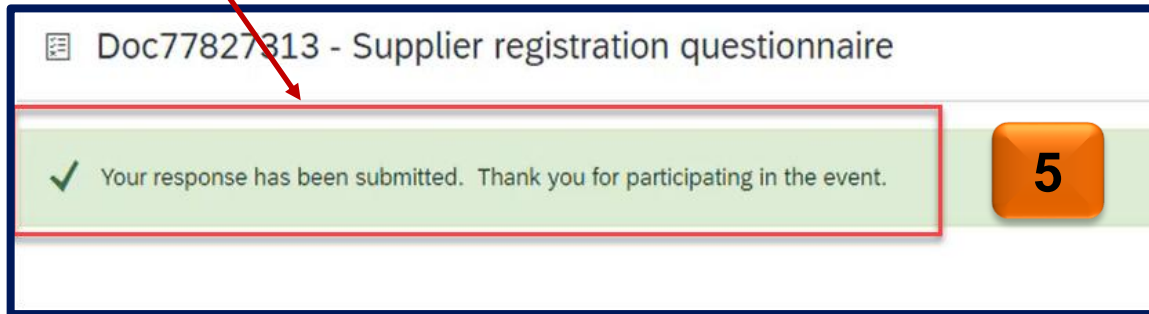
How complete Supplier Registration Questionnaire.

Complete Supplier Registration Questionnaire

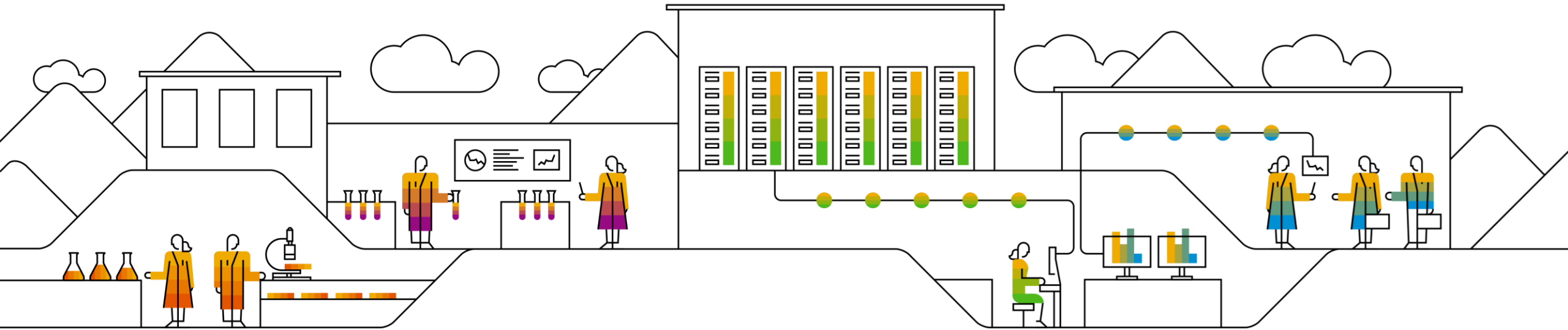
4. Submit this response window will prompt. Click **OK** to Submit your responses.
5. A green ribbon will appear on top of the page indicating that **Your Response has been submitted. Thank you for participating in the event.**



- Once supplier is approved by SATS team, you will receive an email notification and you will be registered with SATS.
- To update your details in future after you have been Registered, you need to Revise Responses (please use slide 23)



Submitting Bank Details Information



How Submit Bank Details Information.

Submitting Bank Details Information

1. Supplier will receive an email notification to submit the Bank Details Questionnaire
2. Click **Submit questionnaire** hyperlink
3. Ariba **Supplier Login** page will display. Enter your **Log in credentials** and click **Log in** button.

