

Ariba Supplier Registration Quick Reference Guide

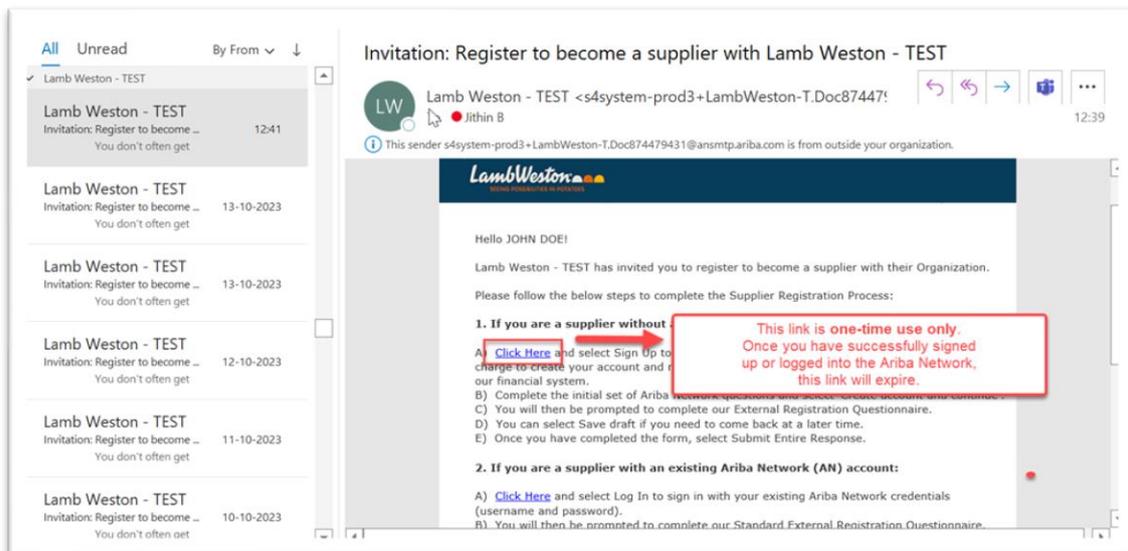
The purpose of this reference guide is to illustrate how to create an account or log into Ariba and complete the registration form for Lamb Weston.

Step Summary:

- Step 1: Create an account with or log into Ariba
- Step 2: Find the supplier registration event on your homepage
- Step 3: Fill in and validate the required and optional fields as necessary
- Steps 4 - 9: Review and submit your response back to Lamb Weston

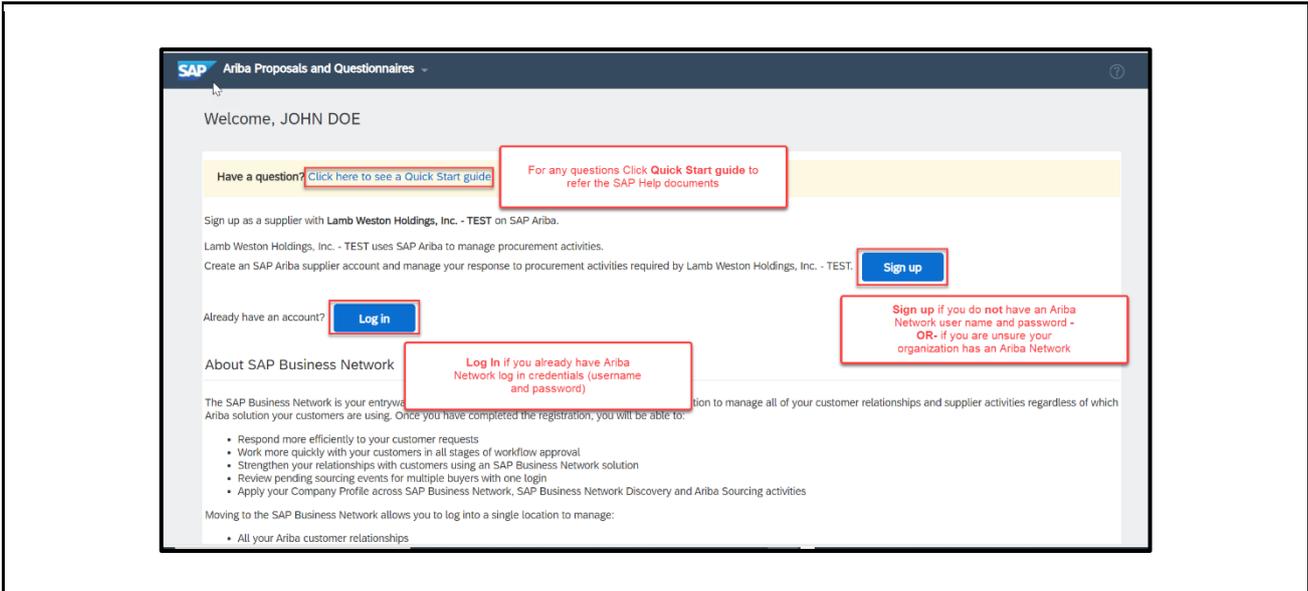
Step 1: Create an account with [or] log into your existing Ariba account

- You will receive an email from Lamb Weston asking you to register to become a supplier.
- In the email, click the link embedded in the body of the text.

