

# How to complete Registration/Certificates/Bank Details/Qualification

INTERNAL



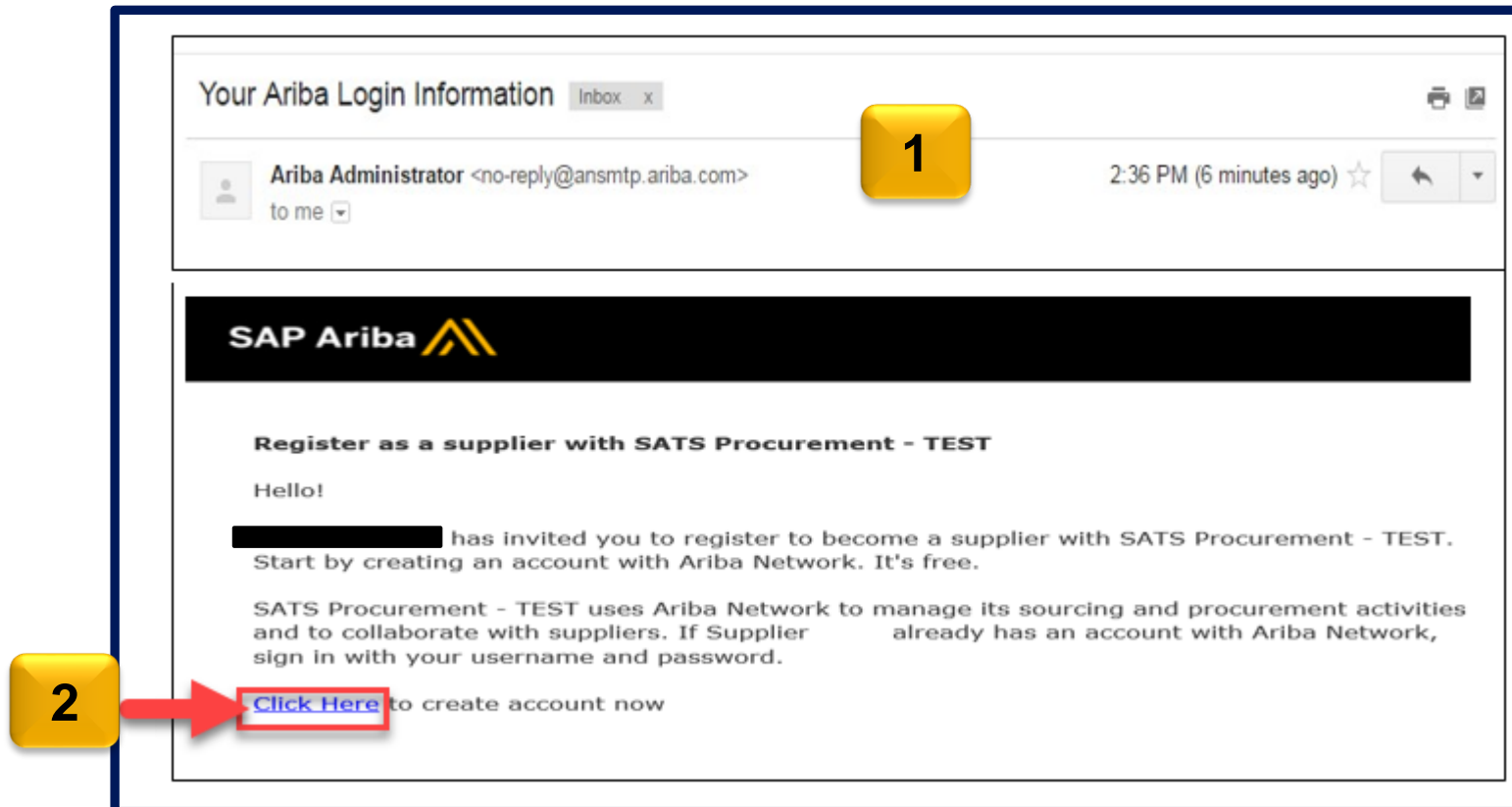
# Register to Ariba Network using **E-mail**



# 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

Already have an account?

