



Ariba Network:

A Suppliers Guide to SAP Ariba

Supplier Onboarding



Introduction

In July 2019 Yorkshire Water (YW) moved to the Ariba platform to facilitate its Source to Contract and Procure to Pay (P2P) processes.

SAP Ariba is the largest business-to-business network in the world, trading with partners from more than 6.7 million businesses and operating in more than 190 countries. This electronic platform has been active to global businesses of all sizes since 1996, and in 2012, Ariba was acquired by SAP, the world's largest software company.

As a result of transforming its processes, enabling easier and quicker processing of orders and the tracking of orders, its supply chain will also benefit as a result of fewer blocked invoices, clearer communication of order status' and ultimately a quicker payment process.

Key Contacts

Invoicing & Payment

Please contact our accounts payable team for queries relating to invoices, copies of remittances, change of company details or year end balances.

Telephone: 01274 805845 or email us using accountspayable@yorkshirewater.co.uk and a member of our team will be happy to help.

Training & support

Additional support can be provided on confirming orders through to submitting invoices and credit notes

Please reach out to purchasing@yorkshirewater.co.uk and our purchasing team colleagues will be happy to help with this



YorkshireWater

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What's in this guide?

The aim of this guide is to assist our suppliers on how to use the Ariba Network to provide all the required information needed to fully onboard their organisation to the Yorkshire Water procurement solution.

This guide has been produced to cover the Yorkshire Water processes currently supported by SAP Ariba technology.

The guide will demonstrate the requirements of each supplier during the whole onboarding process to ensure that it runs efficiently and ultimately, enables Yorkshire Water to pay for goods and services on time.

Each section of the guide can be accessed via the quick links on the left hand side of this page.

Note: All screenshots in this guide are taken from the Ariba test sites. References may differ to those configured in our production system.



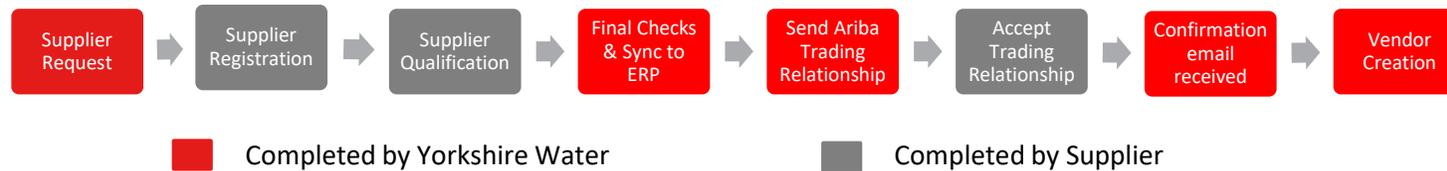
Supplier Onboarding – Overview

To be able to take part in sourcing activities and ultimately transact electronically with Yorkshire Water, we must first onboard the supplier onto our Ariba system. This will require suppliers to register on the Ariba Network and complete a registration questionnaire and then if successfully awarded a qualification questionnaire.

Supplier Lifecycle Performance (SLP)

Yorkshire Water have enabled Ariba SLP, which is a new way of creating and managing our supplier data. SLP enables Yorkshire Water to control its vendor database, by connecting with suppliers who meet a minimum standard.

All activities within the process are completed in Ariba, the process flow below demonstrates the process steps.



Process	Requirement	Required for Sourcing Activities	Required for Transacting
Supplier Registration	Tell us about your organisation and whether you agree to Yorkshire Water's Policies, Terms & Conditions. Suppliers must complete the registration phase to take part in any sourcing events, including Tendering activity.	✓	✓
Supplier Qualification	Commodity driven technical questions relating to the goods or services requested, all new suppliers are to be created as a vendor in Yorkshire Water's purchase to pay system and must complete a Supplier Qualification Questionnaire	✗	✓

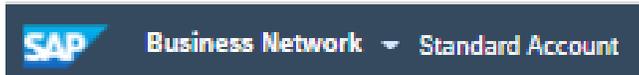
Ariba Network: Account Types



[Click Here to return to Contents Page](#)

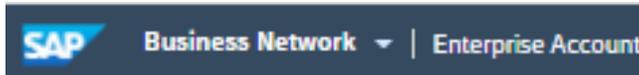
Account Types

As an Ariba Network supplier, you have two choices in Ariba Network accounts; a 'Standard Account' or an 'Enterprise Account'.



Standard accounts are completely free, easy-to-use accounts that allow suppliers to exchange an unlimited number of basic documents, such as; order confirmations, ship notices, service sheets and invoices.

A Standard account also allows a supplier to participate in sourcing projects.



Enterprise accounts incur a cost to the supplier and provide all the capabilities that standard accounts offer, plus additional advantages including managing all orders directly within the Ariba Network, full ERP integration and publish catalogues.

For more information on Ariba network pricing and accounts, please refer to the SAP Ariba site on the following link: [**click here.**](#)

The Enterprise Account type is not compulsory to be able to transact with Yorkshire Water via the Ariba Network. The decision to upgrade from a Standard Account to an Enterprise Account is solely at the discretion of the supplier.

Yorkshire Water Services is not liable for any fees incurred by the supplier for use of the Ariba Network. The agreement is firmly between the supplier and SAP Ariba, to whom any fees must be paid.

For more information on how to pay your bill, please refer to the Ariba Network Billing and Payment information on the following link: [**click here.**](#)



Ariba Network Account Types

How do I find out which account type we are on?

Firstly, login to your Ariba Network account: <https://service.ariba.com/>

Once logged in, the account type will be shown in the top left hand corner and will either show as a Standard Account with the option of upgrading.



Or the account type will show as an Enterprise Account.



Note: If you are choosing to upgrade, please ensure you fully understand and agree to the SAP Ariba pricing structure before proceeding.

I am on an Enterprise Account, how do I downgrade to a Standard Account?

You can downgrade from an Enterprise account to a Standard account.

You will need to contact SAP Ariba to process this request for you.

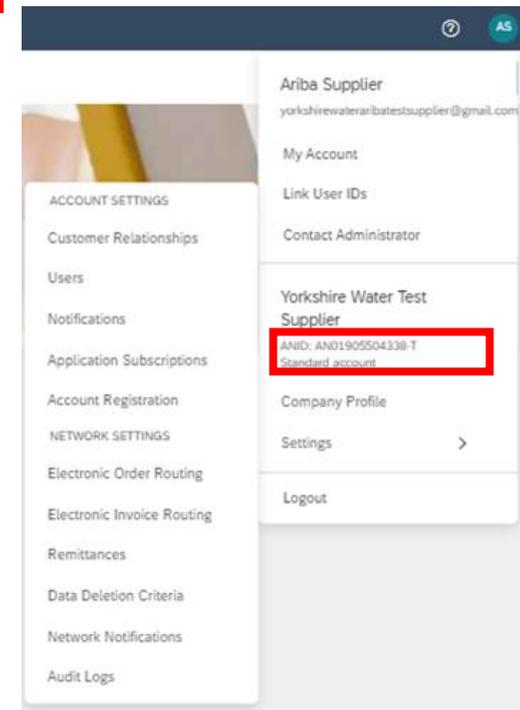
Before you will be able to downgrade, you must ensure any outstanding arrears account on are cleared.

How do I find out my Ariba Network ID? (ANID)

An Ariba Network Identification number (ANID) is a unique identifier of an Ariba Network account.

In the top right hand corner of your Ariba Network Account, click on the initials of the user.

In the drop down menu, your ANID will be displayed under the company name.



Ariba Network: Setting Up New Users



YorkshireWater

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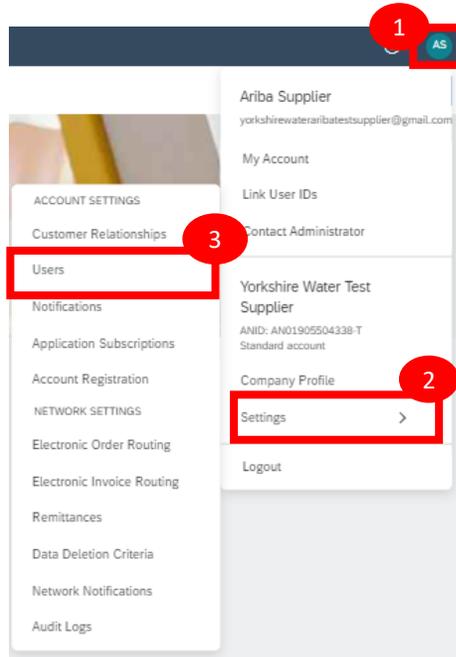
Ariba Network – Setting Up Users

Please note: Only the account administrator can perform these steps

1. Firstly, login to your Ariba Network account: <https://service.ariba.com/> and then In the upper right hand corner, click on the initials of the user.

2. Click on settings

3. Select Users



4. Once , you will be required to create a role to assign to the user. Click on the plus icon.

A screenshot of the Ariba Network role management table. The table has three columns: 'Role Name', 'Users Assigned', and 'Actions'. There is one row with the role 'Administrator' and the user 'Ariba Supplier'. A red circle with the number '4' is placed over a plus icon in the 'Actions' column.

Role Name	Users Assigned	Actions
Administrator	Ariba Supplier	

Ariba Network – Setting Up Users

5. Enter a role name and description, it is recommended to provide a name that represents the role the user will be carrying out in the Ariba Network.

Create Role

* Indicates a required field

New Role Information

Name: * 5

Description:

6. Review the permissions list and assign the relevant permissions. Ensure the check box against the permission is checked and click save.

Note: For access to Registration/Qualification Questionnaires and Sourcing Events, "Access Proposals and Contracts" permissions needs to be assigned. For access to Purchase Orders, "Inbox and Order Access" permission needs to be assigned.

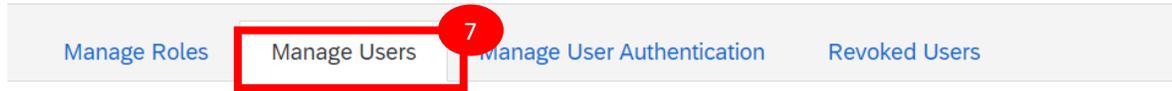
<input type="checkbox"/>	Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
<input checked="" type="checkbox"/>	Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks
<input type="checkbox"/>	Trading Invitation Account Merge	Allows the assigned user to merge a trading related invitation into this Ariba Network Account.

