

# Aurobay

## Ariba SLP Supplier Guide and FAQs

ERP Project – Training Material

2024-02-07

# Ariba SLP FAQs and Supplier Guide

## What is SLP? What is Ariba Network (AN)?

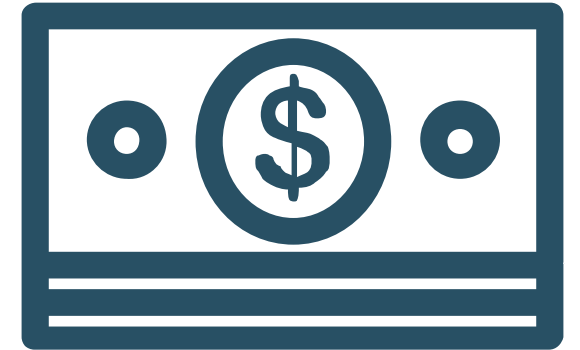
- SLP is the Supplier Lifecycle & Performance Management.
- This is the SAP Ariba system used to manage the qualification process at Aurobay.
- SLP makes it easier to onboard new vendors by bringing the process into Ariba and improves our due diligence for identifying potential vendor risks and compliance concerns during a vendor engagement.
- Ariba Network is a hosted service that enables suppliers and buyers to form relationships and conduct transactions over the internet. As a supplier, you might already have an existing relationship with a customer who invites you to form a relationship on Ariba Network.



# Ariba SLP FAQs and Supplier Guide

## Is there a fee for me to use the Ariba Network (AN)?

- Use of the Ariba Network for supplier registration is free for suppliers.
- The Ariba Network offers an enterprise Account, which offers a more robust AN feature with fees based on AN usage. In addition to the Standard features, Enterprise offers:
  - Supplier-managed catalogs
  - Unlimited RFP responses through SAP Ariba Discovery
  - Supply chain collaboration
  - Priority customer support
  - From the AN site, you can select to Upgrade to Enterprise Account.
- For more information about Ariba Network for Suppliers visit:  
<https://www.ariba.com/ariba-network/ariba-network-for-suppliers>
- For more information regarding AN features, visit:  
<https://www.ariba.com/ariba-network/ariba-network-for-suppliers/accounts-and-pricing>



# Ariba SLP FAQs and Supplier Guide

**I have never worked on Ariba Network (AN). I got an email requesting to complete a Aurobay Questionnaire. How do I get started?**

- You will receive an email from your Aurobay contact. Use the 1st link in the email to create an AN profile and complete the Aurobay questionnaire.
- Be sure to use the 1st link as it includes an imbedded token that indicates that you want to access the Aurobay Questionnaire.
- When you access the link select Sign-up to create a new AN profile. You will first be requested to create a profile ID and password, as well as some basic Ariba Network questions about your business.
- Once you complete this profile setup, the Aurobay Questionnaire will be displayed.
- **Please be aware that a registration in Ariba is mandatory, it is not possible to use the platform without a registration.**



# Ariba SLP FAQs and Supplier Guide

**Our company has interacted with other customers on the AN.**

**How can I access the Aurobay Questionnaire?**

- Use the 1st link in the email to access the Ariba Network. Be sure to use the 1st link as it includes an embedded token that indicates that you want to access the Aurobay Questionnaire.
- When you access that link, select Log-In. Use the credentials you used when you created the profile for your other customer. Because you are using the 1st link, you will be brought directly to the Aurobay Questionnaire.
- If you have profiles with multiple AN customers, select the correct customer's tab, then select the Registration Questionnaire link.
- Then select Ariba Proposals and Questionnaires from the Ariba Network dropdown.



# Ariba SLP FAQs and Supplier Guide

## I created a user profile (login and password) for the AN, but I need to complete the Questionnaire. How do I get to the Questionnaire?

- Use the 1<sup>st</sup> link in the invitation email. When you access that link, select Log-In (Sign In will not be an option). Use the credentials you assigned when you created your profile.
- If you have profiles with multiple AN customers, select the correct customer's tab, then select the Registration Questionnaire link.
- Then select Ariba Proposals and Questionnaires from the Ariba Network dropdown.

## Aurobay sent me a request to revise my Questionnaire. How do I update the Questionnaire?

- Login to the Ariba Network using the imbedded link in the email requesting you provide additional or updated information.
- Select Revise Response, make your updates and select Submit Entire Response.



