

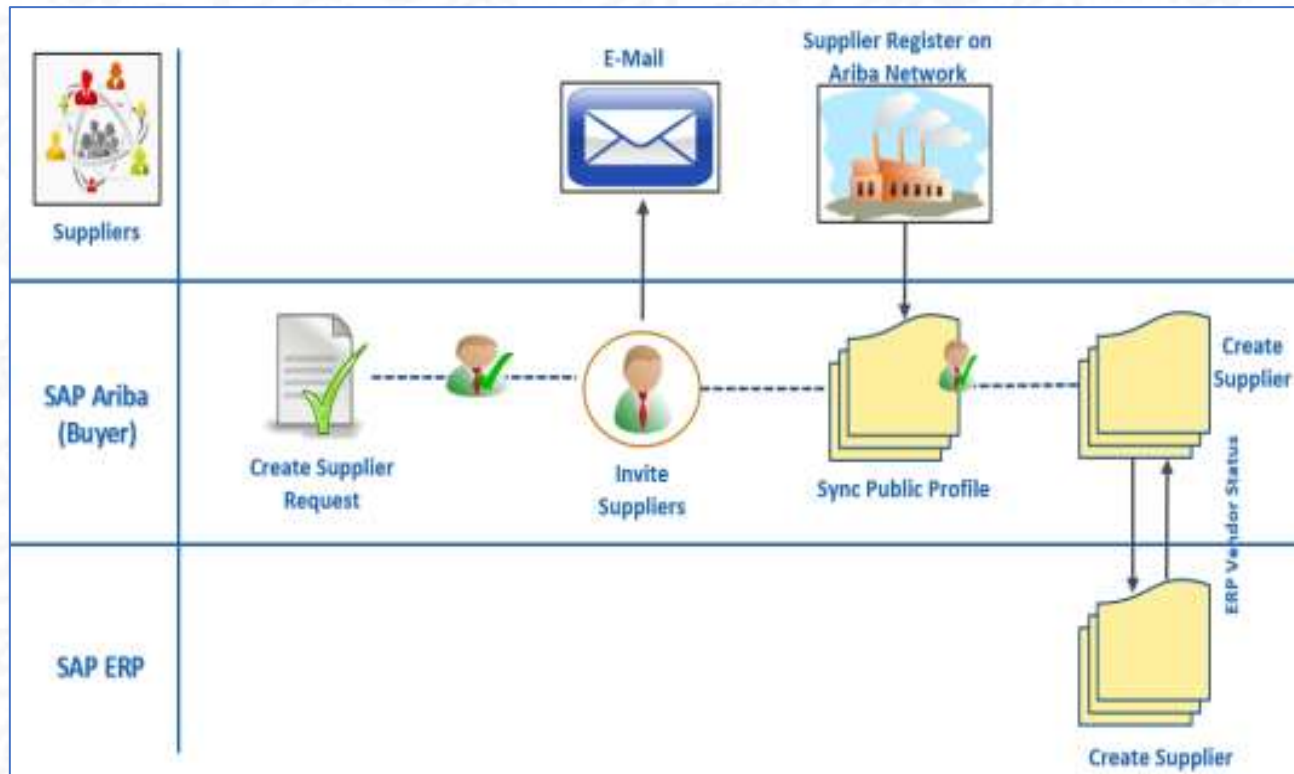


# SUPPLIER USER MANUAL REGISTRATION

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## ADVANCED Supplier Registration Process



- ADVANCED has implemented SAP Ariba Supplier Lifecycle and Performance for Supplier on boarding or Registration.
- Buyer initiates supplier request by mentioning basic supplier details, after approval buyer can invite supplier for registration
- Supplier will receive an email with link to access Ariba Network. Supplier needs to access Ariba Network, fills the registration questionnaire and submit the response.
- After approval, supplier will get registered in Ariba



## SAP Ariba Can Help You With...



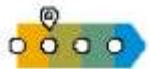
Enhanced collaboration and the ability to manage your commercial relationship with us via one single digital platform