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]

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 is titled 'User account information' and includes a red box around the title. The form contains the following fields and options:

- Name \***: A text input field with a redacted value.
- Email \***: A text input field containing 'aribaupplierdomainuser@gmail.com'.
- Use my email as my username**: A checkbox that is checked, highlighted with a red box.
- Username \***: A text input field with a redacted value, highlighted with a red box. A red arrow points to this field from a yellow box labeled '4'.
- Password \***: A text input field containing 'Enter Password'.
- Repeat Password**: A text input field.
- Language**: A dropdown menu set to 'English'.

Additional information on the right side of the form includes:

- A link for 'Ariba Privacy Statement'.
- A note: '\* Indicates a required field'.
- A validation message: 'Must be in email format: [redacted] ⓘ'.
- A validation message: 'Must contain a minimum 8 characters including letters and numbers. ⓘ'.
- A note: 'The language used when Ariba sends you configurable notifications. This is different than your web b...'

# 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 ▶

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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.

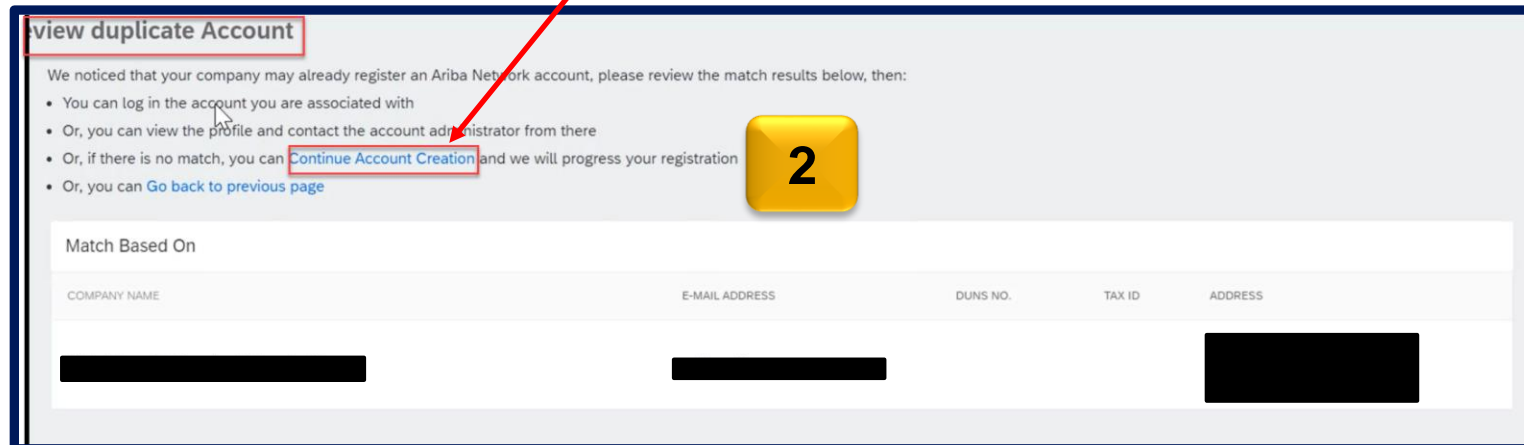
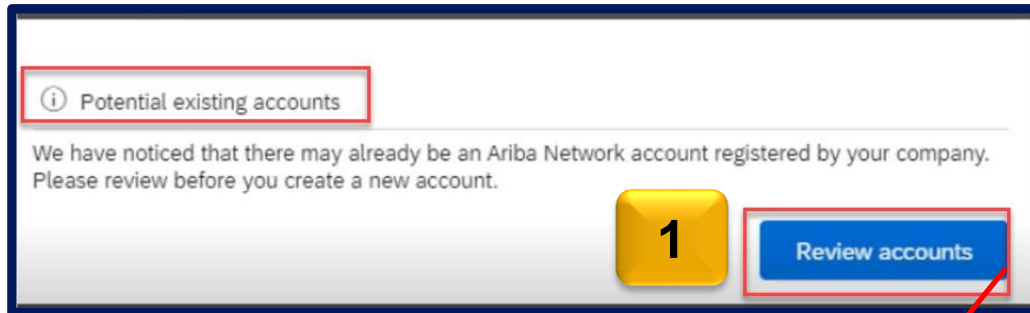
**5**  I have read and agree to the Terms of Use  
 I have read and agree to the SAP Ariba Privacy Statement