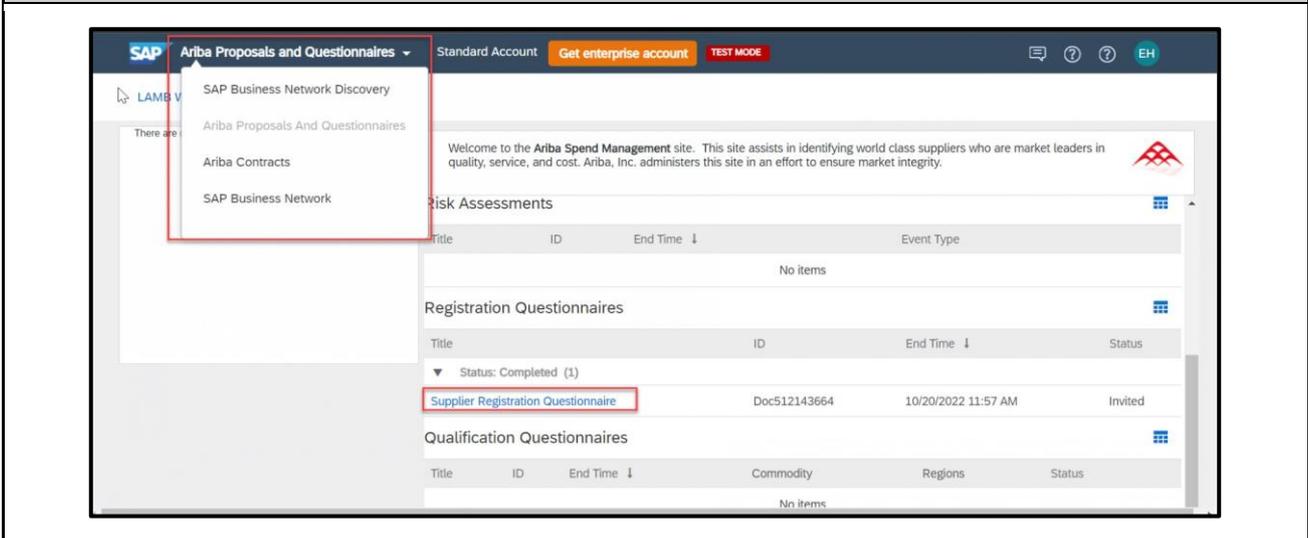


Step 2: Find the supplier registration event on your homepage. You will be directed to the page below.

NOTE: If you have questions or would like to view support documentation, navigate to the SAP Help portal via the link at the top of the page. From here, you can search for answers to your questions or contact Ariba support directly.



- If you are aware of an existing account for your organization, click **Log in** to input your credentials and find the registration questionnaire from your dashboard. Once logged in, ensure that you are in the **Ariba Proposals and Questionnaires** tab noted in the top left corner (image below). Click on the Supplier Registration Questionnaire
- If you do not have an account on the Ariba Network, click **Sign up** to create one.
- If you are unsure, click **Sign up**. Ariba will check if there are potential matches to your organization.



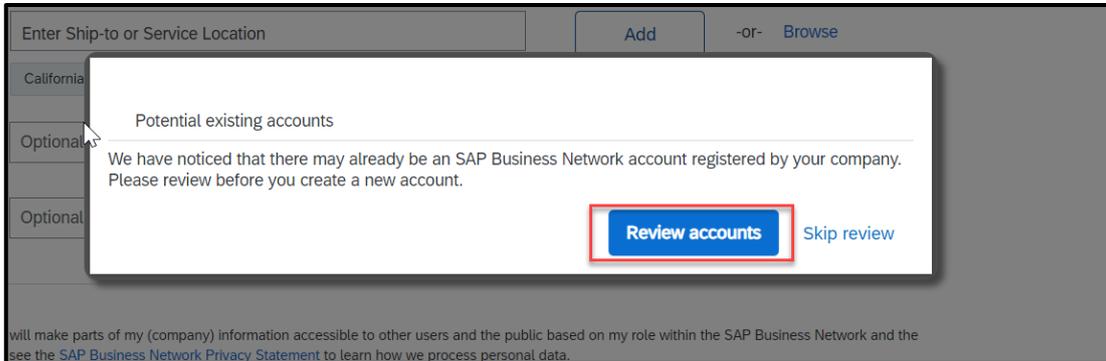
- Step 3: Fill in and validate the required and optional fields as necessary**
- If you are signing up for the first time, fill in the required fields on the next page. Required fields are denoted with an asterisk.
 - You will be asked to create a username and password. Follow the prompts on the right side to successfully create your credentials. E-mail must be all lowercase

- You will also be asked to select the product / service category you provide. Either type in a category and click **Add** or click **Browse** and click through the levels until you find the category. To add, click the + sign. Note, these are UNSPSC codes which are leveraged for Ariba Network purposes tied to your account.

