

# Procure – to – Pay

Supplier Life-Cycle and Performance Management

Supplier Registration & Qualification  
Responses



01

SUPPLIER REGISTRATION

02

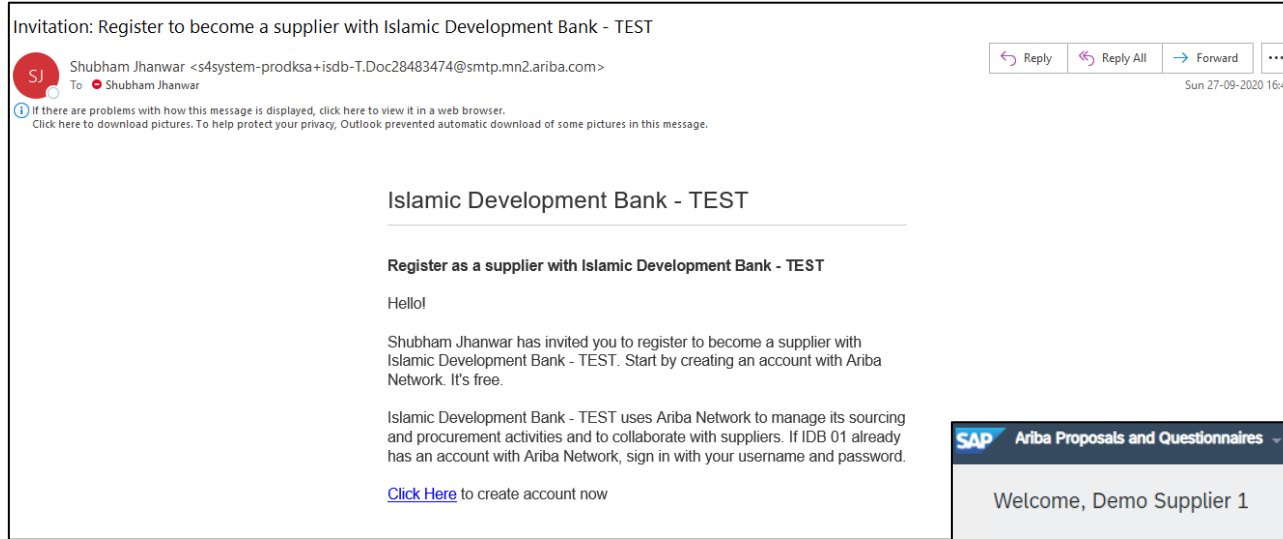
SUPPLIER REGISTRATION – EXISTING OR NEW SUPPLIERS  
ON ARIBA NETWORK

03

CERTIFICATE QUESTIONNAIRE

# Supplier Registration

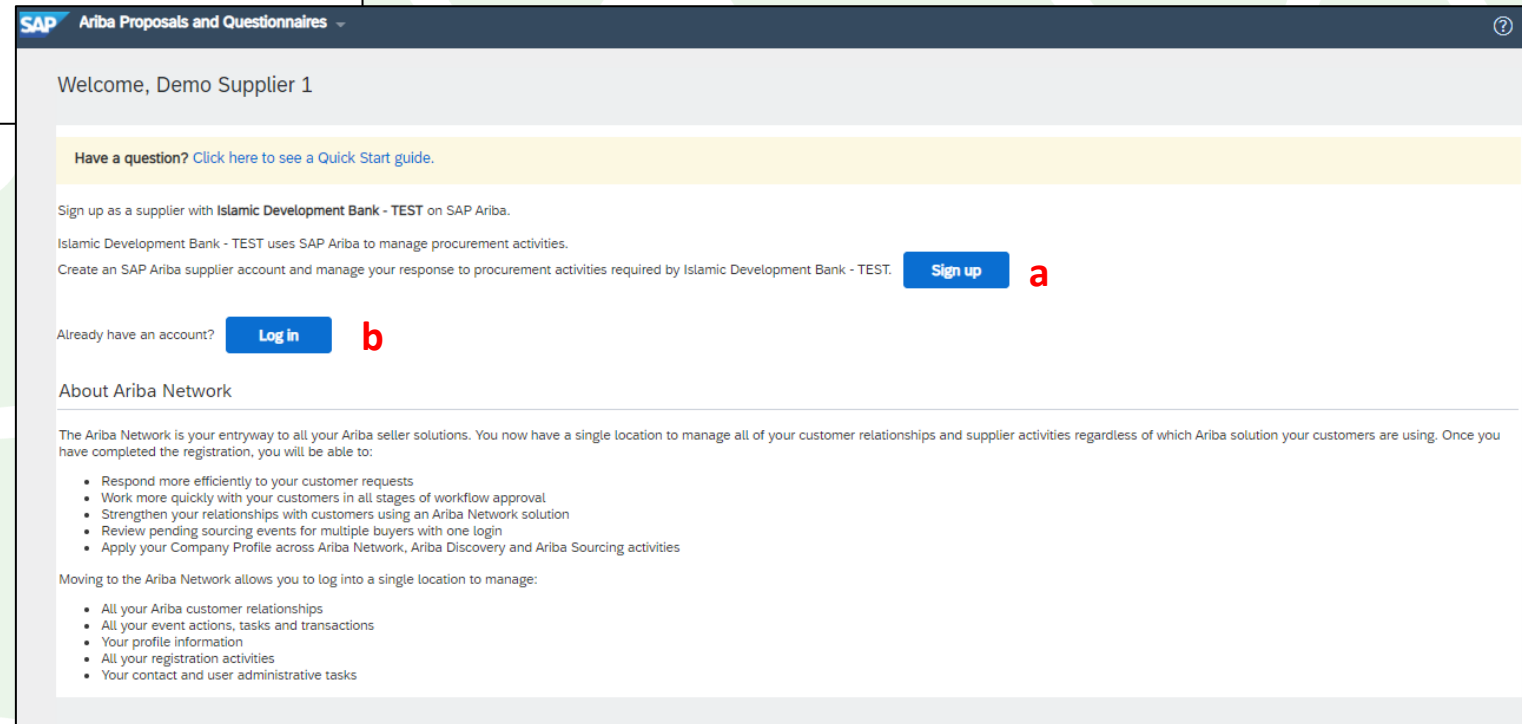
Email Notification will be received by supplier asking to Register.



Click on **Click Here** to initiate Supplier Registration Process in SAP ARIBA. A sample email is here.

## Supplier Registration

- Click on **“Sign Up”** if Supplier is registering for the first time on Ariba Network.
- Click **“Log in”** if Supplier is already registered on Ariba Network.



# Supplier Registration

Create account

First, create an SAP Arriba supplier account, then complete questionnaires required by Islamic Development Bank - TEST.

Create account and continue Cancel

**c**

Company information

\* Indicates a required field

Company Name\*

Country/Region\* Saudi Arabia [SAU] 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\*  
As Sana'in, Olaya St.  
Line 2  
City\* Riyadh  
Postal Code\* 113321  
State\* Select

User account information

\* Indicates a required field

Name\* Demo Supplier 1  
SAP Arriba Privacy Statement

Email\*   
 Use my email as my username

Username\* arid01@ozone.com  
Must be in email formatting: first@second.com

Password\*   
Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

Language\* English

Email orders to\* arubnam.hanwar@ozone.com  
The language used when Arriba sends you notifications. This is different than your web site.  
Customer may send you their orders through Arriba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. Do not change this.

Tell us more about your business

Product and Service Categories\*  Add -or- Browse  
Hardware computers

Ship-to or Service Locations\*  Add -or- Browse  
Baker

Tax ID: Optional  Enter your Company Tax ID number.

Vat ID: Optional  Enter your company's vat or 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 "1" in our account.

Arriba 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 adding 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 Arriba for your data entered into this system to be transferred outside the European Union, Russian Federation, or other jurisdiction where you are located to Arriba and the computer systems on which the Arriba services are hosted (located in various data centers globally), in accordance with the Arriba 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 Arriba administrator within your organization or Arriba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Arriba. 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.

**b**

I have read and agree to the Terms of Use  
 I have read and agree to the SAP Arriba Privacy Statement

Create account and continue Cancel

Creating a new account by clicking Sign-Up in previous step.

- Fill in all the mandatory information
- Accept the **General terms**
- Click here to **Create account and continue**



Note: In User Account information:


- Email address: It is the one which is used to get notifications.
- Username: It is the one with which the supplier needs to login in SAP ARIBA. Username should always be unique and in email format.