The image shows two screenshots of the SAP Ariba interface. The left screenshot is an email invitation to complete a questionnaire. It features the SAP Ariba logo at the top, followed by a greeting 'Hello [redacted]'. Below this, it states 'SATS Procurement - TEST has invited you to complete a questionnaire. This is required so Supplier- Training Guides can do business with SATS Procurement - TEST.' A red box highlights the 'Questionnaire Overview' section, which includes 'Questionnaire name: Bank Details' and 'Respond by: Tue, 15 Jun, 2021'. Another red box highlights the 'Submit questionnaire' link. A red arrow points from this link to the right screenshot. The right screenshot is the 'Supplier Login' page. It features the SAP Ariba logo at the top, followed by the text 'Supplier Login'. Below this, there are two input fields: 'User Name' and 'Password'. A red box highlights these fields and the 'Login' button below them. A red box with the number '3' is also present. At the bottom, there is a link for 'Forgot Username or Password'.

1

SAP Ariba

Hello [redacted]

SATS Procurement - TEST has invited you to complete a questionnaire. This is required so Supplier- Training Guides can do business with SATS Procurement - TEST.

Questionnaire Overview
Questionnaire name: Bank Details
Respond by: Tue, 15 Jun, 2021

[Submit questionnaire](#)

Best,

2

3

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

How Submit Bank Details Information.

Submitting Bank Details Information

- 4. Provide answers to the questions in **Bank Information**
- 5. Click on Add Bank Information
- 6. Click again on Add Bank Information

All Content

Name ↑

1 Bank Information

4

Add Bank Information (0)

5

2 Please attach Bank Endorsement Form ⓘ

*Attach a file

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

All Content > 1 Bank Information

Bank Information (0)

Name ↑

No items

Add Bank Information

6

(*) indicates a required field

How Submit Bank Details Information.

Submitting Bank Details Information

- 7. Provide answers to the questions in **Bank Information** (For detail instructions supplier can click on the below link).
- 8. Please click on save

8

Save

Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 1 Bank Information

Bank Information (1)

Name ↑	
<div>▼ Bank Information #1</div>	<div>Delete</div>
<div>Please Provide Bank Details. You may refer below link for the instructions.</div> <div>Click here</div> <div>7</div> <div>For detail instructions supplier can click on the below link.</div>	<div><div>*</div><div>Bank Type: <div>No Choice ▾</div></div><div>Country/Region: <div>(no value) ▾</div></div><div>Bank Name: <div></div></div><div>Bank Branch: <div></div></div><div>Street: <div></div></div><div>City: <div></div></div><div>State/Province/Region: <div></div></div><div>Postal Code: <div></div></div><div>Account Holder Name: <div></div></div><div>SWIFT Code: <div></div></div></div>

How Submit Bank Details Information.

Submitting Bank Details Information

- 9. Provide **attachment** whenever required
- 10. Once all details has been complete, click **Submit Entire Response** button.

All Content

Name ↑	
1 Bank Information	Add Bank Information (0)
2 Please attach Bank Endorsement Form ⓘ	*Attach a file

