

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

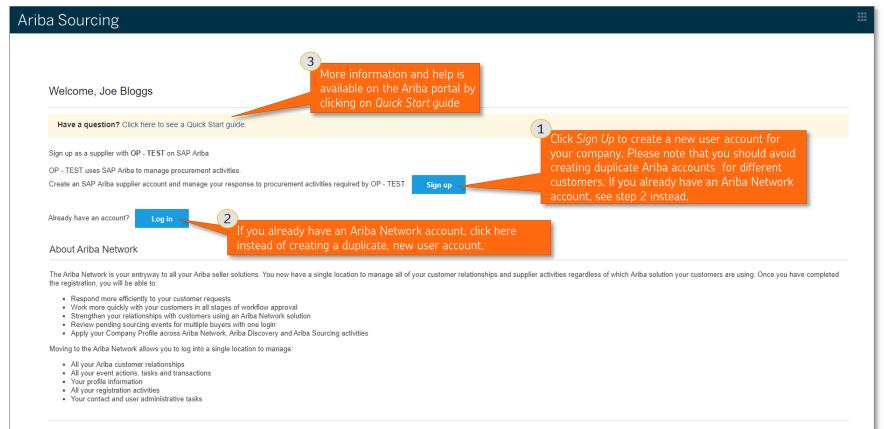
You are receiving this email because your customer, OP, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact OP.

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

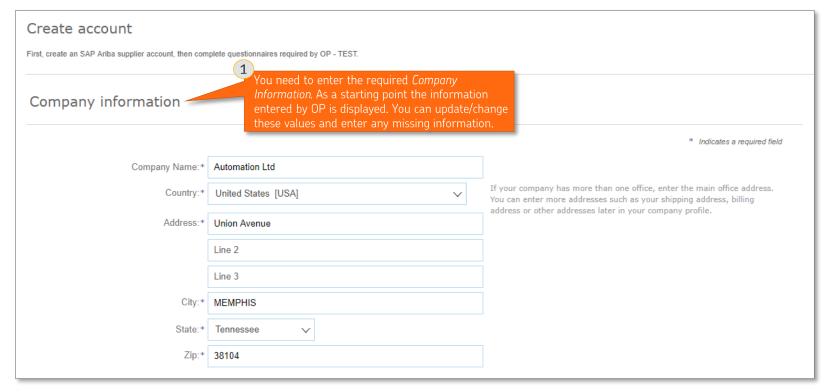
corresponding link.



Supplier Management – Creating an Account (2/4)

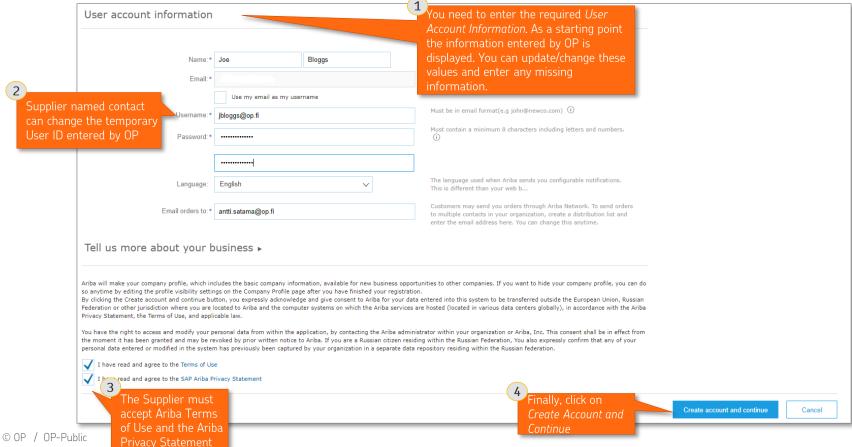


Supplier Management – Creating an Account (3/4)



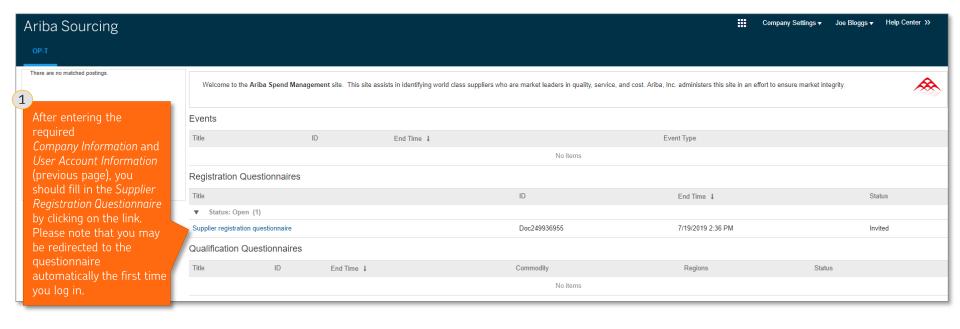


Supplier Management – Creating an Account (4/4)





Supplier Management – Supplier Registration (1/2)





Supplier Management – Supplier Registration (2/2)