# Supplier Registration

Supplier will receive email from Ariba.

## Welcome to the Ariba Commerce Cloud

 Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba>  
To:  Shubham Jhanwar 29-Sep-20

 If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

### Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for Test Supplier 16 is now complete.

Your organization's account ID: **AN01575474358-T**

Your username: [tsupplier16@bcone.com](mailto:tsupplier16@bcone.com)

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

# Supplier Registration

Once account created, supplier will be able to see IsDB Registration form. Supplier must fill in all the mandatory details and click **Submit Entire Response**.

Go back to Islamic Development Bank - TEST Dashboard Desktop File Sync

Console Doc28483474 - Supplier Registration Questionnaire Time remaining  
364 days 23:52:30

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

All Content

1 Introduction

2 General Supplier Inf...

3 Supplier Contact Inf...

5 Bank Information

6 Tax Information

7 Code of Conduct

8 Please attach the fo...

All Content

▼ 1 Introduction

1.1 Instruction to complete registration process: Less... -

The following information will be needed when completing the questionnaire:

Company Information: name, address, Contact details. Official document from the vendor showing their name, address and bank information, Tax Information, Copy of Passport – ( In case the vendor is an individual)

▼ 2 General Supplier Information

2.1 Supplier Full Name \*

2.2 Please select the Company Type/Business Nature \*

2.3 Company website address

▼ 3 Supplier Contact Information

(\*) indicates a required field

|

# Supplier Registration - Exiting on Ariba Network



Existing supplier Logs in with their existing username and password. This will link your existing account with client and Click on **Continue**.

Registration Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Supplier Registration Questionnaire	Doc28597982	10/24/6103 7:19 PM	(no value)	All All	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
Standard Certificates Questionnaire	Doc2860140	9/29/2020 5:49 PM	(no va		

Certificates

Certificate Info	Effective	Expiration	Attachment	Questionnaire
Commercial Registration Certificate		9/29/2024	Test.txt	Standard Certifica

Supplier will be able to see the questionnaire in its workspace. By clicking the Supplier registration questionnaire link, supplier will be able to fill in the questionnaire. Some of the information will be synced from request. If the supplier wishes to change the information, supplier can.

Fill in all the required fields  
Click **Submit Entire Response** → Ok

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

- All Content
- 1 Introduction
- 2 General Supplier Inf...
- 3 Supplier Contact Inf...
- 5 Bank Information
- 6 Tax Information
- 7 Code of Conduct

All Content

Name ↑	
5.3.2 Bank Account Number	12345678
5.3.3 Account holder name	* SJSJ
5.3.4 Bank Branch	* Pune
5.3.5 City	* Pune
5.3.6 Country	* India (IN) ↓
5.3.7 SWIFT Code	* AAALSARIXXX
5.3.9 Please attach a copy of Bank Authorization Letter	* Test.txt Update file Delete file

(\*) indicates a required field

Submit Entire Response

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

# Certificate Questionnaire

Ariba Sourcing

Company Settings Test Supplier 16 Help Center

Go back to Islamic Development Bank - TEST Dashboard Desktop File Sync

Console Doc28601406 - Standard Certificates Questionnaire Time remaining 00:15:46

Event Messages  
Event Details  
Response History  
Response Team

All Content

Name ↑

1 General Information

1.1 Select the Country of Incorporation/Registration \* Unspecified

2 Kindly attach a valid copy of below mentioned Certificates

2.1 Kindly attach a valid copy of Commercial Registration (CR) Certificate (Select 'Yes' and click on Details) \* No

2.2 Kindly attach a valid copy of VAT/Tax Certificate (Select 'Yes' and click on Details) \* No

Safe Contractor  
 Construction Line

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Fill in all the required ("\*" Mandatory fields)

If the Supplier responds to attach the certificate and related information, then the option for question 2.1 and 2.2 should be Yes. This will appear a Detail hyperlink next to it.

