



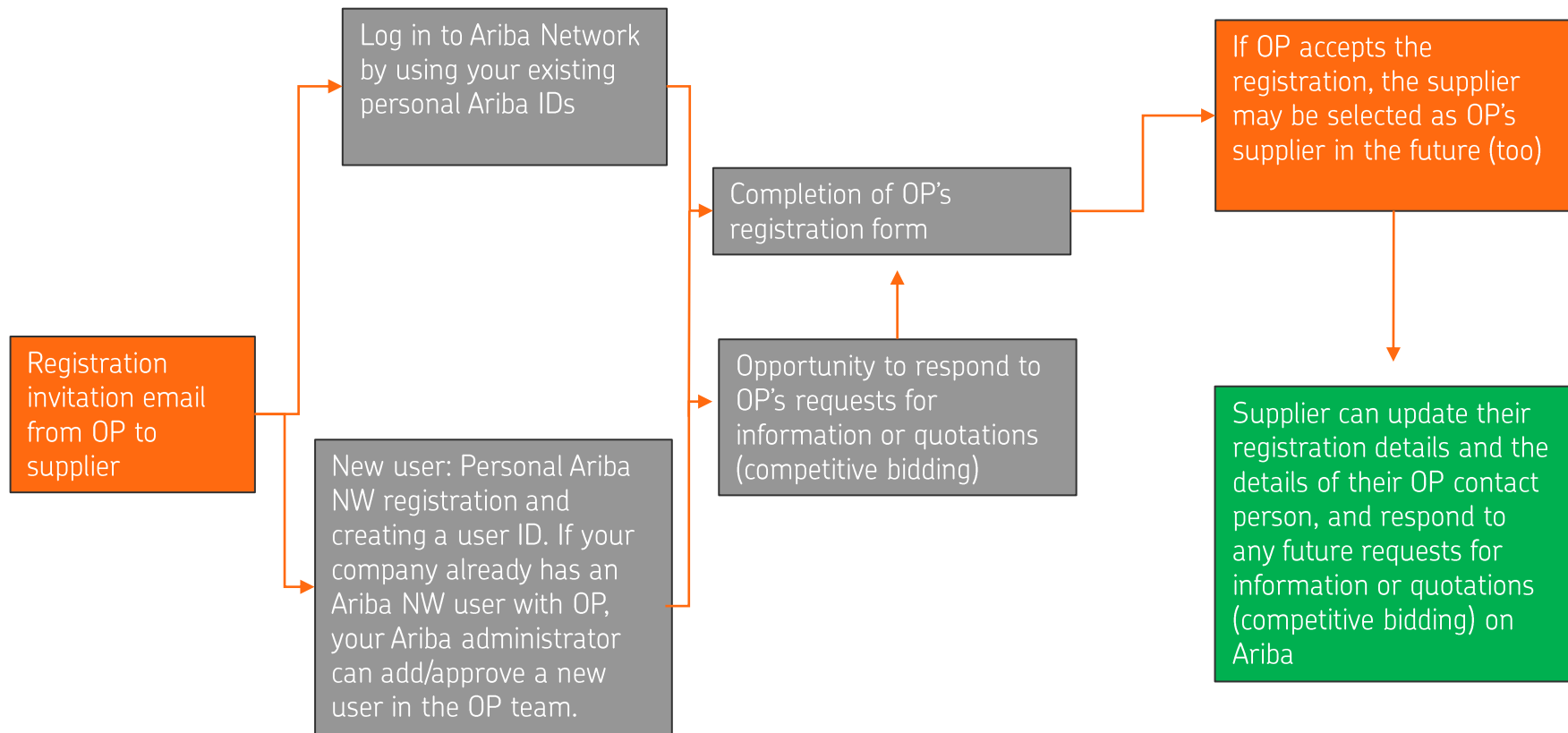
Ariiba SLP (Supplier Lifecycle and Performance) information management