**6**

# Review duplicate Account

## Review Duplicate Account

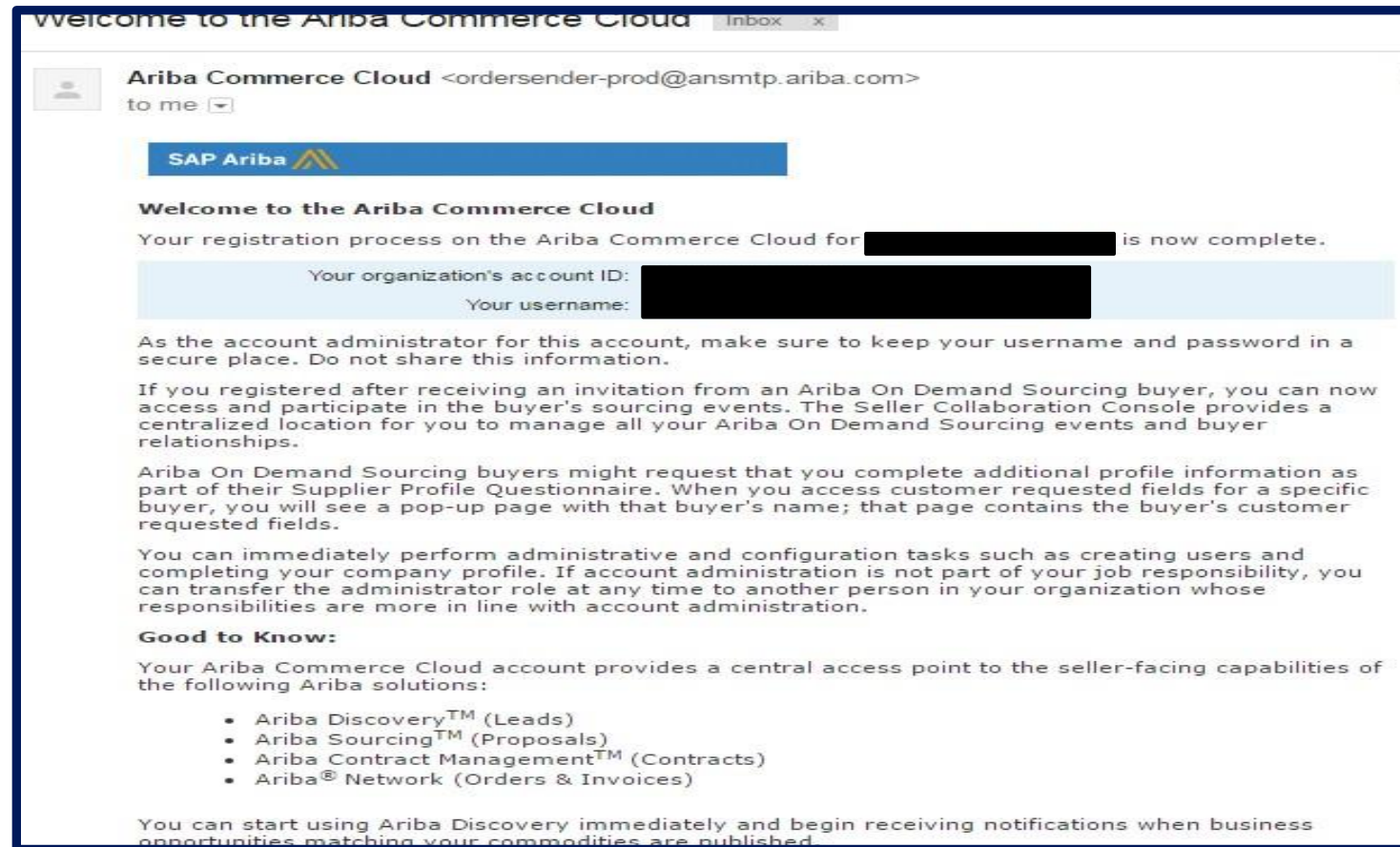
1. Ariba Network will provide some recommendation and potential existing account. When this appears click Review Account.
2. Review duplicate account displays. If there is no match click **Continue Account Creation** to progress the registration.