(*) indicates a required field

Submit Entire Response

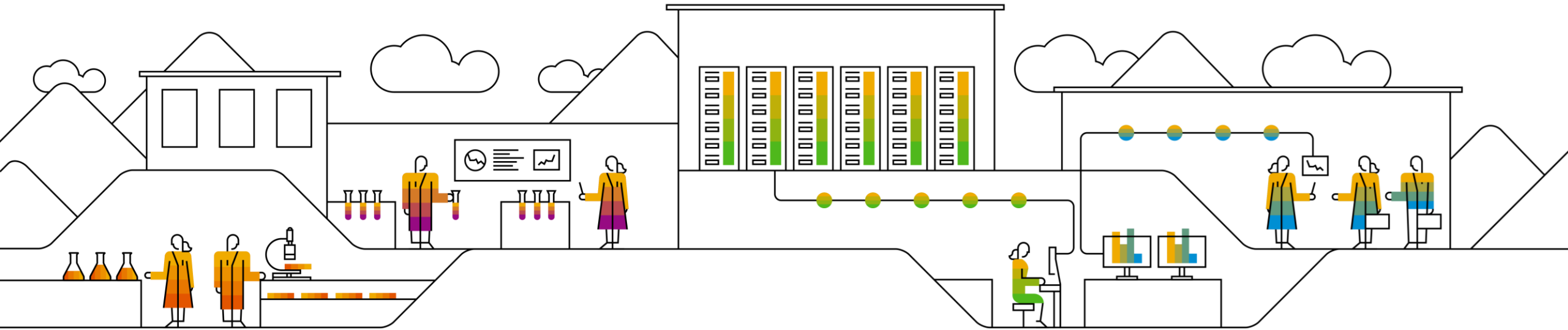
Save draft

Compose Message

Excel Import

10

Submitting Certificates



How to Submit Certificates

Submitting Certificates

1. Supplier will receive an email notification to submit the Questionnaire. Questionnaire Over can be found on the email.
2. Click **Submit questionnaire** hyperlink
3. Ariba **Supplier Login** page will display. Enter your **Log in credentials** and click **Log in** button.

The image shows two screenshots illustrating the process of submitting certificates. The left screenshot is an email notification from SAP Ariba. It features the SAP Ariba logo at the top. The body of the email includes a greeting, a message about a questionnaire invitation from SATS Procurement - TEST, and a section titled "Questionnaire Overview" which specifies the questionnaire name as "ISO & Bizsafe Certificates" and the response deadline as "Wed, 15 Jul, 2020". A red box highlights the "Submit questionnaire" hyperlink, with an orange box containing the number "2" next to it. Another red box highlights the "Questionnaire Overview" section, with an orange box containing the number "1" next to it. The right screenshot shows the Ariba Supplier Login page. It features the SAP Ariba logo at the top. The page title is "Ariba Proposals and Questionnaires". The main heading is "Supplier Login". Below this, there are input fields for "User Name" and "Password", and a blue "Login" button. A red box highlights the login fields, with an orange box containing the number "3" next to it. A red arrow points from the "Submit questionnaire" link in the email to the "Supplier Login" page.

SAP Ariba

Hello [redacted]

SATS Procurement - TEST has invited you to complete a questionnaire. This is required so Supplier- Training Guides can do business with SATS Procurement - TEST

Questionnaire Overview
Questionnaire name: ISO & Bizsafe Certificates
Respond by: Wed, 15 Jul, 2020

[Submit questionnaire](#)

Best,
SAP Ariba team

SAP Ariba Ariba Proposals and Questionnaires

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

How to Submit Certificates

Submitting Certificates

4. Provide **Yes/No** answer to the questions asking for Certificate
5. If **Yes** has been selected, click on **Details** and provide certificate details as requested.
6. Once all required fields are completed, click **Submit Entire Response** button.

The screenshot shows a web form titled "Doc39106477 - ISO & Bizsafe Certificates" with a timer indicating 364 days 23:31:02 remaining. The form contains five questions, each with a dropdown menu. The first question, "Are you ISO 9001 Certified (Quality Management)? (If Yes, please attach the certificate)", has "Yes" selected. A red box highlights the "Yes" dropdown (callout 4) and the "Details" link (callout 5). The other four questions are "Are you ISO 14001 Certified (Environmental Management)?", "Are you TS 22301 Certified?", "Are you ISO 18001 Certified (Occupational Health and Safety requirements)?", and "Are you minimally BizSafe Level 3 (or equivalent) certified? (If Yes, please attach the certificate)". All these have "Unspecified" selected. At the bottom, a red box highlights the "Submit Entire Response" button (callout 6). Other buttons include "Save draft", "Compose Message", and "Excel Import". A note at the bottom states "(*) indicates a required field".

