

How to Complete Your Supplier Registration Questionnaire



SAP Ariba Quick Reference Guide (QRG)

- **Audience:** THD Suppliers, Procurement Operations / Control Services Users
- The purpose of this Quick Reference Guide (QRG) is to guide a Supplier through the Supplier Registration Questionnaire to verify Supplier Information and finalize the Supplier Setup process.. This is also done so that future Supplier changes can be done through the Ariba Network.

Quick Steps:

1. Access Supplier Questionnaire
2. Create an Account or Log in with an existing account (page 2)
3. Complete Questionnaire and send back to THD (page 5)

Tips & notes:

- **Tip:** SIPM is short for Supplier Information and Performance Management tool.
- **Note:** The email will be sent by either a Procurement Operations or Control Services THD User and will come from an Ariba.com domain.
- **Tip:** If your company already has an existing Ariba Network account, you can use your Ariba credentials to login and link to that account.
- **Note:** This does not link your Ariba Network account to THD's Ariba Network ANID. This is only for Supplier Setup. An additional email or Trade Relationship Request will be required to start transacting on the Ariba Network.

Process Overview:

- An email invitation through Ariba is sent to the supplier.
- Supplier receives email and using the link in the email access the Supplier Registration Questionnaire
- Supplier completes questionnaire verifying and updating Banking Details, Supplier Contacts, and basic transaction questions (i.e. Is a Catalog required)
- Supplier Submits Questionnaire back to The Home Depot and both Procurement and Control Services teams verify and approve setup.

This process allows for your account to be setup with the needed information for The Home Depot to start transacting with you our valued supplier.

An additional email or Trade Relationship Request may be required to start transacting through the Ariba Network so that you can submit invoices, view payment status and utilize Early Payment options.



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The following provides detailed step instructions to complete the Supplier Registration Questionnaire:

Supplier Email Overview

Step 1: Access the Supplier Questionnaire from the email sent

- From the email sent from the Ariba.com domain click the link to create an account or sign in with an existing account.

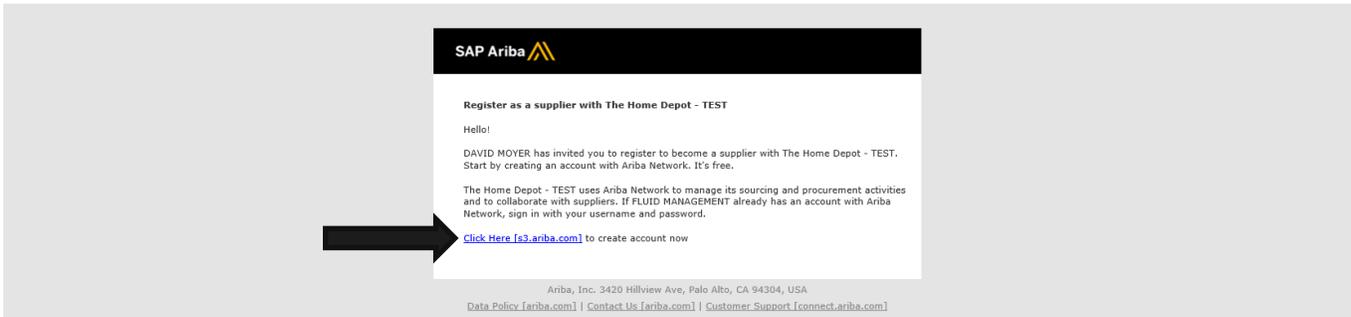
Invitation: Register to become a supplier with The Home Depot - TEST

DM DAVID MOYER <s4system-prod3+homedepot-T.Doc132394996@ansmtp.ariba.com>
To Moyer, David H

Reply Reply All Forward

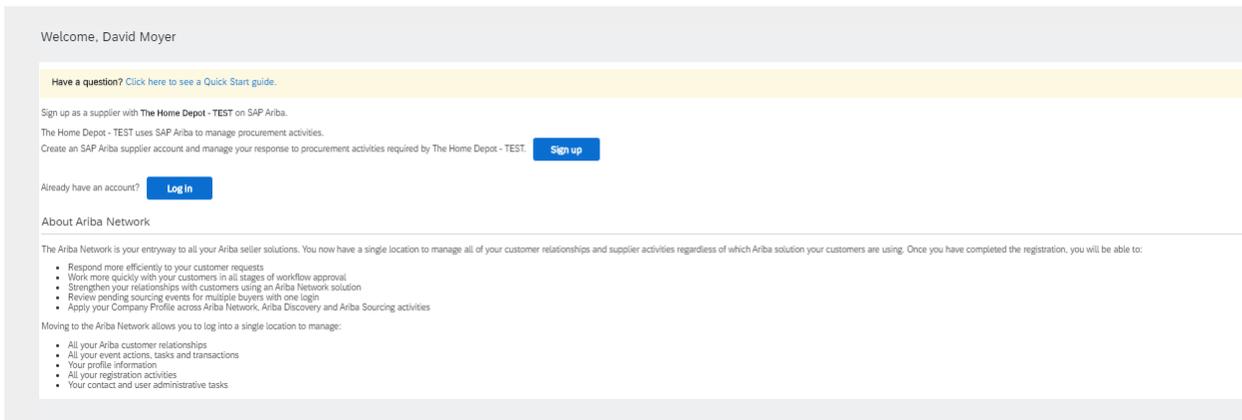
Mon 12/14/2020 12:10 PM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