Name ↑

1 General Information

1.1 Select the Country of Incorporation/Registration \* India (IN)

2 Kindly attach a valid copy of below mentioned Certificates

2.1 Kindly attach a valid copy of Commercial Registration (CR) Certificate (Select 'Yes' and click on Details) \* Yes [Details](#)

2.2 Kindly attach a valid copy of VAT/Tax Certificate (Select 'Yes' and click on Details) \* No

Safe Contractor  
 Construction Line  
 CHAS  
 SMAS  
 NRFC  
 ISO 9001  
 None of the above

2.12 Please select the other Certificates from the list which are applicable for you

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

# Certificate Questionnaire

## 2.1 Kindly attach a valid copy of Commercial Registration (CR) Certificate (Select "Yes" and click on De...

Enter details for Certificate. Enter the location of a file to add as an Attachment. To search for a file, click on the [file icon](#).

Certificate Type: Commercial Registration Certificate

Issuer:

Year of Publication:

Certificate Number:

Certificate Location:

Effective Date:

Expiration Date:

Attachment:

[Choose File](#) no file chosen

Or drop file here

Description:

OK

Cancel

Provide the details regarding Certificate. Fill in all mandatory fields.

- Enter all certificate details
- Attach a copy of certificate
- Ok

# Certificate Questionnaire

2.12 Please select the other Certificates from the list which are applicable for you

	<input checked="" type="checkbox"/> SMAS
	<input checked="" type="checkbox"/> NRFC
	<input checked="" type="checkbox"/> ISO 9001
	<input type="checkbox"/> None of the above

---

2.13 Kindly attach a valid copy of Safe Contractor Certificate.  
(Select 'Yes' and click on Details)

2.15 Kindly attach a valid copy of CHAS Certificate  
(Select 'Yes' and click on Details)

2.16 Kindly attach a valid copy of SMAS Certificate  
(Select 'Yes' and click on Details)

2.17 Kindly attach a valid copy of NRFC Certificate.  
(Select 'Yes' and click on Details)

2.18 Kindly attach a valid copy of ISO 9001 Certificate.  
(Select 'Yes' and click on Details)

(\*) indicates a required field

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

A window will pop-up for confirmation, **Click Ok**

✓ Submit this response?

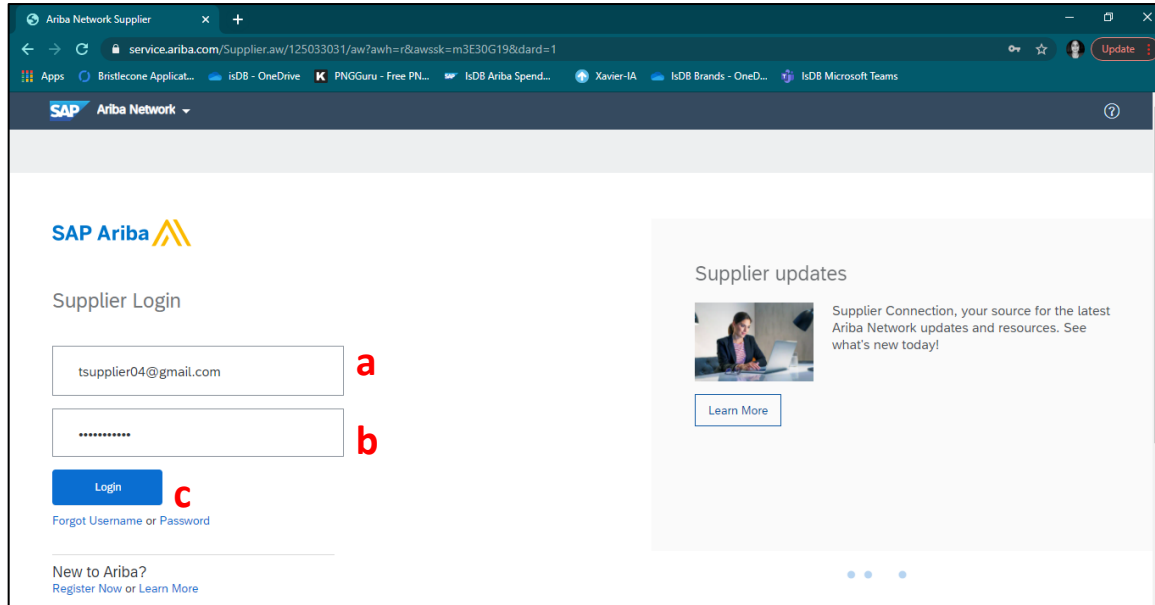
Click OK to submit.