<input checked="" type="checkbox"/>	Inbox and Order Access	View and search documents in Inbox and take actions based on your role
-------------------------------------	------------------------	------------------------------------------------------------------------

6

Ariba Network – Setting Up Users

- To create a user, click on the “Manage Users” tab.



- Click on the plus icon in the bottom right.



- Enter a username (this is case sensitive and must be in the form of an email address), email address, first name and last name.

New User Information

Username:*	aribauseryw.co.uk
Email Address:*	aribauseryw.co.uk
First Name:*	Ariba
Last Name:*	User

Do not allow the user to resend invoices to the buyer's account. ⓘ

This user is the Ariba Discovery Contact ⓘ

Limited access ⓘ

Office Phone: Country: USA 1 Area: Number:

Ariba Network – Setting Up Users

10. The next step is to Assign the role just created by ensuring the role is checked.
11. Select the customer you want the user to be assigned to. We recommend keeping as to the default settings of “All Customers”.

The screenshot shows two sections: 'Role Assignment' and 'Customer Assignment'. In the 'Role Assignment' section, there is a table with columns 'Name' and 'Description'. The first row has a checked checkbox in the 'Name' column, which is highlighted with a red box and a red circle containing the number '10'. The 'Name' is 'Sourcing & Events'. In the 'Customer Assignment' section, there is a label 'Assign to Customer' followed by two radio button options: 'All Customers' (which is selected) and 'Select Customers'. This area is highlighted with a red box and a red circle containing the number '11'.

12. Click Done.
13. The new user will now receive 2 email notifications from “Ariba Commerce Cloud”. Click on the link in the email with subject “Your User ID on the Ariba Network” and follow the onscreen instructions.

Important: Your username is part of your login information to your Ariba user account and should be kept confidential.

For security reasons, your temporary password for logging in to your Ariba user account has been sent via a separate email.

Please click on the following link and log in to your user account using your username and temporary password. You will be asked to provide a new password and set up your secret question and answer. The secret question and answer is used to uniquely identify you if you need to reset your password.

<https://service.ariba.com/Supplier.aw/ad/sp?anp=Ariba>

- Log in to your account using the username and temporary password.
- Enter the temporary password in the **Current Password** field.
- Enter your new password.
- Confirm your new password.
- Choose your Secret Question and enter your Secret Answer.
- Click **Save**, then click **Done**.

Ariba Network – Setting Up Users

14. On the supplier login page, enter your username and temporary password.

Supplier Login

[Forgot Username or Password](#)

14

15. Enter your temporary password and new password and Click submit.

Current Password:*

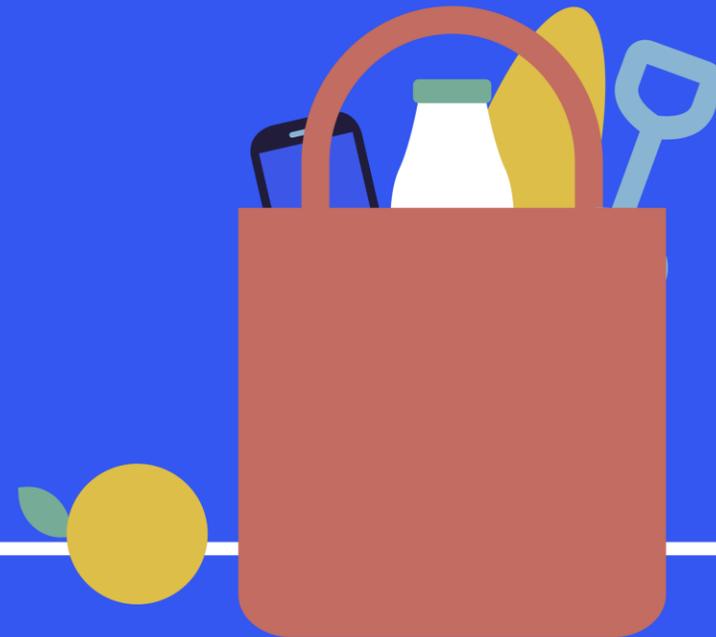
New Password:*

Confirm Password:*

[Forgot current password? Click here](#)

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Ariba Network: Linking Supplier Accounts



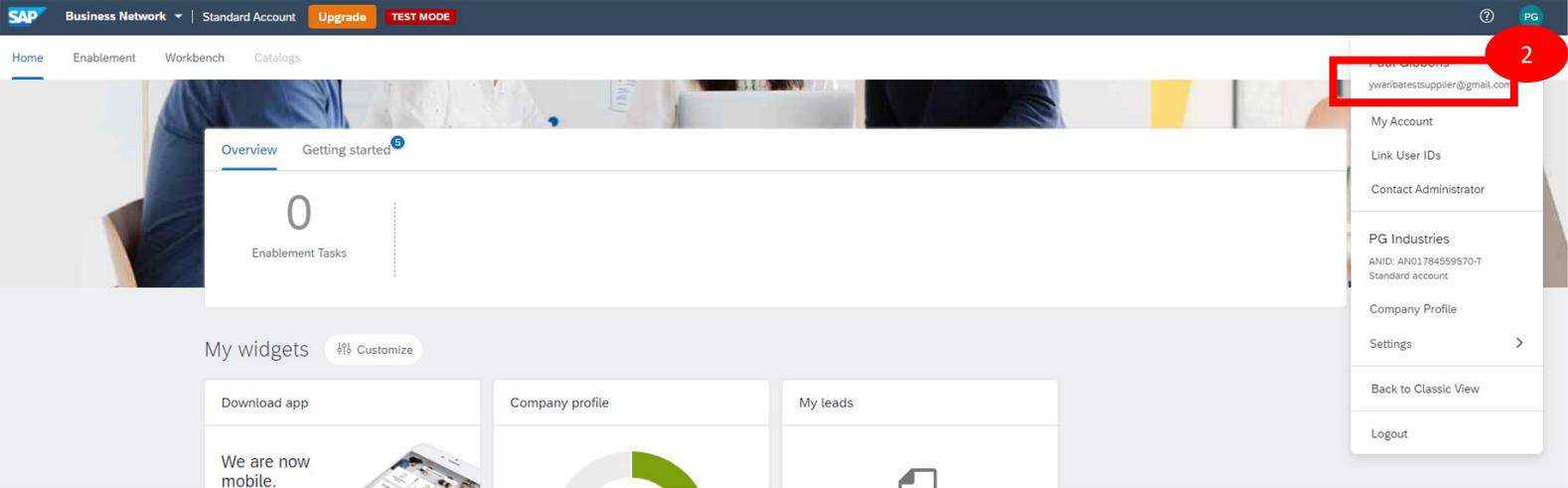
YorkshireWater

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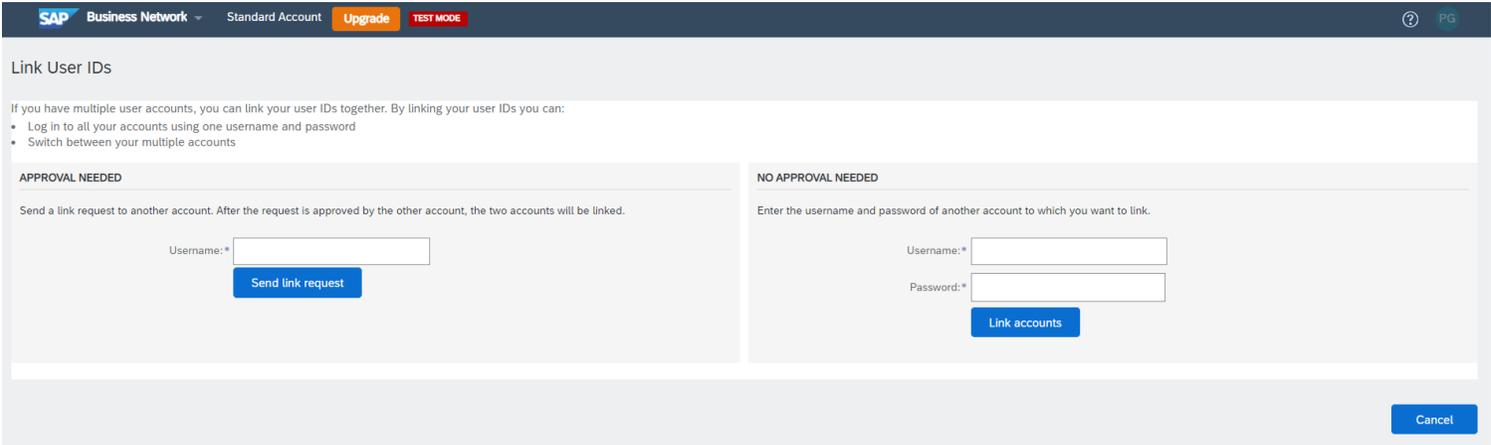
Steps To Link Multiple Ariba Supplier Accounts

If multiple Ariba accounts have been previously set up, the following guide will show suppliers how to link all accounts

1. Firstly, login to your one of the Ariba Network accounts: <https://service.ariba.com/>
2. Click on the account setting initials at the top left and Click Link User IDs.

