



SAP Ariba 

# Supplier Registration Manual

INTERNAL

 SUTHERLAND

THE BEST RUN



# Objective

- ❖ The objective of this Supplier Registration Manual is to provide high level steps to fill up Registration Questionnaire.
- ❖ For any further details or queries, please contact Sutherland support at following E-Mail:  
[Supplier.Enablement@sutherlandglobal.com](mailto:Supplier.Enablement@sutherlandglobal.com)
- ❖ Prerequisites:
  - You are Invited to register on Ariba network via E-Mail

# Supplier Registration – Using Supplier notification Email to Logon

❖ You must have received an E-Mail invite with subject as below:

Invitation: Register to become a supplier with Sutherland Global Services, Inc.

❖ In the same email, use [Click Here](#) option to logon to Ariba Network

This will open page similar to below where you can either create a new profile using **Sign up** or **Log on** using existing logon ID and password

The screenshot shows the Ariba Sourcing website interface. At the top, there is a dark blue header with the text "Ariba Sourcing" and a small grid icon. Below the header, the page says "Welcome," followed by a yellow banner that reads "Have a question? Click here to see a Quick Start guide." The main content area is titled "Sign up as a supplier with Sutherland Global Services, Inc. on SAP Ariba." It includes the text "Sutherland Global Services, Inc. - TEST uses SAP Ariba to manage procurement activities. Create an SAP Ariba supplier account and manage your response to procurement activities required by Sutherland Global Services, Inc." and a blue "Sign up" button. Below this, there is a "Log in" button next to the text "Already have an account?". The page also features an "About Ariba Network" section with a description and a bulleted list of benefits.

Ariba Sourcing

Welcome,

Have a question? Click here to see a Quick Start guide.

Sign up as a supplier with Sutherland Global Services, Inc. on SAP Ariba.

Sutherland Global Services, Inc. - TEST uses SAP Ariba to manage procurement activities.  
Create an SAP Ariba supplier account and manage your response to procurement activities required by Sutherland Global Services, Inc.

Sign up

Already have an account? Log in

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

# Supplier Registration – Ariba Network account creation

Once you proceed to create a logon, you would need to provide Preliminary Company information as below.

Note: Information showed here is used for illustration purposes only. Kindly enter actual information about your company and other details.

## Company information

\* Indicates a required field

Company Name:\* Samsung India

Country:\* India [IND] ▼

Address:\* 45

Velachery

Line 3

City:\* Chennai

State:\* Tamil Nadu [IN-TN] ▼

Postal Code:\* 600045

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

## User account information

\* Indicates a required field

Name:\* Ravi Kumar

[SAP Ariba Privacy Statement](#)

<< Help Center 🔗

Search...

**FAQ** Error: "The username and password pair you entered was not found"

**FAQ** Error: "The username and password entered has already merged to another Ariba Sourcing user account"

**FAQ** Registration best practices for Ariba Network Suppliers

**FAQ** Error: "User already exists. Please enter a different username."

[View more](#) 🔗

Supplier Digital Summit: June 4-6, 2019

[Documentation](#) [Support](#)

# Supplier Registration

## User account information

\* Indicates a required field

[SAP Ariba Privacy Statement](#)

Name:\*

Email:\*

Use my email as my username

Username:\*  Must be in email format(e.g john@newco.com) ⓘ

Password:\*  Must contain a minimum 8 characters including letters and numbers. ⓘ

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

Email orders to:\*  Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization,

You may choose to use email as user name by selecting here or enter a username

Provide a valid email ID which can be used for order collaboration

# Supplier Registration

## Agree terms and create account

distribution list and enter the email address here. You can change this anytime.

Tell us more about your business ▶

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](#)

Select T&Cs checkboxes and proceed to Create an account

Click on Create an account

Create account and continue

Cancel

# Supplier Registration - Details

You will see following questionnaire that needs to be filled in. Questions marked with \* are mandatory

The screenshot shows the Ariba Sourcing interface for a supplier registration questionnaire. The top navigation bar includes 'Ariba Sourcing', 'Company Settings', and 'Ravi Kumar'. A breadcrumb trail shows '< Go back to Sutherland Global Services, Inc. - TEST Dashboard'. The main header displays 'Doc1810586098 - Supplier Registration Questionnaire' and a 'Time remaining' of '29 days 23:54:28'. A left sidebar contains navigation options: 'Event Messages', 'Event Details', 'Response History', 'Response Team', 'Event Contents', 'All Content', '3 Supplier Details', '4 Address Location Sec...', '5 Supplier Payment Det...', and '6 Other Details'. The main content area, titled 'All Content', lists questionnaire items:

