



Ariba Supplier Lifecycle & Performance (SLP)

Supplier Registration

Supplier Management in Ariba SLP

- OP has moved to system-supported procurement with the objective of streamlining the entire Source-to-Pay process. This includes Supplier Lifecycle & Performance (SLP), Sourcing (i.e. RFx), Contract Management, Purchasing and Invoicing.
- We have implemented SAP Ariba as our Source-to-Pay solution.
- Providing supplier information to OP is a prerequisite to participation in sourcing events i.e. RFI's and RFP's and therefore we would like to request that you register your company in the Ariba Network portal.
- During registration the supplier needs to complete our Supplier Registration Questionnaire with which OP collects basic supplier information about the companies that take part in our sourcing events. We would also request that you regularly maintain your answers to the Supplier Registration Questionnaire to ensure we always have the most up-to-date information about your company.
- Registering in the Ariba Network portal for the purpose of supplier information management and taking part in sourcing events is free of charge.
- This Quick Start Guide walks through with screenshots the supplier registration process as well as how to complete the Supplier Registration Questionnaire in Ariba. More information and help is available on the Ariba portal:
 - <http://www.ariba.com/help/ariba-answers/suppliers/new-to-sap-ariba/getting-started-on-ariba-network>

Supplier Management – Creating an Account (1/4)



Register as a potential supplier with OP

Dear Joe Bloggs,

You have been invited to become a potential supplier for OP. Start by creating an account with Ariba Network. It's free of charge.

OP-T uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If **Automation Ltd** already has an account with Ariba Network, sign in with your username and password.

In case of technical issues with account creation or logging in, please contact the Ariba Help Center from <https://service.ariba.com/Sourcing.aw> for assistance. For non-technical queries, please contact hankinta@op.fi

[Click Here](#) to create account now

You are receiving this email because your customer, OP, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact OP.

1

Supplier's named contact will receive an invitation to register in Ariba via e-mail. The registration process begins by clicking on the corresponding link.

Supplier Management – Creating an Account (2/4)

Ariba Sourcing

Welcome, Joe Bloggs

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
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

3

More information and help is available on the Ariba portal by clicking on *Quick Start* guide

1

Click *Sign Up* to create a new user account for your company. Please note that you should avoid creating duplicate Ariba accounts for different customers. If you already have an Ariba Network account, see step 2 instead.

2

If you already have an Ariba Network account, click here instead of creating a duplicate, new user account.

Supplier Management – Creating an Account (3/4)

Create account

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

Company information

1

You need to enter the required *Company Information*. As a starting point the information entered by OP is displayed. You can update/change these values and enter any missing information.

* Indicates a required field

Company Name:* Automation Ltd

Country:* United States [USA] ▼

Address:* Union Avenue

Line 2

Line 3

City:* MEMPHIS

State:* Tennessee ▼

Zip:* 38104

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.

Supplier Management – Creating an Account (4/4)

User account information

1 You need to enter the required *User Account Information*. As a starting point the information entered by OP is displayed. You can update/change these values and enter any missing information.

2 Supplier named contact can change the temporary User ID entered by OP

Name: * Joe Bloggs

Email: *

☐ Use my email as my username

Username: * jbloggs@op.fi

Must be in email format (e.g. john@newco.com) ⓘ

Password: *

Must contain a minimum 8 characters including letters and numbers. ⓘ

Language: English ▼

The language used when Ariba sends you configurable notifications. This is different than your web b...

Email orders to: * antti.satama@op.fi

Customers may send you 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 ▶

Ariba 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 editing 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 Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba 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 Ariba 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 prior written notice to Ariba. 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.

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

☒ I have read and agree to the [SAP Ariba Privacy Statement](#)

3 The Supplier must accept Ariba Terms of Use and the Ariba Privacy Statement

4 Finally, click on *Create Account and Continue*

Create account and continue Cancel

Supplier Management – Supplier Registration (1/2)

Ariba Sourcing

OP-T



Company Settings ▾

Joe Bloggs ▾

Help Center >>

There are no matched postings.

1

After entering the required *Company Information* and *User Account Information* (previous page), you should fill in the *Supplier Registration Questionnaire* by clicking on the link. Please note that you may be redirected to the questionnaire automatically the first time you log in.

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.



Events

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier registration questionnaire	Doc249936955	7/19/2019 2:36 PM	Invited

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Supplier Management – Supplier Registration (2/2)

Ariba Sourcing

Go back to OP-T Dashboard

Company Settings ▾ Joe Bloggs ▾ Help Center >>

Desktop File Sync

Time remaining 29 days 23:27:56

Console Doc249936955 - Supplier registration questionnaire

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Company Information

1.1 Standard Industrial Classification TOL 2008

1.2 Primary OP Procurement Category

1.3 Company Address

(*) indicates a required field

Submit Entire Response Save Compose Message Excel Import

1 The questions are shown in the user's preferred language (Finnish or English). All questions marked with an asterisk are mandatory.

* Administrative and support service activities (77-82)

* INFORMATION LOGISTICS - Stationery & Office Equipment (3013)

* Street: Union Avenue

* City: MEMPHIS

* State/Province/Region: ⓘ

* Postal Code: 38104

* Country: United States

2

By clicking *Submit Entire Response*, you send the completed questionnaire back to OP.



Thank you!