Name ↑
1
Are you ISO 9001 Certified (Quality Management)? (If Yes, please attach the certificate)
2
Are you ISO 14001 Certified (Environmental Management)? (If Yes, please attach the certificate)
3
Are you TS 22301 Certified? (If Yes, please attach the certificate)
4
Are you ISO 18001 Certified (Occupational Health and Safety requirements)
5
Are you minimally BizSafe Level 3 (or equivalent) certified? (If Yes, please attach the certificate)

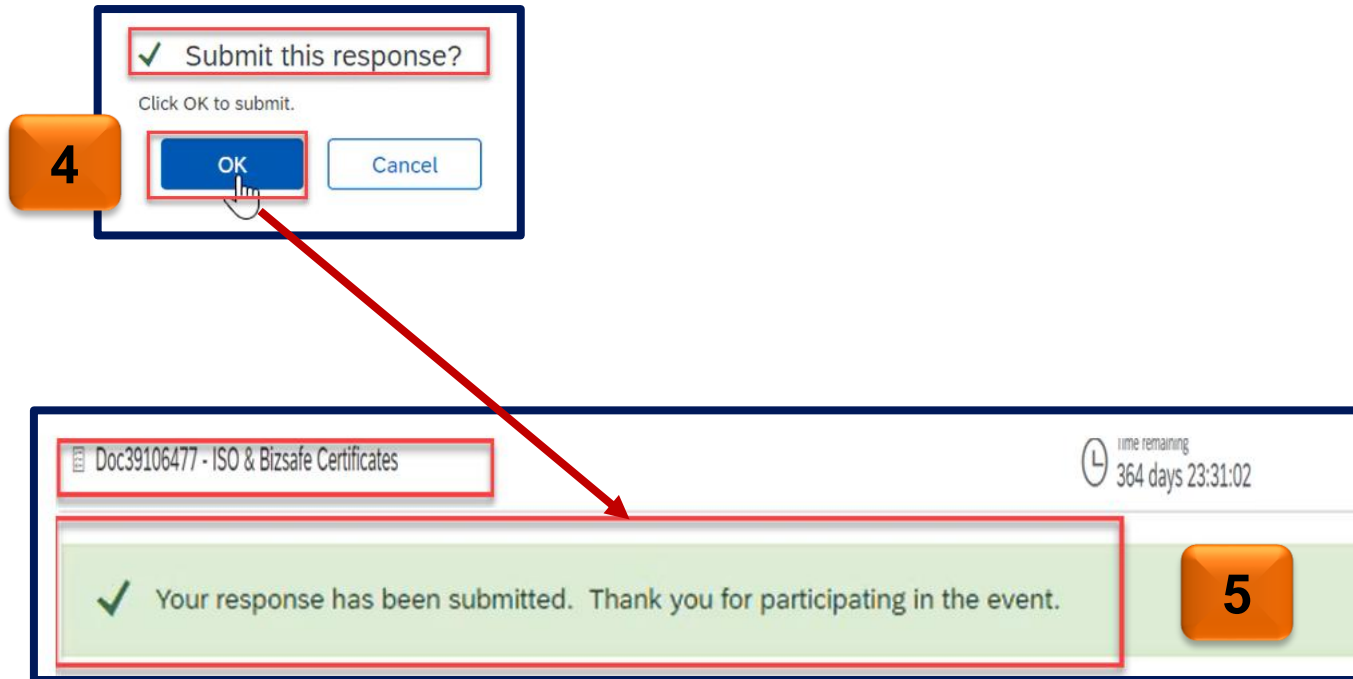
(*) indicates a required field

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

How to Submit Certificates

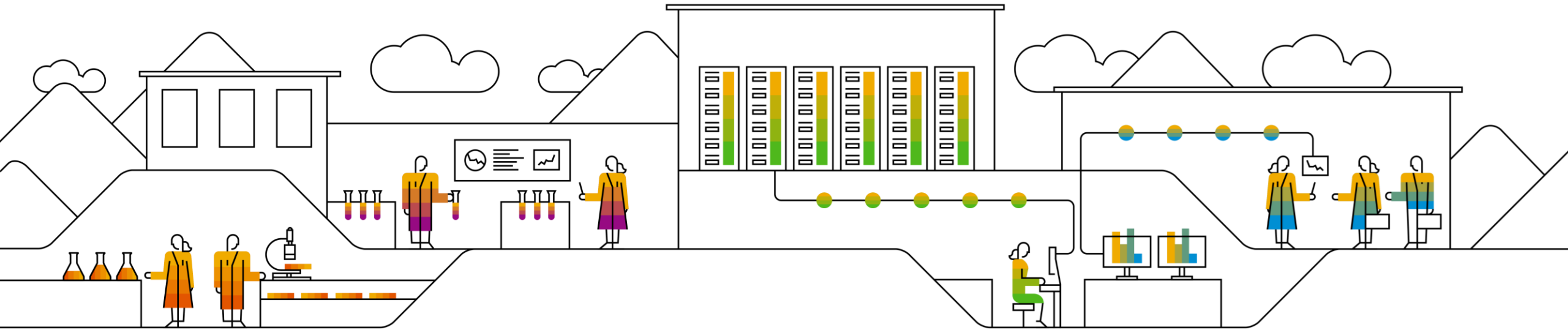
Submitting Certificates

4. Submit this response window will prompt. Click **OK** to Submit your responses.
5. A green ribbon will appear on top of the page indicating that **Your Response has been submitted. Thank you for participating in the event.**



➤ When your Certificates Expire, you will be notified

Completing the Qualification (If Requested by SATS)



How Complete the Qualification (If Requested by SATS)

Completing the qualification (if requested by SATS)

1. Supplier will receive an email notification to complete the qualification questionnaire to become a qualified suppliers with SATS.
2. To fill out the questionnaire please click the **Click Here** hyperlink.
3. Ariba **Supplier Login** page will display. Enter your **Log in credentials** and click **Log in** button.

The image shows two screenshots of the SAP Ariba interface. The left screenshot, labeled with a large orange '1' in the top right, is titled 'Qualification questionnaire to become a qualified supplier with SATS Procurement - TEST'. It contains a greeting 'Hello!' and a message: 'Now that [redacted] is registered as a supplier with SATS Procurement - TEST, you're invited to fill out one or more questionnaires to become qualified in the following categories:'. Below this, a bullet