- 1 Please select the Sutherland Business Country registering for : (Mandatory, dropdown menu with 'India' selected)
- 2 Vendor Origin (Mandatory, dropdown menu with 'Unspecified' selected)
- 3 Supplier Details
  - 3.1 Supplier Name (Mandatory, text input with 'Samsung India')
  - 3.2 Supplier Short name (Text input)
  - 3.4 Alternate Payment Name (Text input)

A note at the bottom of the form states '(\*) indicates a required field'. At the bottom of the page are buttons for 'Submit Entire Response', 'Save', 'Compose Message', and 'Excel Import'. Three callout boxes on the right provide instructions: 'You will have a 30 days time to edit and resubmit any information' (pointing to the timer), 'Select the country from drop down' (pointing to the country dropdown), and 'Select Local / Foreign Vendor' (pointing to the Vendor Origin dropdown).

# Supplier Registration - Details

Continue to provide mandatory information as below

choose to fill in  
segment wise  
information by  
clicking here

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

All Content

3 Supplier Details

4 Address Location Sec...

5 Supplier Payment Det...

6 Other Details

7 Attachments

8 Other Attachments

### All Content

Name ↑	
1	Please select the Sutherland Business Country registering for :
	* India
2	Vendor Origin
	* Local Vendor
▼ 3	Supplier Details
3.1	Supplier Name
	* Samsung India
3.2	Supplier Short name
3.4	Alternate Payment Name
3.5	Email ID
	* ravi@sap.com
3.6	Supplier Website
▼ 4	Address Location Section
▼ 4.1	Location 1
▼ 4.1.1	Address
4.1.1.1	Country
	* Unspecified

(\*) indicates a required field

# Supplier Registration – Fill up address details

All Content ☰ | ⬆

Name ↑

▼ 4.1.1 Address	
4.1.1.1 Country	* India-IND ▾
4.1.1.2 Line 1	* 45
4.1.1.3 Line 2	* Velachery main road
4.1.1.4 Line 3	Velachery
4.1.1.5 City	* Chennai
4.1.1.6 State	* Tamil Nadu-TN ▾
▼ 4.1.2 Address Phone	
4.1.2.1 Phone Type	* Business Phone-BUSN ▾
4.1.2.2 Prefix	* 044
4.1.2.3 Phone Number	* 26238474
4.1.2.4 Extension	

(\*) indicates a required field

Fill up address details

# Supplier Registration – Contact details

All Content



Name ↑	
4.1.2.3 Phone Number	<input type="text" value="26238474"/>
4.1.2.4 Extension	<input type="text" value="123"/>
▼ 4.1.3 Contact Person 1 Details	
4.1.3.1 Designation Title	* <input type="text" value="Account Manager"/>
4.1.3.2 Name	* <input type="text" value="Ravi"/>
4.1.3.3 Email	* <input type="text" value="ravi@sap.com"/>
▼ 4.1.3.4 Contact Person Phone	
4.1.3.4.1 Phone Type	* <input type="text" value="Mobile-CELL"/>
4.1.3.4.2 Prefix	* <input type="text" value="91"/>
4.1.3.4.3 Phone Number	* <input type="text" value="9167786384"/>
4.1.3.4.4 Extension	<input type="text"/>
▼ 4.1.6 Tax Details	

Provide Mandatory Contact Information

# Supplier Registration – Tax details

Provide tax information as applicable in the region supplier needs to be registered.

All Content

Name ↑	
▼ 4.1.6 Tax Details	
4.1.6.2 Pan Number	* <input type="text" value="AJBPC3555M"/>
▼ 4.1.7 Withholding Tax	
4.1.7.1 Withholding Required	* <input type="text" value="Yes"/>
4.1.7.2 Withholding Tax Percentage	* <input type="text" value="2"/>
4.1.7.3 Organization Type	* <input type="text" value="Individual"/>
4.1.8 GST Registered?	* <input type="text" value="Yes"/>
▼ 4.1.9 GST	
4.1.9.1 Name as per Provisional Registration Certificate	* <input type="text" value="Samsung"/>
4.1.9.2 Address as per GST Provisional Registration Certificate (PRC)	* <input type="text" value="45 Velachery Chennai"/>

(\*) indicates a required field

Select Yes if Withholding required and provide required information

If the organization is GST compliant then select Yes and proceed to enter GST related details

