

Supplier Lifecycle Registration Guidelines

May 2022

Introduction

Introduction

Why this work instruction?

Background

- ABN AMRO uses SAP Ariba to transact with all its suppliers.
- This will help smoothen the invoicing and ordering processes between ABN AMRO and the supplier.
- Information between ABN AMRO and the supplier can easily be shared and updated.
- This work instruction will help the supplier to register itself in SAP Ariba.

Scope

- For all ABN AMRO suppliers that need to register in SAP Ariba Network.

Objective

- Supplier is registered and ready to transact with ABN AMRO.
- Share necessary information between ABN AMRO and the supplier.
- Smoothen invoicing and ordering processes between ABN AMRO and supplier.

SAP Ariba Access

SAP Ariba Access

Browser & Login

Browser

Preferred:



Supported:



Login

URL: <https://proposals.seller.ariba.com>

- Above link can only be used if you already have created an account in SAP Ariba Network.
- If you go for the first time to SAP Ariba Network, use the link in the invitation mail, which will be explained later in this work instruction.

Registration

Supplier Registration

To Do – Supplier

1. Once ABN AMRO has invited your organization to become a supplier, your organization needs to register itself in SAP Ariba.
2. The contact person of your organization will receive one invitation email from **Ariba Administrator** for the registration.



Supplier Registration

To Do – Supplier

3. Click on one of two the links “Click here” in the invitation email



Dear Sir Madam of the supplier Test supplier 1,

Lyes Hammoutene has invited your organisation to become a supplier with ABN AMRO. ABN AMRO uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. Please act on this email if you are asked to register with Ariba by your contact person at ABN AMRO.

Important things you should know before you start to register

- If Test supplier 1 already has an account with Ariba Network, sign in with your existing username and password.
- If you're not yet registered on the Ariba network, you can create a new account. Registration is free of cost.
- Our recommendation is to use Google Chrome, however any other browser will work as well

Connect with ABN AMRO on the Ariba Network

Choose the situation that applies to your organization and follow the steps to connect with ABN AMRO

1. Your organization already has an account with Ariba Network. [Click Here](#) and follow the steps to collaborate with ABN AMRO via the Ariba Network.
2. Your organization is new on the Ariba Network. [Click Here](#) to create an account and follow the steps to start collaborating with ABN AMRO.

Support

If you require support with your registration, please contact [Ariba Support](#).

For questions regarding this invitation, contact [ABN AMRO procurement](#).

Supplier Registration

To Do – Supplier

4. Create a supplier Ariba Network account by clicking on **“Sign Up”** or click **“Log in”** if you already have an account.

Welcome, Aman Singh

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

Sign up as a supplier with **ABN AMRO - DEV** on SAP Ariba.

ABN AMRO - DEV uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by ABN AMRO - DEV.

Already have an account? [Log in](#)

[Sign up](#)

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 activities regardless of which Ariba solution 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

Start here if you already have a SAP Ariba account.

Start here if you do not have a SAP Ariba Network account. Please don't use this option if you already have an account. Select "Log in".

Supplier Registration

To Do – Supplier

You can skip steps 5 – 9 and proceed to step 10 if you already have an existing Ariba Network account and selected the option “**Log in**” and logged in to your existing account.

Go through the steps 5 - 9 to create a new seller Ariba Network account.

Create a supplier Ariba Network;

5. Provide Company information;

Company information

* Indicates a required field

Company Name:*	<input type="text" value="Test supplier 1"/>
Country/Region:*	<input type="text" value="Netherlands [NLD]"/>
Address:*	<input type="text" value="Streetname"/>
	<input type="text" value="Line 2"/>
Postal Code:*	<input type="text" value="1234 AB"/>
City:*	<input type="text" value="Amsterdam"/>
State:	<input type="text" value="Flevoland [NL-FL]"/>

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.

