

ARIBA

Vendor's Portal

Quick Guide for Vendors

Globant ▶



INITIAL UNDERSTANDING:

In this guide you will find the following contents:

1. Supplier registration management: ARIBA Suppliers Portal

User creation, Mail and password generation

Initial data of the Vendor

Main good or service category

Place of dispatch/service delivery

1.A. Questionnaires requested by Globant

[Vendor Form]: Corporate / Tax / Bank Data

Please, we request that before beginning your registration you have the following documents:

- **Bank certificate:** Document containing the account number, name of the banking institution and name of the vendor.
 - **Document indicating the supplier's identification number**
 - **Tax documentation (if applicable)**



USER CREATION IN ARIBA



You will receive an email with the invitation to register to the Ariba portal, where you will find a link to create a **standard account** or link your already created account with other clients.

Please, select the link.



Register as a supplier with Globant

Hello!

Micaela Soledad Aguilera has invited you to register to become a supplier with Globant. Start by creating an account with Ariba Network. It's free.

Globant uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Prueba FR10 Exterior 2RE already has an account with Ariba Network, sign in with your username and password.

You can obtain more information respect to available process and the tool in the next link:

[Globant Training: Supplier Info Portal.](#)

[Click Here](#) to create account now



LOGIN TO NAVEX

In addition to registering with Ariba, **you must complete the Due Diligence questionnaire on the Navex platform.** In order to complete this questionnaire you will receive an automatic email from noreply@navexglobal.com with the **subject Globant Screening Program.** In this email there will be a link to enter the platform along with your login credentials.
Please enter the platform.

Third Party Name

You have been invited to participate in Globant's Screening Program, this is part of your registration process as a vendor for Globant in Ariba.

Globant screens all vendors using best practices for corporate compliance. The goal of the Screening Program is to ensure that Globant does business with vendors that operate with high ethical standards and that have a record of law-abiding conduct. Thanks for your understanding, cooperation and assistance in this matter.

You will have the opportunity to save your progress and **complete** the interview in multiple sessions. To begin your online interview, please visit: [click here](#)

Login with the following credentials:

Username:
Password:

Please reach out to your business partner at Globant with any questions or concerns.

[Privacy Statement](#) | [Terms of Use](#)





USER CREATION IN ARIBA

SAP Ariba Proposals and Questionnaires

Bienvenido,

¿Tiene alguna pregunta? Haga clic aquí para ver la guía Inicio rápido.

Bienvenido a Ariba Network. Se ha enviado una solicitud de restablecimiento de contraseña desde el sitio de Globant.

Globant utiliza SAP Ariba para gestionar actividades de compra.

Cree una cuenta de proveedor de SAP Ariba y gestione su respuesta a las actividades de compra requeridas por Globant.

¿Tiene ya una cuenta? [Iniciar sesión](#)

[Suscribirse](#)

Acerca de Ariba Network

Ariba Network es su puerta de entrada a todas las soluciones de vendedor de Ariba. Ahora tiene un lugar único desde el que puede gestionar todas sus actividades de negocio.

- Responder de forma más eficiente a las solicitudes de sus clientes
- Trabajar más rápidamente con sus clientes en todas las etapas de aprobación del flujo de trabajo
- Fortalecer las relaciones con sus clientes utilizando una solución de Ariba Network
- Revisar eventos de sourcing pendientes para varios compradores dentro de una única sesión.
- Aplicar su perfil de empresa en las actividades de Ariba Network, Ariba Discovery y Ariba Sourcing

Realizar el cambio a Ariba Network le permitirá iniciar una sesión única desde la que puede gestionar:

- Todas sus relaciones de cliente de Ariba
- Todas sus acciones, tareas y transacciones de un evento
- Su información de perfil
- Todas sus actividades de registro
- Sus tareas administrativas de usuario y contactos

Once entered the link of ARIBA, the following screen will be displayed.

In case you do not have an account created in ARIBA, you must select "**Subscribe**".

In case you have an account created with other clients, you must select "log in". Then add your username and password to associate your created account with GLOBANT.



USER CREATION IN ARIBA

You must complete all the fields that have (*)

Información de la empresa

Nombre de la empresa:*

País/Región:*

Dirección:*

Ciudad:*

Estado/Provincia:*

Código postal:*

In this section you will configure your user data and manage your **password** (which must contain at least one special character) and **language**.

By default it will bring your **email**, which will be your user to access the portal later, **as long as you check the option "use my email address as username"** [Check that field]

Información de cuenta del usuario

Nombre:*

Correo electrónico:*

Utilizar mi dirección de correo electrónico como nombre de usuario

Nombre de usuario:*

Contraseña:*

Repita la contraseña

Idioma:*

Pedidos de correo electrónico a:*



USER CREATION IN ARIBA

Cuéntenos algo más sobre su negocio

Categorías de servicio y producto:* -o bien-

Ubicaciones de expedición o servicio:* -o bien-

ID fiscal: Introduzca el número de

Número DUNS: Introduzca el número de

To find the category that best suits the product or service you sell, we suggest exploring the **"Browse"** field to see all the available options..