Step 2: Create Account or use existing Ariba Network account to Log In

- If you do not already have an existing Ariba account click “Sign up” to create your free Standard Ariba Network Account
- If you already have an existing Ariba Network account then click “Log in” and use your Ariba credentials to Log In.



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The following provides detailed step instructions to complete the Supplier Registration Questionnaire:

Creating an Ariba Network Account

Step 2.1: Create your Account (skip to Step 3 if you Logged in with an existing account)

- Ensure your name and email are correct
- Create a Username. This must be in an email format although it is not required to be a valid email address.
- Create your password which must be 8 to 32 digits and include an upper and lower case, numeric digits and special characters (no spaces)
- Review and Click the check boxes for Terms of Use and SAP Ariba Privacy Statement

Create account Create account and continue Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by The Home Depot - TEST.

Please correct the fields marked in red

Name: David Moyer

Email: dnapiuse2@gmail.com

Use my email as my username

Username: test-dnapiuse2@gmail.com

Password: *****

Language: English

SAP Ariba Privacy Statement

* Indicates a required field

Must be in email format (e.g. john@newco.com)

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

The language used when Ariba sends you configurable notifications. This is different than your web browser.

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian Federation.

I have read and agree to the Terms of Use

I have read and agree to the SAP Ariba Privacy Statement

Create account and continue Cancel

- Click Create Account and continue
- You may receive the below if you are using an email domain that is generic or already in use on the Ariba Network. Click “YES”

SAP Ariba Privacy Statement

Must be in email format (e.g. john@newco.com)

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

The language used when Ariba sends you configurable notifications. This is different than your web browser.

CONFIRM DOMAIN

The domain you specified does not match your company's domain. Do you still want to use it?

Yes No

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian Federation.



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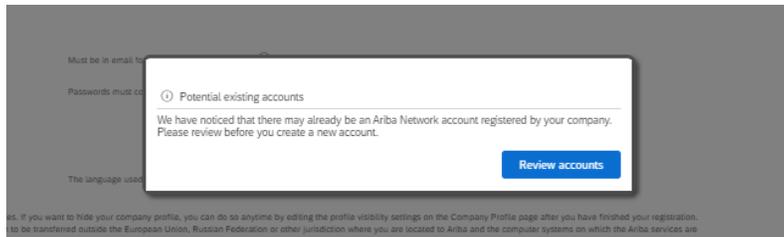
Audience: THD Suppliers, Procurement Operations / Control Services Users

The following provides detailed step instructions to complete the Supplier Registration Questionnaire:

Creating an Ariba Network Account

Step 2.2: Review Existing Accounts (proceed to Step 3 (page 5) if you do not receive this pop-up)

- You may also receive a message that potential existing accounts already exist. Click Review Accounts



- A list of existing accounts will be displayed.
 - If an existing account already exists that you would want to utilize then you may contact that user at your company. They can create an Ariba Log in for you and once you receive that log in you can access the questionnaire by logging in.
 - Click "Continue Account Creation" if the account listed is not one you want to use.

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
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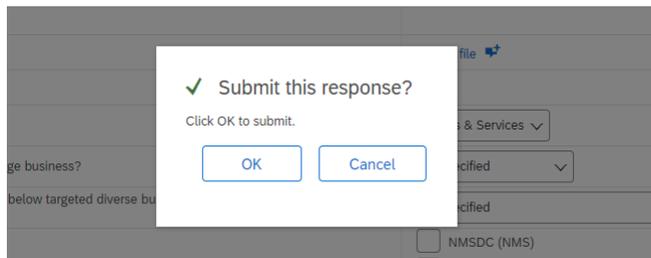
The following provides detailed step instructions to complete the Supplier Registration Questionnaire:

Completing the Questionnaire

Step 3: Complete Questionnaire

- The Questionnaire is designed to obtain General Company Information and contacts, Financial Information (like banking details for payment routing and W9), and Business Information
 - Please note that some detail will be pre-populated but depending on answers to drop down selections, may open additional questions as needed.
 - The Email address provide here will be used as the main contact for future communication and will be used to communicate Purchase Orders once they are created.
 - Procurement questions like “how many transactions do you anticipate” and “do you require a catalog” will help determine if you will need an Enterprise level account which may have fees associated with it on the Ariba Network.
- Once Completed Click “Submit Entire Response”

- Click “OK” to submit



★ This concludes the How a Supplier Completes the Supplier Registration Questionnaire