Supplier Registration

To Do – Supplier

6. Provide User account information;

- Note: the username in the e-mail format doesn't have to be an existing e-mail address.
- Advise: is to have the e-mail and username of the account admin configured to a common/group mail box. This way the network account can be managed better.

Note: e-mail orders to* is the e-mail address where purchase orders are send to initially.

User account information

[SAP Business Network Privacy Statement](#) * Indicates a required field

Name:*

Email:*

Use my email as my username

Username:* Must be in email format(e.g john@newco.com) ⓘ

Password:*

Language: ⓘ The language used when Ariba sends you configurable notifications. This is different than your web b...

Email orders to:* ⓘ Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Supplier Registration

To Do – Supplier

7. Tell us more about your business;

- Provide info on Product and Service Categories & Ship-to or Service Locations; select **“Browse”**

Product and Service Categories:* -or-

Ship-to or Service Locations:* -or-

Select Product(s) and/or Service(s) your company provides and click on **“OK”**

Search Browse

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories *Didn't find what you were looking for? Try Search »*

<ul style="list-style-type: none">Agricultural & Fishing Machinery >Agricultural & Fishing Services >Apparel, Luggage & Personal Care >Chemicals >Cleaning Supplies >Computer Hardware, Software & Telecom >Construction & Maintenance Services >Construction Materials >	<ul style="list-style-type: none">Agricultural, Forestry and Landscaping Equipment >Fishing & Aquaculture Equipment >	<ul style="list-style-type: none">Aquaculture equipment >Commercial fishing equipment >	<ul style="list-style-type: none">Commercial fish hooksCommercial fishing floatsCommercial fishing line tackleCommercial fishing netsCommercial fishing reelsCommercial sinkers or weightsFishing net haulers
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

My Selections (1)

Commercial fishing equipment (View)

Supplier Registration

To Do – Supplier

Select ship-to or service location to where your company delivers and click on **“OK”**

Ship-to or Service Location Selection

Select the territories that your company serves. If your company offers global coverage, choose Global.

- Global
- Select Ship-to or Service Locations

Click a country/region to add and click the + icon. States or provinces are displayed after you click a country/region. Click OK to save your changes.

North America >	Malta	+
Central America >	Monaco	+
South America >	Netherlands >	✓
The Caribbean >	Portugal >	+
Northern Europe >	San Marino	+
Western Europe >	Spain >	+
Eastern Europe >	Switzerland >	+
Central Europe >	United Kingdom >	+

No items

My Selections (1)

📍 Netherlands	Remove
---------------	--------

Cancel **OK**

Supplier Registration

To Do – Supplier

8. Provide option Tax ID, VAT ID or Duns number (Dun & Bradstreet D-U-N-S Number is an unique nine-digit identifier for businesses)

Tax ID:	<input type="text" value="Optional"/>	Enter your Company Tax ID number.
Vat ID:	<input type="text" value="Optional"/>	Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.
DUNS Number:	<input type="text" value="Optional"/>	Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

9. Make sure that you agree with **Terms and Conditions** and **Privacy Statement** of SAP Ariba and click on **create account and continue**.

<input checked="" type="checkbox"/>	I have read and agree to the Terms of Use
<input checked="" type="checkbox"/>	I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.
<input type="button" value="Create account and continue"/>	
<input type="button" value="Cancel"/>	

Supplier Registration

SAP Ariba will check whether you already have an account and request you to review.

It can be that your organization already has an Ariba Network account if so:

- A. You can choose to contact your company's account administrator(s) and get access to this account **“go back to previous page”**.
- B. Or you can ignore this duplicate account check and **continue account creation**, a new Ariba Network account.