Selección de categoría de servicio y producto

Buscar

Haga clic en la categoría de servicio y producto que desee agregar y luego en el icono +. Las categorías de servicio y producto de niveles inferiores se muestran haciendo clic en una categoría de mercancía. Haga clic en Aceptar para guardar los cambios.

Examinar categorías de servicio y producto [¿No ha encontrado lo que buscaba? Intente en Buscar >](#)

Alimentos y bebidas >	Coleccionables y condecoraciones >	Coleccionables > ✓
Bienes deportivos >	Equipo de deporte y accesorios >	Premios > ⊕
Combustibles, aditivos y lubricantes >	Equipo de recreo y parques infantiles y equipo y suministros de natación y de spa >	
Componentes de fabricación y suministros >	Equipo para entrenamiento físico >	
Componentes y suministros electrónicos >	Equipos de gimnasia y boxeo >	
Electrónica de consumo y electrodomésticos >	Equipos de pesca y caza >	
Equipos de laboratorio >	Equipos deportivos para campos y canchas >	
Equipos del sector de servicios >		

Mis selecciones (1)

Coleccionables (Ver)

The "service and product categories" field opens a drop-down menu with different options, as shown in the following image. If you do not specifically find the category of the service you provide, please choose the most similar option to continue.

With these data, you already created your user. You will receive a confirmation email from your email



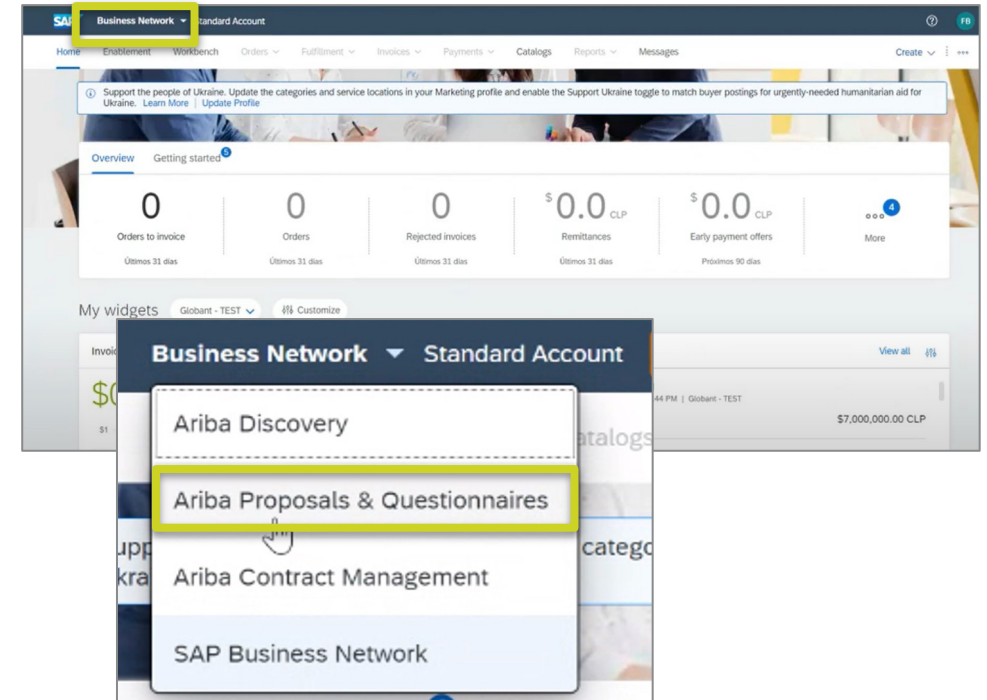
MAIN CONSIDERATIONS

- You will enter the ARIBA home portal. You must enter from **Business Network > ARIBA Proposals & Questionnaires** to get started.
- Below, in the **REGISTRATION QUESTIONNAIRES** section, you must complete the Supplier Registration S4
- If you do not see the questionnaire, we suggest that you can log in from another browser, or delete the cookies of the current browser. If it was not possible to solve the problem, contact via mail to our team of Globant Vendors.

CLARIFICATION:

You don't need to fill out the vendor profile from your user icon.

With the information provided in both questionnaires it is enough to register and operate with Globant.



Registration Questionnaires

Title

▼ Status: Abierto (1)

Supplier Registration S4



QUESTIONNAIRES IN ARIBA

When entering **ARIBA Proposals & Questionnaires** profile, you will be able to see the Globant name on the left side of the screen and both questionnaires in the lower section.

We ask that you **complete and submit both forms online** so that the Globant team can begin the review and approval process.

Please, **verify that both forms are in the "Finished" status**

GLOBANT

Las categorías que se encuentran en su perfil han acumulado un volumen de negocio superior a \$755.12 USD durante los últimos 12 meses.