# Ariba SLP FAQs and Supplier Guide

**I am an active Aurobay Supplier, and I want to update my company's information (e.g., contact information, banking information).**

**How can that update be made?**

You must contact your Aurobay contact. They can submit the change request on your behalf.

**I have questions for Aurobay. How can I get answers?**

Please contact your Aurobay contact or send an email to:

- Queries related to **order** please contact: [supplierorder@aurobay.com](mailto:supplierorder@aurobay.com)
- Queries related to **invoice and self billing** please contact: [supplierinvoice@aurobay.com](mailto:supplierinvoice@aurobay.com)
- Queries related to **Qualification and quality assessment** please contact: [supplierquality@aurobay.com](mailto:supplierquality@aurobay.com)
- Queries related to **EDI** please contact: [aurobay.edi@hcl.com](mailto:aurobay.edi@hcl.com)

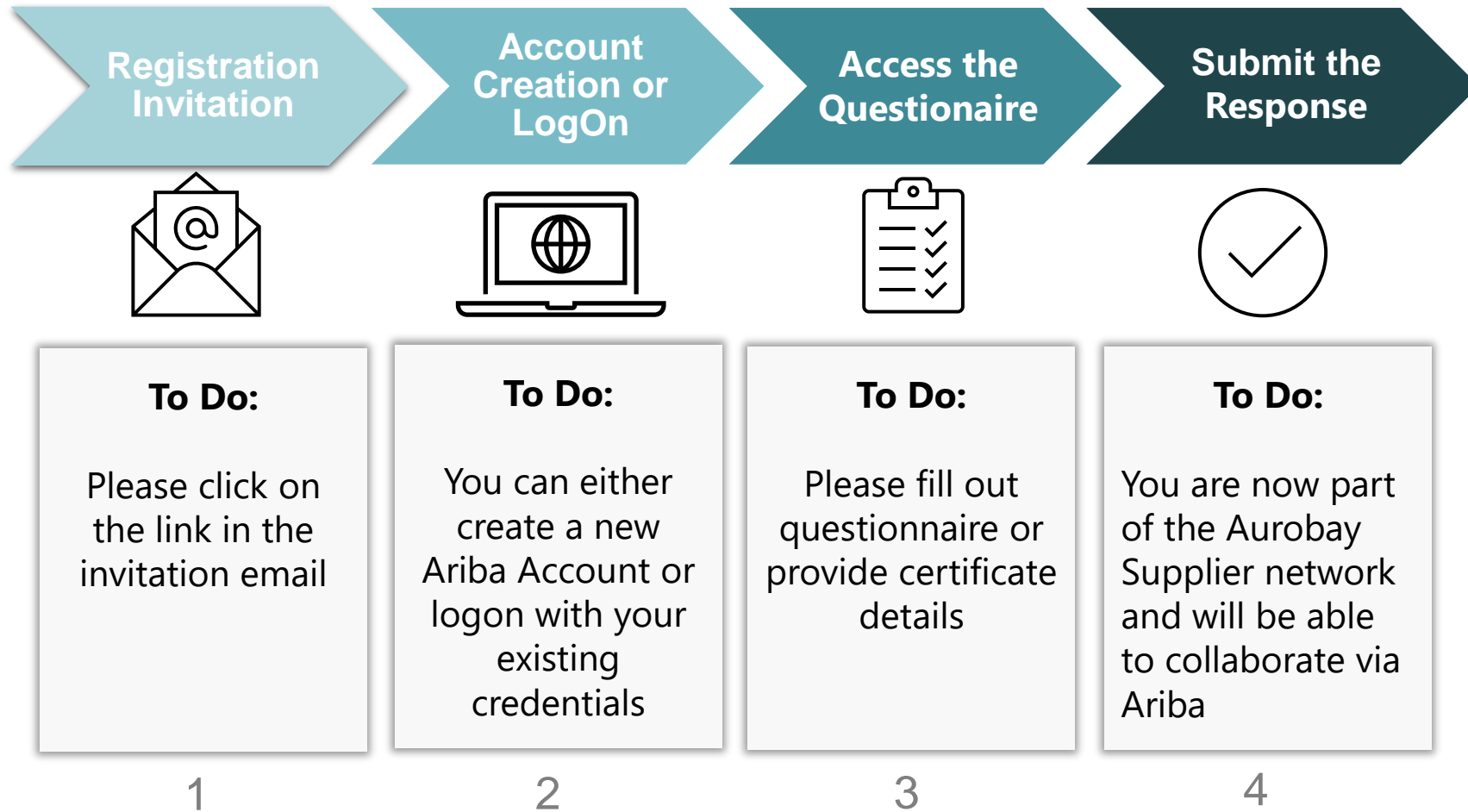


# Summary of accessing the Questionnaire in Ariba Network by Suppliers of Aurobay

Scenario	Supplier has an AN Profile	Supplier needs to complete the Aurobay Supplier Questionnaire	How to access AN	To Do
1	No	Yes	Use the 1 <sup>st</sup> link in the email from Aurobay	1) Sign Up - Create profile 2) Complete Questionnaire
2	Yes	Yes	Use the 1 <sup>st</sup> link in the email from Aurobay	1) Login (Sign Up will not be an option) 2) Access Ariba Proposals & Questionnaires tab 3) Complete Supplier Questionnaire