Once answered to all the questions, click **Submit Entire Response**

# Login to Ariba Network

At anytime supplier can login to Ariba Network <http://supplier.ariba.com> using user id and password.

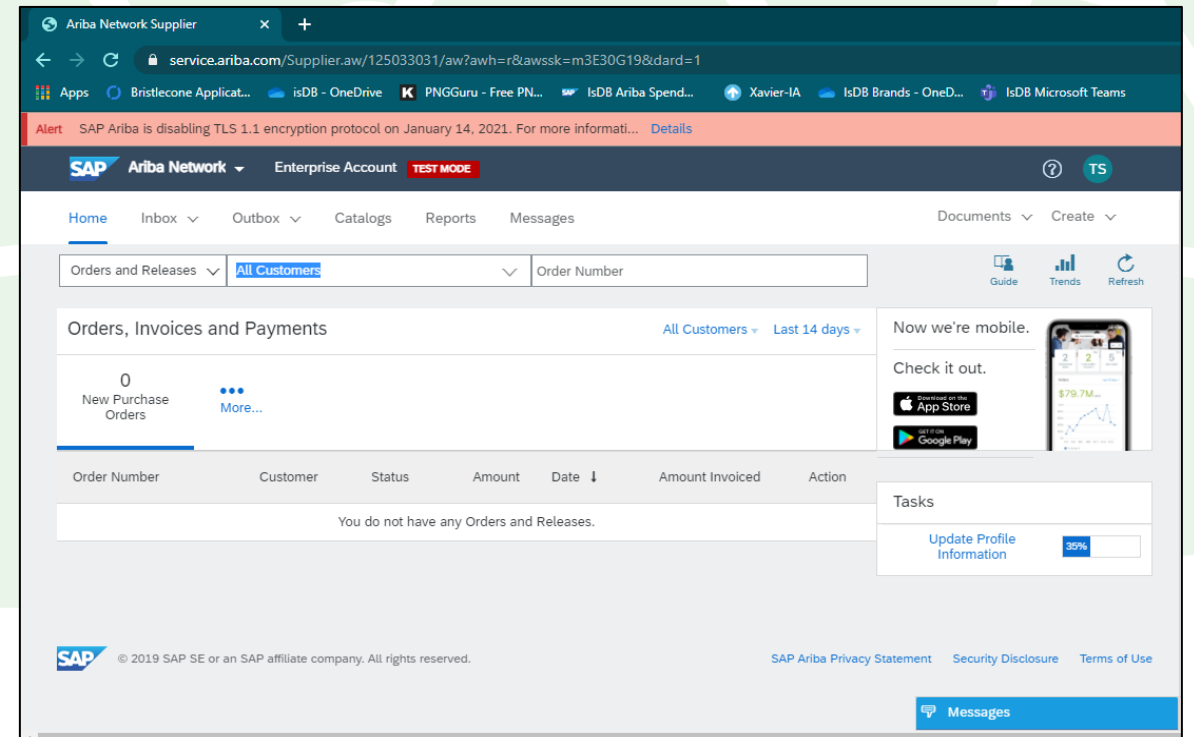


The screenshot shows the login page for SAP Ariba Network. The URL in the browser is `service.ariba.com/Supplier.aw/125033031/aw?awh=r&awssk=m3E30G19&dard=1`. The page features the SAP Ariba logo and a "Supplier Login" section with the following elements:

- Username input field containing `tsupplier04@gmail.com`, labeled with a red 'a'.
- Password input field with masked characters, labeled with a red 'b'.
- A blue "Login" button, labeled with a red 'c'.
- A link for "Forgot Username or Password".
- A link for "New to Ariba? Register Now or Learn More".

On the right side of the page, there is a "Supplier updates" section with a sub-header "Supplier Connection, your source for the latest Ariba Network updates and resources. See what's new today!" and a "Learn More" button.