# 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 a supplier registration questionnaire. The interface is divided into three main sections, each marked with a yellow box containing a number:

- Section 1:** The top section shows the 'Supplier Information' section. It includes fields for 'Company Name (as in ACRA)' and 'Are you a local Supplier (Singapore Based)'. A red box highlights the 'Doc77827313 - Supplier registration questionnaire' title.
- Section 2:** The middle section shows the 'Attachments' section. It includes a file upload area and a red box around the 'Attach a file' button.
- Section 3:** The bottom section shows the 'Submit Entire Response' button highlighted with a red box.

The interface also includes a sidebar with navigation options, a top navigation bar with 'Ariba Sourcing' and 'Company Settings', and a 'Time remaining' indicator.

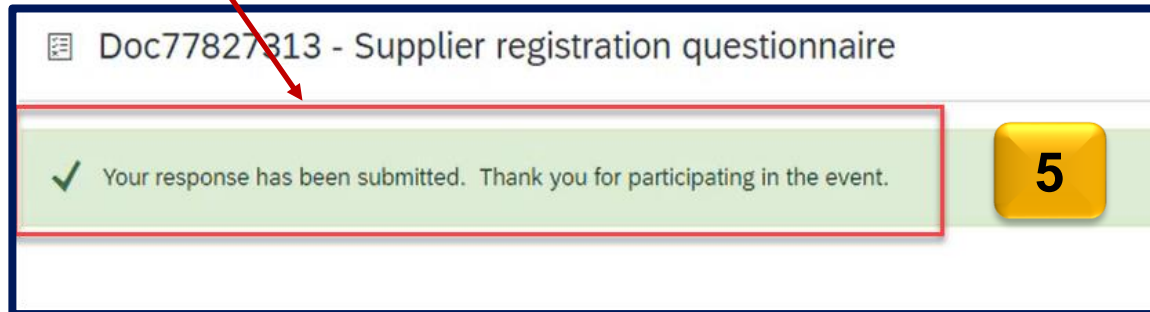
# How complete Supplier Registration Questionnaire.

Complete Supplier Registration Questionnaire

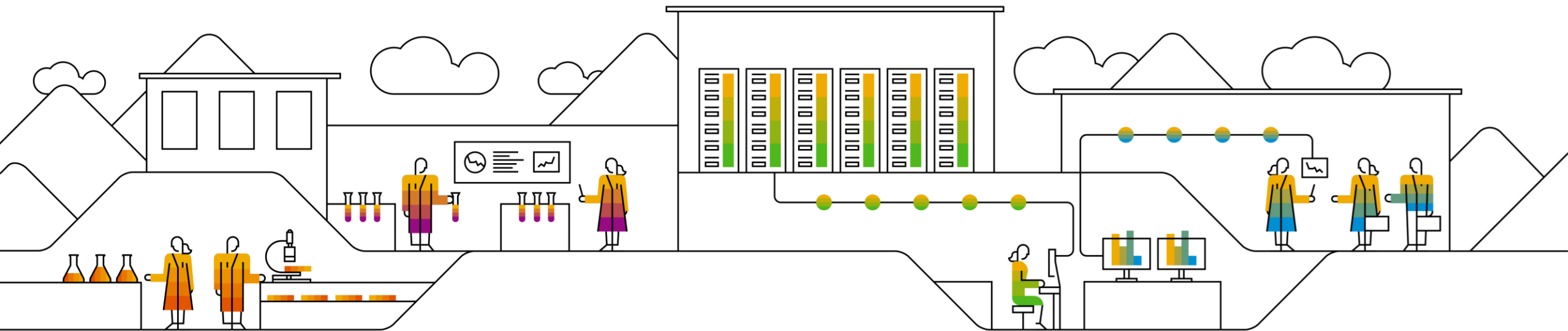
4. Submit this response window will prompt. Click **OK** to Submit your responses.
5. A green ribbon will appear on top of the page indicating that **Your Response has been submitted. Thank you for participating in the event.**



