Ariba Network Supplier Registration Guide

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Registering on the Ariba Network





Click on the "Click Here"(1) hyperlink to register on the Ariba Commerce Cloud

Landing Page

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Ariba Sourcing



Completing your Commerce Cloud Information Sappi

Please complete all * (3) compulsory fields in the <i>Enter basic company information</i> section

User Account Information

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Please complete the *Enter user account information* section (4) Username needs to be in an Email Format – Ariba standard practice. A tick needs to be added to the Terms of Use block Click **Submit** once done.

Company Profile



Ariba Sourcing		Res Mode
Required Profile Fields You sisteme has requested for you camplete the fallowing information tablec they constant	Dusiness with you. Click Go to Company Profile and consiste th	e regunet fields. After you provide the requested information, you can begin participating in events.
Required Profile Fields From Sappi - TEST		
	Aunter Of Stiployees Controler Requested Fields Go to Company Profile >	5

A new window will open displaying Ariba Sourcing desktop and what the SAPPi SPQ (Supplier Profile Questionnaire) Requirements are.

- Number Of Employees
- Customer Requested Fields

Click Go to Company Profile (5) to continue.

Company Profile (Continue)

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You will now see the Company Profile Window (6). You are required to complete all Required Fields marked with * on the Company Profile window.

- Number of Employees
- VAT Registration Document Upload a document.
- Tax Clearance Number.
- Tax Clearance Document Upload a document.
- Tax Clearance Expiry Date
- Tax Clearance Expiry Date Once done click **Save** top/ bottom right.



You can now click on the *Customer Requested* Tab. Note: You will not be able to go to this tab if you did not complete the compulsory questions in the previous task.

Once you have clicked the Customer Requested Tab you should now see Customer Requested Profile Information . This should be Incomplete in Red. Click the Sappi link below Customer (7) .

Ariba	Sourcing					Livel Mode
Company	Profile					
Basic (<mark>0)</mark>	Business (2)	Marketing (3)	Contacts	Certifications (1)	Customer Requested	Additional Documents
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Complete section 2 and 4 and submit



Once yo	ou click the Sappi link the Sappi	SPQ will	open for yo	u to
comple	te and then Submit.			
0	Complete sections 2 and 4			
0	Once done click Submit (8)			
0	Click the X in the top right (9)			
appi - TES	T Requested Profile			
ur custemer ba ormation, click stemer Click Di stemer atus: Submitter	specifically requested that you complete the following pro submit You can click Save as Draft to save any values y scard Draft to clear all the changes you have made and di s by DARREN GEBHARD wL07/07/2016 01.47 PM	Discard Draft	Save as Draft	submitted to your Submitted to your
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You will notice that the Customer Requested Profile Information is still set to Incomplete. Click SAVE (10) again top right and the Status will change.

Profile Successfully Updated



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Once you have clicked Save the screen and status will change to Complete (11), you should also see a message in the green window confirming that *Your profile has been successfully updated*.

Now click Close (12) top right to close this window and to proceed to the Workbench. This will end the process and the Supplier is ready to transact with Sappi

Supplier account is created



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Add company contacts to ensure your trading partners can contact you: Add marketing and theactat details to help over trading partners find you View additional company profile recommendations in the completeness mean	Why is your company profile important? Congeting your company profile important? Is commonly, industry, sales techny, ic offer criteria. Buyers use your company profile to evaluate your capabilities. Avba uses intermation in your company profile to automatically match your capabilities with new opportunities	A R I B A" Network Supercovere
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Once logged in to your account you have the option to give a more detailed description of your company's profile.

This information is optional but we advise you to complete as much information as possible as this will give your buyers a more detailed overview of your activities.

More information about this can be found in the Account Configuration guide.