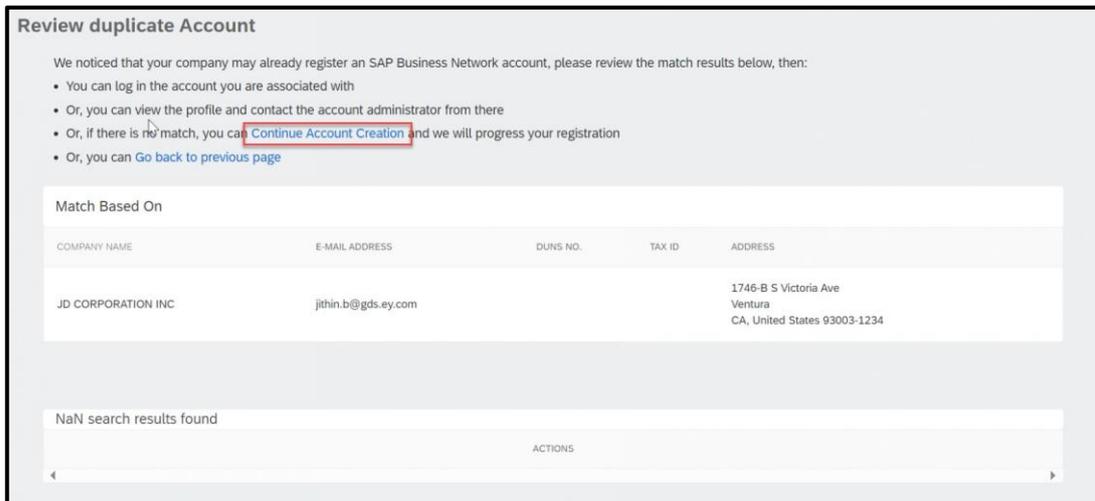
Click **OK** when done and do the same for **Ship-to or Service Locations**.

- Agree to the terms of service at the bottom of the page and click **Create account and continue**.

- If Ariba recognizes your organization’s credentials, it may show you a warning message that an account already exists. If so, click **Review accounts**.

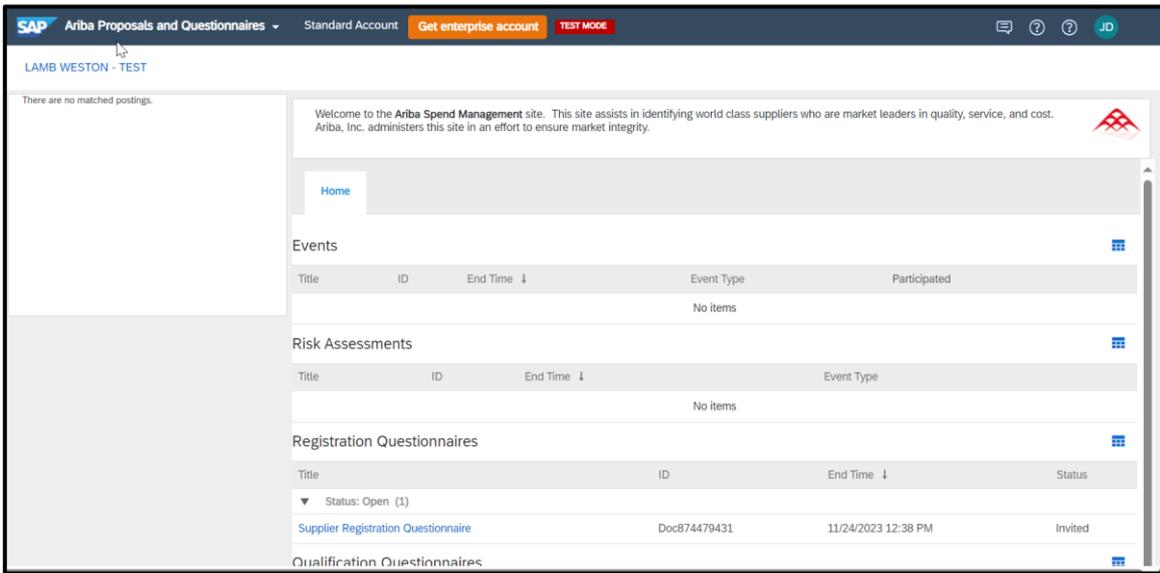


- View the list. If the results do not match, click **Continue Account Creation** at the top. If results do match, you may merge the account to continue.