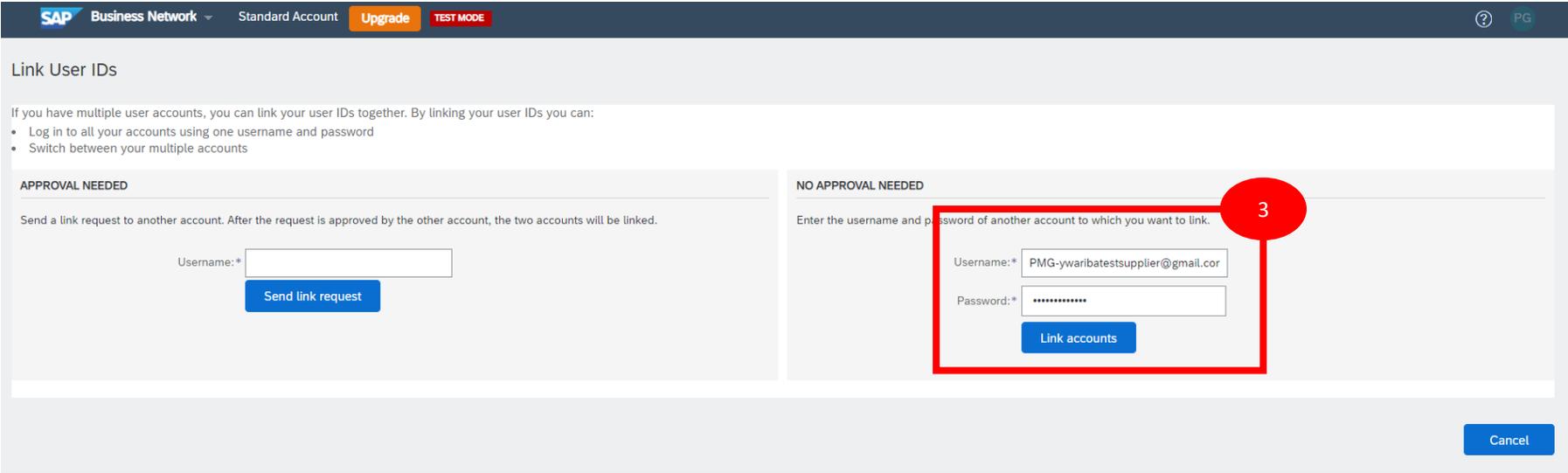


After clicking Link User ID's, the following screen will appear:



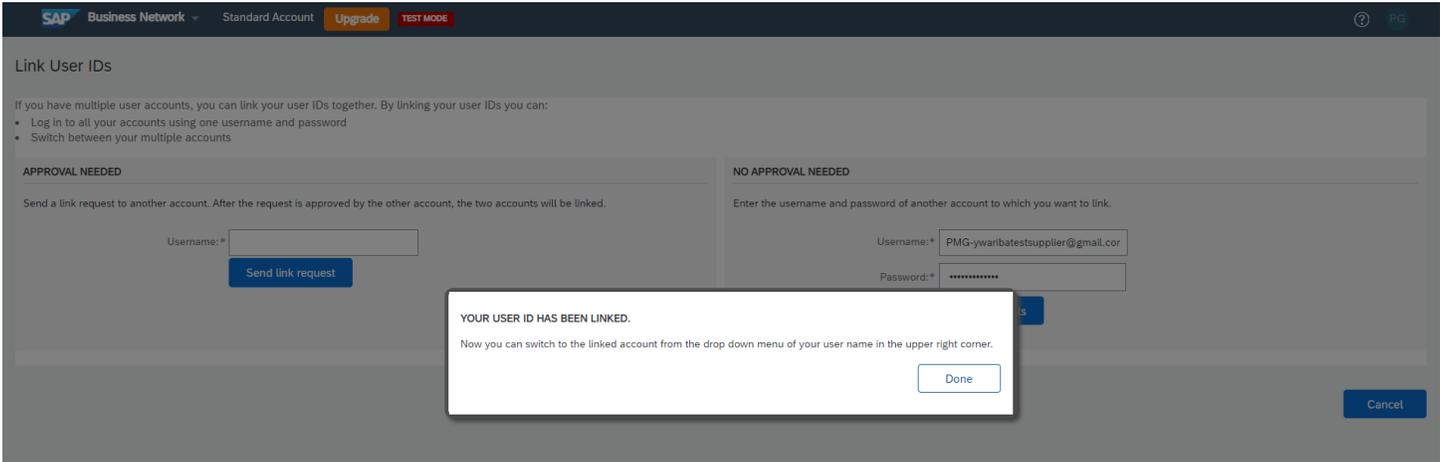
Steps To Link Multiple Ariba Supplier Accounts

3. Fill the user credentials for another public account and Click Link Accounts.



Note: If you do not know the username and password of the additional account use the 'Approval Needed' option

4. You should received the following message confirming the two accounts are now linked, click done

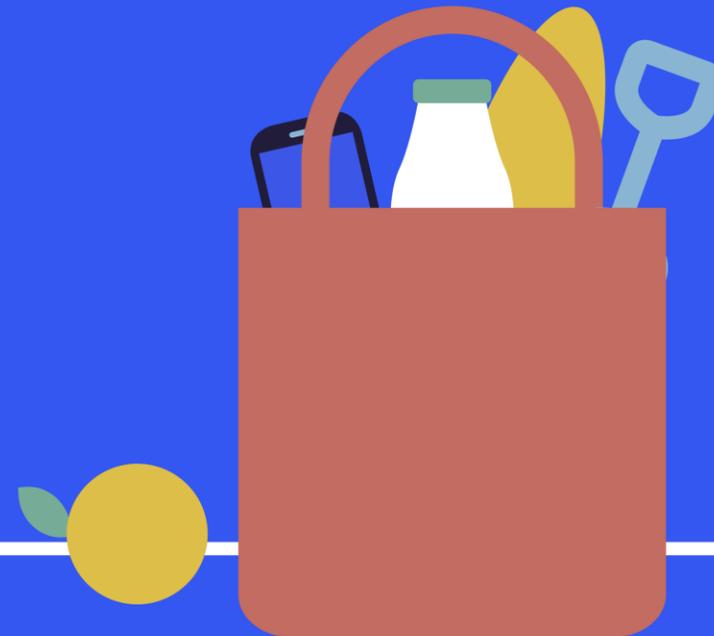


Steps To Link Multiple Ariba Supplier Accounts

4. You should now see that both accounts are linked. You can switch accounts by clicking the account name.

The screenshot displays the SAP Business Network user interface. At the top, the header includes the SAP logo, 'Business Network', 'Standard Account', 'Upgrade', and 'TEST MODE'. Below the header, there are navigation tabs for 'Home', 'Enablement', 'Workbench', and 'Catalogs'. The main content area features a 'Getting started' section with '0 Enablement Tasks' and a 'My widgets' section with three widgets: 'Download app', 'Company profile', and 'My leads'. On the right side, a user profile dropdown menu is open, showing the user's name 'Paul Gibbons' and email 'ywaribatesupplier@gmail.com'. The menu includes options like 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch Account', 'PG Industries', 'Company Profile', 'Settings', 'Back to Classic View', and 'Logout'. A red box highlights the 'Switch Account' option, and a red circle with the number '4' is placed next to it, indicating the step to click on the account name to switch.

Supplier Onboarding: Registration

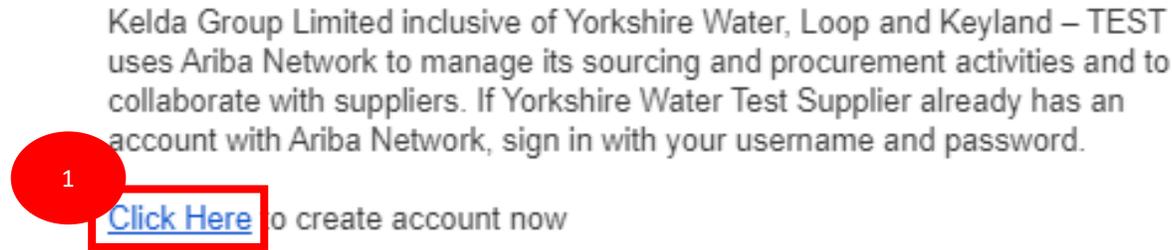


YorkshireWater

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Supplier Onboarding- Registering

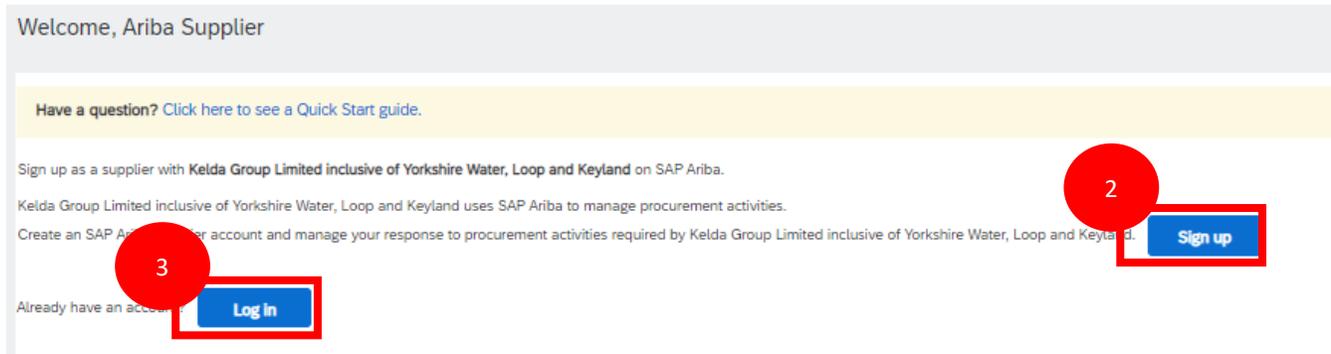
1. Suppliers will receive an email invitation to register as a supplier with Yorkshire Water. Regardless if you already have an Ariba Network, click on "Click Here" in the body of the email invitation to proceed. If the link expires, please contact us and we will send you a new one.



2. Suppliers who do not have an Ariba Network account should click on "Sign Up". The system will perform a duplicate check against its existing records including company name, address and post code at the next stage.

Please do not create a new Ariba Network account if you already have one. If you have multiple AN accounts and want to link these accounts, please refer to the steps outlined in 'Linking Supplier Accounts' section of this guide [Ariba Network: Linking Supplier Accounts](#)

3. Suppliers who are already registered on the Ariba Network, click on "Log In". Enter your login credentials associate with your account and go to step. 14



Supplier Onboarding- Registering

- Suppliers who have clicked on "sign up", will be required to create an Ariba account. Complete the required information in the following sections:
- Company Information (Company name and address- some of this information is pre-populated from the information we entered in the supplier request form in our system)
- User Account Information (Create a username and password. You will need these to login to your Ariba Network account)
- Tell us More about your Business (Select the commodities and locations you provide goods/services for)

5

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland.

Company information

* Indicates a required field

Company Name:* Yorkshire Water Test Supplier

Country/Region:* United Kingdom [GBR] 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.

Address:*
Western House
Western Way
Line 3
Line 4

City:* Bradford

State:* Bradford [GB-BRD]

Postal Code:* BD6 2SZ

6

User account information

* Indicates a required field

SAP Business Network Privacy Statement

Name:* Ariba Supplier

Email:* ywaribatestsupplier@gmail.com
 Use my email as my username

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

Password:*

Language: English

Email orders to:* ywaribatestsupplier@gmail.com Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

7

Tell us more about your business

Product and Service Categories:* Enter Product and Service Categories -or-
Mobile phones x

Ship-to or Service Locations:* Enter Ship-to or Service Location -or-
United Kingdom x

Tax ID: 0123456 Enter your Company Tax ID number.

