# Ariba® Network Supplier Process Guide
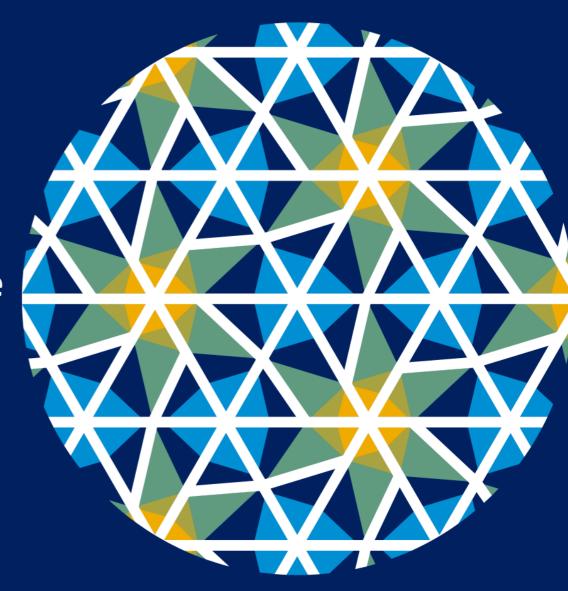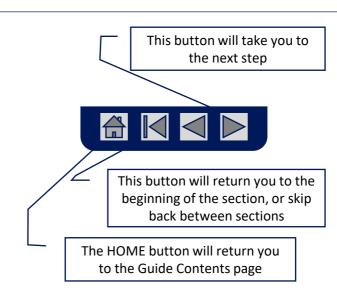## Supplier Lifecycle and Performance

# Using This Guide

- The purpose of this guide is to help suppliers understand the business processes required by Zimplats

- You may navigate this guide by:
  - Clicking the buttons in the toolbar
  - Clicking the hyperlinks on the pages – Hyperlinks may be words or shapes within the graphics

This button will take you to the next step

This button will return you to the beginning of the section, or skip back between sections

The HOME button will return you to the Guide Contents page

# Home - Table of Contents

**Select by clicking on the links:**
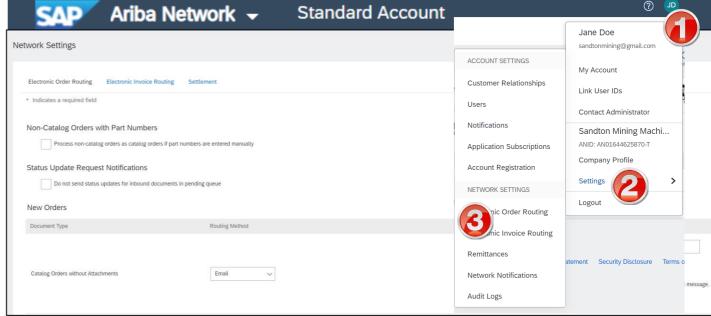
# Introduction to New and Existing users

- New suppliers that have not registered with Zimplats will receive an invite to register on the Ariba network.

-  Existing suppliers already transacting with Zimplats on the Ariba Network can login with their credentials.

# Account Settings

The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

1. On the Dashboard Click Blue Icon **JD**

2. Click Settings.

3. Click on Electronic Order Routing

 3.1 Complete the required fields, then click save.

You can enter up to **3 email addresses** per notification type. You must separate each address with a comma but include NO spaces between the emails.

# Account Settings

The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.
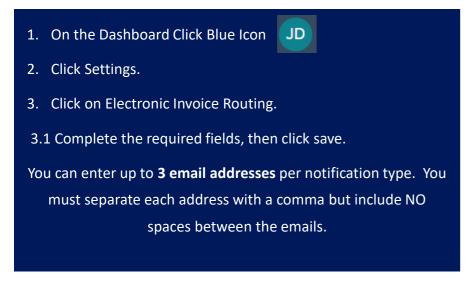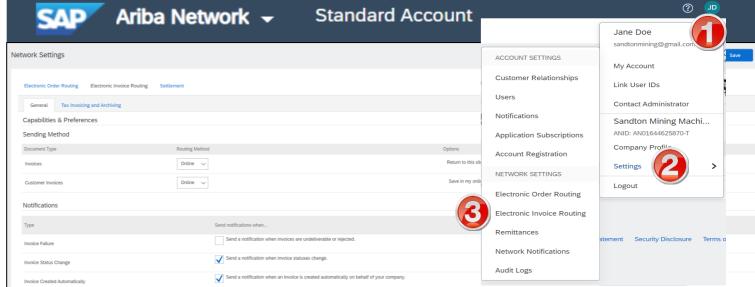
1. On the Dashboard Click Blue Icon  **JD**

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You can enter up to **3 email addresses** per notification type. You must separate each address with a comma but include NO spaces between the emails.