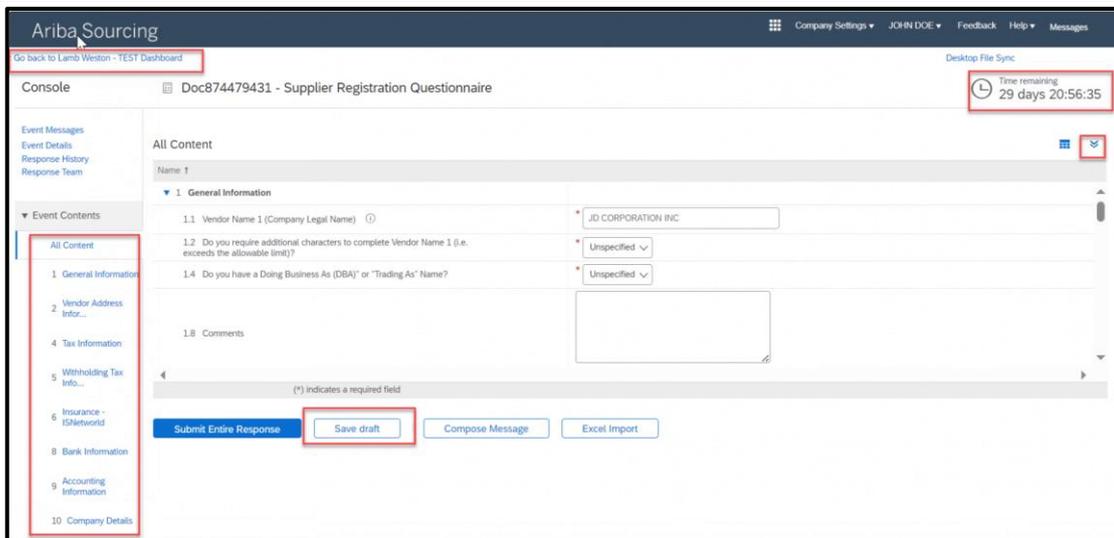
Step 4: Review and submit your response back to LambWeston

- Click on **‘Supplier Registration Questionnaire’** this is where you will enter and/or validate your organization's information.
- To navigate the questionnaire, either scroll through the form or navigate to specific sections using the left-hand panel.



- **You must complete all required fields**, denoted with an asterisk (*). Any fields not completed upon submission will result in an error message, prompting you to complete the field.
- At any time, you may save your responses as a draft to complete at a later time.

NOTE: To log back into your account at a later date, use this link and your login credentials (username and password): <http://proposals.seller.ariba.com>.
Do not use the link provided in the initial email, as it is a one-time use link.



- If you have additional Ordering/Remittance/Goods Supplier addresses, you can enter the details by answering 'Yes' to the highlighted question below. To add an Ordering address, click on the blue button labeled '**Add Ordering address**' and follow the same steps for remittance and Goods Supplier addresses

The screenshot shows the 'All Content' section of the registration form. A red box highlights the following fields:

- 2.2 Do you have an Ordering Address different from the Corporate address? (Yes)
- 2.3 Ordering Address (Add Ordering Address (0))
- 2.4 Do you have a Remittance Address different from the Corporate address? (No)
- 2.6 Do you have a Goods Supplier Address different from the Corporate address? (No)

Other visible fields include: 2.1.2.4 Primary Contact Phone (1234123412), 2.1.2.5 Extension, 2.1.2.6 Email Address (jithin.b@gds.ey.com), 4.1 Tax number(s), Country/Region (United States (US)), and a table for Tax Information with columns Tax Name, TaxType, and Tax Number. The table contains one entry: USA: Employer ID Number, Organization, 123456789.

- You must also fill in your tax details – Section 4 and provide official supporting documentation to validate the tax information provided is valid and accurate

NOTE: Some of the fields have character validations. If you receive an error, you will be directed to the specific field for correction

This close-up shows the '4 Tax Information' section. It includes a 'Country/Region' dropdown set to 'United States (US)'. Below is a table for tax information:

Tax Name	TaxType	Tax Number
USA: Employer ID Number	Organization	123456789

A red box highlights the 'USA: Employer ID Number' entry. Below the table are links for 'Test SLP Attachment.txt', 'Update file', and 'Delete file'.

- You must enter your organization's bank details – Section 6. To do so, click the link labeled **Add Bank Information**.

The screenshot shows a multi-step registration form. On the left is a navigation menu with sections 1 through 11. The main content area shows sections 4.1 through 9.1. Section 4.1 has a table with columns for Tax Name, Tax Type, and Tax Number, with values 'USA: Employer ID Number', 'Organization', and '123456789'. Section 4.2 has a file upload area with 'Test SLP Attachment.txt'. Section 5.2 has a dropdown for 'Country' set to '[US] United States of America'. Section 5.3 has a dropdown for 'Supplier located internationally' set to 'No'. Section 6.1 has a dropdown for 'Performing work/services on-site' set to 'No'. Section 8.1, 'Bank Information', is highlighted with a red box and contains the text 'Add Bank Information (0)'. Section 9.1 has a dropdown for 'Payment Method' set to '[T] - ACH CTX - CTX remittance'. A footer note states '(*) indicates a required field'.