Welcome to the *Ariba Spend Management* site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Eventos

Título	ID	Hora de finalización ↓	Tipo de evento	Ha participado
No hay artículos				

Cuestionarios de registro

Título	ID	Hora de finalización ↓	Estado
▼ Estado: Open (2)			
Cuestionario de registro de proveedor	Doc352014805	5/2/2022 19:25	Invitado
	Doc352014803	5/2/2022 19:25	Invitado

Cuestionarios de calificación

Título	ID	Hora de finalización ↓	Mercancía	Regiones	Estado
No hay artículos					



QUESTIONNAIRES IN NAVEX

The first time you log into Navex using the credentials in the invitation email, the platform will ask you to change your password:



CHANGE PASSWORD

Change Password

Use the form below to update your password. New passwords must meet the password criteria provided below.

Current password <input type="text"/>	Password Rules: <ul style="list-style-type: none">✗ Must be at least 8 characters.✗ Must have at least 1 upper-case character.✗ Must have at least 1 lower-case character.✗ Must have at least 1 number.✗ Must not contain consecutive repeating letters or numbers.✗ Must not contain sequence of 3 or more characters that match username.✗ Your new password must be different from the previous one.
New password <input type="text"/>	
Confirm new password <input type="text"/>	



QUESTIONNAIRES IN NAVEX

Once you have changed the password you will be able to enter the platform where you will be able to see:

- Select the preferred language from the options available in the upper right corner
- Start the due diligence questionnaire by clicking on the “Begin” button

The screenshot displays the RiskRate Enterprise Due Diligence interface. The top navigation bar includes the Globant logo and the RiskRate logo. The main header reads "SELECT AN INTERVIEW". Below this, there is a descriptive paragraph about the screening program. A table lists available interviews, with the first row for "Globant LLC" having a "Begin" button highlighted in a green box. In the top right corner, a language selection dropdown menu is also highlighted in a green box, showing "English - English (United States)" as the selected option, with other options being "Portuguese - português (Brasil)" and "Spanish - español (Latin America)".

Action	Interview Name	Status	Invitation Sent	Interview Completed	Preferred Language
Begin	Globant LLC	Interview In Progress	11/09/2023	-	English (United States)



QUESTIONNAIRES IN NAVEX

Clicking on “Begin” will open the questionnaire. All questions in the questionnaire must be answered:

The screenshot displays the RISKRATE Enterprise Due Diligence interface. The top navigation bar includes the Globant logo, the RISKRATE logo, and the text "Enterprise Due Diligence". The main header shows "INTERVIEW" and a user profile icon labeled "C M". A left sidebar contains "Interview" and "My Messages". The main content area is titled "Vendor Information" and includes a "Select Interview" button. Below the title, there is a list of questionnaire sections, each with a checkbox: "Vendor Information", "IT Security", "Personal Data", "Compliance with Anti-Bribery and Anti-Terrorism Regulations", "UN Global Compact", "Information About Related Parties", "Authorization for processing of personal data provided in this form", and "Certification". An "Ask a Question" button is located at the bottom of this list. The main form area contains the following fields: "Name of Vendor (full legal denomination and brand/trade names): *", "Country *", "Address 1 *", "Address 2", and "City *". Each field has a red exclamation mark icon indicating a required field.



QUESTIONNAIRES IN NAVEX

NOTE / FAQ:

It is possible that when you log in to complete your questionnaire you will see that some of the initial information with the provider's address is already completed with the text "string", please update that information to reflect the provider's current address.

Vendor Information

[Select Interview](#)

Please provide the following information about yourself, your employer and your employer's location.

Name of Vendor (full legal denomination and brand/trade names): *

Test Completo UK



Country *

Chile



Address 1 *

string



Address 2

string

City *

string



State/Province

Postal Code *

string





QUESTIONNAIRES IN NAVEX

Once you have answered all the questions you can click on the “Submit” button. The information you have provided in the questionnaire will be reviewed by Globant.

The screenshot displays the Globant RISKRATE Enterprise Due Diligence interface. The top navigation bar includes the Globant logo, a language selector set to "English - English (United States)", and a user profile icon labeled "CM". The main header shows "RR RISKRATE Enterprise Due Diligence" and "INTERVIEW". A left sidebar contains "Interview" and "My Messages". The central panel lists various questionnaire sections, all of which are completed with green checkmarks: Vendor Information, IT Security, Personal Data, Compliance with Anti-Bribery and Anti-Terrorism Regulations, UN Global Compact, Information About Related Parties, and Authorization for processing of personal data provided in this form. The "Certification" section is currently active and unchecked, with an "Ask a Question" button below it. The right panel shows the "Certification" form, which includes a "Select Interview" button, a heading "Certification", and a sub-heading "Your Online Interview is now ready to be certified. To complete this interview, please provide the following information about the officer or director who will certify the information submitted." The form contains three input fields: "Name of Certifying Officer *", "Title/Position of Certifying Officer *", and "Email of Certifying Officer *". Below these fields is a checkbox for "I certify that the information that I have provided is accurate. *". At the bottom right of the form, there are "Back" and "Submit" buttons, with the "Submit" button highlighted by a green box.



¡Thanks!

**If you have any questions or concerns,
you can contact us:**

vendormaintenance@globant.com