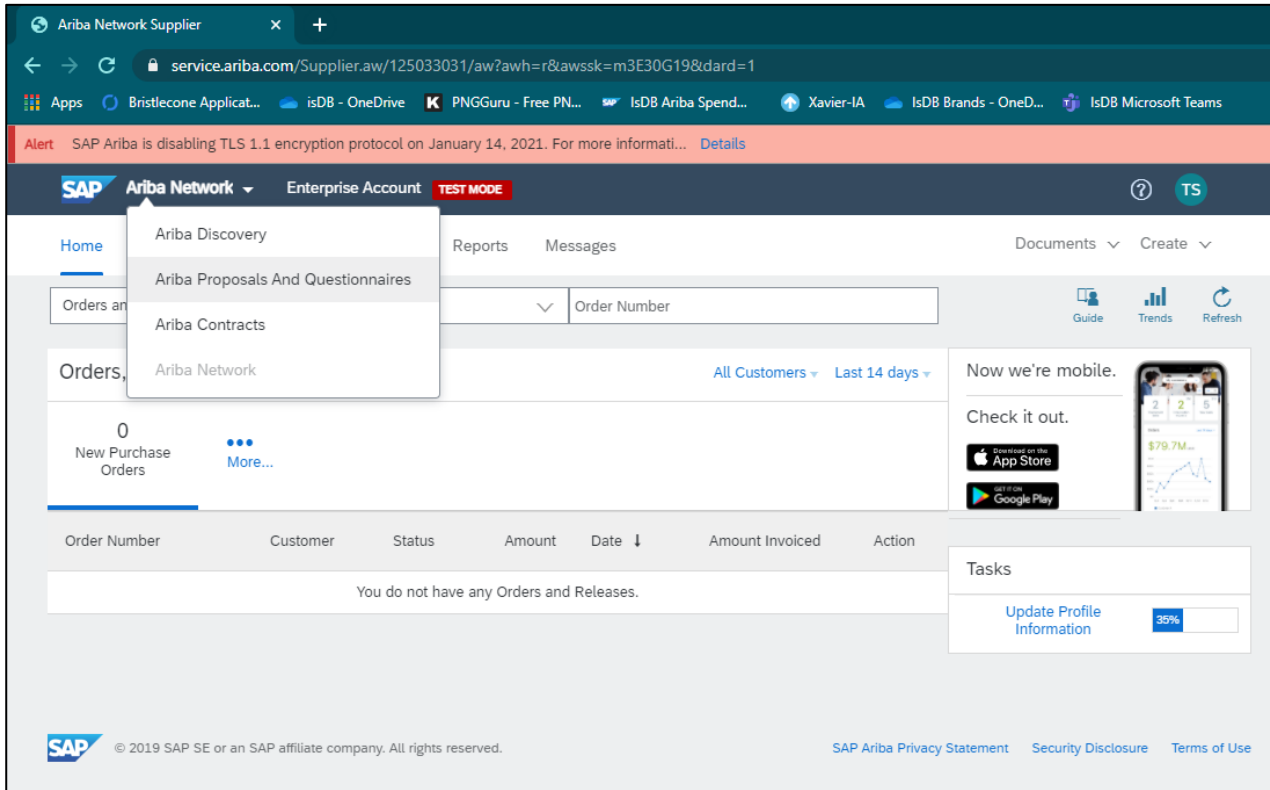
Supplier will land on home page.



The screenshot shows the home page of the Ariba Network Supplier interface. The URL is `service.ariba.com/Supplier.aw/125033031/aw?awh=r&awssk=m3E30G19&dard=1`. The page displays the following information:

- A red alert banner: "Alert: SAP Ariba is disabling TLS 1.1 encryption protocol on January 14, 2021. For more information, see Details".
- A navigation bar with "Home", "Inbox", "Outbox", "Catalogs", "Reports", and "Messages".
- A search bar with "Orders and Releases" selected, "All Customers" as the filter, and an "Order Number" input field.
- A main section titled "Orders, Invoices and Payments" showing "0 New Purchase Orders" and a "More..." link.
- A table with columns: Order Number, Customer, Status, Amount, Date, Amount Invoiced, and Action. The table is currently empty, with the message "You do not have any Orders and Releases." below it.
- A right sidebar with a "Now we're mobile" section promoting the mobile app, and a "Tasks" section with an "Update Profile Information" button showing 95% completion.
- A footer with the SAP logo, copyright notice "© 2019 SAP SE or an SAP affiliate company. All rights reserved.", and links for "SAP Ariba Privacy Statement", "Security Disclosure", and "Terms of Use".