point lists 'Consumables (Amenity) in Asia Pacific'. At the bottom, there is a blue hyperlink 'Click Here' to fill out the questionnaire, which is highlighted with a red box and labeled with a large orange '2' in the bottom left. A red arrow points from this link to the right screenshot. The right screenshot, labeled with a large orange '3' in the top right, is the 'Supplier Login' page. It features the SAP Ariba logo, a 'Supplier Login' heading, and two input fields for 'User Name' and 'Password'. Below these fields is a blue 'Login' button. A link for 'Forgot Username or Password' is at the bottom. The entire login section is enclosed in a red box.

How Complete the Qualification (If Requested by SATS)

Completing the qualification (if requested by SATS)

4. Provide answers to the questions in the supplier qualification questionnaire.
 - Provide attachments whenever required
 - All questions marked with an * are mandatory
5. Once all required questions are completed, click Submit Entire Response.

All Content

Name ↑

▼ 1 Sustainability

1.1 During the last five years, your company has not been involved in any legal case regarding corruption or bribery? * Unspecified ▼

1.2 Does your company include minimum environmental, health and safety, and social requirements in agreements with your suppliers? * Unspecified ▼

1.3 Is your Environmental Management System certified by an accredited certification body to ISO 14001 or an equivalent standard? * Unspecified ▼

1.4 During the last five years, have no significant environmental incidents occurred in your company or you have not received any notices of environmental violations from the competent authorities? * Unspecified ▼

If "No" please provide copies of relevant documents

1.5 Is your system for occupational health and safety management certified, by an accredited certification body, to OHSAS 18001 or an equivalent guideline? * Unspecified ▼

