How to Complete Your Supplier Registration Questionnaire

SAP Ariba Quick Reference Guide (QRG)

SAP Ariba

- **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.

How to Complete Your Supplier Registration Questionnaire

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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

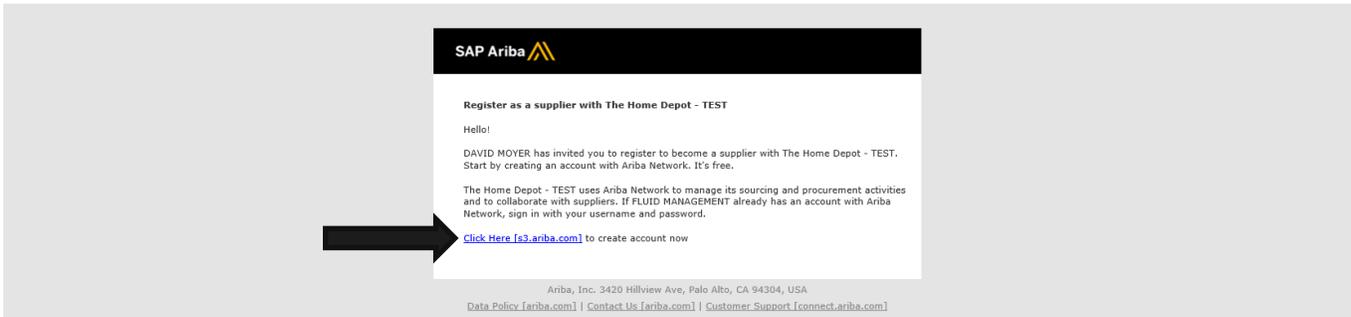- From the *email sent from the Ariba.com domain click the link to create an account or sign in with an existing account.*

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 user your Ariba credentials to Log In.
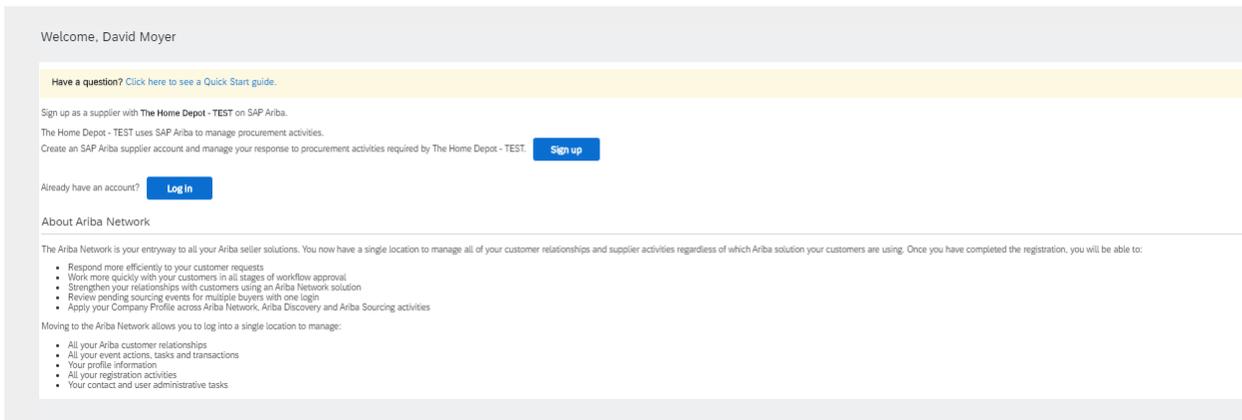
<div style="background-color:orange; padding:10px">

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</div>

Audience: THD Suppliers**,** Procurement Operations / Control Services Users

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

<div style="background-color:orange; padding:8px; text-align:center">

Creating an Ariba Network Account

</div>

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

- 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"

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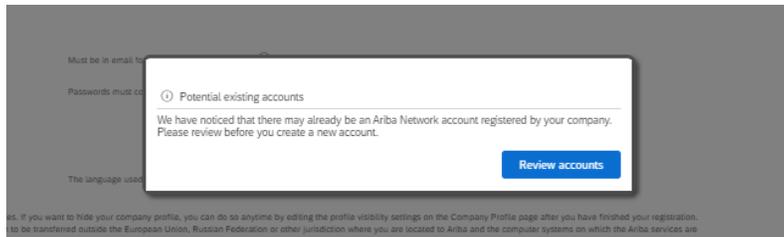
▪ A list of existing accounts will be displayed.
  ▪ If an existing account already exists that you would want to utilize then you may contact that user at your company. They can create an Ariba Log in for you and once you receive that log in you can access the questionnaire by loggin in.
  ▪ Click "Continue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

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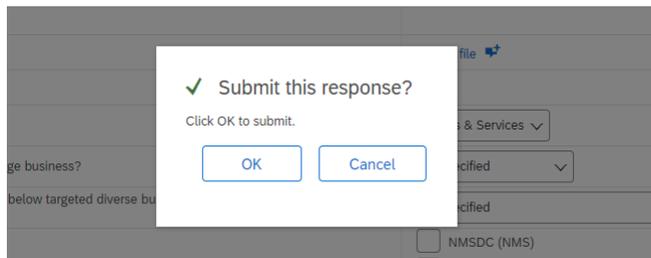
★ *This concludes the How a Supplier Completes the Supplier Registration Questionnaire*