- 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 illustrating the process. The left screenshot, labeled '1', is an email notification from SAP Ariba. It contains the text: '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.', a 'Questionnaire Overview' section with 'Questionnaire name: Bank Details' and 'Respond by: Tue, 15 Jun, 2021', and a 'Submit questionnaire' link. A yellow box with the number '2' is placed over the link. A red arrow points from this link to the right screenshot. The right screenshot, labeled '3', is the 'Supplier Login' page. It features the SAP Ariba logo, a 'Supplier Login' header, and input fields for 'User Name' and 'Password', followed by a 'Login' button and a 'Forgot Username or Password' link. A yellow box with the number '3' is placed over the login form area.

# How Submit Bank Details Information.

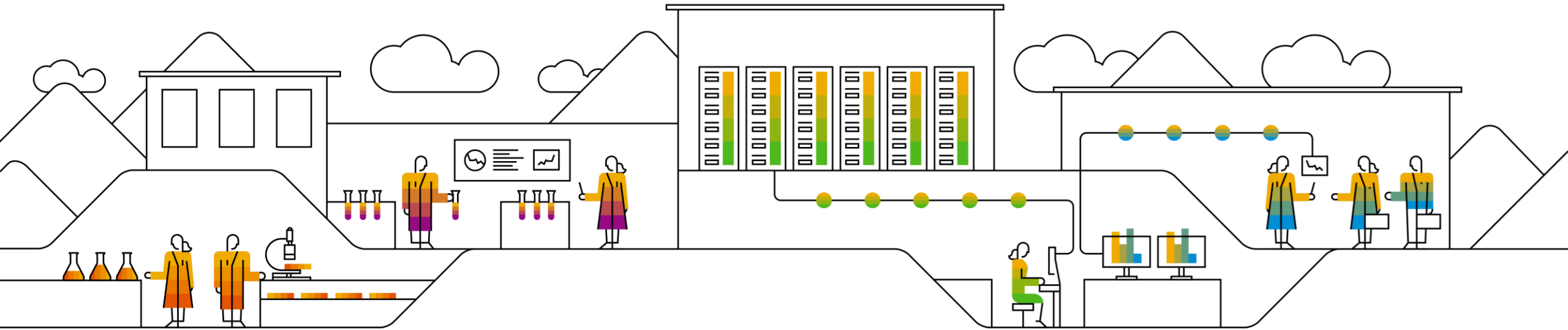
## Submitting Bank Details Information

4. Provide answers to the questions in **Bank Details**
5. Provide **attachment** whenever required
6. Once all details has been complete, click **Submit Entire Response** button.

The screenshot shows a web form for submitting bank details. It includes several input fields: State/Province/Region, Postal Code, Account Holder Name, Bank Key/ABA Routing Number, Account Number, IBAN Number, and SWIFT Code. A dropdown menu for Bank Account Type is set to 'No Choice'. A red box highlights a message '1 Please provide Bank Details' and a yellow callout '4' points to the form fields. Another red box highlights a message '2 Please attach Bank Endorsement Form' with an 'Attach a file' button, and a yellow callout '5' points to it. A third red box highlights the 'Submit Entire Response' button, with a yellow callout '6' pointing to it. A note at the bottom indicates that an asterisk (\*) denotes a required field.