3	Yes	No (Questionnaire previously completed)	<a href="https://service.ariba.com/Supplier.aw">https://service.ariba.com/Supplier.aw</a>	1) Login 2) Access Ariba Proposals & Questionnaires tab 3) View/update previously submitted Supplier Questionnaires
4	Yes	Yes – Update the Questionnaire	Use the link imbedded in the email requesting additional/updated questionnaire information	1) Login 2) Access Ariba Proposals & Questionnaires tab 3) Update previously submitted Supplier Questionnaires



# Overview - Supplier Onboarding Process to Ariba Network



# 1. Sample invitation mail from Aurobay

EXTERNAL: Rajesh Kalva invites you to participate in this process: SEM Process



Ariba Administrator <no-reply@eusmtp.ariba.com>

To: Rajesh KALVA

Reply Reply All Forward

fre 2023-06-16

**WARNING:** This email was sent from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Also do not share any critical data.

Hello Rajesh Kalva,

Please fill out the listed questionnaires and return them by the specified dates.

These questionnaires are necessary to complete the SEM Process process for MSC.Software GmbH. Thank you for taking the time to respond to each questionnaire.

#### Process Overview

Process: SEM Process

Category: All Commodities

Region: Sweden

Business unit:

Material: Not applicable

Process owner: Rajesh Kalva

Message:

#### Questionnaire Overview

Name	Assigned To	Respond By
<a href="#">SEM - DM Questionnaire</a>	Rajesh Kalva	July 1, 2023 at 2:52 AM

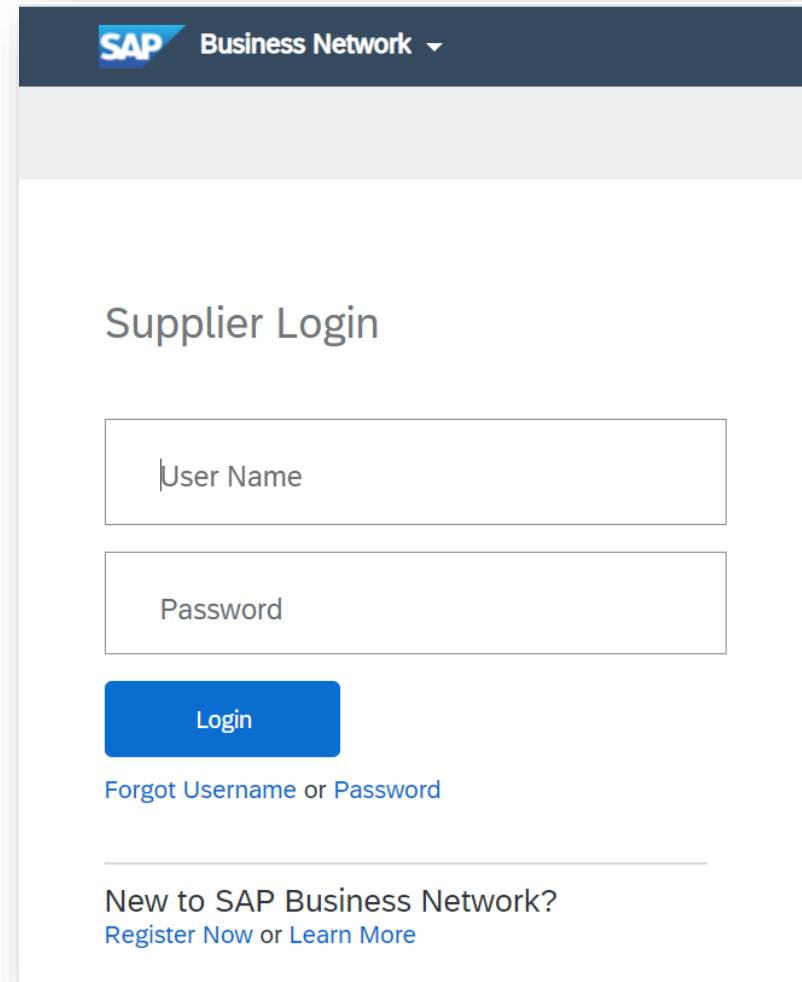
[Click Here](#) to view the process.