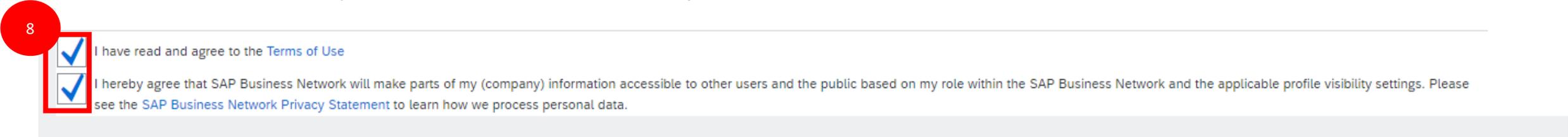
Vat ID: GB123456789 Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "~T" in test account.



Supplier Onboarding- Registering

8. Once you have completed the required fields for creating an account, at the bottom of the page, review and agree the 'Terms of Use' and 'SAP Business Network Privacy Statement'. Check both boxes to proceed.

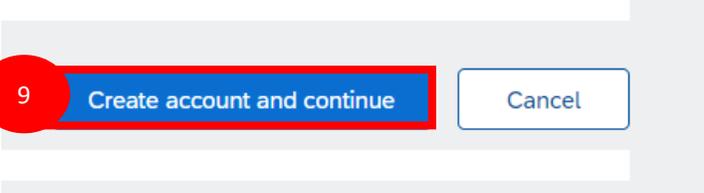


8

I have read and agree to the [Terms of Use](#)

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

9. Click on 'Create account and continue'

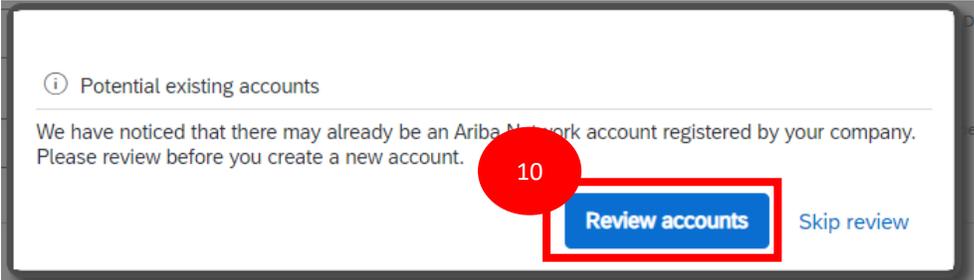


9

Create account and continue

Cancel

10. The Ariba system will perform a duplicate check. If any duplicates are found, you will be prompted to review accounts. We recommend selecting Review Accounts. If no duplicates are found, go to step 14



10

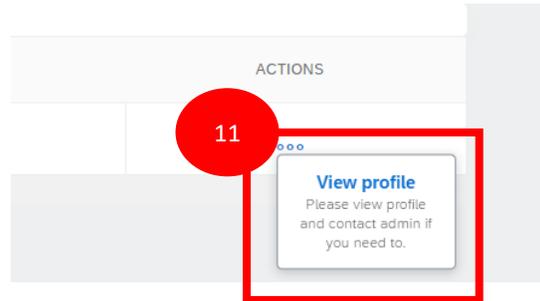
i Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

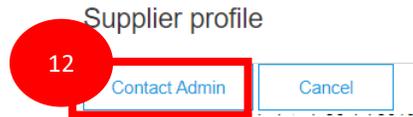
Review accounts Skip review

Supplier Onboarding- Registering

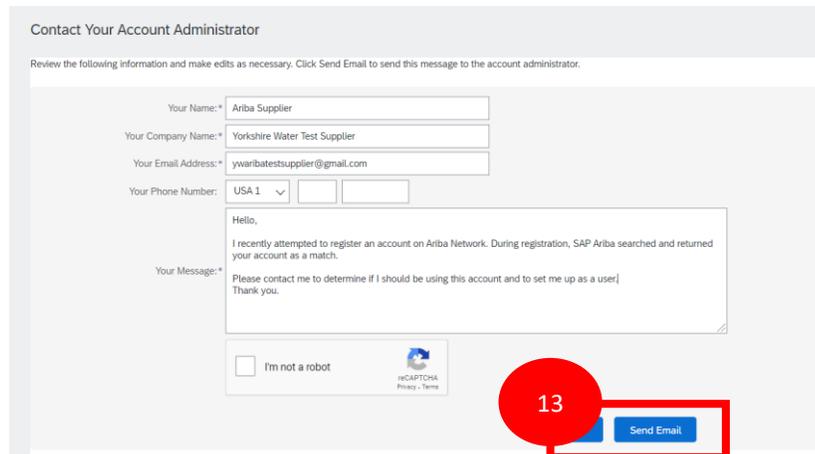
11. SAP Ariba will return any potential duplicates. To contact the administrator, click on the 3 horizontal dots icon under actions and select "View Profile" from the drop down. If there is no match, click on 'Continue Account Creation'.



12. In the top left hand corner of the supplier profile, click 'Contact Admin'.



13. Write an email to the account administrator, requesting confirmation if this is the correct account to use and if they are able to set you up a user. Click Send. As soon as you are set up a user, return to the registration email invitation (step 1) and click 'login'. (step 3)

A screenshot of a 'Contact Your Account Administrator' form. The form contains fields for 'Your Name', 'Your Company Name', 'Your Email Address', and 'Your Phone Number'. Below these is a text area for 'Your Message' containing a pre-written email template. At the bottom, there is a checkbox for 'I'm not a robot' and a 'Send Email' button. A red circle with the number '13' is positioned over the 'Send Email' button, which is also enclosed in a red rectangle.

Supplier Onboarding- Registering

14. The Yorkshire Water supplier registration questionnaire will open and require completing. Complete all required fields.

Any fields with an information icon need additional attention to ensure the response is submitted in the correct format.

The registration questionnaire remains open for 30 days from the day of invitation. If the event has closed, please contact your Yorkshire Water Sourcing/Buying Contact and they will re-open the event for you.

Important Information

- **Company Name:** should be submitted with a maximum of 35 characters. This includes spaces, special characters & numbers.
Important: Please ensure the company name entered matches the company name registered with Companies House
- **VAT Registration Number:** Select the country. For UK suppliers please enter your VAT Registration number, this must contain prefix GB, ensure no spaces or special characters. Your VAT number should be 11 digits including the GB prefixed. (ex : GB123456789). For non-UK suppliers please enter your Tax Registration number, this must contain the relevant prefix (i.e. FR, DE), ensure no spaces or special characters. (ex : FR12345678901, DE123456789). If you do not have a VAT number, please leave it blank.

15. Once the full questionnaire has been completed, click 'Submit Entire Response'. Click 'OK' to submit this response.

Doc809063845 - Supplier registration questionnaire

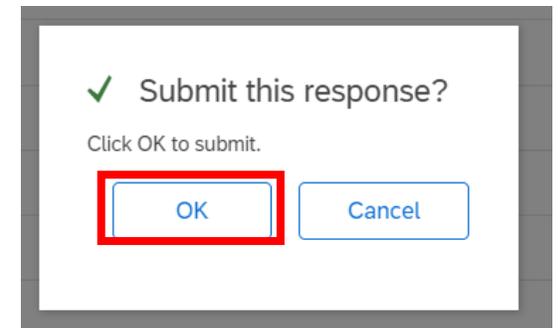
Time remaining
26 days 01:25:23

All Content

Name ↑	
▼ 1 Supplier Information	
1.1 Company Name ⓘ	* Yorkshire Water Test Supplier
1.2 Contact First Name	* Ariba
1.3 Contact Surname	* Supplier
1.4 Contact Email	* ywaribatestsupplier@gmail.com
1.5 Contact Phone	* 01274 123456

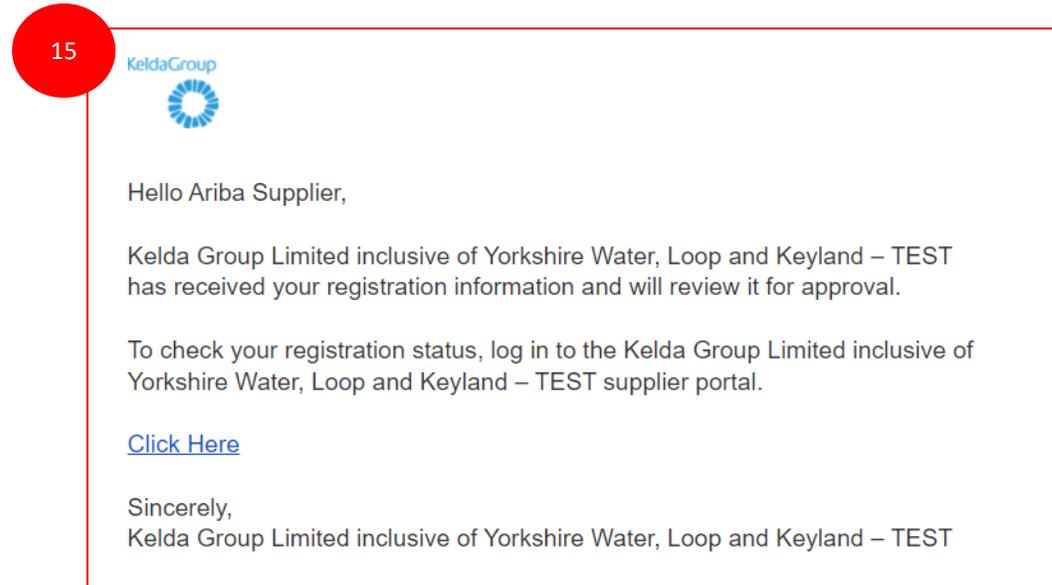
(*) indicates a required field

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



Supplier Onboarding- Registering (Supplier registration submitted)

15. Your response has now been submitted. The registration questionnaire submission will be reviewed by the Yorkshire Water Buyer/Sourcing Contact. You will receive an email notification to inform you that your response has been successfully submitted.



Hints & Tips for Completion:

- Mandatory questions are marked with a *
- Maximum character length for company name is 35
- Some questions are triggered by your response to others
- Where this symbol is seen, you can add comments or attachments when it is selected



Supplier Onboarding- Registering (Supplier registration approved)

16. Once all the correct details have been received, your registration will be approved, you will receive an email notification.

If you are participating in a sourcing project, once the registration is approved, you will be able to review and participate in the sourcing event.

If you are successful in the sourcing project and/or being fully onboarded as a supplier, you will receive a supplier qualification.

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KeldaGroup



Hello Ariba Supplier,

Congratulations! Your supplier registration was approved.

Log in to the supplier portal to see if you need to complete any tasks or qualifications before you can start doing business with Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland – TEST.