The screenshot shows the 'Ariba Sourcing' interface. At the top, there's a navigation bar with 'Ariba Sourcing', 'Company Settings', 'JOHN DOE', and 'Help'. Below is a 'Desktop File Sync' section with 'Save' and 'Cancel' buttons. A yellow warning banner states: 'Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.' The main content area shows 'All Content > 8 Bank Information' and 'Bank Information (0)'. Below this is a table with one column 'Name' and one row 'No items'. At the bottom, there is a red-bordered button labeled 'Add Bank Information' and a footer note '(*) indicates a required field'.

- You are required to attach any of the following documents , Corporate Letter head with banking instructions OR Bank letter head with banking instructions OR Voided check

The screenshot shows a detailed view of the 'Bank Information' section. It includes input fields for 'Bank Key/ABA Routing Number' (071000013), 'Account Number' (1234567890), 'SWIFT Code', and 'Bank Control Key' (No Choice). A red-bordered box highlights a text instruction: 'Please attach any of the following documents , Corporate Letter head with banking instructions OR Bank letter head with banking instructions OR Voided check'. Below this is a dropdown for 'Remittance Information will be sent via B20-CTX to the vendor's bank. Vendor is responsible for obtaining remittance detail from your bank. Do you accept this method of remittance information delivery?' set to 'Yes'. A footer note states '(*) indicates a required field'.

- Please enter your Account receivable contact details in the highlighted section below:

The screenshot shows the 'All Content' form with the following data:

Field ID	Field Name	Value
6.1	Will you be performing work/services on-site for any Lamb Weston location/facility?	No
8	Bank Information	Add Bank Information (1)
9	Accounting Information	
9.1	Payment Method	[T] - ACH CTX - CTX remittance
9.5	LW Account With Vendor	
9.6	Accounts Receivable Contact	JOHN SMITH
9.7	A/R Phone	9876543210
9.8	Accounts Receivable Email	john.smith@JDCORPORATION.COM
10	Company Details	
10.1	How should LW send Purchase Orders	Ariba Network
10.6	Does your company identify as a Certified Diverse Business?	Unspecified

- In order to proceed, it is mandatory to indicate whether your business is certified as diverse. If yes, select the diversity indicator.

NOTE: If your business is certified as diverse, Lamb Weston will send you another questionnaire to gather the details of your certification. This questionnaire will specifically request information regarding your certificate and its related details.

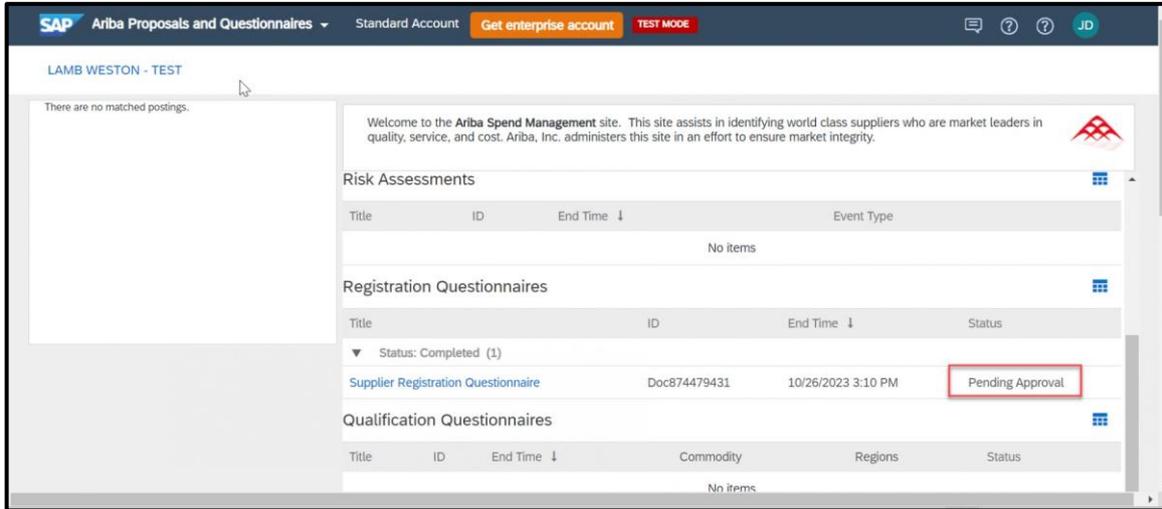
The screenshot shows the 'All Content' form with the following data:

Field ID	Field Name	Value
9.8	Accounts Receivable Email	test@test.com
10.1	How should LW send Purchase Orders	Ariba Network
10.6	Does your company identify as a Certified Diverse Business?	Yes
10.7	If Yes, What is your Certified Diversity Indicator?	Minority Owned
10.8	Minority/Diversity Indicator (Certified)	[AAB] - African American Business
10.15	Do you have any additional Diversity Certificate indicator(s)?	No

- Please ensure that all mandatory sections are completed before proceeding. Once you have finished, click "**Submit Entire Response**" to submit your completed form. After submitting, click "**OK**" to finalize your submission.