Best Regards,  
SAP Ariba team

## 2. Account Creation or Log On

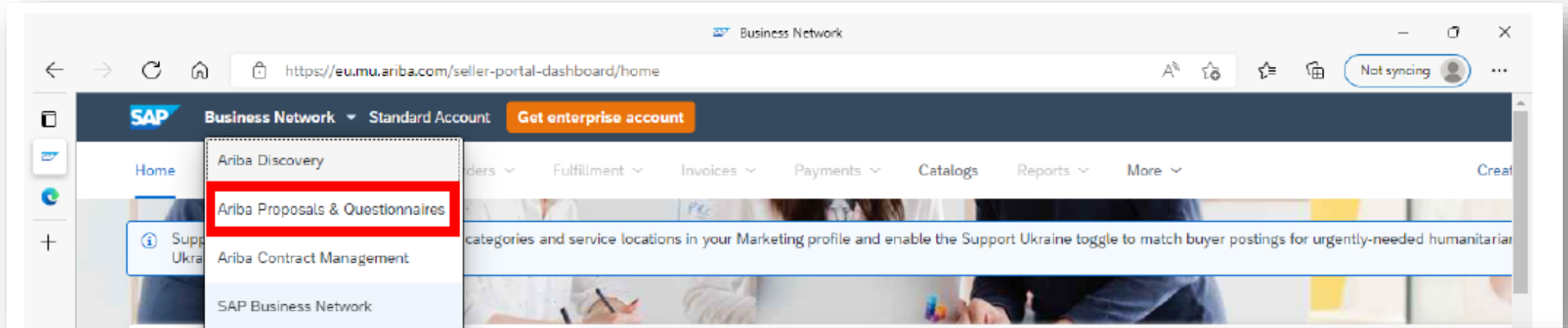
- 1. If the supplier is new to Ariba network, then the supplier needs to "Register" on the Ariba Network by filing the basic details of the company.*
- 2. If the supplier is already registered on the Ariba Network, then the supplier can directly "Log On "with the existing credentials.*