# Introduction

The purpose of this section is to provide the information suppliers need to effectively complete the SLP Registration for Zimplats.

This section provides step by step instructions, procedures and hints to facilitate a smooth registration process between Zimplats and its suppliers.
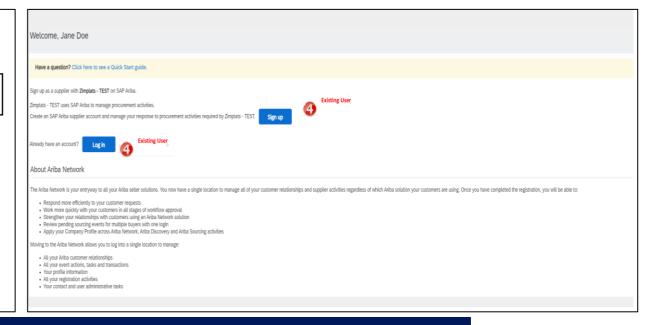
# Invitation to Supplier Registration Questionnaire



1. You will receive an email from SAP Ariba to complete your Supplier Registration

2. Click on **the link**

3. This will take you to the Ariba network page

4. If you have an **Existing account, login** with your username and password

5. If **New User**, register your account

# Invitation to register as a supplier

Register as a supplier with Zimplats - TEST



**Register as a supplier with Zimplats - TEST**

Hello!

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

Zimplats - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Sandton Mining Machinery Pty Ltd Sandton Mining Machinery Pty Ltd already has an account with Ariba Network, sign in with your username and password.

Click Here to create account now

# New User create an account

**ZIMPLATS**
Member of the Implats Group

**Register as a supplier with Zimplats - TEST**

Hello!

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

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Click Here to create account now

1. You will receive an email from SAP Ariba to complete your Supplier Registration

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3. This will take you to the Ariba network page

4. **New User**, register your account

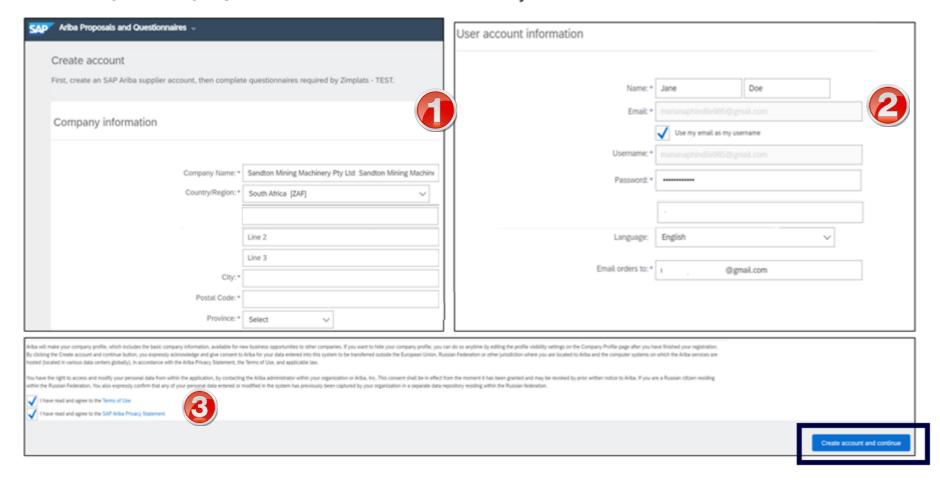5. Click on the sign up link and complete your company information to create your account.