1.6 During the last five years, have you operated without an accident leading to death of one of your employees? * Unspecified ▼

▼ 2 Continuous Improvement

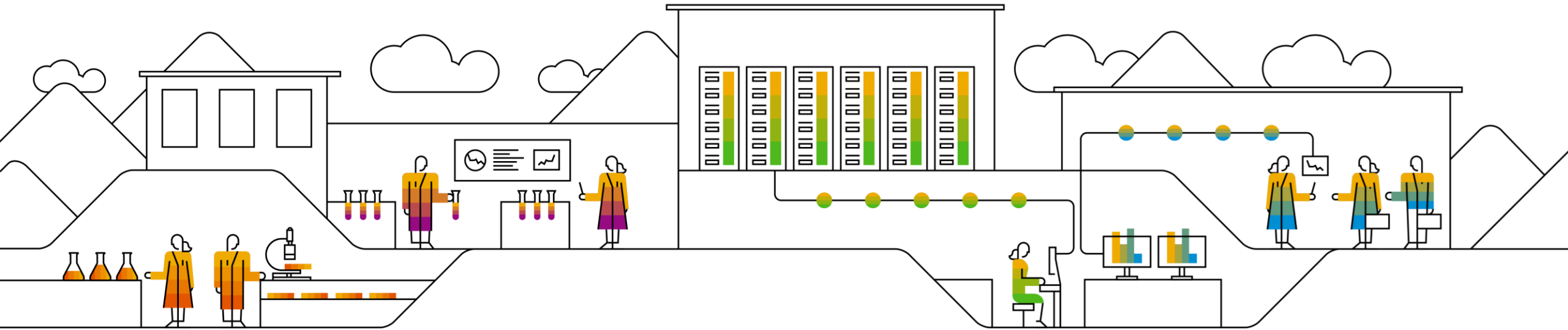
2.1 Do you systematically maintain records of your customer complaints & issues raised for consolidated reporting & feedback? * Unspecified ▼

(*) indicates a required field

5

Submit Entire Response Save draft Compose Message Excel Import

For Future Log in and Questionnaires Update

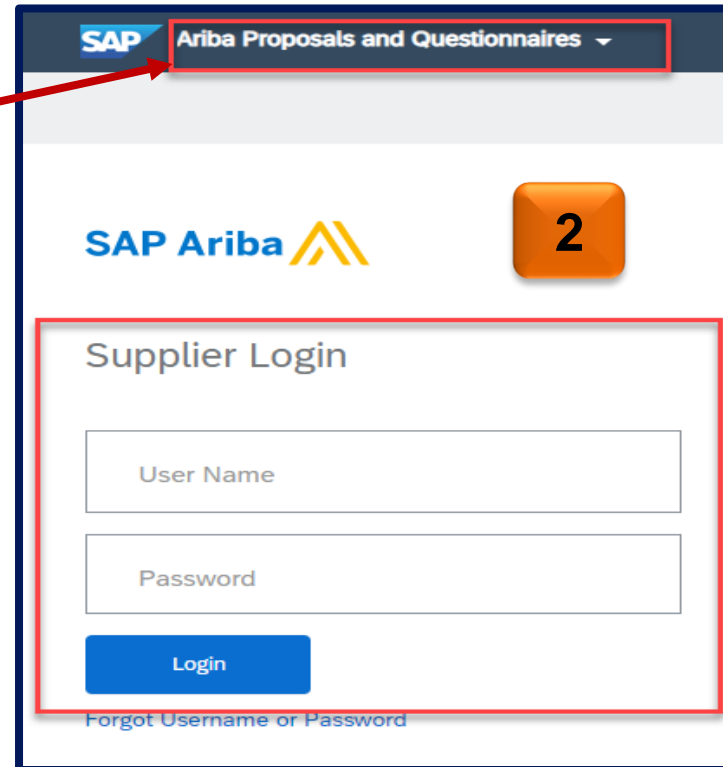
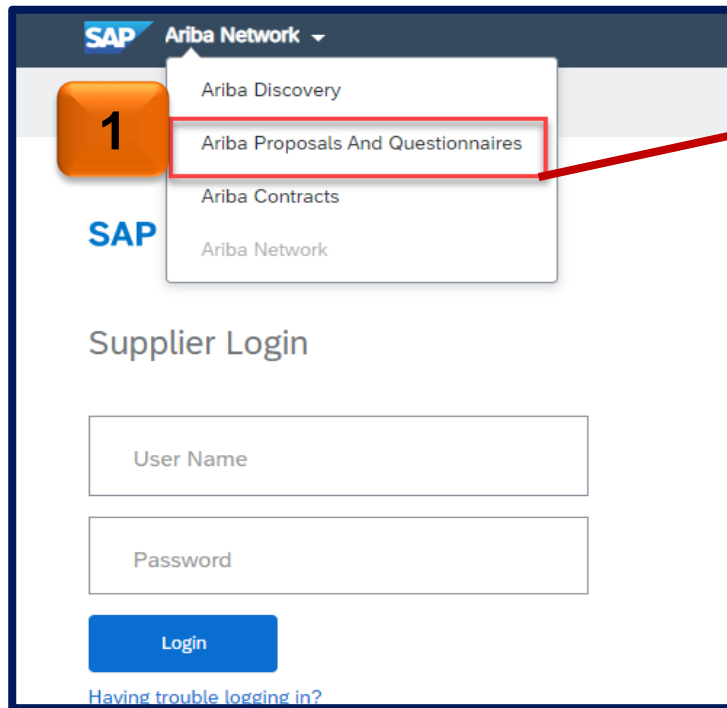