- SATS team will review your responses, and provide their approval/deny.
- Once your bank details are approved by SATS team, you will receive an email notification
- To update your details in future once bank details are approved, you need to Revise Responses (please use slide 23)

# 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 main body of the email contains a greeting, a message about a questionnaire invitation, and a section titled "Questionnaire Overview" with details like "Questionnaire name: ISO & Bizsafe Certificates" and "Respond by: Wed, 15 Jul, 2020". A red box highlights the "Submit questionnaire" hyperlink, which is labeled with a yellow callout box containing the number "2". Another red box highlights the "Questionnaire Overview" section, labeled with a yellow callout box containing the number "1". The right screenshot shows the Ariba Supplier Login page. It has a dark header with "SAP Ariba Proposals and Questionnaires". The main content area features the SAP Ariba logo and a "Supplier Login" heading. Below this are input fields for "User Name" and "Password", and a blue "Login" button. A red box highlights the login form area, labeled with a yellow callout box containing the number "3". A red arrow points from the "Submit questionnaire" link in the email to the "Supplier Login" page.

# 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 showing "364 days 23:31:02" remaining. The form contains a table of questions with dropdown menus for answers. Callout 4 points to the "Yes" dropdown in the first row. Callout 5 points to the "Details" link next to the "Yes" dropdown. Callout 6 points to the "Submit Entire Response" button at the bottom left. A footer note states "(\*) indicates a required field".

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

(\*) indicates a required field

6 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.**

The image shows two screenshots from a software interface. The top screenshot, labeled with a yellow '4' in a rounded square, shows a dialog box titled 'Submit this response?'. It contains the text 'Click OK to submit.' and two buttons: 'OK' (highlighted with a red box and a mouse cursor) and 'Cancel'. A red arrow points from the 'OK' button to the bottom screenshot. The bottom screenshot, labeled with a yellow '5' in a rounded square, shows a notification ribbon. The ribbon has a green background and contains a green checkmark, the text 'Your response has been submitted. Thank you for participating in the event.', and a yellow '5' in a rounded square. Above the ribbon, there is a header area with a document icon, the text 'Doc39106477 - ISO & Bizsafe Certificates', and a clock icon with the text 'time remaining 364 days 23:31:02'.

➤ 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 from the SAP Ariba system. The left screenshot, labeled with a yellow '1' in the top right and a yellow '2' in the bottom left, displays an email notification titled "Qualification questionnaire to become a qualified supplier with SATS Procurement - TEST". The text says "Hello!" and "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:". A bullet point lists "Consumables (Amenity) in Asia Pacific". At the bottom, there is a "Click Here" link. A red box highlights the "Click Here" link, and a red arrow points from it to the right screenshot. The right screenshot, labeled with a yellow '3' in the top right, shows the "Supplier Login" page. It features the SAP Ariba logo, a "Supplier Login" heading, a "User Name" input field, a "Password" input field, and a blue "Login" button. A "Forgot Username or Password" link is at the bottom. A red box highlights the "Supplier Login" heading, the "User Name" and "Password" fields, and the "Login" button.

# 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 ↑

4

▼ 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

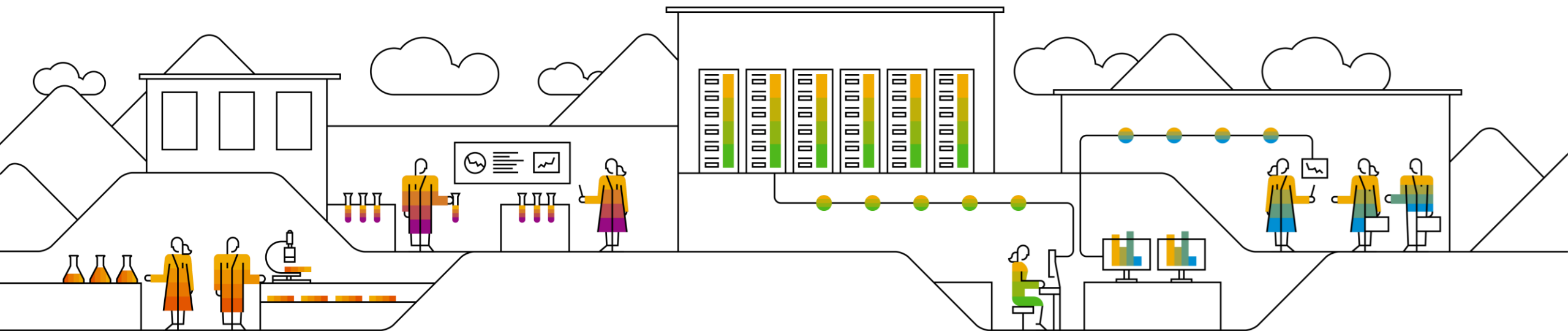
2.1 Do you systematically maintain records of your customer complaints & issues raised for consolidated reporting & feedback? \* Unspecified