Duplicaat-account controleren

We hebben gemerkt dat uw bedrijf mogelijk al een Ariba Network-account heeft geregistreerd. Controleer de onderstaande resultaten en:

- Meld u aan op de account waarmee u gekoppeld bent
- Of bekijk het profiel en neem van daaruit contact op met de accountbeheerder
- Of, als er is geen overeenkomend resultaat is, kunt u **doorgaan met het maken van de account. Vervolgens handelen we uw registratie verder af**
- Of u kunt **teruggaan naar de vorige pagina**

Overeenstemming op basis van

BEDRIJFSNAAM	E-MAILADRES	DUNS-NR.	BELASTINGNUMMER	ADES
Old Timer	albert.francis@nl.abnamro.com			Mosstraat 2 Amsterdam Noord-Holland, Netherlands 1032 JW

20 zoekresultaten gevonden | [Meer zoeken](#)

NAAM LEVERANCIER	LAND	STAAT	DUNS	AN-ID LEVERANCIER	AANTAL RELATIES	ACTIES
Albert!	NLD	Drenthe	-	AN01498977763	0	...
Dames op bezoek (test)	NLD	-	-	AN01012085581	1	...
TATA CONSULTANCY SERVICES NETHERLANDS B.V.	NLD	-	-	AN01015141651	1	...
ABN AMRO Bank N.V.	NLD	Noord-Holland	-	AN01432396434	1	...
INFOSYS LIMITED, NL	NLD	Noord-Holland	-	AN01038602409	1	...
On-boarding test-account	NLD	-	-	AN01011755100	0	...

Supplier Registration

Email Notification

10. Your organization will get an email notification with an **Account ID** and **Username**.

Note: this username will also be the account administrator for the newly created SAP Ariba Network account.

Welcome to the Ariba Commerce Cloud

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

Your organization's account ID: **AN01515814760-T**

Your username: **test1-@nl.abnamro.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.

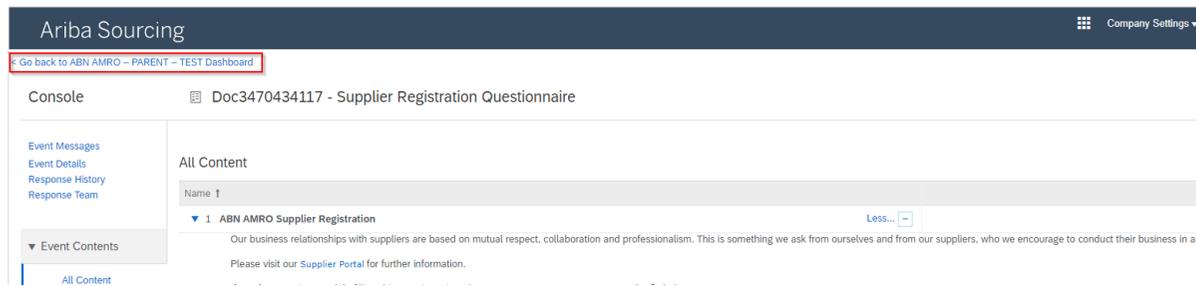
Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested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

Supplier Registration Questionnaire

11. Once the Ariba Network account registration is complete or your logged in, you will be directly redirected to the page **“Ariba Proposals and Questionnaire >> ABN AMRO Parent >> Registration >> Supplier Registration Questionnaire”**. Please proceed to step 13.



12. If you wish to go back to the main **Ariba Proposals and Questionnaire** click on “Go back to ABN AMRO Parent page under the header Registration on “Supplier Registration Questionnaire”.

Supplier Questionnaire

Business ID's, Code of Conduct

14. Provide Company Registration and VAT Numbers (Business ID's)

1.2.7 Company Registration and VAT Numbers

Country: Netherlands (NL)

Tax Name	TaxType	Tax Number
Netherlands: VAT Registration Number	Organization	<input type="text"/>
Netherlands: Company Registration Number	Organization	<input type="text"/>

15. Accept 1.3 ABN AMRO Supplier Code of Conduct

Console Doc3470434117 - Supplier Registration Questionnaire Time remaining 29 days 21:59:42

Event Messages
Event Details
Response History
Response Team

Event Contents

- All Content
- 1 ABN AMRO Supplier Re...
- 2 Bank Information
- 3 Bank Accounts

All Content

1.2.5 Registered Address

Street 3:

District:

Postal Code: 1234 AB City:

Country: Netherlands (NL) Region: Flevoland (02)

1.2.6 Duns Number

1.2.7 Company Registration and VAT Numbers

Country: (no value)

1.3 Please review the ABN AMRO Supplier Code of Conduct and confirm that you accept the terms?

2 Bank Information

Less...