How to Update Profile

How to Log in

Log in URL <https://supplier.ariba.com>

1. Switch to Ariba Proposals and Questionnaire
2. Ariba **Supplier Login** page will display. Enter your **Log in credentials** and click **Log in** button.



How to Update Responses on the Questionnaire

Revising Response on the Questionnaire

1. After logging in, you will be directed to Dashboard
 - Any Sourcing Events would be seen under **Events Sections**
2. To update Supplier Registration Questionnaires, scroll down to Registration Questionnaires section.

Events

Title	ID	End Time ↓	Event Type		
▶ Status: Completed (38)					
▶ Status: Open (2)					
▶ Status: Pending Selection (57)					

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier registration questionnaire	Doc36319927	6/15/2021 7:58 PM	Invited

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (2)					
ISO & Bizsafe Certificates	Doc39106477	6/15/2020 9:24 PM	(no value)	All All	Approved
Food Certificates	Doc39212701	5/18/2020 12:35 PM	(no value)	All All	PendingApproval
▼ Status: Open (1)					

- Registration Questionnaire Section will have Supplier Registration Questions
- Qualification Questionnaire Section will have Supplier Qualification Questions (if sent by SATS)
- Questionnaire Section will have Bank, ISO and Food Certificate Questions

How to Update Responses on the Questionnaire

Revising Response on the Questionnaire

1. Click on Questionnaire that has to be updated
 - **The update Process remains same for all Questionnaire (Registration, Qualification and Bank)**
2. Click **Revise Response**

Doc77827313 - Supplier registration questionnaire

Time remaining 29 days 01:45:09

You have submitted a response for this event. Thank you for participating.