Supplier registration

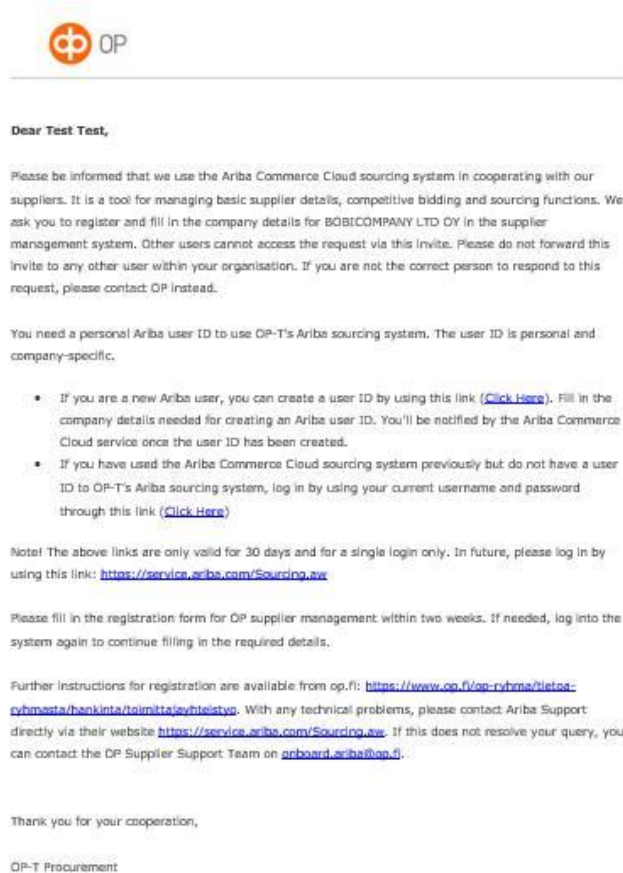
Registration of suppliers in Ariba SLP (Supplier Lifecycle and Performance) information management system

- OP uses the SAP Ariba system's Purchase to Pay process. This includes management of the information of suppliers working with OP.
- OP requires its key suppliers to register in Ariba.
- As suppliers, you will benefit from the management of your supplier data from the following perspectives:
 - Enabling quick and efficient cooperation with OP Procurement and the ordering organisation
 - Enabling compliance with OP's supplier criteria by proactively keeping your information up to date
 - Enabling receipt of electronic requests for quotations from OP by registering on Ariba
- Maintaining your supplier data does not cause you any extra expenses. This quick start guide provides suppliers with instructions on how to register on Ariba and maintain their information there. We recommend that you appoint a person who will be in charge of regular maintenance of your supplier data, including administrative tasks in, say, your sales ledger.
- More information:
 - onboard.ariba@op.fi

Steps of the registration process



Supplier information management – creating a supplier's Ariba account (1/4)



The supplier's named contact person will receive an email invitation to join Ariba. Start the registration process by clicking the link provided.

Supplier information management – creating a supplier's Ariba account (2/4)

The screenshot shows the SAP Ariba interface for 'Ariba Proposals and Questionnaires'. It features a top navigation bar, a main content area with a 'Sign up' button, and an 'About Ariba Network' section. Four callouts provide instructions:

- Callout 1:** Points to the 'Sign up' button with the text: 'Click *Sign up* to create an account on Ariba'.
- Callout 2:** Points to the 'Log in' button with the text: 'If you already have an Ariba account, click here instead of signing up'.
- Callout 3:** Points to a link 'Click here to see a Quick Start guide.' with the text: 'For further instructions, see the *Quick Start guide*'.
- Callout 4:** Points to the 'Ariba Proposals and Questionnaires' tab in the top navigation bar with the text: 'If you are logging into Ariba in some other way, make sure that the *Ariba Proposals and Questionnaires* tab is selected on the upper toolbar menu'.

The page content includes:

Welcome, test te

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with OP - TEST on SAP Ariba.

OP - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by OP - TEST. [Sign up](#)

Already have an account? [Log in](#)

About Ariba Network

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

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

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions

Supplier information management – creating a supplier's Ariba account (3/4)

1

The supplier fills in the requested *user account information*. The supplier may edit and supplement any information completed by OP.

SAP Ariba Proposals and Questionnaires

Create account
First, create an SAP Ariba supplier account, then complete questionnaires required by OP. TEST

[Create account and continue](#) [Cancel](#)

Company information

Company name:

Country/Region:

Address:

Postal Code:

City:

State:

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

User account information

Name:

Email:

Use my email as my username

Username:

Password:

Language:

Email address to:

[SAP Ariba Privacy Statement](#)

Must be in email format (joh.smith@op.com)

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

The language used when Ariba sends you configuration notifications. This is different than your web ID.