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Unspecified
Yes
No
Unspecified

If you choose **“NO”** then please motivate why. This is not a disqualifier but opens the floor to engage with us on your ability to meet our Supplier Code of Conduct

Supplier Registration

Bank Info

16. Go through each question in the **2. Bank Information** and provide responses

Important: under **2.2** provide the e-mail address you wish to receive the (1st) purchase orders on.

Event Contents

All Content

1 ABN AMRO Supplier Re...

2 Bank Information

3 Bank Accounts

2.0 Please review the [ABN AMRO Supplier Code of Conduct](#) and confirm that you accept the terms. Unspecified

▼ 2 Bank Information Less... -

Please enter details regarding your bank information in this section

2.1 Please review the attached instructions relating to adding, updating and removing bank details.

If you face any issues while filling this questionnaire, please contact us at p2p.masterdata@nl.abnamro.com [References](#) ✓

2.2 Please provide a valid email address for Accounts Receivable department. If you are using a Ariba standard account, this email will be used to send the Purchase Order (PO) *

2.3 Please add any additional comments or attachments relating to your bank details here.

3 Bank Accounts Add Bank Accounts (0) Less... -

Important Note: "Bank Key/ABA Routing Number" is mandatory to be filled for all countries. Failing to provide this information will likely cause delay in vendor on-boarding process. Please refer Appendix A of above attached document to know country wise format for "Bank Key/ABA Routing Number". If your organisation is from one of the country which is part of EEA, Bank Key is a portion of your IBAN.

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Supplier Registration

Bank Info

17. Select “Add Bank Account Information”

[< Go back to ABN AMRO – PARENT – TEST Dashboard](#)

[Desktop File Sync](#)

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 > 3 Bank Accounts

Bank Accounts (0)



Name 1

No items

Add Bank Account Information

(*) indicates a required field

Supplier Registration

Bank Info

18. Provide “Bank info” fill out all the yellow marked fields in case of IBAN bank account number.

Also refer to our SAP_ARIBA Supplier Registration Questionnaire Work Instructions how to fill out the bank info.

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 > 3 Bank Accounts
Bank Accounts (1)

Name 1

Bank Account Information #1 Delete

Bank Type: Domestic

Bank Id: NL1

Country: Netherlands

Bank Name: ABN AMRO Bank

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name: Test supplier 1

Bank Key/ABA Routing Number: ABNANL2A

Account Number: 0123456789

IBAN Number: NLSBABA0123456789

SWIFT Code: ABNANL2A

Bank Control Key: No Choice

Add an additional Bank Account Information

(*) indicates a required field

- Select **“Save”** to go back and provide bank info
- Select **“Add an Additional Bank Account information”** only to provide a second, third etc... bank account.

Supplier Registration

Bank Info

19. Click “Submit Entire Response” to provide complete response.

3 Bank Accounts

Important Note: "Bank Key/ABA Routing Number" is mandatory to be filled for all countries. Failing to provide this information will likely cause delay in vendor on-boarding process. Please refer Appendix A of above attached document to know country wise format for "Bank Key/ABA Routing Number". If your organisation is from one of the country which is part of EEA, E

(*) indicates a required field

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

Note: once the entire response is submitted;

- A. The supplier will receive a notification email “You have submitted a response to the questionnaire”
- B. My Buy Support team (ABN AMRO) will get a notification email to approve the “Supplier Registration”