Revise Response

All Content

Name T

1 Supplier Information

1.1 Company Name (as in ACRA) Supplier ABCP

1.2 Are you a local Supplier (Singapore Based) Yes

Show More

Street: ABC House Number:

Street 2:

Street 3:

District:

1.3 Main Address

Compose Message

How to Update Responses on the Questionnaire

Revising Response on the Questionnaire

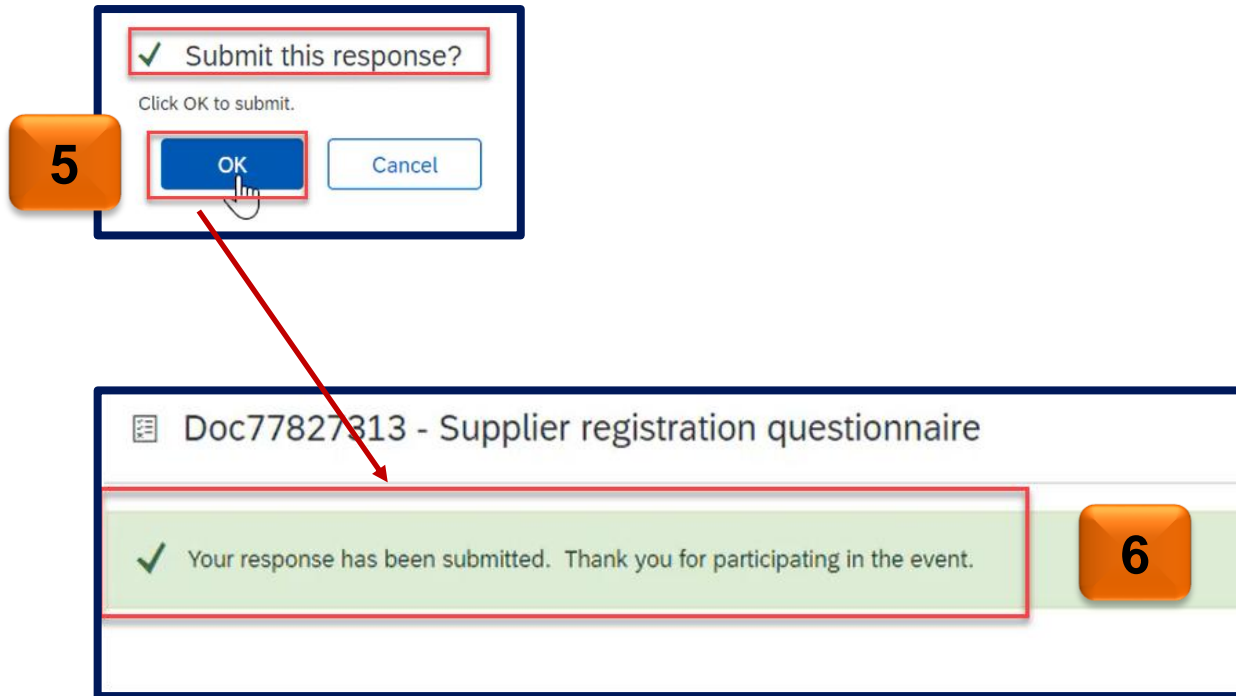
3. Update the response on the questionnaire.
4. Click **Submit Entire Response** once details has been updated.

The screenshot displays a questionnaire form titled "Name: f". The form is divided into sections: "1 Supplier Information", "1.1 Company Name (as in ACRA)", "1.2 Are you a local Supplier (Singapore Based)", "1.3 Main Address", and "1.4 Billing Address". An orange box with the number "3" is placed over the "1.3 Main Address" section. The "1.3 Main Address" section contains several input fields: "Street: Hock", "House Number:", "Street 2:", "Street 3:", "District:", "Postal Code:", "City:", "Country: (no value)", and "Region: (no value)". An orange box with the number "4" is placed over the "Submit Entire Response" button at the bottom of the form. The "Submit Entire Response" button is highlighted with a red border. Other buttons at the bottom include "Save draft", "Compose Message", and "Excel Import". A note at the bottom states: "(*) indicates a required field".

How to Update Responses on the Questionnaire

Revising Response on the Questionnaire

5. Submit this response window will prompt. Click **OK** to Submit your responses.
6. A green ribbon will appear on top of the page indicating that **Your Response has been submitted. Thank you for participating in the event.**



➤ Once SATS team approves, your answers will be updated

Thank you.