# New User complete Company information
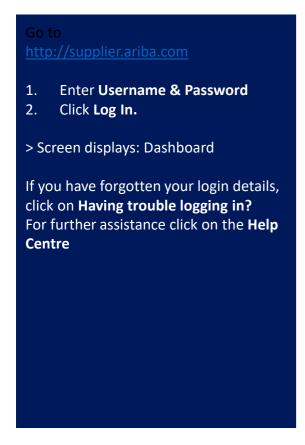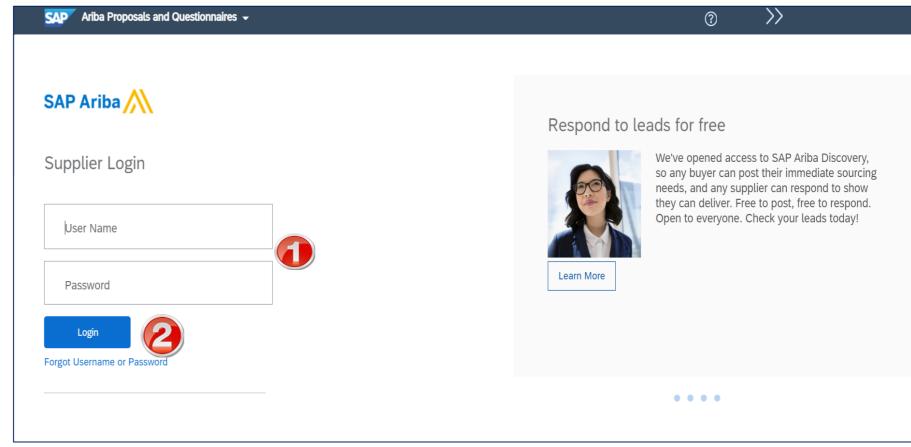
# Existing User Log into the Ariba Network
# Via the Ariba Supplier Portal Website

Go to
http://supplier.ariba.com

1. Enter **Username & Password**
2. Click **Log In.**

> Screen displays: Dashboard

If you have forgotten your login details, click on **Having trouble logging in?** For further assistance click on the **Help Centre**

SAP Ariba Proposals and Questionnaires ▾

**SAP Ariba** ⋀

Supplier Login

User Name ①

Password

Login ②

Forgot Username or Password

Respond to leads for free

We've opened access to SAP Ariba Discovery, so any buyer can post their immediate sourcing needs, and any supplier can respond to show they can deliver. Free to post, free to respond. Open to everyone. Check your leads today!

Learn More

# Supplier Registration Questionnaire

The Supplier Registration Questionnaire solicits detailed information regarding the suppliers profile.

The Supplier Registration Questionnaire contains questions related to Company Information, Financial Information and Supporting Documents that the suppliers will need to fill in.