The ability to create, own and manage your digital Supplier Profile - enabling electronic trade with us and potentially other buyer organizations that are Ariba Network enabled

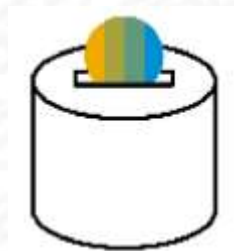


Greater visibility and transparency of the status of business transactions (e.g. Supplier Communications, Notifications), sourcing events and opportunities



Greater visibility of our end-to-end procurement process

## Cost Implications



For a Supplier to conduct business with us via the 3 new SAP Ariba Modules, they will need the following :

A device that can access the internet via a browser (Desktop, Laptop or Tablet)

Suppliers incur no costs to:

- create their supplier profile
- create a new SAP Ariba Network Standard Account
- participate in any sourcing event (including Registration Questionnaires)

## ARIBA Network Supplier Self Registration

- Self Registration URL:  
[http://Advanced.sourcing.mn2.ariba.com/ad/selfRegistration/\\_c\\_/C2](http://Advanced.sourcing.mn2.ariba.com/ad/selfRegistration/_c_/C2)
- It will redirect to Advanced Supplier Self-Registration Request Form

1 General Supplier Information

1.1 Supplier Full Legal Name \*

1.2 Supplier Main Address \*

+

Street \* ⓘ

Street 2 ⓘ

Postal Code \* ⓘ City \* ⓘ

Country/Region \* ⓘ

1.3 Is your organization publicly traded? \*

☐ Yes ☐ No

1.4 Commercial Registration/Business Registration License Number \*

1.5 Please provide your organization's certificate of commercial registration, articles of incorporation or Business Registration License Certificate. \*

Upload File



- Please fill all the mandatory details related to your Organization
- Please make sure to use email address of your company domain. Using Gmail , Yahoo domain email addresses will lead to rejection of supplier registration.

1.3 Is your organization publicly traded? \* ☐ Yes ☐ No

1.4 Commercial Registration/Business Registration License Number \*

1.5 Please provide your organization's certificate of commercial registration, articles of incorporation or Business Registration License Certificate. \*

2 Primary Supplier Contact

2.1 Contact First Name \*

2.2 Contact Last Name \*

2.3 Contact Email \*

2.4 Telephone Number \*

2.5 Mobile Number \*

Supplier Self-Registration Request Form

1 General Supplier Information

1.1 Supplier Full Legal Name \*

1.2 Supplier Main Address \*

Street \*

Street 2

Postal Code \*  City \*

Country/Region \*

Fill the **mandatory** details with asterisk (\*)

- After filling all required and mandatory information click “Submit”

1.3 Is your organization publicly traded? \*

☐ Yes ☐ No

1.4 Commercial Registration/Business Registration License Number \*

1.5 Please provide your organization's certificate of commercial registration, articles of incorporation or Business Registration License Certificate. \*