Supplier Registration

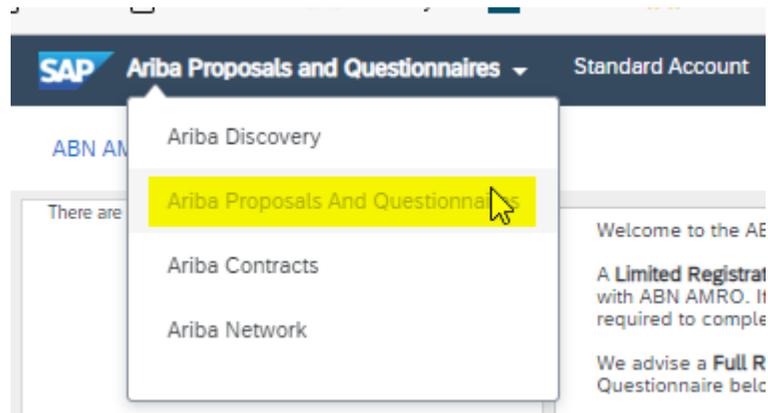
Update the Supplier Registration Questionnaire

1) Login to supplier account making use of the link:

<https://proposals.seller.ariba.com>

Or

Login to supplier account and navigate to the Ariba Proposals and Questionnaire page



Supplier Registration

Update the Supplier Registration Questionnaire

2) Click on “Supplier Registration Questionnaire”

The screenshot shows the SAP Ariba Supplier Registration and Sourcing Portal. The header includes the SAP logo, 'Ariba Proposals and Questionnaires', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The user is logged in as 'ABN AMRO - PARENT - TEST'. A message on the left states 'There are no matched postings.' The main content area contains a welcome message and instructions on 'Limited Registration' and 'Full Registration'. Below this are three sections: 'Events', 'Risk Assessments', and 'Registration Questionnaires'. The 'Registration Questionnaires' section is highlighted in yellow and contains a table with one entry: 'Supplier Registration Questionnaire' with ID 'Doc3470434117' and End Time '5/28/2022 2:37 PM'. A red box highlights the 'Status: Open (1)' dropdown menu.

There are no matched postings.

Welcome to the ABN AMRO's Supplier Registration and Sourcing Portal.

A **Limited Registration** can be done if you are only invited to participate in a Sourcing Event and have no active contractual agreements with ABN AMRO. If so, only completion of the Supplier Registration Questionnaire below is required and Bank Info Questionnaire is not required to complete the process.

We advise a **Full Registration** in all the other cases and it is mandatory to submit both Supplier Registration Questionnaire and Bank Info Questionnaire below to complete the process.

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Risk Assessments

Title	ID	End Time ↓	Event Type
No items			

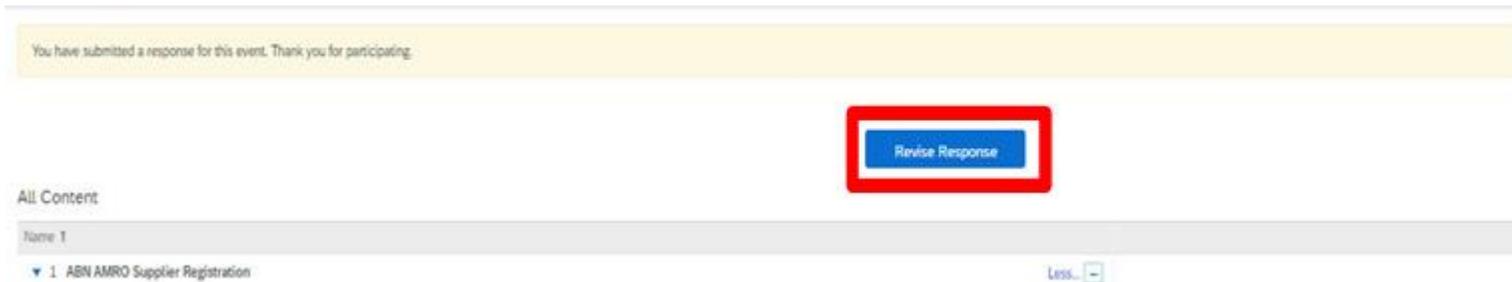
Registration Questionnaires

Title	ID	End Time ↓
▼ Status: Open (1)		
Supplier Registration Questionnaire	Doc3470434117	5/28/2022 2:37 PM

