

Ariba Registration Quick Reference Guide

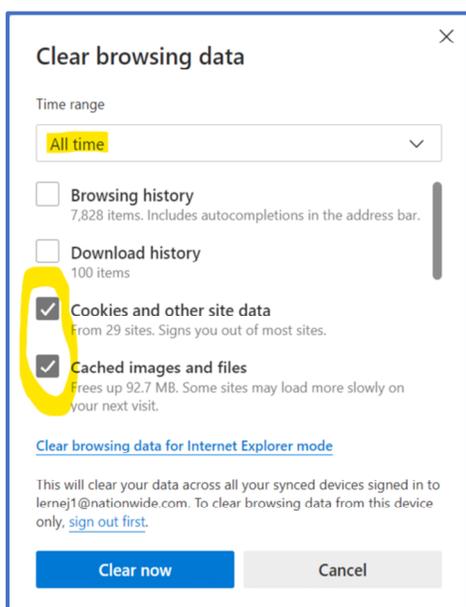
Nationwide is partnering with **SAP Ariba**® (hereafter Ariba) for all contracts, purchase orders, and submission of invoices by suppliers.

In order for your company to register with Nationwide on the Ariba Network you will need to create an Ariba account, if you don't already have one, and complete a Nationwide-specific registration questionnaire.

The questionnaire addresses topics like your company profile, payment information, diversity certification and risk related questions.

This is a critical step in becoming a supplier with Nationwide.

**** Please follow the steps below to complete the supplier registration questionnaire ****



BEFORE starting the registration process, please open your desired browser and hit **Ctrl + Shift + Delete** to open your Settings.

Please clear your **Cookies** and **Cache** and change the time range to **“All time”**

If you are having issues accessing the questionnaire, please try the following:

- Message indicates that the link may have expired:
 - Navigate to Proposals.Seller.Ariba.com and log in with your existing username and password
- Not able to see the questionnaire?
 - Clear your Cookies and Cache (see above)
 - Change your browser to Chrome, Edge or Firefox
- Need assistance from others to complete the questionnaire?
 - You can download the questionnaire by selecting the  icon and “Export all rows”
 - You must enter all the answers in the system
- Need additional assistance?
 - Reach out to NWHelp@Nationwide.com OR
 - Contact Ariba Support at (866) 218-2155 and follow these prompts:
Registration – Press 2. Supplier – Press 2. Customer profile – Press 1

STEP 1:

After submitting your name, e-mail address and current W-9 to NWHelp@Nationwide.com, you will receive an e-mail from Nationwide that looks like this:

Register as a supplier with Nationwide - TEST

Hello!

Elizabeth Busta has invited you to register to become a supplier with Nationwide. Prior to completing the registration Invitation Test must first create an account on the Ariba Network or log in through an existing account. You will then be prompted to complete the Nationwide specific questionnaire.

The questionnaire consists of corporate and remittance information, as well as diversity and risk questions.

Are you new to Ariba?

1. Click [Click Here](#) then select "Sign up"
2. Create your new Standard (free) account.
3. Continue on to the Nationwide questionnaire.

Already have an account on Ariba?

1. [Click Here](#) then select "Log In"
2. Log in to your existing account, ensuring you are using the account you would like aligned with Nationwide.

NOTE: When logging in, please use your mouse to click "Log In", instead of the enter button, to ensure the proper connection is made.

3. Complete the questionnaire. If you aren't immediately taken to your questionnaire, please look for it in the Proposals section of the portal.

This link can only be used by the original recipient. To have an invitation sent to a different contact, please email NWHELP@nationwide.com

To return to the questionnaire to add or revise information, please navigate to Proposals.seller.ariba.com

Thank you for your partnership and your immediate action.

Please use the "**Click Here**" link to be directed to Ariba.

In order for the connection to be properly made to the questionnaire, you **must** access it directly from the invitation.

If you **do not** use the link, you will not see the Nationwide-specific questionnaire within Ariba

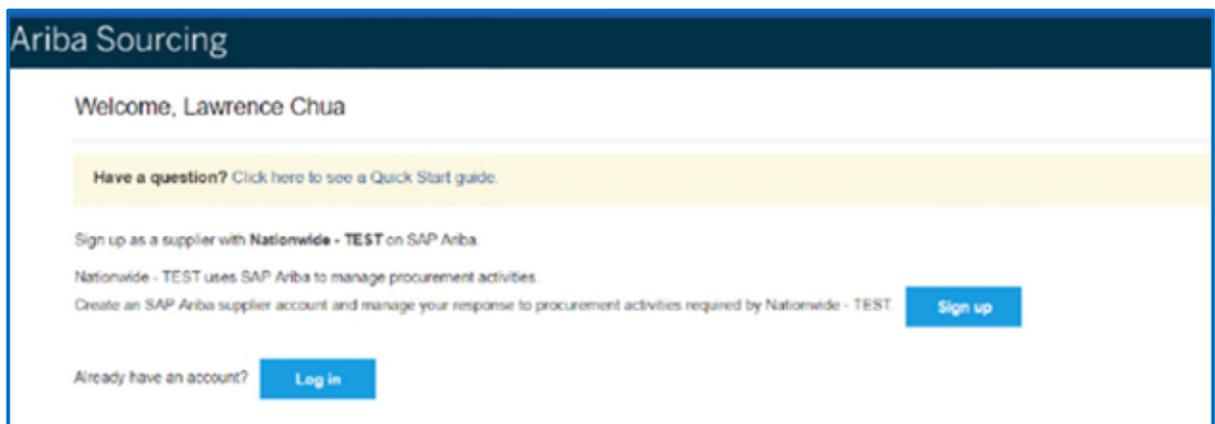


STEP 2:

- If you have an existing Ariba account, select “**Log in**” and use your existing credentials – You will be routed to the Nationwide registration.
- If you are new to Ariba, you will need to “**Sign up**” and complete the Ariba registration before being routed to the Nationwide registration

You will be asked questions regarding your company including what products and services your company provides. If your specific category is not listed, please select something close to what you provide.