2 Primary Supplier Contact

2.1 Contact First Name \*

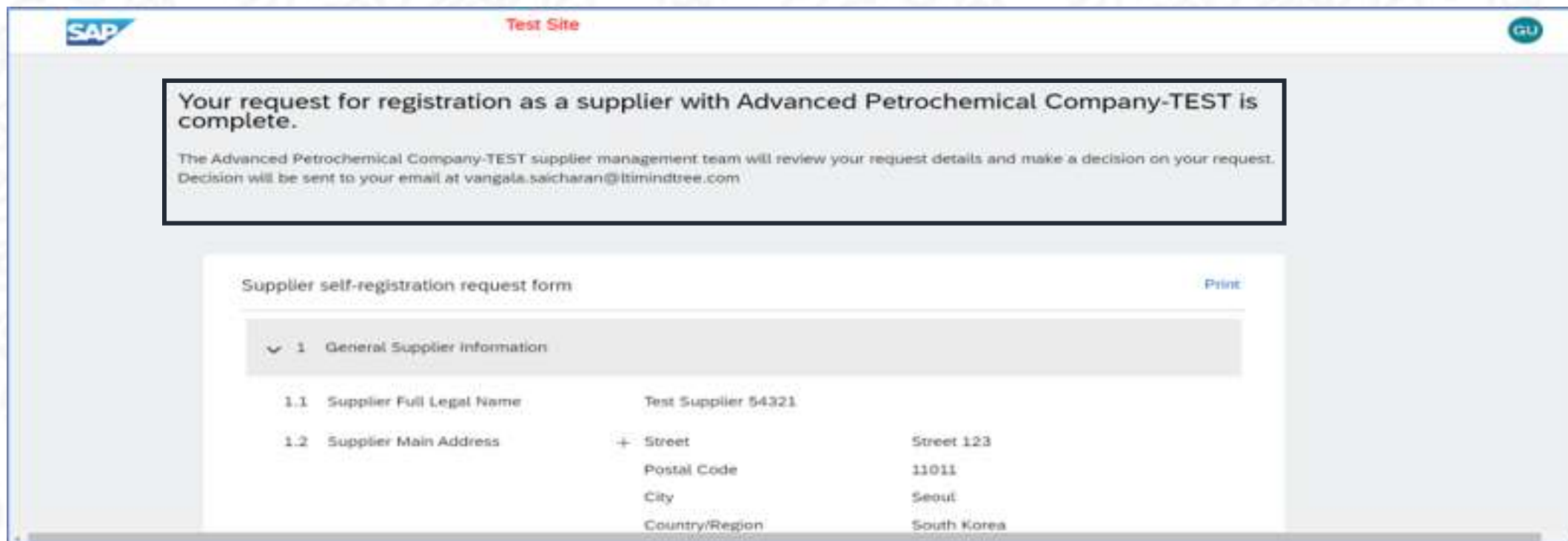
2.2 Contact Last Name \*

2.3 Contact Email \*

2.4 Telephone Number \*

2.5 Mobile Number \*

- After “Submit” below confirmation will appear
- Once Supplier Manager will approve the supplier self registration form.



**SAP** Test Site **GU**

**Your request for registration as a supplier with Advanced Petrochemical Company-TEST is complete.**

The Advanced Petrochemical Company-TEST supplier management team will review your request details and make a decision on your request.  
Decision will be sent to your email at [vangala.saicharan@itimindtree.com](mailto:vangala.saicharan@itimindtree.com)

Supplier self-registration request form [Print](#)

✓ 1 General Supplier Information

1.1 Supplier Full Legal Name	Test Supplier 54321		
1.2 Supplier Main Address	+ Street	Street 123	
	Postal Code	11011	
	City	Seoul	
	Country/Region	South Korea	

## Ariba Network Supplier Registration





#### Register as a supplier with Advanced Petrochemical Company-TEST

Hello!

[Redacted] has invited you to register to become a supplier with Advanced Petrochemical Company-TEST. Start by creating an account with Ariba Network. It's free.

Advanced Petrochemical Company-TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Advanced Computers LLP - Test already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

- Supplier will receive an email on registered email id with link to access Ariba Network
- Supplier needs to click on “Click Here” option highlighted in the email
- Supplier will be redirected to Ariba Network login page

Welcome, [REDACTED]

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

Sign up as a supplier with **Advanced Petrochemical Company - TEST** on SAP Ariba.

Advanced Petrochemical Company - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Advanced Petrochemical Company - TEST.

Sign up

Already have an account?

Log in

- New Suppliers needs to Sign Up and set username and password
- Suppliers having Ariba Network ID can directly login

## Company information

\* Indicates a required field

Company Name:*	<input type="text" value="Advanced Computers LLP - Test"/>
Country/Region:*	<input type="text" value="Saudi Arabia [SAU]"/>
Address:*	<input type="text" value="Advanced Computers Riyadh"/>
	<input type="text" value="Line 2"/>
City:*	<input type="text" value="Riyadh"/>
Postal Code:*	<input type="text" value="11652"/>
State:*	<input type="text" value="Ar Riyadh [SA-01]"/>

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.