[Click Here](#)

Sincerely,
Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland – TEST



YorkshireWater

Supplier Onboarding- Registering (Requires additional information)

You may receive an email notifying you that Yorkshire Water requires additional information. We would only ever request additional information if your registration is yet to be approved.

1. In the body of the email, select "Click Here", enter your login credentials.

Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland – TEST reviewed your registration and needs additional information before approval. Please provide the information described in the following comments.

Comments:

Please add GB in the Vat reg number field

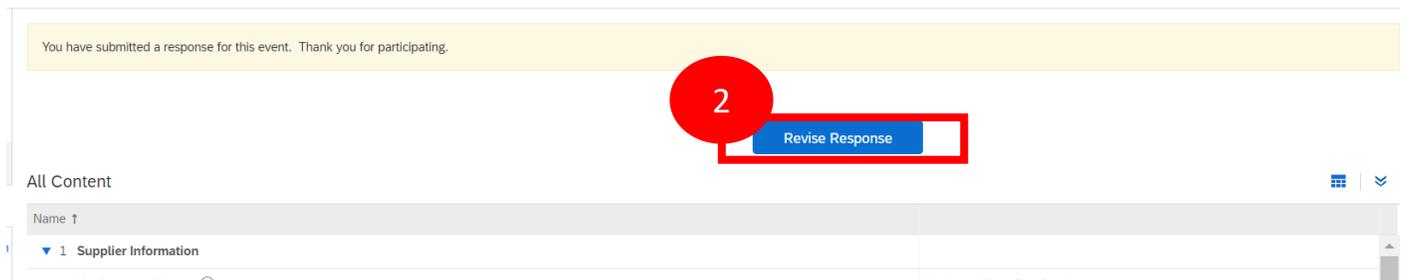
To provide this information, go to the registration questionnaire and update your answers.

1

[Click Here](#)

Sincerely,
Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland – TEST

2. Select "Revise Response". (Note: The revise response option will not be available if the event is closed. If this occurs, please contact your Buying/Sourcing Contact to reopen the event.). Complete the required information and select 'Submit Entire Response'.



2

Submit Entire Response

Reload Last Bid

Save draft

Compose Message

Excel Import

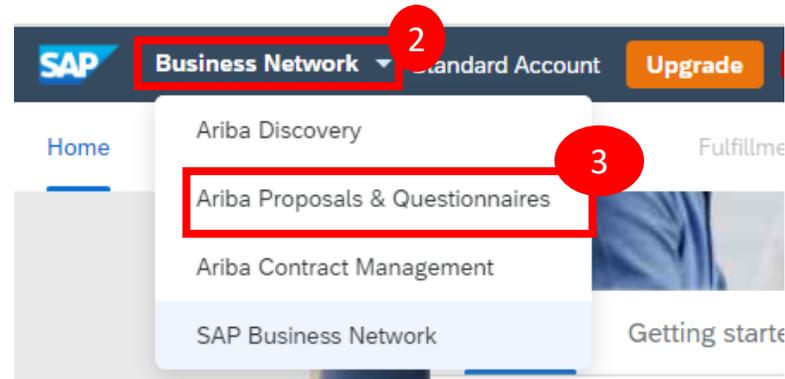


YorkshireWater

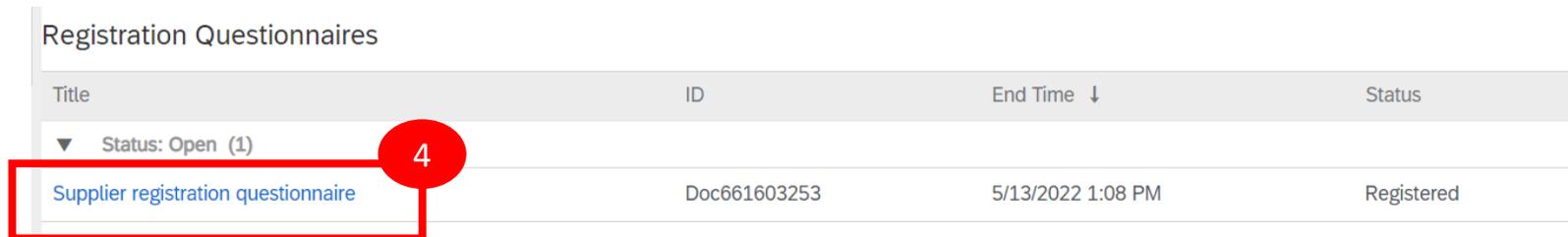
Supplier Onboarding – Registering (Keeping your details updated)

You may want to revisit your supplier registration questionnaire in the future i.e. to update your details

1. Login to your Ariba Network account.
2. In the top left hand corner, select “Business Network”
3. From the drop-down, select “Ariba Proposals and Questionnaires”



4. In the Registration Questionnaire section, click on the “Supplier Registration Questionnaire”

A screenshot of a table titled 'Registration Questionnaires'. The table has columns for 'Title', 'ID', 'End Time', and 'Status'. Below the header, there is a filter for 'Status: Open (1)'. A single row is visible, with the 'Supplier registration questionnaire' link highlighted by a red box and a red circle containing the number 4. The row contains the following data: Title: Supplier registration questionnaire, ID: Doc661603253, End Time: 5/13/2022 1:08 PM, Status: Registered.

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier registration questionnaire	Doc661603253	5/13/2022 1:08 PM	Registered

From the date of submission, your Registration Questionnaire will stay open for a further 365 days, allowing you to revise/amend your response any point.

Supplier Onboarding – Registering (Keeping your details updated)

5. To amend the details in the Registration questionnaire click on “Revise Response” then click “ok”

Doc797543384 - Supplier registration questionnaire

Time remaining
364 days 23:06:15

You have submitted a response for this event. Thank you for participating.



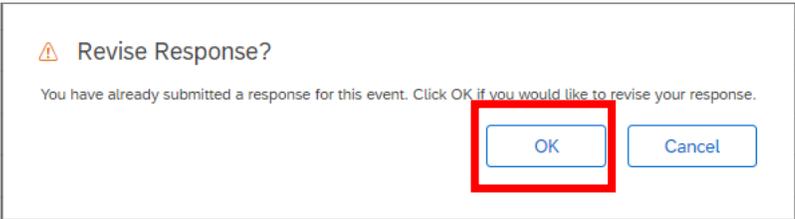
All Content

Name ↑

1 Supplier Information

1.1 Company Name ⓘ

PG Industries



Supplier Onboarding – Registering (Keeping your details updated)

6. Once all the required details have been amended click the “Submit Entire Response” and then “Ok” you will then see a notification that you revised response has been submitted

1.7 VAT Registration Number (Please click on the information 'i' icon for additional assistance to ensure your response is returned in the correct format)

Country: United Kingdom (GB) ⓘ

Tax Name	TaxType	Tax Number
United Kingdom: VAT Registration Number	Organization	GB123456789

1.8 Registered Company Address

1.8.1 Address 1

* 1 Commerce View

(*) indicates a required field

6 Submit Entire Response | Reload Last Bid | Save draft | Compose Message | Excel Import

✓ Submit this response?
Click OK to submit.

OK | Cancel

✓ Your revised response has been submitted. Thank you for participating in the event.



Supplier Onboarding- Qualification

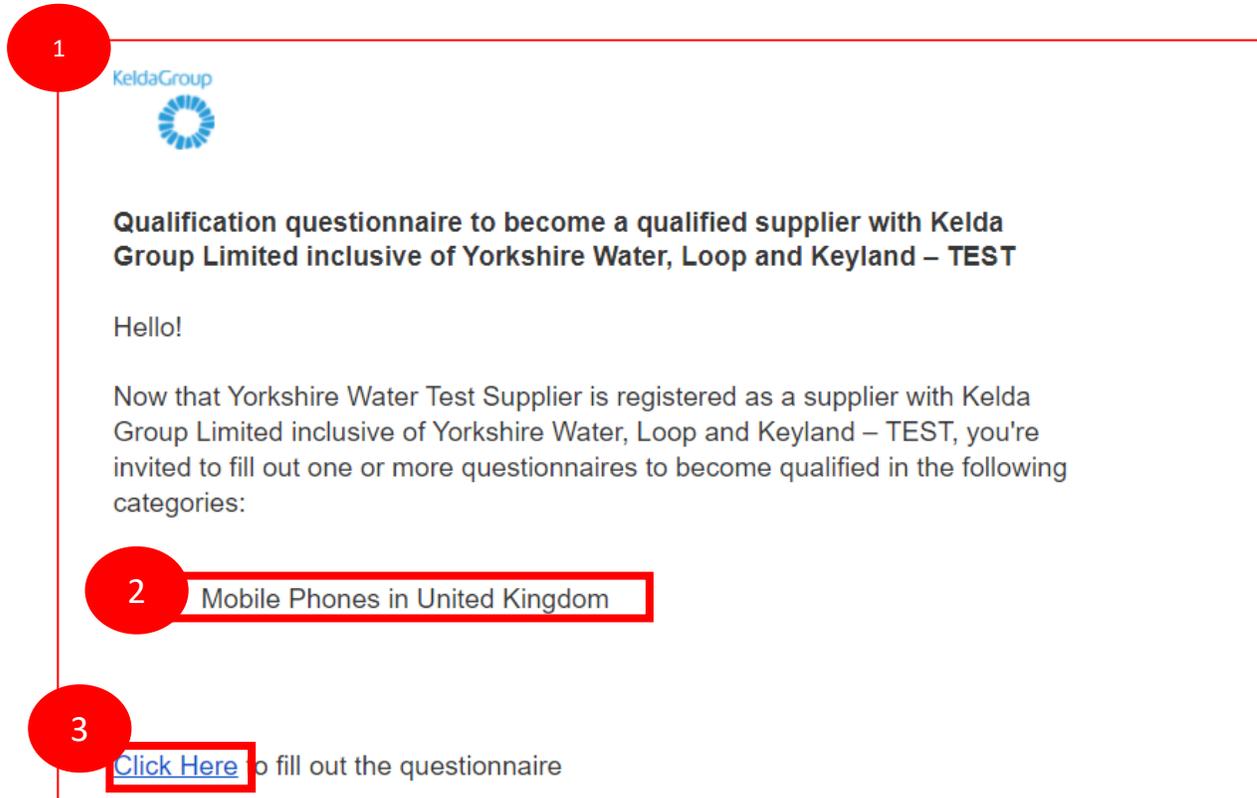


YorkshireWater

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Supplier Onboarding- Qualification

1. Suppliers will receive an email invitation to qualify as a supplier with Yorkshire Water.
2. The commodity we have chosen to qualify your organisation will be detailed in the body of the email.
3. To complete the supplier qualification questionnaire, click on "Click Here" within the email invitation.