- Upon submission, you will receive a feedback message confirming that your response has been successfully submitted.

- To monitor the status of your registration document, click on the label **"Go back to LambWeston – Dashboard"** located in the top left corner. By accessing your dashboard, you will be able to track the progress of your questionnaire. Initially, the status will appear as **"Pending Approval"**. Once Lamb Weston has reviewed and approved your form, the status will be updated to **"Registered"**.



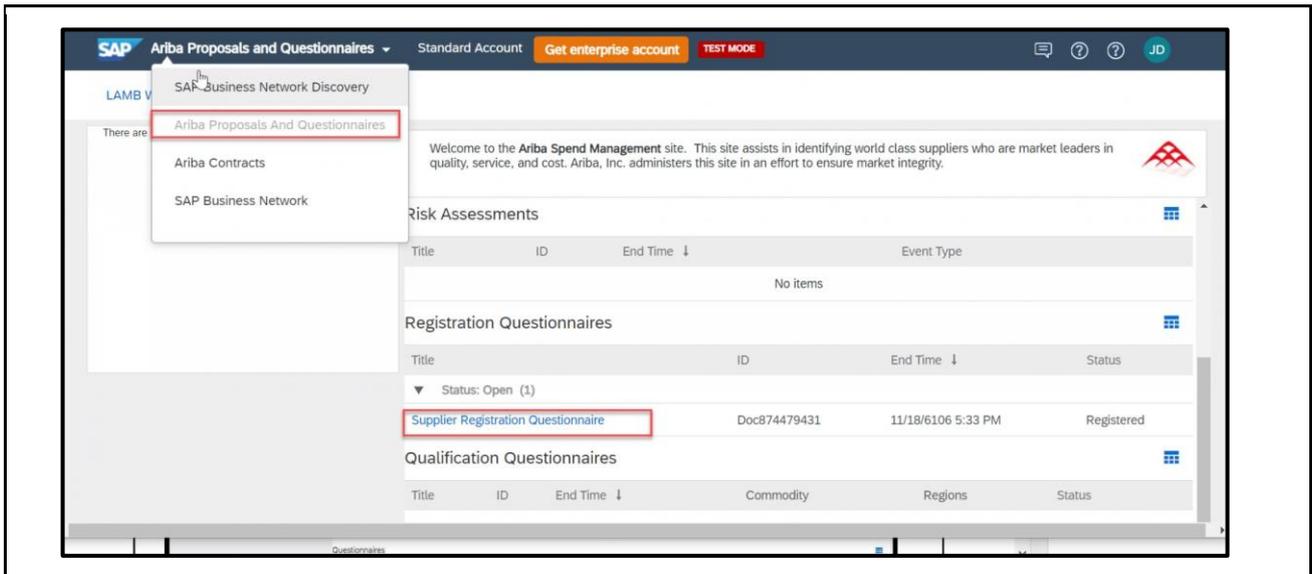
Making updates to your original submission

Step 1: From your supplier profile, navigate to the proposals and questionnaires tab and select the questionnaire

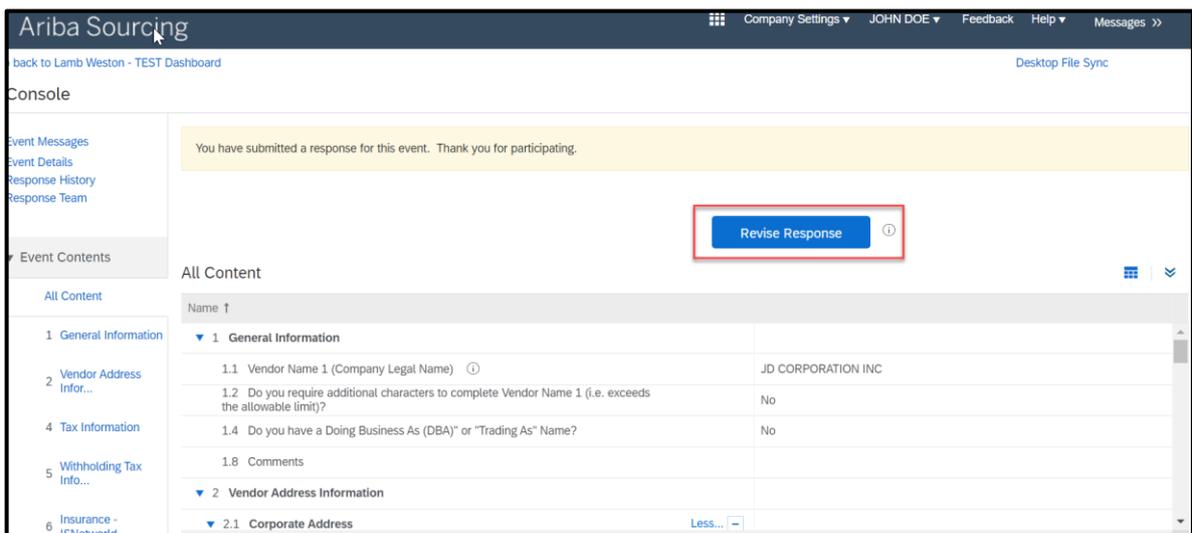
Step 2: Click 'revise response'