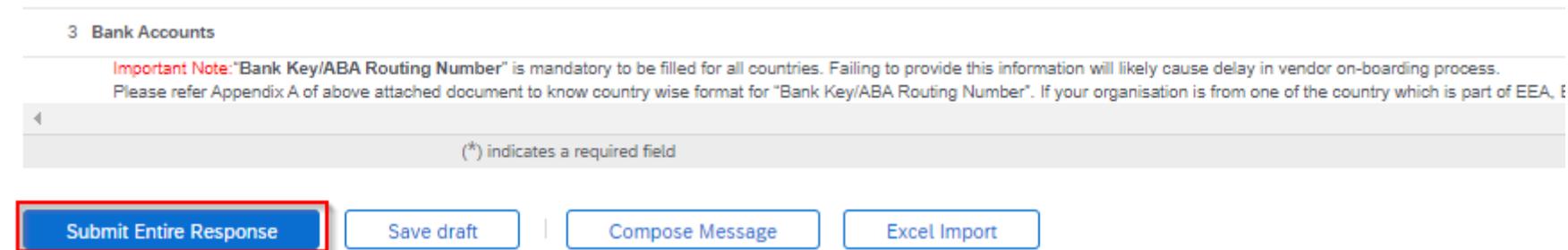
Supplier Registration

Update the Supplier Registration Questionnaire

3) Click on **“Revise”** response



4) After changing the response, click **“Submit Entire Response”** to send it.



Supplier Registration

Common errors: Supplier Registration Questionnaire

Below you will find a number of steps you can undertake to make the form visible

- I. Clearing the cookies & browser, cache and history in your web browser.
- II. Log out of the Ariba Network account. Then use a different web browser (preferably Chrome, if you already use Chrome, use e.g. Mozilla Firefox or MS Edge) and log in via the following link:
<http://proposals.seller.ariba.com/>
- III. Check if you are logged in to the correct Ariba Account number (AN ID): AN012345678900.

Supplier Registration

Common errors: Supplier Registration Questionnaire

IV. Check whether you have the correct account rights to view the Supplier Registration Questionnaire. See below.

These can be viewed and assigned by the account administrator (this can be yourself).

- Go to the **Company Settings menu >> Users.**

The screenshot shows the SAP Ariba Supplier Registration portal interface. At the top, there is a navigation bar with 'SAP Ariba Proposals and Questionnaires', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. A user profile dropdown is open, showing the user's name 'Lyes H' and email 'test1-lyes.hamoutene@nlabnamro.com'. The dropdown menu includes options like 'My Account', 'Link User IDs', 'Contact Administrator', 'PAK organisatieontwi...', 'Company Profile', 'Settings', and 'Logout'. The 'Settings' option is highlighted with a red box. A red arrow points from the 'Users' option in the 'ACCOUNT SETTINGS' menu to the 'Settings' option in the user profile dropdown. The main content area displays a welcome message and several sections: 'Events', 'Risk Assessments', 'Registration Questionnaires', and 'Qualification Questionnaires'. The 'Registration Questionnaires' section shows a table with one entry: 'Supplier Registration Questionnaire' with ID 'Doc3470434117', end time '5/28/2022 2:37 PM', and status 'Invited'.

