thungela
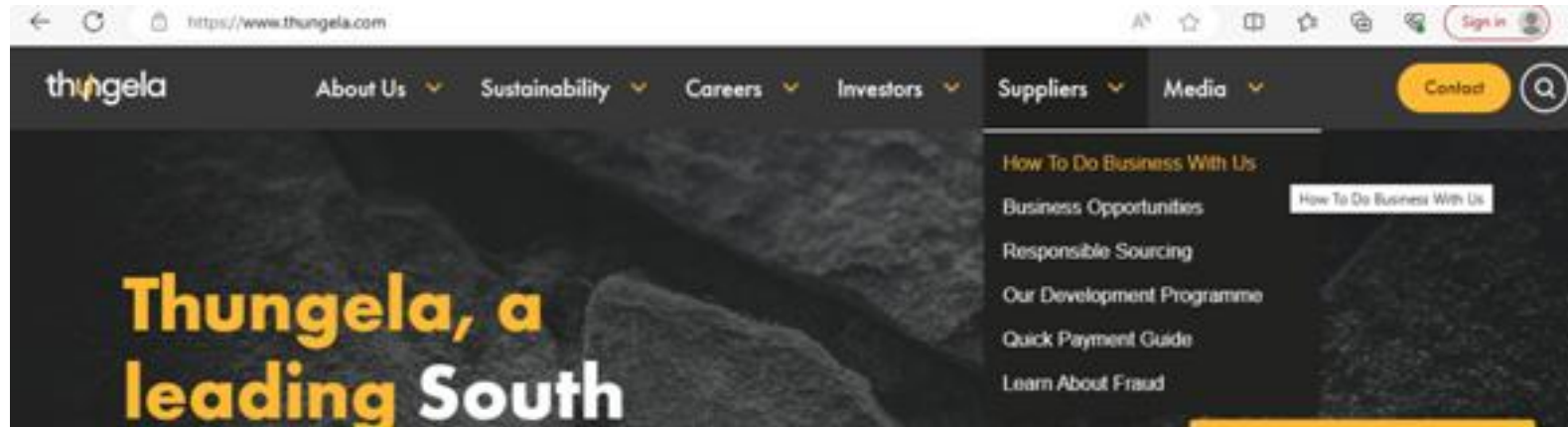
SAP Ariba Registration Guide

SELF REGISTRATION

Visit www.Thungela.com

First screen when opening the Thungela website: or direct link: https://thungela.sourcing-eu.ariba.com/ad/selfRegistration
Suppliers that currently already have vendor nr please use link you received via email or reach out to supplierinfo@thungela.com

- ➢ Click on the Suppliers drop down menu
- ➢ Select How to do business with us

Second screen:

- ➢ Click on the Click here as shown on the second screen

SELF REGISTRATION

The Self-registration questions page will open;

Please note that all questions with a * compulsory to complete

When the questions are all answered, click on the Submit icon in the bottom left corner of the screen shown in red below:
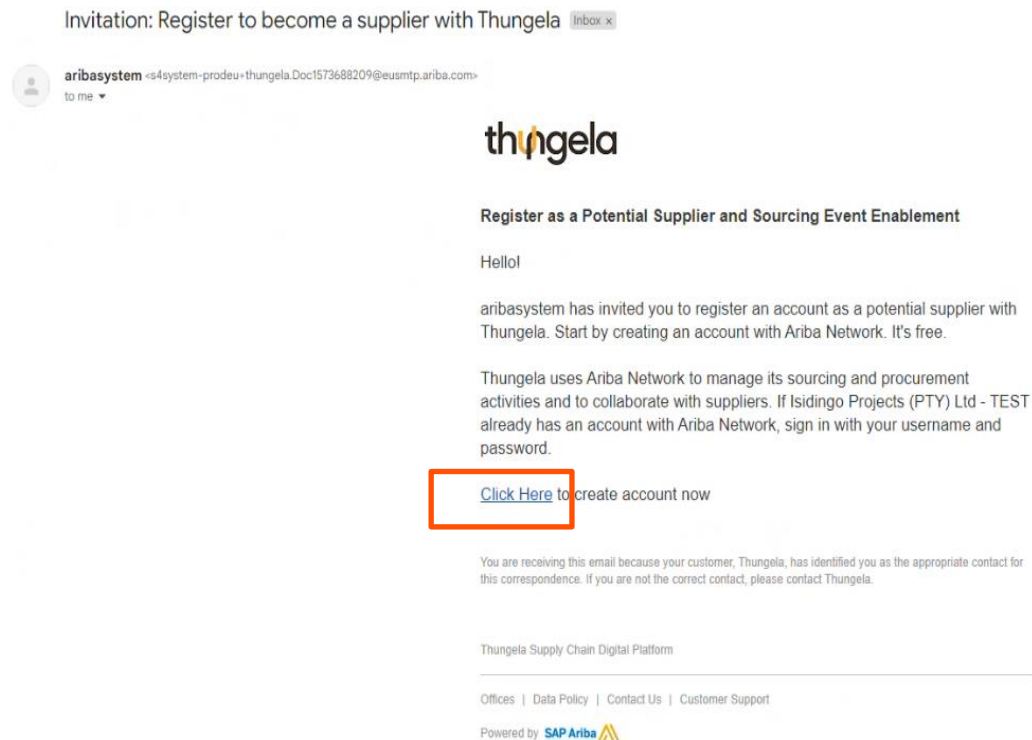

Please note that the Supplier Self-registration Request is to indicate your expression of interest to trade with us.

Please note that even if your request is approved, it does not guarantee you business from Thungela Resources Group

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ARIBA SLP INVITATION AND REGISTRATION

The email invitation will be received shortly after submitting the Self-registration:

Click on the "Click here" link at the bottom of the email to access the profile register screen

ARIBA PROFILE CREATION

Creating a new Ariba profile:

➢ **Click on the Sign up option indicated in red**

➢ **On the Create Account screen, complete all questions and create a password and username for your new profile (All questions with a * is mandatory to complete)**

When all questions are completed, click on Create account and continue

ARIBA SUPPLIER REGISTRATION QUESTIONNAIRE

After clicking sign up on page 6: Complete all questions on the Supplier registration questionnaire and click on Submit entire questionnaire

Important to note:
- ➢ **Take note of the time remaining in the top right corner of the page and be sure to submit the questionnaire in due time**
- ➢ **All questions with a * is compulsory to complete**
- ➢ **Telephone numbers must be in the format Ariba indicates i.e. 000 0000000**
- ➢ **You will receive an email confirming you have submitted the registration and it is sent for review and approval**

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Thank You!

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