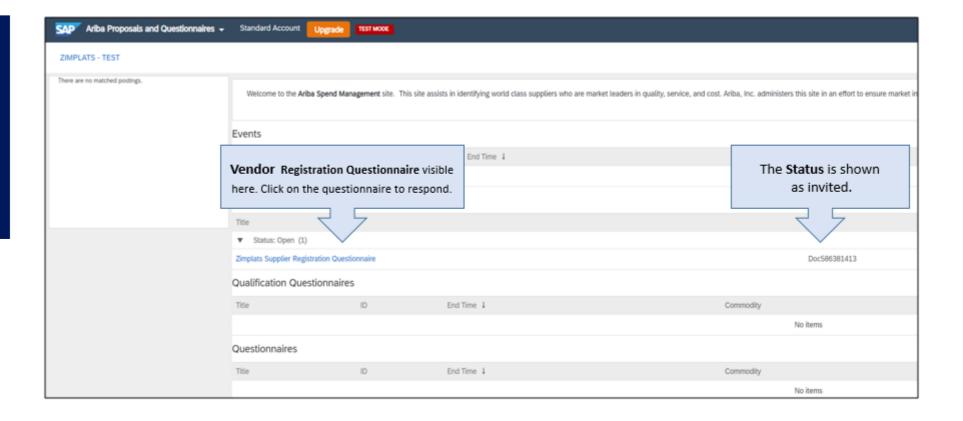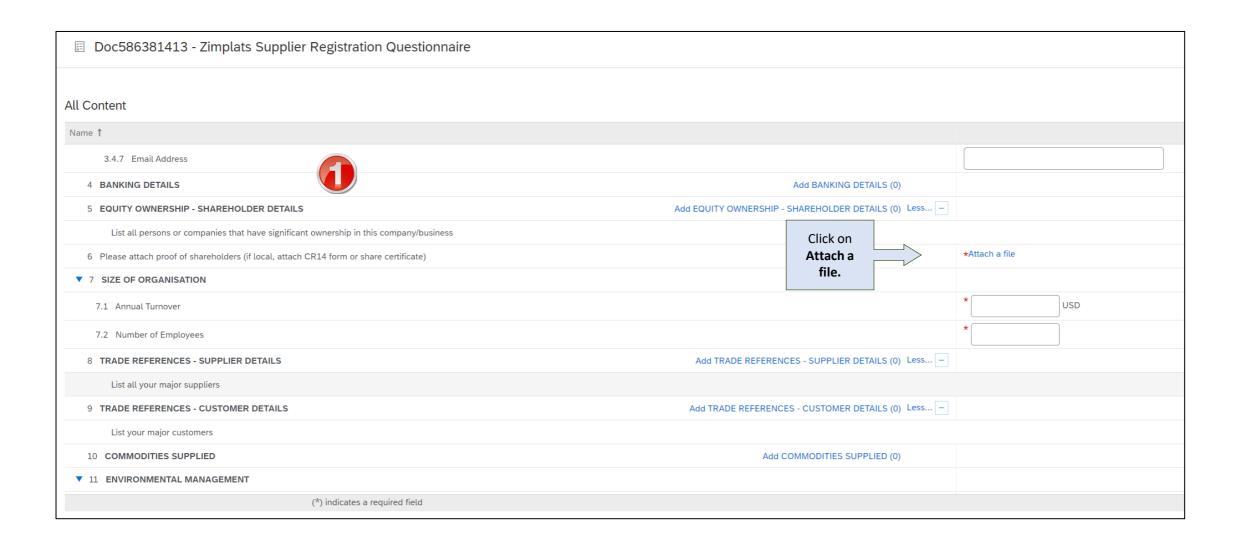Note: Any field with an * is a mandatory field and a value is required to be entered.

# Supplier Registration Questionnaire

On the Dashboard, under "Registration Questionnaires", you will see the vendor registration questionnaire that you have been invited to
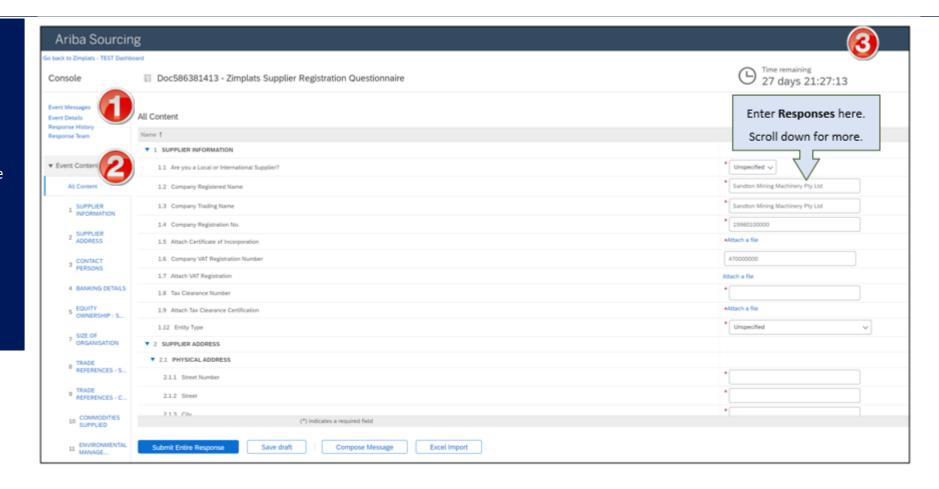
## Doc586381413 - Zimplats Supplier Registration Questionnaire