Step 3: Update your response and resubmit

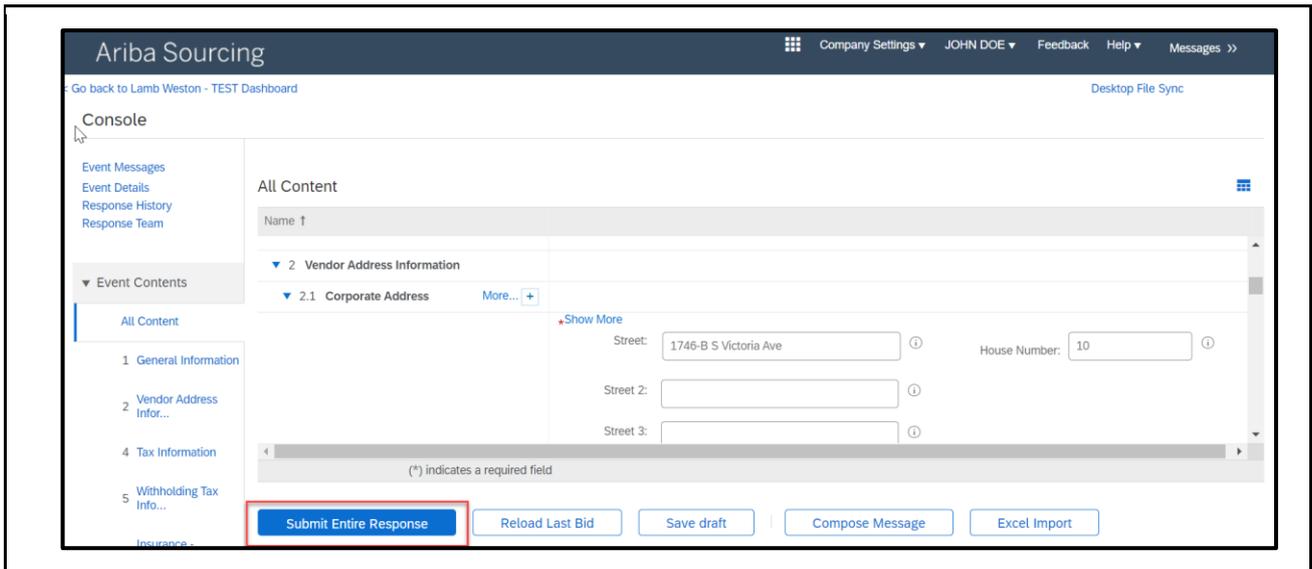
Step 1: Login to your existing Ariba Network account from your supplier profile, navigate to the **proposals and questionnaires** tab, and click the **'Supplier Registration Questionnaire'**



Step 2: Click 'Revise Response'



Step 3: Update your response and resubmit



Supplier Registration FAQs

1. How do I know if my company already has an Ariba login?

If you are unsure, go through the process of creating a new account. Ariba will scan its network upon submission of your profile and if there are any duplicates, you can link your account to your organization's profile.

2. How can I use my existing account to access the questionnaire?

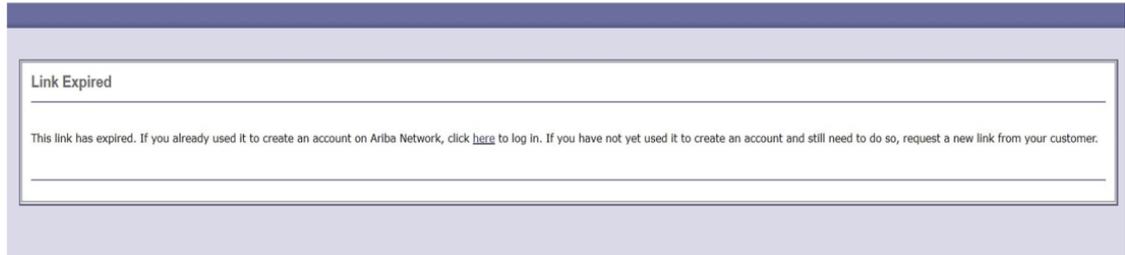
If you received the system-generated email, click on the link embedded within the email body. You will have the opportunity to log in using your existing credentials, and the link will be established between your Ariba Network account and the Lamb Weston account.

Note: The email that you register with for Lamb Weston Ariba needs to match the email that you use for your existing Ariba account.