URL : <https://service.ariba.com/Supplier.aw>

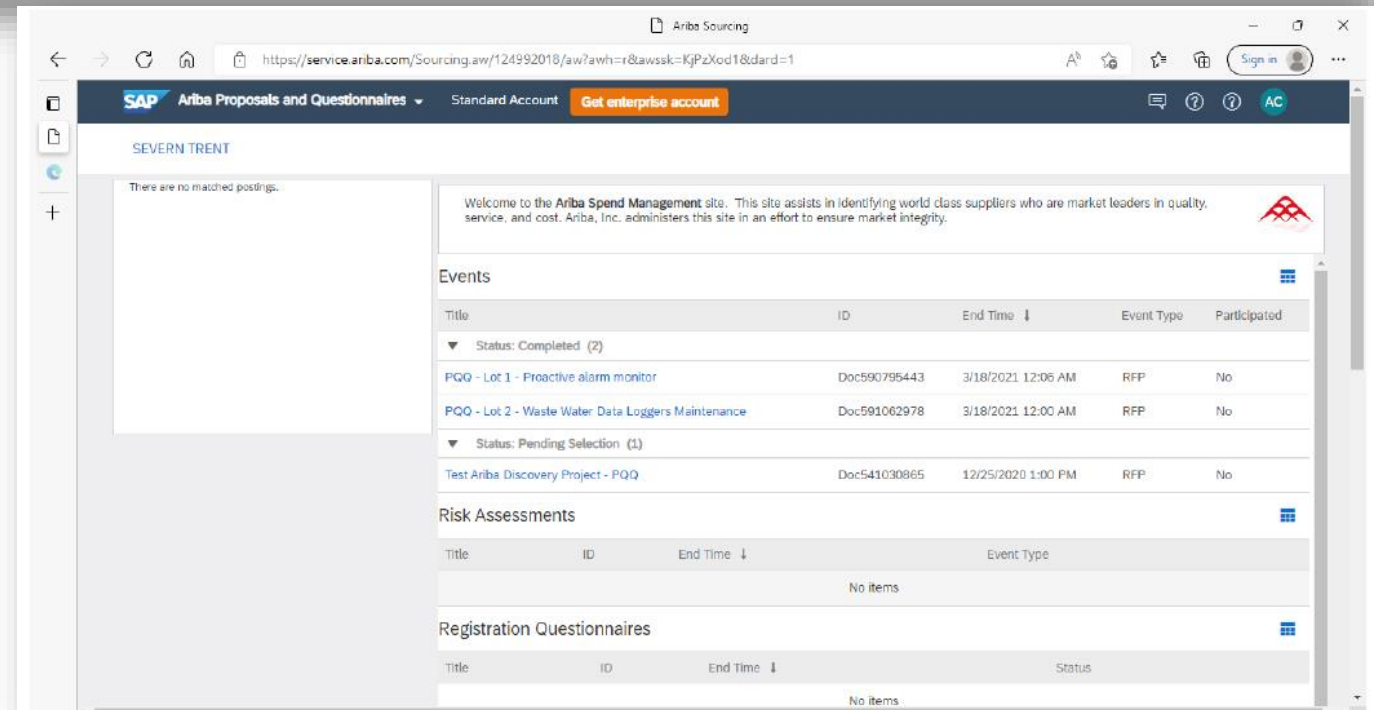


The screenshot shows the SAP Business Network Supplier Login interface. At the top, there is a dark blue header with the SAP logo and the text "Business Network" followed by a dropdown arrow. Below the header, the page title "Supplier Login" is centered. There are two input fields: "User Name" and "Password". Below these fields is a blue "Login" button. Underneath the button is a link that says "Forgot Username or Password". At the bottom of the page, there is a horizontal line followed by the text "New to SAP Business Network?" and two links: "Register Now" and "Learn More".

# 3. Access the Questionnaire/s



1. *Select from the drop down list.*
2. *Identify the questionnaire/s to be responded*
3. *Answers the questions and submit the response*



# 4. Submit the Response for Certificate/Questionnaire

The screenshot displays a web application interface for submitting a response. On the left, a sidebar contains a 'Checklist' with three items: '1. Review Event Details', '2. Review and Accept Prerequisites', and '3. Submit Response'. Below this is an 'Event Contents' section with 'All Content', '1 Technical', and '2 Commercial'. The main content area is titled 'All Content' and features a table with a 'Name' column. The table lists items under two main categories: '1 Technical' (including 1.1 Service Delivery, 1.2 H&S, 1.3 Innovation, 1.4 Management Information, and 1.5 Terms and Conditions) and '2 Commercial'. A note below the table states '(\*) Indicates a required field'. At the bottom, a row of buttons includes 'Submit Entire Response' (highlighted in blue), 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'. A callout bubble points to the 'Submit Entire Response' button.

*Answer the questions and Click on Submit Entire Response*

# Supplier View of Ariba Network and Help Documentation

Click on the '?' to the right hand side for help and documentation from SAP Ariba

The screenshot displays the SAP Ariba Supplier View interface. At the top, the header includes the SAP logo, 'Business Network', 'Enterprise Account', and 'TEST MODE'. Below this is a navigation menu with options like Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. A search bar is present with filters for 'Orders and Releases', 'Test-Powertrain Engineering...', 'Exact match', and 'Order number'. The main dashboard features five key metrics: Orders (2), Orders to invoice (2), Orders with service line (0), Invoices (5), and Pinned documents (0), all for the last 31 days. Below the metrics is a 'My widgets' section with a 'Customize' button. Three widgets are visible: 'Purchase orders' (510K SEK), 'Invoice aging' (178M SEK), and 'Activity feed' (All). The activity feed shows two 'Invoice approved' entries from July 7, 2023. On the right side, a 'Help Topics' sidebar is open, listing various help topics such as 'Documentation', 'Support', 'What's new in Enterprise ac...', 'What is SAP Business Netw...', 'Introducing the new SAP Busin...', 'Finding orders, invoices, an...', 'Adding payment tiles (2:48)', 'Discovering new insights', 'Common browser issues', 'How do I create an invoice?', 'On-time payment rate widget', 'Paid invoices widget', 'Purchase orders widget', and 'My leads widget'. A 'Feedback' button is located at the bottom of the sidebar.

A person's hand is pointing at a tablet displaying a 'MOBUS client ID Setup' screen. The tablet is mounted on a piece of industrial machinery. The background shows a complex industrial structure with metal beams and blue components.

**Aurobay**

Thank you for your time.

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