### All Content

| Name ↑ | | |
|---|---|---|
| 3.4.7  Email Address | | |
| 4  **BANKING DETAILS** | Add BANKING DETAILS (0) | |
| 5  **EQUITY OWNERSHIP - SHAREHOLDER DETAILS** | Add EQUITY OWNERSHIP - SHAREHOLDER DETAILS (0)  Less...  − | |
| List all persons or companies that have significant ownership in this company/business | | |
| 6  Please attach proof of shareholders (if local, attach CR14 form or share certificate) | | *Attach a file |
| ▼  7  **SIZE OF ORGANISATION** | | |
| 7.1  Annual Turnover | | * [        ] USD |
| 7.2  Number of Employees | | * [        ] |
| 8  **TRADE REFERENCES - SUPPLIER DETAILS** | Add TRADE REFERENCES - SUPPLIER DETAILS (0)  Less...  − | |
| List all your major suppliers | | |
| 9  **TRADE REFERENCES - CUSTOMER DETAILS** | Add TRADE REFERENCES - CUSTOMER DETAILS (0)  Less...  − | |
| List your major customers | | |
| 10  **COMMODITIES SUPPLIED** | Add COMMODITIES SUPPLIED (0) | |
| ▼  11  **ENVIRONMENTAL MANAGEMENT** | | |
| (*) indicates a required field | | |

Click on **Attach a file.**

# Open the Supplier Registration Questionnaire

1. Here you will be able to see the entire **Supplier Registration Questionnaire**, with different sections.

2. You can click on **All Content** to respond to the entire questionnaire or click on the desired content to respond to a **particular section**.

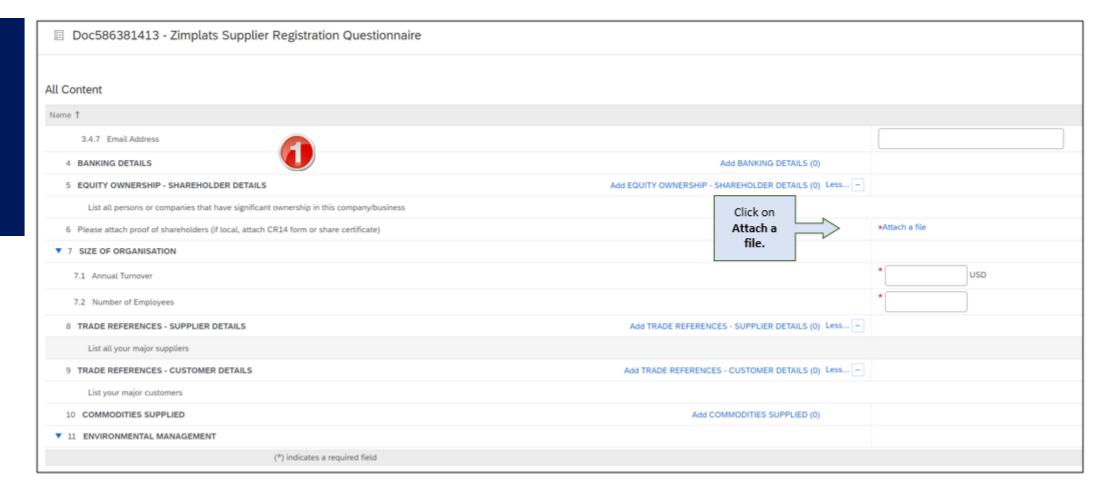3. **Please respond to the Questionnaire before it expires.**

# Responding to Supplier Registration Questionnaire

**Responding** to Standard Questions.

1. Select the drop downs to choose the correct values.



Doc586381413 - Zimplats Supplier Registration Questionnaire

All Content

| Name ↑ |
|---|
| ▼ 2 SUPPLIER ADDRESS |
| ▼ 2.1 PHYSICAL ADDRESS |
| 2.1.1 Street Number |
| 2.1.2 Street |
| 2.1.3 City |
| 2.1.4 Postal Code |
| 2.1.5 Country |
| ▼ 2.2 POSTAL ADDRESS |
| 2.2.1 PO Box |
| 2.2.2 Postal Code |
| 2.2.3 Postal City |
| 2.2.4 Postal Country |
| 2.3 Attach Proof of Address |

South Africa [ZA]

Unspecified

*Attach a file

(*) indicates a required field

Fill in **Text** fields and choose appropriate values for **Dropdown** fields.

# Responding to Supplier Registration Questionnaire

**Responding** to attachment based questions.

1. Attach the **Shareholding Certificate**

# Responding to Supplier Registration Questionnaire

**Responding** to attachment based questions.

Test Mode

Company Settings ▼    John Smith    **Help Center** »

Browse the file to be attached.

Click on **OK** when done.