- New Suppliers needs to fill the form with basic information
- They can set username and password for future use
- Email ID can set here for receiving all the emails related to Ariba Network

## 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](#)


### Match Based On


COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
--------------	----------------	----------	--------	---------

- Suppliers can review if they already has Ariba Network account
- If 'Yes', then they can cancel the sign up and login to Ariba Network directly
- If 'No', then suppliers can continue to account creation and access Ariba Network



## Welcome to the Ariba Commerce Cloud

 Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>  
To [REDACTED]

 If there are problems with how this message is displayed, click here to view it in a web browser.

**Caution - This is an external email.** Please do not click on links or attachments if sender is unknown or in unusual circumstances.

**SAP Ariba** 

### Welcome to the Ariba Commerce Cloud

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

Your organization's account ID: **AN11188982693-T**

Your username: [REDACTED]@adtree.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.

- After successful account creation, supplier receives a welcome email from Ariba on their registered email address
- Email contains supplier Ariba Network ID and username

## ADVANCED Supplier Registration Forms

Home

## Events

Title	ID	End Time ↓	Event Type	Participated
No items				

## Registration Questionnaires

Title	ID	End Time ↓
▼ Status: Open (1)		
<a href="#">Supplier Registration Questionnaire</a>	Doc118354528	11/9/6106 2:48 AM

## Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions
No items				

## Questionnaires

- After login, on the homepage suppliers can see all the questionnaires
- It will show completed as well as pending questionnaires
- It shows questionnaire name, due date and status
- Supplier needs to click on questionnaire to submit the response

# Registration Form

Console

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

All Content

1 General Supplier Information

1.1 Supplier full name \* Demo Supplier

1.2 Supplier Main Email Address \* abc@ttimeindree.com

1.3 Company Website \* www.demosupplier.com

1.4 Main telephone number \* 01920393

Show More

(\*) indicates a required field

Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import

- On the left side, it will have Questionnaire Sections which supplier needs to answer.
- Supplier needs to answer and attach documents for all the mandatory questions
- Please make sure to use email address of your company domain. Using Gmail , Yahoo domain email addresses will lead to rejection of supplier registration.
- Mandatory question are marked with asterisk \*



# Important Information

## ▼ 3 Supplier Type and Classification

3.1 Supplier Country

\*SAU [ select ]

Select and search your respective country  
Example - "SAU" for Saudi Arabia

Select relevant "Supplier Type" as per CR provided

3.2 Supplier Type

- \* ☒ Manufacturer
- \* ☐ Service Provider
- \* ☐ Trader
- \* ☐ Agent
- \* ☐ Non-Profit/Charity/Govt. Entity/Non-PO

3.3 Commodities for Manufacturer

\*(select a value) [ select ]

3.7 ISIC Code

\*(select a value) [ select ]

Select relevant Commodities and ISIC code as per your company CR.

Please note if exact match not found select the nearest match as per your CR.

# Commodities & ISIC Codes

3.3 Commodities for Manufacturer	*(select a value) [select]
3.7 ISIC Code	*(select a value) [select]

1

Click "select" to choose commodities and ISIC codes

Choose Values for Commodity

Add to Currently Selected

*Search commodity mentioned in your CR*

Name  Search

Name	ID
<input checked="" type="checkbox"/> CONTACTORS	39121529
<input type="checkbox"/> CONTAINERS AND STORAGE	24110000
<input type="checkbox"/> CONTROL BOARD ENCLOSURE	39121301
<input type="checkbox"/> CONTROL LEVER	31162819
<input type="checkbox"/> CONTROL RELAY	39122331
<input checked="" type="checkbox"/> CONTROL UNIT	43201542
<input checked="" type="checkbox"/> CONTROL VALVES	40141609
<input type="checkbox"/> CONVEYOR BELTING	24101715