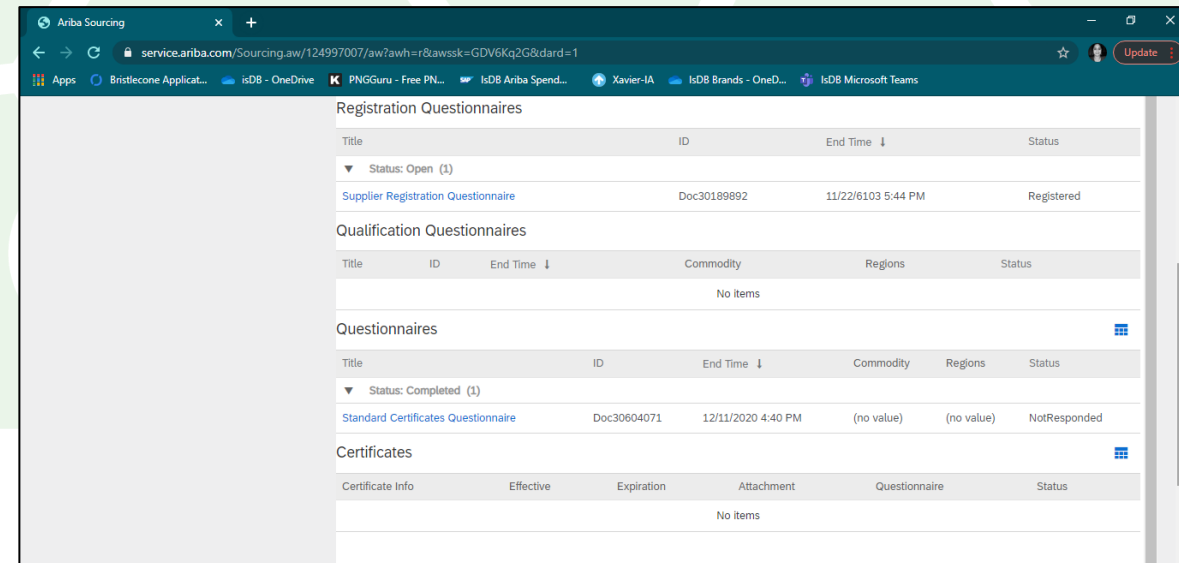
# Login to Ariba Network



The screenshot shows the SAP Ariba Network Supplier Dashboard. The browser address bar displays the URL: `service.ariba.com/Supplier.aw/125033031/aw?awh=r&awssk=m3E30G19&dard=1`. The dashboard header includes the SAP logo, 'Ariba Network', 'Enterprise Account', and 'TEST MODE'. A navigation menu is open, showing options like 'Ariba Discovery', 'Ariba Proposals And Questionnaires', 'Ariba Contracts', and 'Ariba Network'. The main content area features a table for 'Orders and Releases' with columns for Order Number, Customer, Status, Amount, Date, Amount Invoiced, and Action. Below the table, it states 'You do not have any Orders and Releases.' There are also sections for 'New Purchase Orders' (0), 'Now we're mobile' (with app store links), and 'Tasks' (with an 'Update Profile Information' button at 35% completion).

To Access task on Ariba Network click on Ariba network → Ariba Proposal and Questionnaire

Supplier will land on Dashboard where Events and Tasks are available.



The screenshot shows the SAP Ariba Sourcing interface. The browser address bar displays the URL: `service.ariba.com/Sourcing.aw/124997007/aw?awh=r&awssk=GDV6Kq2G&dard=1`. The page is divided into sections for 'Registration Questionnaires', 'Qualification Questionnaires', 'Questionnaires', and 'Certificates'.  
**Registration Questionnaires:**

Title	ID	End Time	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc30189892	11/22/6103 5:44 PM	Registered

  
**Qualification Questionnaires:**

Title	ID	End Time	Commodity	Regions	Status
No Items					

  
**Questionnaires:**

Title	ID	End Time	Commodity	Regions	Status
▼ Status: Completed (1)					
Standard Certificates Questionnaire	Doc30604071	12/11/2020 4:40 PM	(no value)	(no value)	NotResponded

  
**Certificates:**

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
No Items					

**Thank You**