...sktop File Sync

Add Attachment

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment:  Browse...  No file selected.
Or drop file here

OK    Cancel

OK    Cancel

**SAP Ariba** /\\
John Smith (johnsmith@qc.com) last visited 8 Apr 2018 1:03:52 AM   Qatari Company_t WLL  AN01402196011-T
Data Policy    Security Disclosure    Terms of Use

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# Responding to Supplier Registration Questionnaire

**Responding** to attachment based questions.

1.  **Complete address details by completing the fields and adding proof of address.**

**Responding** to mandatory information

2.  **Add Contact persons by completing the fields marked with *.**

# Responding to Supplier Registration Questionnaire
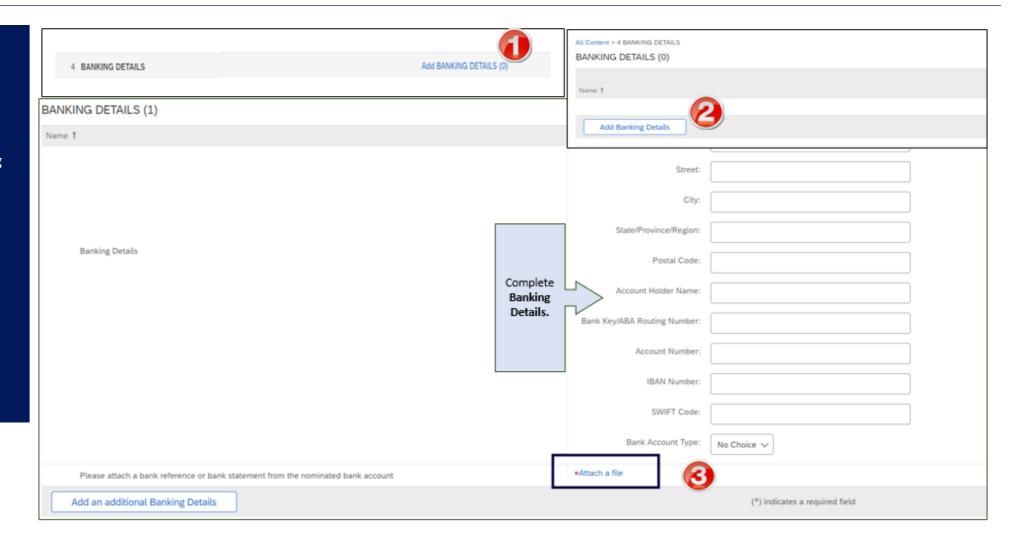
**Responding** to attachment based questions.

1. Click on add banking details.

2. Click on the add banking details button

3. Complete banking details

➤ You are able to add additional bank details

➤ Click Save
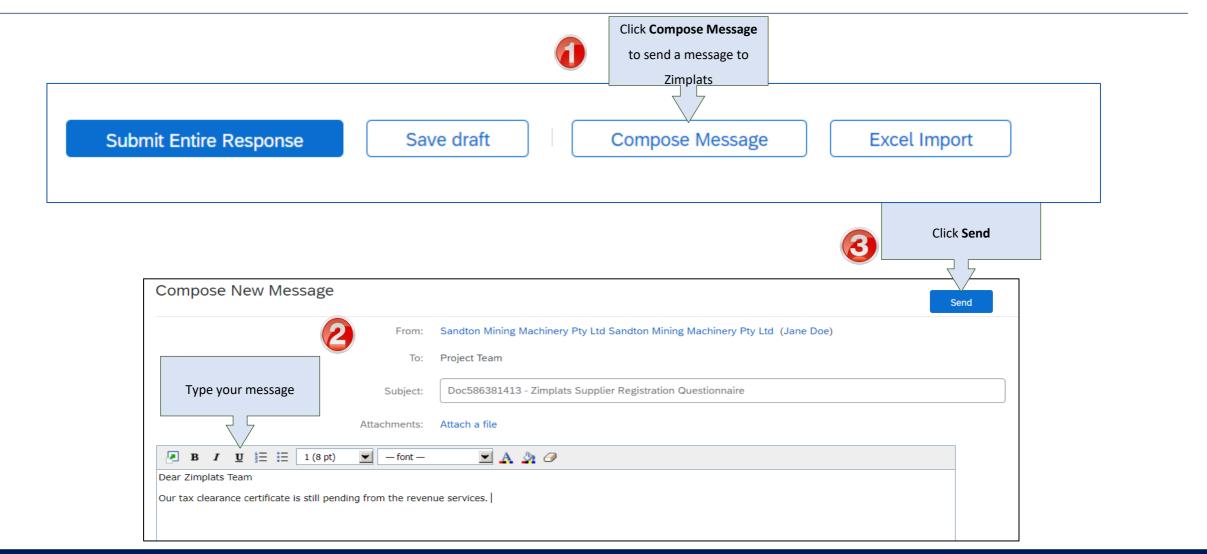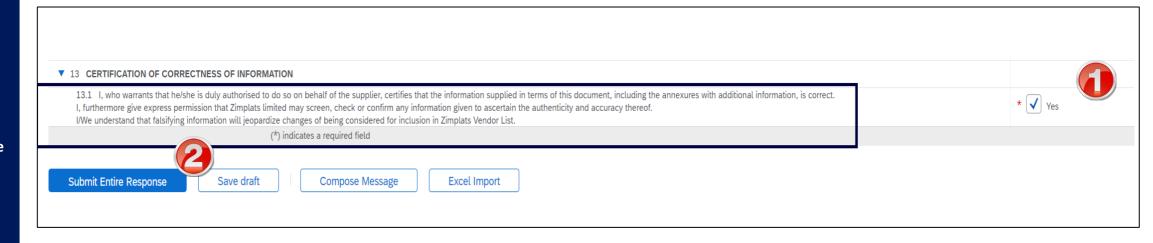
# How to Send a Message to Zimplats While Filling out the Questionnaire