3. The link provided in the system email has expired, what do I do?

- Technically the invitation does not expire – it can always be used to complete the registration process but only permits to be click on once.
- However, if the invitation link has been accessed and the registration process was not completed or saved, then that specific invitation link is no longer valid or usable
- If you have successfully accessed the event before and you remember your login credentials you can use the following link to sign into your Ariba account: <https://supplier.ariba.com>. It's recommended that you bookmark this site in your browser for future use.

- If you can't remember your username or password – use forgot Username or Password links to reset or find out your username again, at <https://supplier.ariba.com>
- If you are encountering this error message and have not accessed the event, it indicates that the link you are clicking on is broken or invalid. In such a situation, it is recommended to reach out to a Lamb Weston Ariba administrator to request a new invitation email.



4. What browser versions are certified for SAP Ariba cloud solutions?

Supported Browsers:

- Microsoft Edge 32-bit
- Microsoft Internet Explorer 11 32-bit
- Chrome 54+ 64-bit
- Mozilla Firefox 49+ 64-bit
- Safari 9+ 64-bit
- Mozilla Firefox 17+
- Safari 5
- Mobile Safari on iPad (iOS 6 or above)

5. I am getting an error "There are X problems that require completion or correction in order to complete your request," what do I do?

The reason you encountered this error message is that there are mandatory fields in the form (marked with a red asterisk) that have not been filled out correctly. To identify and resolve the issue, please click on the next or previous links located on the right-hand side of the red box. This will automatically navigate you to the field where the error exists.

When you reach the field with an error, a red dialogue box will appear above the specific field, providing further instructions on how to properly fill out the required field.

6. I can't log in. How do I reset my password?

If you do not know your password or username, go to the Supplier Login page and click Forgot Username or Password to begin the reset process. Access via <https://supplier.ariba.com>. After you submit your request for a password reset, SAP Ariba sends instructions to the email address associated with your account.

7. Why did the link in the password reset email expire?

The link in the password reset email notification expires in the following cases:

- It has been 24 hours or more since you requested the password reset email. On the Supplier Login page, click Password to request a new password reset email.
- You already used the password reset link to reset your password. You'll need to request a new password reset email.
- Your browser is not compatible with Ariba solutions. Make sure to use a browser version that is compatible with Ariba's sites.

8. How do I access my organization's former administrator's account?

- If the account administrator is still with your company, they can reassign the administrator account to another user or change their user information to a different person.
- If the account administrator is no longer with your company, but you have access to the registered email:
 - Use the Password link on the Supplier Login page to request a password reset.
 - After accessing the account, you can transfer the account administration role or reassign the administrator account to yourself.
 - If the account administrator is no longer with your company and there is no access to the email address on file, contact SAP Ariba Customer Support via the Support Center to change the administrator. You will be required to provide the ANID number of the account, the listed administrator name, and email address.

9. Why is my account locked and how do I unlock it?

You have a limited number of attempts to enter your password. After too many failed attempts, your account will be locked. Your account will automatically unlock after a few hours. Alternatively, you can contact SAP Ariba Customer Support to request your account be unlocked manually.

10. Can I forward the system-generated email to a colleague to provide the response?

Yes, **if you have not clicked on the link in the email**, you may forward the email to another point of contact within your organization. He/she may create an account so that both of you can access to work on any questionnaires, events, etc.

11. I don't see the registration questionnaire on my dashboard.

In the top left corner, you should be on the "Ariba Proposals and Questionnaires" tab. If the tab reads as any of the following, you are in the wrong section: Ariba Discovery, Ariba Contracts, Ariba Network.

12. The system is saying there may be an existing Ariba Network account registered to my company. What should I do?

Review the potential matches Ariba has flagged. If you see your organization's profile in the listing, you may link your account with it to prevent any confusion in future engagement with your organization.

13. What is the difference between Standard and Enterprise account?

There is no cost associated with creating an Ariba Standard Account. Ariba Network fees are only applicable in the event you decide to upgrade to their Enterprise Offering.

14. If I have multiple customers on the Ariba Network, do I have to pay for multiple subscriptions?

No. Suppliers are placed into a single subscription that is based on, and applies to, all of their customer relationships.

15. What is an ANID number?

An Ariba Network Identification (ANID) number is a unique identifier of an Ariba Network account. Suppliers may maintain multiple ANIDs for various reasons. For each of these ANIDs, purchase orders and invoices – as well as transaction (monetary) volume – are counted for each customer relationship to determine when the thresholds are reached for supplier fees.

16. How do I resolve the following login error?: An unexpected error occurred. If you need assistance, contact Ariba Customer Support with the Error Reference Number: ANERR - [error code]

To resolve the issue:

- Delete the cookies and browsing history in your Internet browser.
- Close all browser windows.
- Open a new browser window, and try to log in to one of the following Ariba solutions:
 - Ariba Network
 - Ariba Sourcing
 - Ariba Discovery
- If the error persists after trying these steps, contact Ariba Customer Support.