This is an Ariba requirement and is used when other suppliers are searching for specific commodities within Ariba.



TIPS:

- These links are only good **once** and cannot be forwarded. If the link should be sent to another e-mail, please contact NWHelp@Nationwide.com
- When logging in, use your mouse and click the “**Log in**” button. **DO NOT** hit enter!
- Information entered in the Ariba registration does not flow to the Nationwide questionnaire



STEP 3:

Once you have signed in, you will be routed to the Nationwide-specific questionnaire (see example):

The screenshot shows a web interface for a supplier registration questionnaire. At the top, it displays 'Console', 'Doc3154246899 - Supplier registration questionnaire', and a clock icon with 'Time remaining 169 days 23:21:2'. On the left, there is a navigation menu with 'Event Messages', 'Event Details', 'Response History', 'Response Team', and 'Event Contents'. Under 'Event Contents', 'All Content' is selected, showing a list of sections: '1 Welcome', '2 Supplier Code of Con...', '3 Company Headquarters', '4 Primary Contact Info...', and '5 Secondary Contact In...'. The main content area shows the '1 Welcome' section with two numbered paragraphs: '1.1 Thank you for your interest in becoming a Nationwide supplier...' and '1.2 When filling out the form, be sure to provide required information...'. Below the text is a note: '(*) indicates a required field'. At the bottom of the main content area, there are four buttons: 'Submit Entire Response' (highlighted in blue), 'Save draft', 'Compose Message', and 'Excel Import'. A blue callout box with the title 'TIPS' contains the text: 'Save Early and Save Often! Not saving could cause you to lose information and need to resubmit'. A blue arrow points from the callout box to the 'Submit Entire Response' button.

STEP 4:

Once you have completed the questionnaire click **“Submit Entire Response”**

STEP 5:

You will see this once your questionnaire has been submitted successfully:

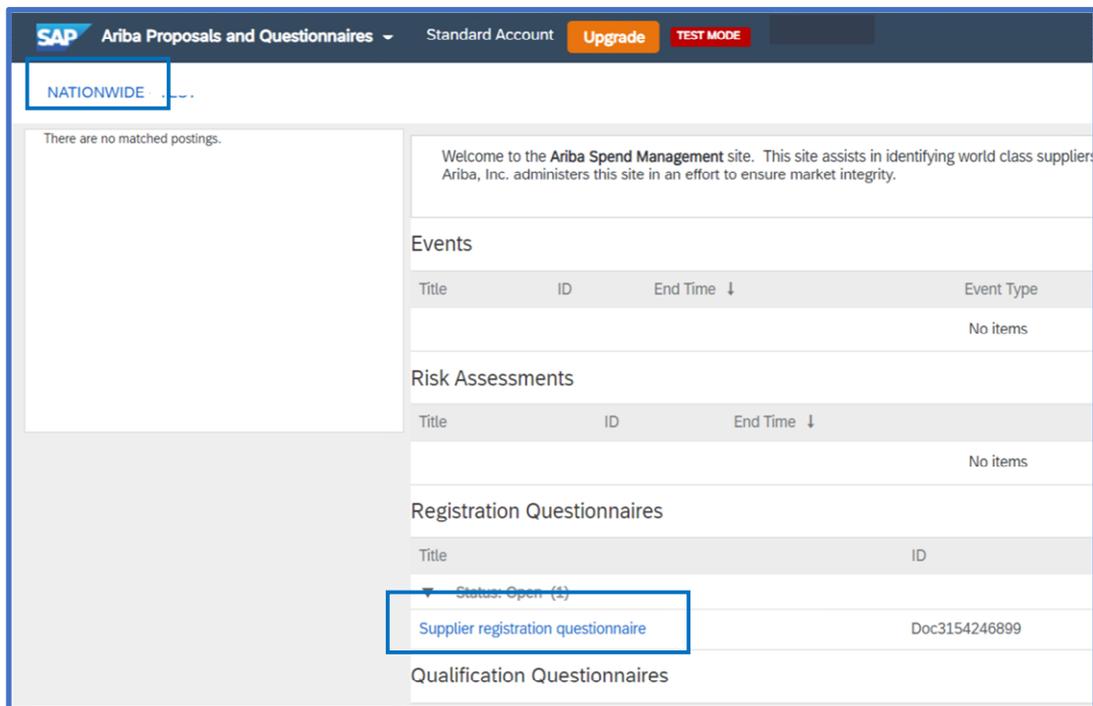


To re-access your questionnaire and update your information, please follow these steps:

1. Navigate to Supplier.Ariba.com. Once logged in, you will be on your Home page. In the upper left corner select the dropdown next to “Business Network” and select Ariba Proposals & Questionnaires:



2. Select Nationwide from your list of suppliers, and you should see the Supplier Registration Questionnaire:



TIPS:

- If you have changes to the **Remit To** address field, it is best to update this information before you submit an invoice.
- Please ensure changes to your remittance information are made in your Ariba profile **AND** within the Nationwide registration questionnaire.