Title	ID	End Time	Status
Supplier Registration Questionnaire	Doc3470434117	5/28/2022 2:37 PM	Invited

Supplier Registration

Common errors: Supplier Registration Questionnaire

- The Supplier Ariba Network Supplier Account Admin must grant you the rights (Role) **“Access Proposals and Contracts”**

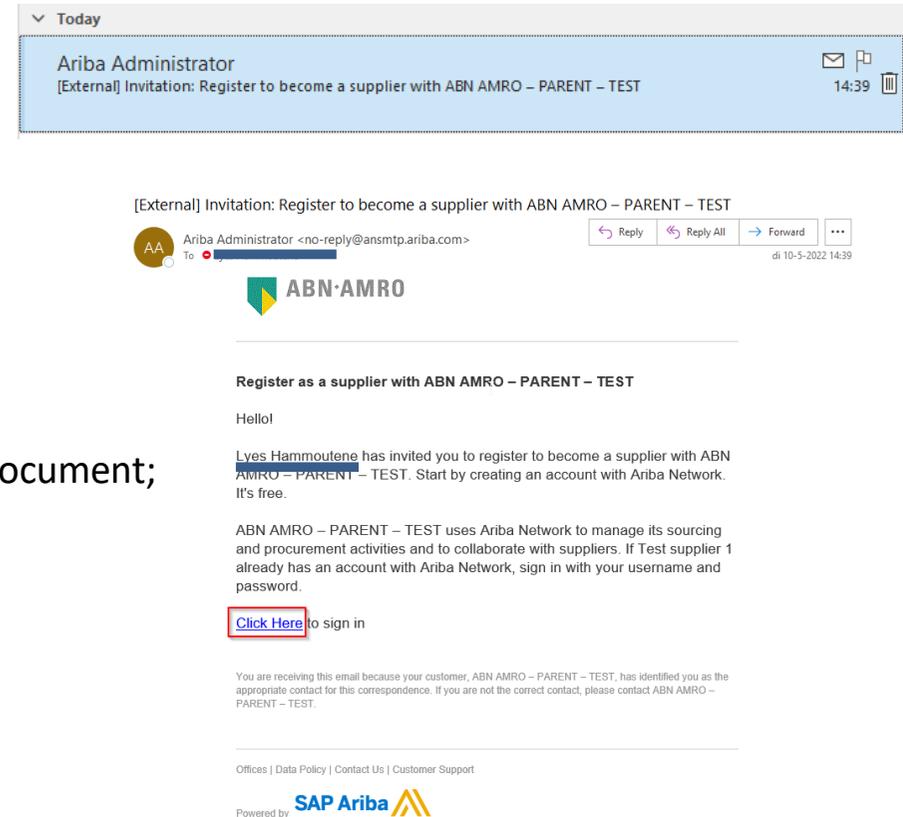
The screenshot shows the SAP Ariba Account Settings page. The breadcrumb trail is: Account Settings > Account Registration > Manage Roles. The 'Manage Roles' link is highlighted with a red box. Below the breadcrumb trail, there is a section for 'Roles (1)' with a description: 'Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.' Underneath, there is a 'Filters' section with a 'Permission' dropdown menu. The dropdown menu is open, showing a list of permissions: 'Select permission assigned', 'Company Information', 'Contact Administration', 'ID Registration Access', 'Access Proposals and Contracts' (highlighted with a red box), and 'Respond to postings on Ariba Discovery'. Below the dropdown menu, there is a table with one row: 'Administrator' and 'Lyes H'.

Role	Users Assigned
Administrator	Lyes H

Supplier Registration for Re-invite scenario

Please use the correct email for Registration

1. If you didn't receive an invitation mail or ignored the initial invitation mail, a Re-invite can be send. You will receive the invitation mail from SAP Ariba. The reinvite mail can be slightly different than the original invite.
2. Click the link **“Click here”** in the invitation email to register a new SAP Ariba seller network account.
3. If you have received the original e-mail please go to page 9 of the document;
Proceed with **step 3:**
Click one of two the links “Click here” in the invitation email



Supplier Registration

Contact info

Hopefully after performing the above steps you will be able to see the Supplier Registration Questionnaire.

If not, please reach out to us by sending an e-mail to;

➤ procurement@nl.abnamro.com

We even can schedule a meeting via teams for further assistance.

Feel free to contact us with any other questions or comments on above email.