(\*) indicates a required field

5

Submit Entire Response Save draft Compose Message Excel Import

# For Future Log in and Questionnaires Update

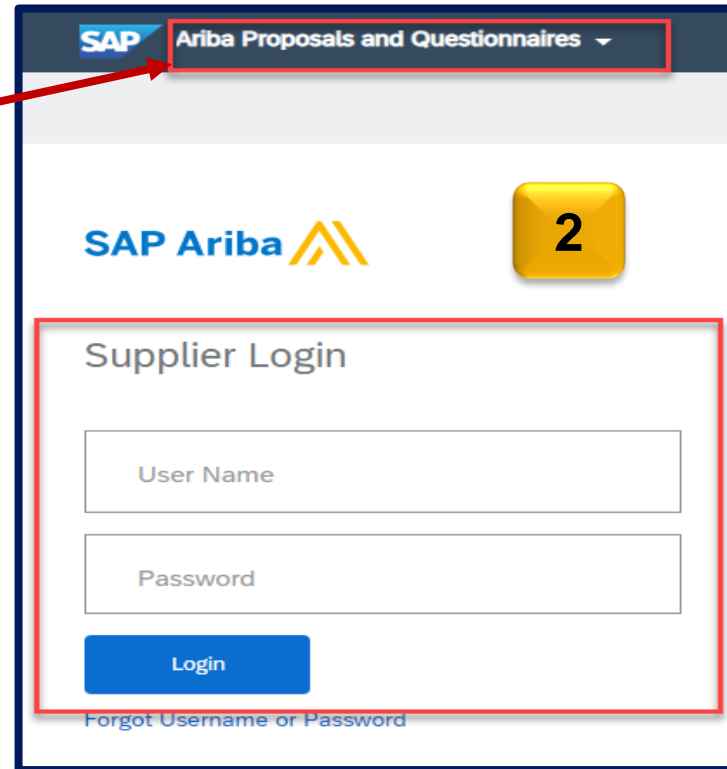
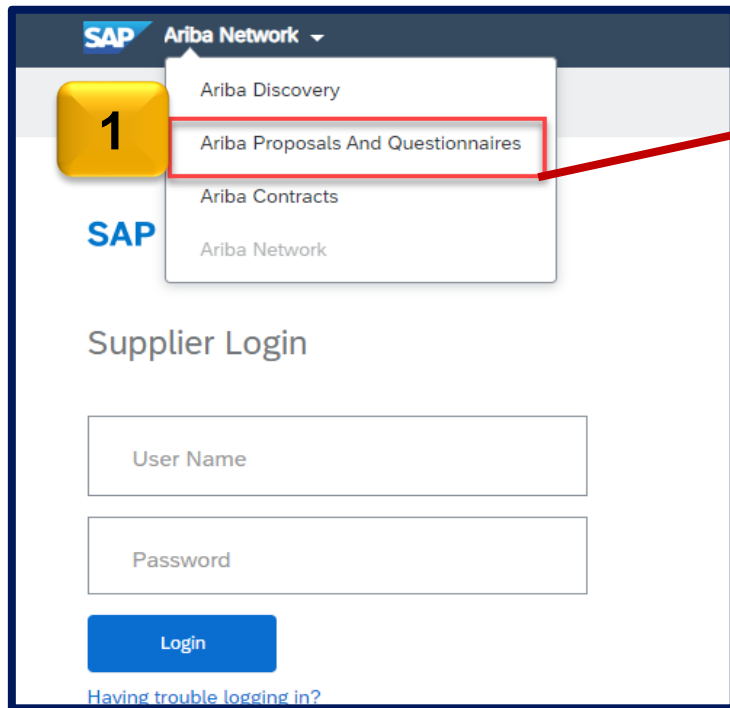