# Supplier Registration – more contact information

All Content



Name ↑	
4.1.9.4 SEZ Unit	* No
4.1.9.5 State / Union Territory	* State
4.1.9.6 State Code	* 22
4.1.9.7 GSTIN	12345
4.1.9.8 HSN Code	
4.1.9.9 Attach GST Registration Copy	*  Doc.xlsx ▾ Update file Delete file
4.1.10 Do you want to add 2nd address	* Unspecified ▾
▼ 5 Supplier Payment Details	
5.1 Payment Option	* No

(\*) indicates a required field

Select Yes if you want to add more than one addresses

# Supplier Registration – Payment Option

4.1.10 Do you want to add 2nd address	* No
<b>5 Supplier Payment Details</b>	
5.1 Payment Option	* Unspecified
<b>6 Other Details</b>	
6.1 Nature of Transaction	* Cheque
6.2 Specific Type of Goods / Services	* EFT
6.3 Nature of Work	*

Select Payment option and enter required details for the same

<b>5 Supplier Payment Details</b>	
5.1 Payment Option	* EFT
<b>5.2 Supplier Bank 1 Details</b>	
5.2.1 Bank Account Number	*
5.2.2 Account Holder's Name	*
5.2.3 Bank Name	*
5.2.4 Account Type	* Unspecified
5.2.5 Branch Name	*
5.2.6 IFSC Code	*
5.2.19 Do you want to provide additional Bank details	* No

If you selected EFT then also enter Bank details requested

Select Yes/No if you want additional bank details

# Supplier Registration – Upload mandatory documents

You will also need to provide mandatory document as attachment. For this, download the format, authorize it with signatures on it. Upload the same in section shown below

▼ 6 Other Details	
6.1 Nature of Transaction	* Goods ▾
6.2 Specific Type of Goods / Services	* IT
6.3 Nature of Work	* Software
6.4 MSMED	No ▾
6.8 Sutherland Standard Payment term is NET 45 Days	
6.9 Payment Term	NET 30 DAYS ▾
6.10 Please provide DUNS number	123
▼ 7 Attachments	
7.1 Sutherland code of conduct  References ▾	*  Doc.xlsx ▾ Update file Delete file
7.7 India NDA  References ▾	*  Doc.xlsx ▾ Update file Delete file
▼ 8 Other Attachments	

**Download** (points to 7.1)

**Sign and Upload** (points to 7.1)

# Supplier Registration –Supplier submit response

Proceed with Submission of this questionnaire by clicking on Submit Response. This will now submit the questionnaire to Sutherland Team. If you wish to make any changes to response you will be able to do so in given 30 days period. ( This is shown on right of the page under **Time Remaining** )

The screenshot shows a web interface for a 'Supplier Registration Questionnaire'. At the top, there is a navigation bar with 'Go back to Sutherland Global Services, Inc. - TEST Dashboard' on the left and 'Desktop File Sync' on the right. Below this, a 'Console' section displays 'Doc1810586098 - Supplier Registration Questionnaire' and a clock icon indicating 'Time remaining 29 days 23:42:33'. The main content area is titled 'All Content' and lists various questionnaire items such as '6.3 Nature of Work', '6.4 MSMED', '6.8 Sutherland Standard Payment term is', '6.9 Payment Term', and '6.10 Please provide DUNS number'. Below these items are sections for '7 Attachments' and '8 Other Attachments'. A modal dialog box is overlaid in the center, asking 'Submit this response?' with a green checkmark icon. Below the question, it says 'Click OK to submit.' and provides two buttons: 'OK' (highlighted with a red rectangle) and 'Cancel'. The background interface is dimmed.

# Ariba Network Help

For any further help on Ariba Network you may click on help center and type in the keyword to get further help topics about regarding Ariba Network.



## Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

## The Power of Partnership



SAP Ariba has partnered with Barclaycard to deliver the next evolution in payments and procurement. By integrating Barclaycard's Precisionpay Bank Transfer, with SAP Ariba Procure-to-Pay solution, we offer a simple seamless end-to-end process.

[Learn More](#)

<< Help Center

Search...

-  Why can't I find an event?
-  Participating in events (4:53)
-  Does Ariba offer live webinar training?
-  Error: "The username and password pair you entered was not found"
-  Error: "The username and password entered has already merged to another Ariba Sourcing user account"

[View more](#)

Can't log in? Let us help you!

 Documentation

 Support

For any further details please contact Sutherland support at following E-Mail:  
[Supplier.Enablement@sutherlandglobal.com](mailto:Supplier.Enablement@sutherlandglobal.com)

**Thank you.**