① Click **Compose Message** to send a message to Zimplats

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

③ Click **Send**

## Compose New Message

Send

② 

From: Sandton Mining Machinery Pty Ltd Sandton Mining Machinery Pty Ltd (Jane Doe)

To: Project Team

Subject: Doc586381413 - Zimplats Supplier Registration Questionnaire

Attachments: Attach a file

Type your message

B  *I*  U  ≡  ≔  1 (8 pt)  — font —  A  🎨  ⌫

Dear Zimplats Team

Our tax clearance certificate is still pending from the revenue services.

# Responding to Supplier Registration Questionnaire

**Responding** to attachment based questions.

1. **Read the Declaration and Tick the Yes block**

2. **Submit the entire Response**

# Responding to Supplier Registration Questionnaire
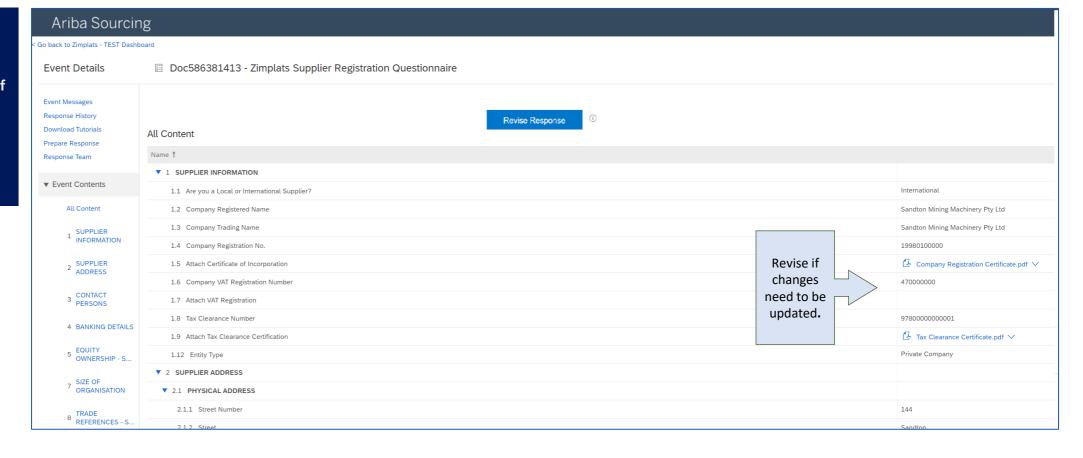
**Supplier Registration Questionnaire** pending approval from Zimplats.