*Select relevant or nearest match*

Currently Selected

No items

Click "Done"

Done

2

3

4

# BANK & TAX INFORMATION

4 Bank Information

Add Bank Information (0)

Bank Information (0)

Name \*

City Name

Add Bank Information

(\*) indicates a required field

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 > 4 Bank Information

Bank Information (1)

Name \*

Bank account information

Account Holder Name: CLEOPATRA UNIFORM FACTORY

Bank Key(ABA Routing Number: BAJ001

Account Number: 085995023417001

IBAN Number: SA2460100085995023417001

SWIFT Code: BJAZSAJE

Bank Control Key: No Choice

- Supplier Bank Information and Tax Details are sections that you must click open to add details
- Click on 'Add Bank Information' for bank details that you wish to add and then click on OK
- Click on 'Add Tax Details' to add
- You can add more than one bank details and tax detail.
- For detail information regarding "Bank Details" please refer next slides.

# BANK INFORMATION

Bank Information (1)

Name ↑

▼ Bank Information #1 Delete

Bank account information

Bank Type: Domestic ✓

Country/Region: Saudi Arabia ✓

Account Holder Name: CLEOPATRA UNIFORM FACTORY

Bank Key/ABA Routing Number: BAJ001

Account Number: 085995023417001

IBAN Number: SA2460100085995023417001

SWIFT Code: BJAZSAJE

Bank Control Key: No Choice ✓

Please attach a bank reference or bank statement from the nominated bank account. \* test.odt ✓ Update file Delete file

**Bank Type** – Select “Domestic” if bank is “Local” or else “Foreign”.

**Country/Region** – Update Bank Country

**Account Holder Name** – No special character allowed, and limit is up to 60 character

**Bank Key/ABA Routing Number** – Please refer excel file attached to find bank key. (refer next slide)

**Account Number** - Update bank account number as per bank letter.


**IBAN Number** – Please refer bank letter issued by bank.

**SWIFT Code** – Please refer bank letter issued by bank.

**Please attach a bank reference or bank statement from the nominated bank account** – Attach bank letter with bank stamp



# BANK INFORMATION

Please refer the attached document to update the Bank Key for your Bank.  Country wise Banks and Bank Key List.xls

Download this attachment

Download all attachments

Currency

\* Saudi Riyal (SAR) ✓

Select your currency

Please click here to download  
"Bank Key" file.

**Country Wise Banks and Bank key list** – Click on file and click “Download this attachment”.

**Currency** – Select currency from drop down

4	Mobile telephone number	*	<input type="text" value="123456"/>
5	Are you open to transacting with us using Recipient Created Tax Invoices?	*	<input type="button" value="Yes"/> <input type="button" value="v"/>
6	Bank Information <a href="#">Add Bank Information (1)</a>		
7	Tax Details <a href="#">Add Tax Details (1)</a>		

(\*) indicates a required field

- Suppliers can save the questionnaire response using “save draft” option
- To reload the last answers
- “Compose Message” option can be used to send a query to buyer, it will automatically send an email to buyer
- Supplier can import the response using “Excel Import” option
- Supplier can click on “Submit Entire Response” to submit the questionnaire once all the questions are answered

✓ Your revised response has been submitted. Thank you for participating in the event.

Revise Response

- Supplier can edit the response which they have submitted previously
- Suppliers needs to use “Revise Response” option to edit and resubmit the response

## Useful Links

- Ariba Network Hot Issues and FAQs – <https://connect.ariba.com/anfaq.htm>
- Ariba Cloud Statistics – <http://trust.ariba.com>
  - Detailed information and latest notifications about product issues and planned downtime - if any - during a given day
- Ariba Discovery - <http://www.ariba.com/solutions/discovery-for-suppliers.cfm>
- Ariba Network Notifications - <http://netstat.ariba.com>
  - Information about downtime, new releases and new features





# Thanks