Supplier Onboarding Process Map - R2AS Wave 1

Not started in Ariba	→	In progress in Ariba	→	Awaiting approval	or	Pending resubmission	→	Ariba Onboarding Complete

Business Unit / R2AS team

Request Supplier be onboarded

SAP Ariba Support Team (SAST)

Supplier Details checked: Two options

Supplier record is already in Ariba (Internally Registered in SLP) update contact details at this point

Supplier is externally registerd in Ariba

Supplier request (shell) is

Supplier request (shell)

B2B Director

B2B Director Approval

Project Manager (R2AS) or Manager (Client Services)

External Registration Invitation is sent from Ariba to supplier

Supplier and/or SAP assistance

Supplier uses invitation link to log into existing Ariba account or create new account.
*SAP will contact supplier to assist with onboarding

ℹ️ **You are starting here in the process.**

Supplier completes external registration questionnaire (supplier owned data) & attaches supporting documentation.
*SAP will contact supplier to assist with

Master Data Team (MDU)

Master Data reviews and approves or rejects supplier

Master Data reviews and approves or rejects external registration

Master Data completes internal registration questionnaire (SAP