# Revise the Supplier Registration Questionnaire

**Supplier Registration Questionnaire can be revised if information needs to be updated. Resubmit for approval again.**

# Registration approval

➢ **Registration approval e-mail**
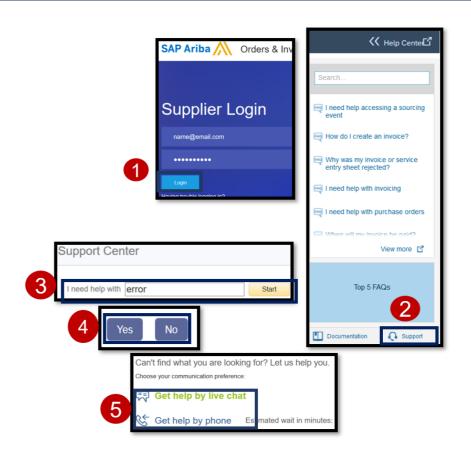
# Help and Support Centre

## Ariba Network Supplier Support Post Enablement*

- **Ariba Network Support for Actively Transacting Suppliers**

- To contact **Ariba Network Supplier Support:**

  1. Go to **https://supplier.ariba.com/** and log in if able.

  2. Click on the **Support** icon at the bottom right of the **Help Center** menu.

  3. Enter keyword(s) into the **I need help with** box and **Update.**

  4. Click to **Get help by live chat** or **phone.**

  5. Click **No** for the questions that pop-up.

**Notes:**
- The "**Enablement**" period lasts from when you receive the Project Notification Letter from ZIMPLATS receive the Trading Relationship Request from SAP Ariba, configure your Ariba Network settings, and until you send back your first invoice.
- Only a subset of the documentation is available in a pre-login state. For full content access, login to your Ariba Network Supplier account and access the same Help menu.
- Support communication options may differ based on account type.
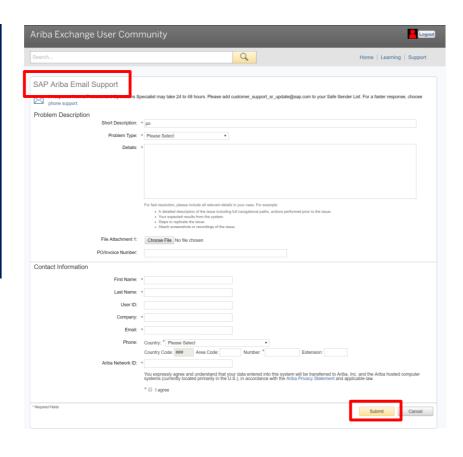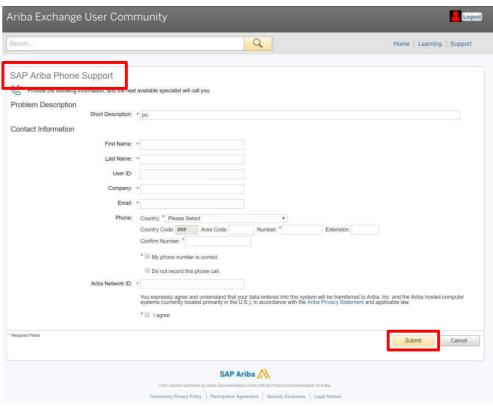
# Help and Support Centre

- If you chose to get help by email/phone, you need to fill in all mandatory fields marked as "*" in below form  then press submit.

- You will receive an email/phone call shortly to assist you with your  issue.

# Contact Us

**Enablement Help Desk**
- Account creation
- Assistance creating first invoice
- Configure your settings
- Contact us on: Contact Form

## Customer Support
- User role changes
- Password resets
- 'How to' Help
- Access help directly from your AN account (live chat, email, call back feature)  - SAP Ariba Customer Support
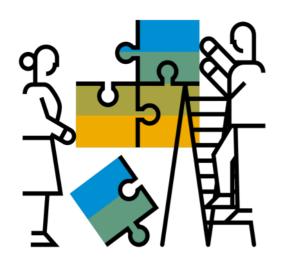
**"A Day in the Life": Supplier with SAP Ariba**

Available in English, German and French

English link:
https://www.youtube.com/watch?v=RlzIWhmxtzU

German link:
h₈₁ttps://www.youtube.com/watch?v=N0O0ACAu92g

**Check out our website and our YouTube channel for more information!**

- http://www.ariba.com/suppliers/ariba-network-for-suppliers

- https://www.youtube.com/user/AribaSpendManager/videos

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