Supplier Onboarding- Qualification

- 4. Enter your login credentials
- 5. The supplier qualification questionnaire will open
- 6. Complete all required fields (mandatory fields are marked with *)



Supplier Login

Login

[Forgot Username or Password](#)

Ariba Sourcing

< Go back to Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland – TEST Dashboard Desktop File Sync

Console Doc923357991 - Qualification Questionnaire Time remaining 29 days 23:58:23

Event Messages
Event Details
Response History
Response Team

Event Contents

- All Content
- 1 Key Contact Information
- 2 Bank Details
- 3 Conflict of Interest
- 4 Correspondence
- 5 Training & Education...
- 6 Corporate and Social...
- 7 Vendor Declaration

All Content

Name ↑

1 Key Contact Information

- 1.1 Please enter Key Contact Name *
- 1.2 Please enter Key Contact Title *
- 1.3 Please enter Key Contact Phone *
- 1.4 Please enter Key Contact Email Address *

2 Bank Details

- 2.1 Bank Name *
- 2.2 Bank Account Holder Name *

Bank Type: No Choice ▾
Bank Id: 0001
Country: United Kingdom
Bank Name:
Bank Branch:
Street:
City:

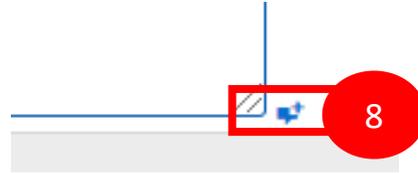
(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Supplier Onboarding- Qualification

8. When completing the supplier qualification questionnaire, look out for the icons which prompts you to attach supporting information



Important Information:

Please follow the below guidance when Entering your organisations banking details:

Note: The bank details provided must be supported by a letter headed paper on a PDF of your bank details

- **Bank Type:** Please choose from either Domestic or Foreign.
- **Bank ID:** Default to 0001. You do not need to change this.
- **Name:** Please provide the name of the bank (i.e. Barclays)
- **Bank Branch:** Please provide the name of the bank branch (i.e. Barclays Bank Bradford)

Bank Name	* Barclays Bank PLC
Bank Account Holder Name	* Yorkshire Water Test Supplier
	* Bank Type: Domestic ▾
	Bank Id: 0001
	Country: United Kingdom
	Bank Name: Barclays Bank PLC
	Bank Branch: Bradford



Supplier Onboarding- Qualification

Important Information

Street/City/Region/Postal Code: Please provide the address details of your bank

Account Holder Name: Please provide the name of the Company the bank account is registered to

Bank Key/Routing Number: Please provide your bank Sort Code. The Sort Code needs to be in the following format; 123456 (no spaces/dashes).

Account Number: Provide your bank account number. The bank account number needs to be in the following format; 12345678 (no spaces)

IBAN Number: For International Accounts Only.

Swift Code (otherwise known as BIC): For International Accounts Only.

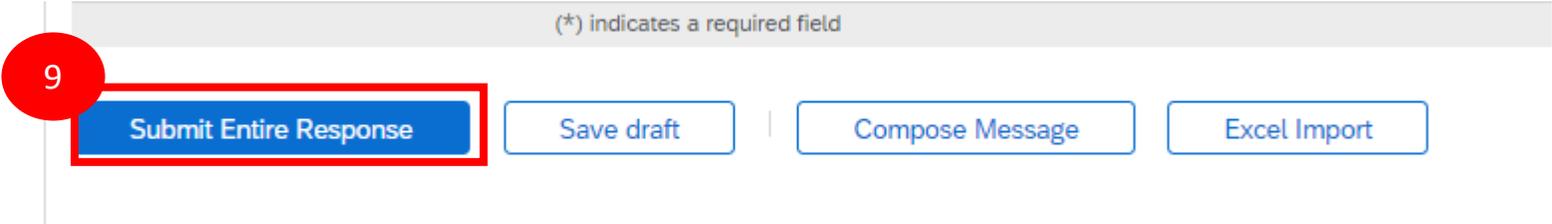
Bank Account Type: Please choose from either Savings, Checking (Current), Investment.

Account Holder Name:	<input type="text" value="Yorkshire Water Test Supplier"/>
Bank Key/ABA Routing Number:	<input type="text" value="112233"/>
Account Number:	<input type="text" value="12345678"/>
IBAN Number:	<input type="text" value="IBAN Number"/>
SWIFT Code:	<input type="text"/>
Bank Control Key:	<input type="text" value="Current Account [CC] v"/>



Supplier Onboarding- Qualification

9. Once you have completed all sections and required fields, click on Submit Entire Response.



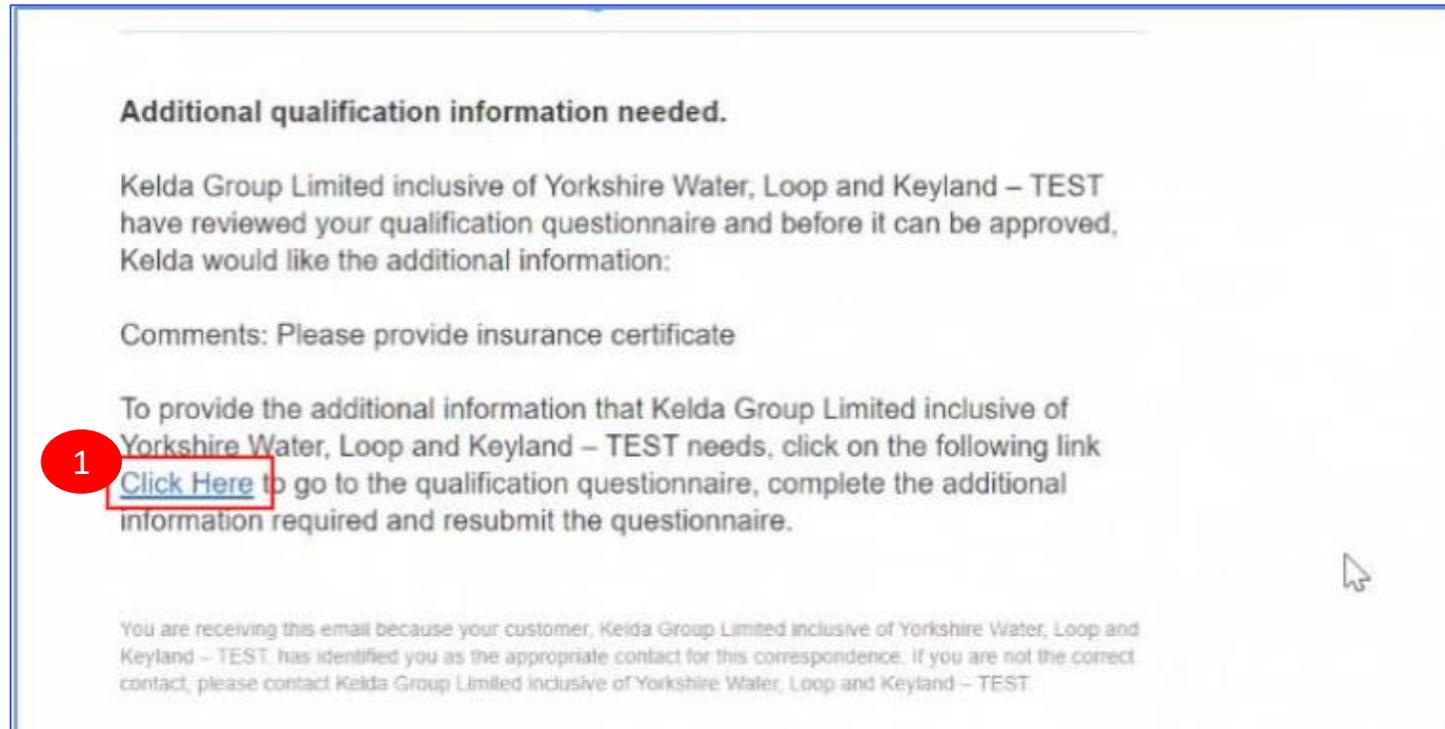
10. Your response has now been submitted. The qualification questionnaire submission will be reviewed by the Yorkshire Water Buyer/Sourcing Contact. You will receive an email notification to inform you that your response has been successfully submitted.



Supplier Onboarding- Qualification (requires additional information)

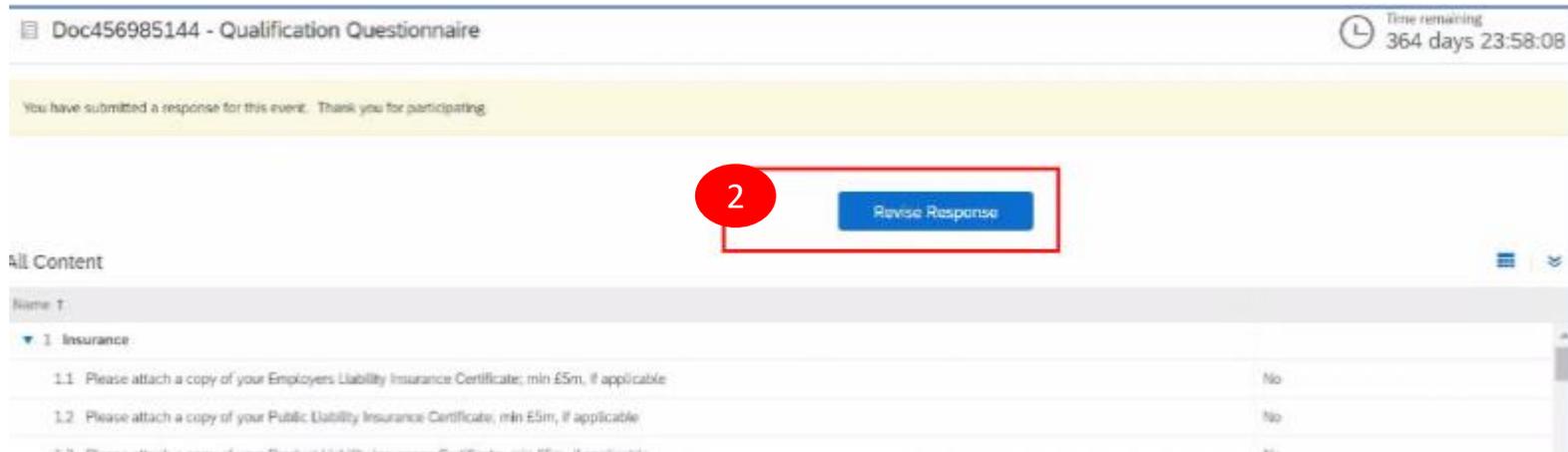
You may receive an email notifying you that Yorkshire Water require additional information. We would only ever request additional information if your qualification is yet to be approved.