# How to Update Profile

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.

The screenshot shows a dashboard with several sections. A yellow box with the number '1' highlights the 'Events' section header. A yellow box with the number '2' highlights the 'Registration Questionnaires' section header. Below 'Registration Questionnaires', there is a table with one row of data.

Title	ID	End Time ↓	Status
Supplier registration questionnaire	Doc36319927	6/15/2021 7:58 PM	Invited

- 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**

The screenshot displays a web interface for a questionnaire. At the top left, a tab labeled 'Doc77827313 - Supplier registration questionnaire' is highlighted with a red box and a yellow callout '1'. In the top right corner, a clock icon indicates 'Time remaining 29 days 01:45:09'. Below the header, a yellow message box states 'You have submitted a response for this event. Thank you for participating.' In the center, a blue button labeled 'Revise Response' is highlighted with a red box and a yellow callout '2'. Below this, the 'All Content' section is visible, starting with a 'Name' field. A dropdown menu is open for '1 Supplier Information', showing fields: '1.1 Company Name (as in ACRA)' with the value 'Supplier ABCP', '1.2 Are you a local Supplier (Singapore Based)' with the value 'Yes', and '1.3 Main Address'. A 'Show More' link is present below the '1.2' field. At the bottom left, there is a 'Compose Message' button.

# 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 shows a questionnaire form with the following sections and fields:

- 1.1 Supplier Information**
  - 1.1.1 Company Name (as in ACRA): [Redacted]
  - 1.2 Are you a local Supplier (Singapore Based): Unspecified
- 1.3 Main Address**
  - Street: Hock [House Number: ]
  - Street 2: [ ]
  - Street 3: [ ]
  - District: [ ]
  - Postal Code: [ ] City: [ ]
  - Country: (no value) Region: (no value)
- 1.4 Billing Address**
  - Street: [ ]
  - City: \*
  - State/Province/Region: [ ]
  - Postal Code: \*

Annotations:

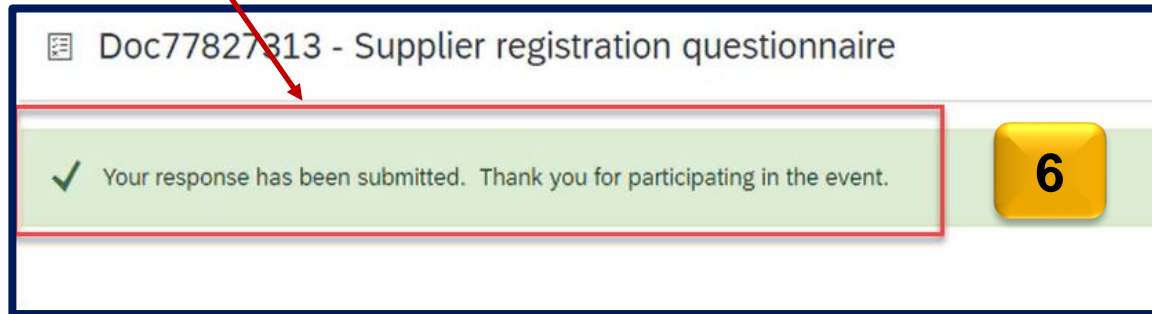
- A yellow box with the number **3** is placed over the 'Main Address' section.
- A yellow box with the number **4** is placed over the 'Submit Entire Response' button, which is also highlighted with a red border.

(\*) 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.