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.

Tell us more about your business

Product and Service Categories:

Ship to or Service Location:

Tax ID:

Vat ID:

DUNS Number:

Enter your Company Tax ID number.

Enter your company's Vat ID (two-digit value added tax identification number). Do not enter dashes.

Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "1" in test account.

Ariba will make your company profile, which includes the basic company information, available to new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By using the Create account and continue feature, you expressly acknowledge and give consent to Ariba for your data entered by the system for and shared within the SAP Ariba, SAP Ariba Network or other applications that you use related to Ariba and the computer systems on which the Ariba services are hosted (collectively referred to as the Ariba Privacy Statement, the Terms of Use, and applicable law).

You have the right to access, and modify, your personal data when after the application by contacting the Administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by your written notice to Ariba. If you are a Reseller, clear marking with the "Reseller" indication. You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization's existing data processing activities.

I have read and agree to the Terms of Use

I have read and agree to the SAP Ariba Privacy Statement

[Create account and continue](#) [Cancel](#)

2

The supplier's contact person may change the temporary username provided by OP.


4

Finally, click *Create account and continue*.

3

The supplier must agree to Ariba's terms of use.

Supplier information management – creating a supplier’s Ariba account (4/4)

 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.

1. [Review accounts](#) [Skip review](#)

SAP Ariba Proposals and Questionnaires ▾

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

2.

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS

Completing the registration questionnaire – possible duplicate check

1. Ariba will make an automatic duplicate check on the supplier name and user ID. If Ariba shows the warning “Potential existing accounts”, click *Review accounts*.
2. Select “*Continue account creation*” (recommended in all situations).

Special case: If the company and person already have Ariba Sourcing IDs, they can ask the company’s Ariba administrator to add the person who received an SLP invitation as a user to the company’s existing AN account, in which case the existing account will be linked to OP’s invitation.

Supplier information management – supplier registration (1/2)

SAP Ariba Proposals and Questionnaires Standard Account Upgrade TEST MODE

OP-T

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying work quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure mar

Events

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID
▼ Status: Open (1)	
Supplier registration questionnaire	Doc861138833

Qualification Questionnaires

Title	ID	End Time ↓	Commodity
No items			

Questionnaires

When logging in via a link sent by OP, the recipient should be transferred directly to OP's registration questionnaire. If the questionnaire does not open directly or if you are logging into Ariba Network as usual (www.supplier.ariba.com), you can find OP's registration questionnaire in the menu *Ariba Proposals and Questionnaires*, under *Registration questionnaires*.

Supplier information management – supplier registration (2/2)

Ariba Sourcing Company Settings test te Help Center >>

Go back to OP-T Dashboard Desktop File Sync

Console Doc552075550 - Supplier registration questionnaire Time remaining 29 days 21:51:08

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

- All Content
- 1 Company Information
- 2 Financial Information
- 3 Corporate Social Res...
- 4 Quality, Confidentialia...

All Content

Name ↑	
▼ 1 Company Information	
1.1 Standard Industrial Classification TOL 2008	* Unspecified
1.2 Company Address	* Street: <input type="text"/> * City: <input type="text"/> State/Province/Region: - <input type="text"/> ⓘ * Postal Code: <input type="text"/> * Country/Region: Finland <input type="text"/>
1.3 Corporate Website	* <input type="text"/>

(*) Indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

1 The supplier will see the content of OP's supplier registration questionnaire in their own language (Finnish or English). Questions marked with an asterisk are mandatory.

2 Click *Submit entire response* to send the supplier's responses to OP.

3 Alternatively, you can download the dropdown menu questions (but not the free comment fields) to an Excel file and reply on the Excel form. You need to upload your responses from the Excel file to this form by using this button. Then click the *Submit entire response* button to send your responses to OP.

A close-up photograph of two hands, one from a person wearing a dark sweater with red polka dots and the other from a person wearing a red sweater, both holding a silver metal cup with a black lid. The hands are positioned as if offering or presenting the cup. The background is dark with red polka dots.

Thank you for your attention!