1. In the instance you will receive the following email. Select the "Click Here" to go in the Qualification Questionnaire and revise your response. You will need to login in to your Ariba Network account.

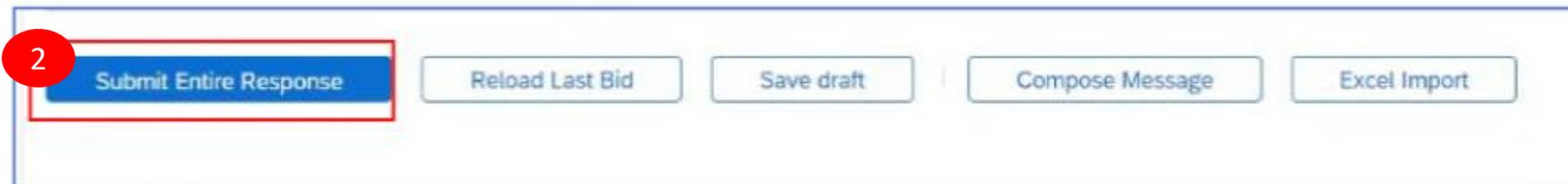


Supplier Onboarding- Qualification (requires additional information)

2. Click on "Revise Response"



3. Make the necessary changes and then click "Submit Entire Response" the revised submission will now be submitted for Yorkshire Water approval



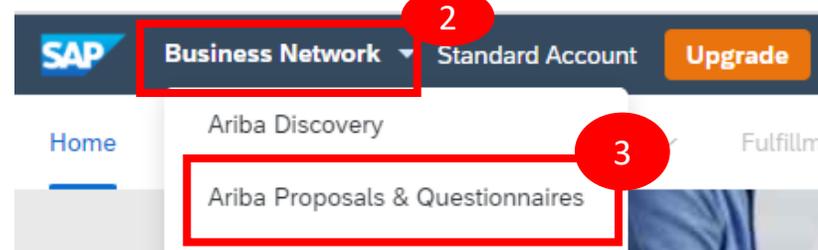
Supplier Qualification – Keeping your details updated

The data provided in the qualification questionnaire is used to update your accounting information, If at any point you need to update any of the details in the table below, then you must amend your Supplier Qualification Questionnaire. **To do this you will first need to request your that the Supplier Qualification Questionnaire Event is “re-opened” - you will need to contact the procurement contact at Yorkshire Water to action this.**

Insurance	Human Rights and Environmental	Construction Industry Scheme	Bank Details	Correspondence
Health & Safety	Quality	Conflict of Interest	Information Security	Vendor Declaration

You can view your completed Qualification at any point. Log in to your Ariba Network account, use the link below. Enter your login credentials

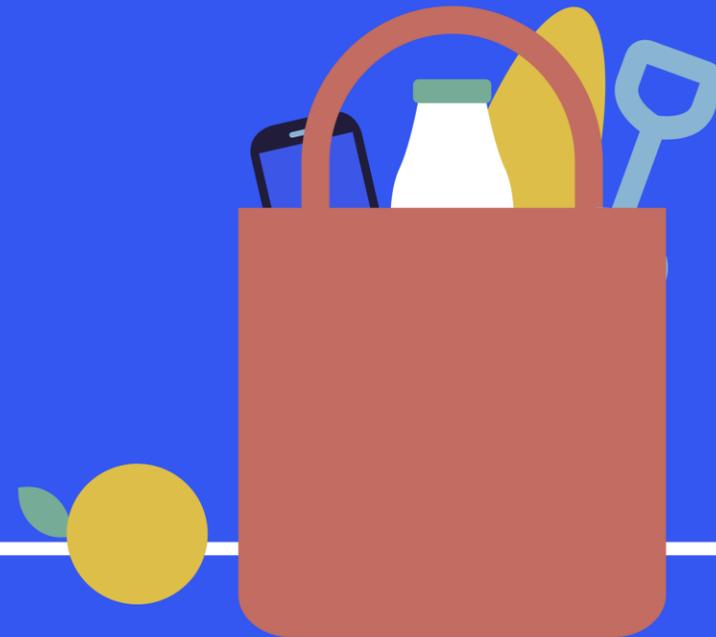
1. Login to your Ariba Network account.
2. In the top left hand corner, select “Business Network”
3. From the drop-down, select “Ariba Proposals and Questionnaires” then find the relevant Questionnaire



Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (2)					
Qualification Questionnaire	Doc799518842	12/10/2021 9:33 AM	Fluoride/phosphoric 51172... View more	GBR United Kingdom	Qualified
Qualification Questionnaire	Doc797993972	12/8/2021 5:38 PM	Abrasive compounds 231315... View more	GBR United Kingdom, All All	Qualified

Supplier Onboarding- Accepting Trading Requests



YorkshireWater

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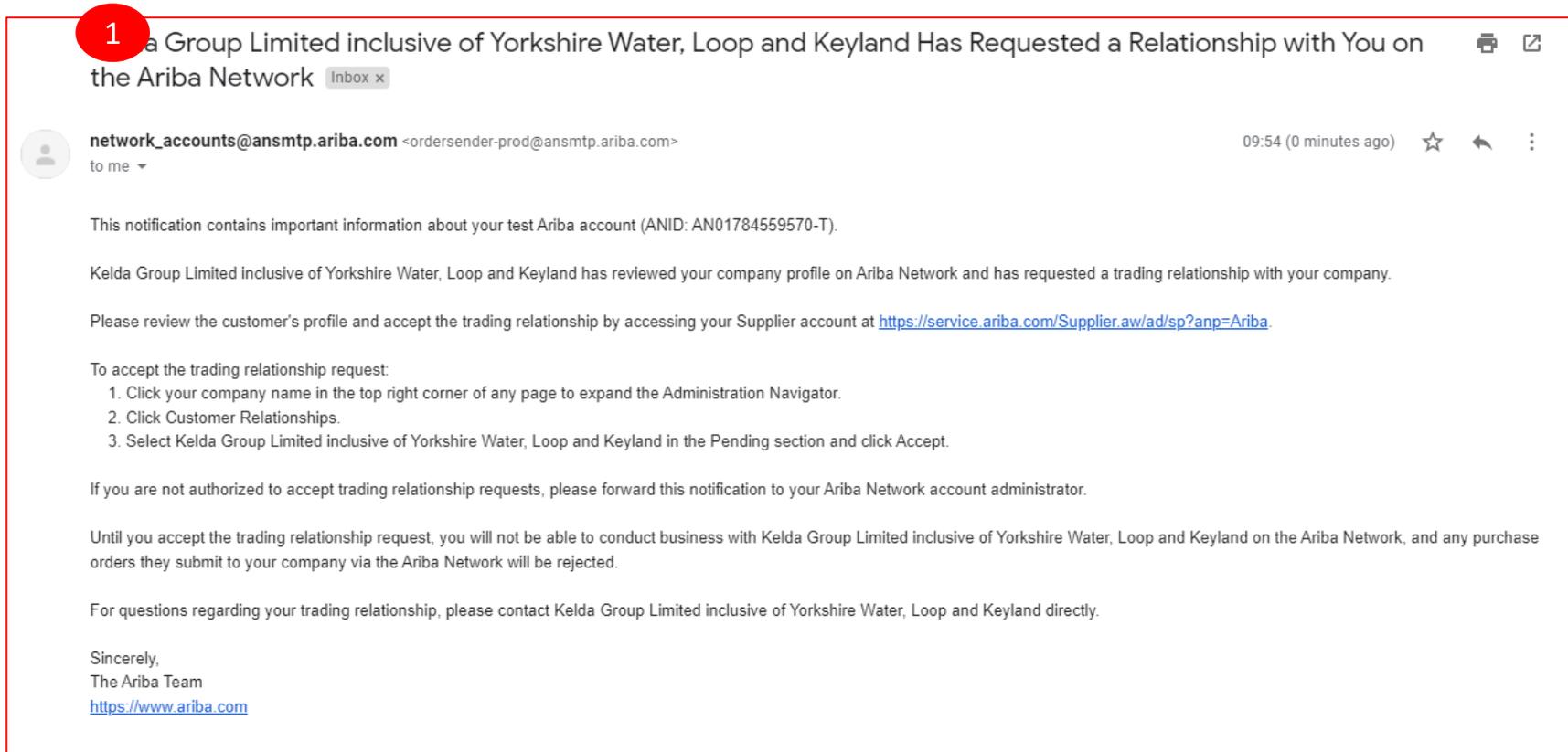
Supplier Onboarding – Accepting the Trading Request

A trading relationship invitation begins with an email sent by Yorkshire Water after a supplier is successfully qualified. This email is an invitation to connect with Yorkshire Water, enabling you to start receiving orders and / or submitting invoices on the Ariba Network.

Note: Only the account administrator can accept the trading relationship or users set up with the trading invitation ‘account merge’ permissions – Purchase orders are unable to be sent to the supplier without acceptance.

If your account is set up to automatically accept a Trading Relationship skip to step

1. You will receive an email requesting you to accept a Trading Relationship. To accept, click on the link to access your Supplier account and enter your log in credentials



1 Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland Has Requested a Relationship with You on the Ariba Network Inbox x

 **network_accounts@ansmtp.ariba.com** <ordersender-prod@ansmtp.ariba.com> 09:54 (0 minutes ago) ☆ ↶ ⋮
to me ▾

This notification contains important information about your test Ariba account (ANID: AN01784559570-T).

Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland has reviewed your company profile on Ariba Network and has requested a trading relationship with your company.

Please review the customer's profile and accept the trading relationship by accessing your Supplier account at <https://service.ariba.com/Supplier.aw/ad/sp?anp=Ariba>.

To accept the trading relationship request:

1. Click your company name in the top right corner of any page to expand the Administration Navigator.
2. Click Customer Relationships.
3. Select Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland in the Pending section and click Accept.

If you are not authorized to accept trading relationship requests, please forward this notification to your Ariba Network account administrator.

Until you accept the trading relationship request, you will not be able to conduct business with Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland on the Ariba Network, and any purchase orders they submit to your company via the Ariba Network will be rejected.

For questions regarding your trading relationship, please contact Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland directly.

Sincerely,
The Ariba Team
<https://www.ariba.com>



Supplier Onboarding – Accepting the Trading Request

2. Once logged in, select “Ariba Proposals and Questionnaires” from the dropdown on the home page on the right hand side, then click on the settings tab from the drop down menu and select “Sourcing & Contracts Notifications”
3. Click on the “Customer Relationship” tab then select “Pending”
4. Scroll down to find any Pending trading request. Ensure the check box is selected and click “Approve”

The screenshot shows the SAP Ariba Account Settings page. The top navigation bar includes 'SAP Ariba Proposals and Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. The 'Account Settings' section has tabs for 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', 'Account Registration', and 'API management'. Under 'Customer Relationships', there are sub-tabs for 'Current Relationships' and 'Potential Relationships'. A red circle with the number '3' highlights the 'Current Relationships' sub-tab. Below this, there are radio buttons for 'Automatically accept all relationship requests' and 'Manually review all relationship requests', with the latter selected. An 'Update' button is present. Below the settings, there are counts for 'Current (0)', 'Pending (1)', and 'Rejected (0)'. The 'Pending (1)' count is highlighted with a red box. Under 'Pending Customers', there is a table with columns: 'Customer', 'Network ID', 'Relationship Type', and 'Requested Date'. A red circle with the number '4' highlights the 'Customer' column header. The table contains one entry: 'Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland' with Network ID 'AN01047461409-T', Relationship Type 'Trading', and Requested Date '8 Mar 2022'. Below this entry, there is a checkbox (checked), a dropdown arrow, and buttons for 'Approve' and 'Reject'. The 'Approve' button is highlighted with a red box.

The screenshot shows the user profile dropdown menu in SAP Ariba. The user is Paul Gibbons (ywaribatestsupplier@gmail.com). The menu includes options like 'My Account', 'Link User IDs', 'Contact Administrator', and 'Switch Account'. Under 'ACCOUNT SETTINGS', there are 'Users', 'Notifications', and 'Sourcing & Contracts Settings'. Under 'SOURCING & CONTRACTS SETTINGS', there is 'Sourcing & Contracts Notifications'. A red circle with the number '2' highlights the 'Sourcing & Contracts Notifications' option. The 'Settings' option under 'ACCOUNT SETTINGS' is also highlighted with a red box.

Supplier Onboarding – Accepting the Trading Request

5. Once approved, you will receive an email when your Trading Relationship has been accepted and established.

5

Relationship established with Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland Inbox x

 **The Ariba Network Team** <ordersender-prod@ansmtp.ariba.com>
to me ▾



Relationship established
Dear PG Industries,

Your company Supplier PG Industries (ANID:AN01784559570-T) is now successfully connected with Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland (ANID:AN01047461409-T) to start transactions and exchange electronic documents such as purchase orders and invoices.

You can [log in](#) to your account to get started.

Contact Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland if you have questions about the business relationship.

Thank you for using SAP Business Network.

Sincerely,SAP Business Network team

If you do not want to receive future notifications, update the email address for your account or discuss this with your company's SAP Business Network account administrator.

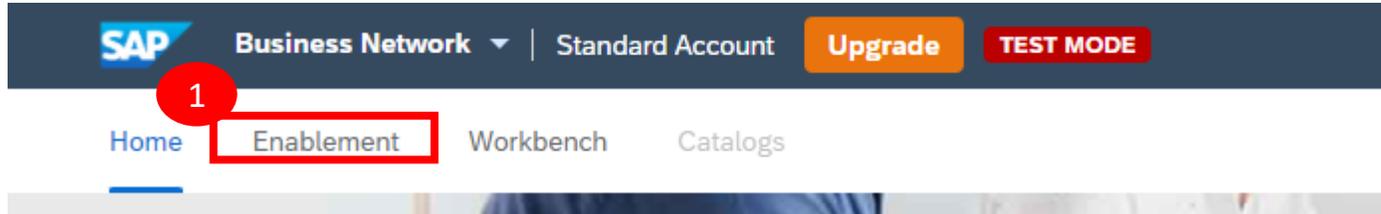
Offices | Privacy Statement | Data Policy | Customer Support



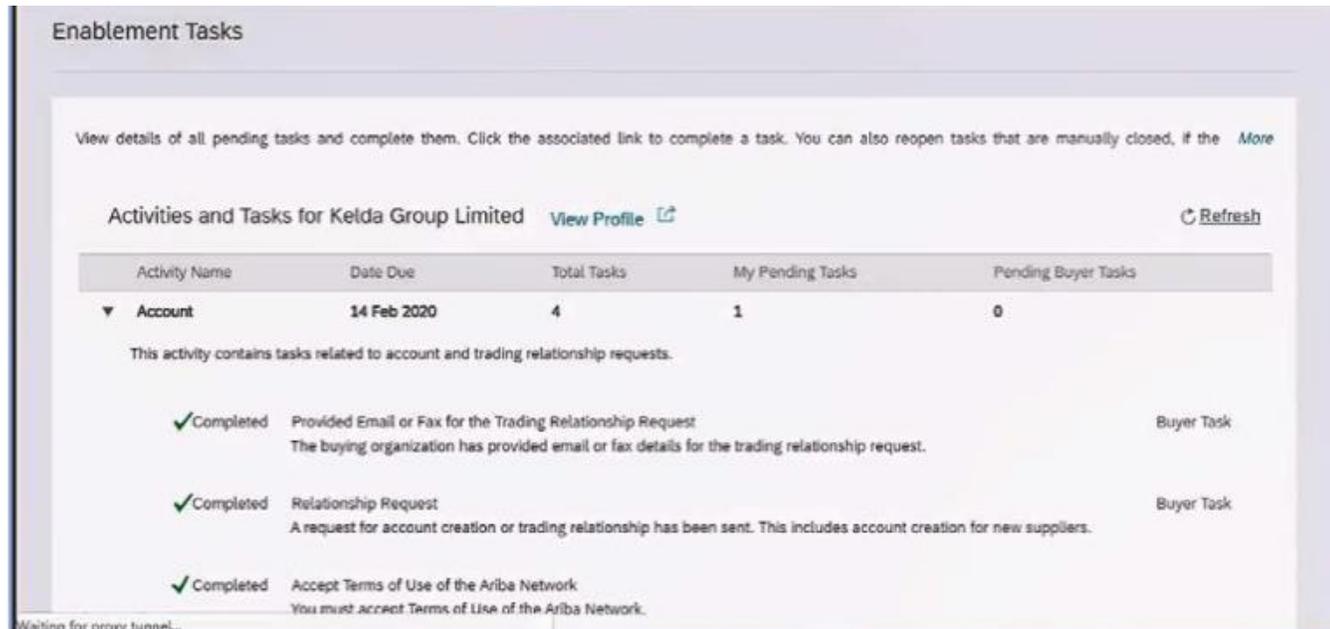
Supplier Onboarding – Enablement Tasks

You may receive an email notification about pending enablement tasks that require your action. This means that your account requires certain tasks to be completed in order to ensure your account is fully configured and ready to transact. It's important to complete tasks prior to the due date.

1. To access any outstanding Enablement Tasks tab, first click on the "Enablement" tab on your account home page



2. Click the associated link to complete a task. You can also reopen tasks that are manually closed, if the subsequent task is not yet completed. It is recommended to enter a comment when reopening a task. Ensure that all Enablement Tasks are completed



The screenshot shows the 'Enablement Tasks' page for Kelda Group Limited. The page title is 'Enablement Tasks'. Below the title, there is a description: 'View details of all pending tasks and complete them. Click the associated link to complete a task. You can also reopen tasks that are manually closed, if the More'. Below this is a section for 'Activities and Tasks for Kelda Group Limited' with a 'View Profile' link and a 'Refresh' button. A table with the following columns: 'Activity Name', 'Date Due', 'Total Tasks', 'My Pending Tasks', and 'Pending Buyer Tasks'. The table has one row: 'Account', '14 Feb 2020', '4', '1', and '0'. Below the table, there is a note: 'This activity contains tasks related to account and trading relationship requests.' Below this note, there are three completed tasks:

Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks
Account	14 Feb 2020	4	1	0

This activity contains tasks related to account and trading relationship requests.

- ✓ Completed Provided Email or Fax for the Trading Relationship Request
The buying organization has provided email or fax details for the trading relationship request. Buyer Task
- ✓ Completed Relationship Request
A request for account creation or trading relationship has been sent. This includes account creation for new suppliers. Buyer Task
- ✓ Completed Accept Terms of Use of the Ariba Network
You must accept Terms of Use of the Ariba Network.

Supplier Onboarding- FAQs



YorkshireWater

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Supplier Onboarding – Frequently Asked Questions

Question	Response
Can we use the Standard Ariba account?	The Standard account allows you to transact free of charge and flip a purchase order into an invoice using the interactive email shown in the managing purchase orders and invoices section of this guide. There are no volume restrictions.
Do we need an Enterprise account?	Suppliers who receive more than 100 purchase orders from Yorkshire Water per year may benefit from system integration, whereby your companies sales system is integrated with SAP Ariba and you simply manage the transactions from your own system. If you think this may benefit you, please contact us at p2psystemsteam@yorkshirewater.co.uk
How do I know what type of account We Hold?	<p>You can see the account type at the top of your Ariba account screen.</p> 
what do non VAT registered companies enter in the supplier VAT field?(Registration questionnaire)	Suppliers should leave the VAT number blank if they are not VAT Registered
The “revise response” option in the registration and qualification questionnaire is not available, what do I do?	Please contact your YW Sourcing/Buying contact, they will re open the required event for you.
I have accidentally rejected a trading relationship request – What should I do?	Please contact p2psystemsteam@yorkshirewater.co.uk and ask for the Trading Relationship Agreement to be resent
The sourcing event and/or qualification questionnaire sent from Yorkshire Water is not available to view in the “Ariba Proposals and Questionnaires” drop down?	<p>The Log in credentials being used are may not associated with the ANID that the invite or Questionnaire has been sent to.</p> <p>It is essential that Accounts ID’s must match, please refer to the Ariba Network: Account Types and Ariba Network: Setting Up New Users section of this document for further guidance around ANID numbers.</p> <p>Please also contact your YW Sourcing/Buying contact and they will be able to confirm which ANID has been used.</p>
I receive the following message: Error: The username and password entered has already merged to another Ariba Sourcing user account – what should I do?	This error message is received when accessing an event through the email invitation sent by YW and supplier logging in with credentials linking to an incorrect ANID, please follow the same guidance as above to ensure all ANID’s are matching.