

# Ariba Network

## Supplier Registration Guide

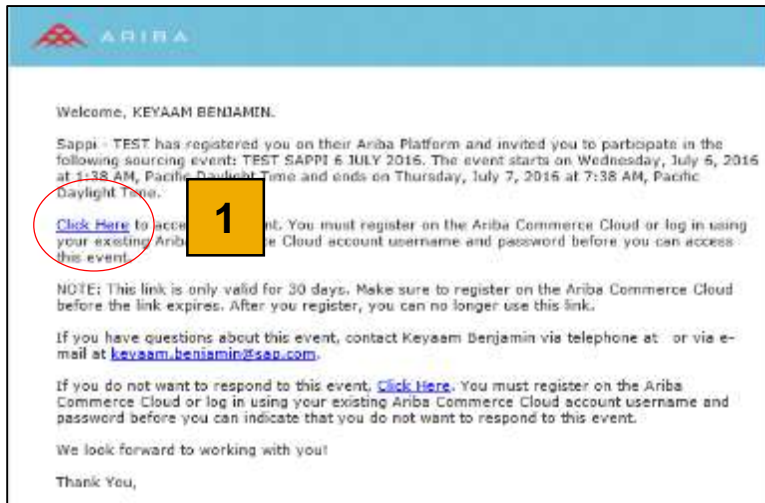
sappi

SAP Ariba 

SAP



# Registering on the Ariba Network



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

## Ariba Sourcing



After clicking Continue (2) a New Template will be visible where the you can check some of the data that was pulled through from your Imported profile and complete the rest.

Please complete all \* compulsory fields in the *Enter basic company information* section.

# Completing your Commerce Cloud Information **sappi**

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**Enter Your Ariba Commerce Cloud Information**

Company Name: \*

Country:

Address:

City:

State:

Zip:

Email:

Phone:

Product and Service Categories:

Business Unit:

Tax ID:  Business Unit Tax ID

VAT ID:  Business Unit VAT ID

ANZ Number:  Business Unit ANZ Number

Please complete all \* (3) compulsory fields in the *Enter basic company information* section





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.

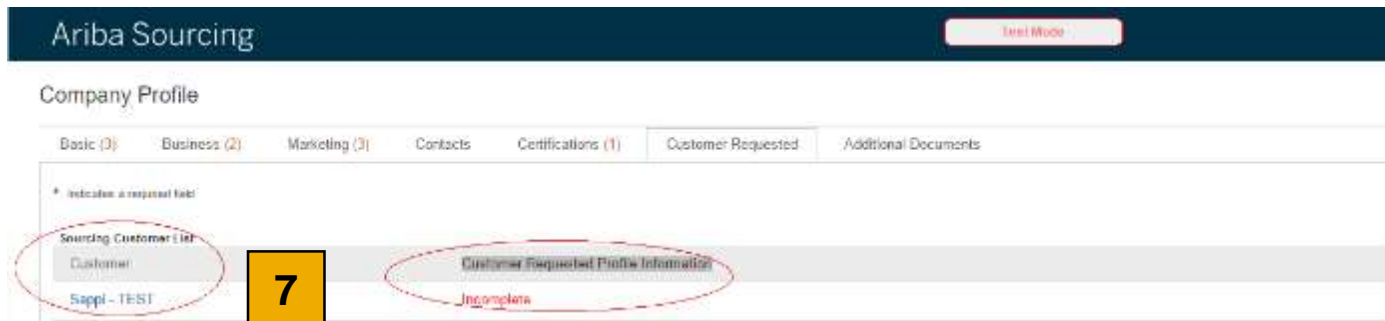
# Select Sappi Link

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) .





# Complete section 2 and 4 and submit

Once you click the Sappi link the Sappi SPQ will open for you to complete and then Submit.

- Complete sections 2 and 4
- Once done click Submit (8)
- Click the X in the top right (9)

**Sappi - TEST Requested Profile**  
\* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer. Click **Discard Draft** to clear all the changes you have made and display the last values you successfully submitted to your customer.

**Status:** Submitted by DARREN GEBHARD at 07/07/2016 01:47 PM

**Discard Draft** **Save as Draft** **Submit**

✓ You have successfully submitted changes to your customer

**Question**

Please make sure all mandatory questions are answered. Failure to do so will result in a warning message asking for completion.

**Upload your supporting documents.**  
Some answers require attachments. Please provide them in a common format (e.g. PDF, ZIP). If it is necessary to upload more than one file, please compile a ZIP file.

**Save your Supplier Profile Questionnaire.**  
At the top and the bottom of the page you will find a "Submit" icon. No information is submitted until all mandatory answers are given and this icon is clicked. It is possible to save data during the registration process (icon "Save as Draft"). However, we recommend to pre print the document "Sappi Supplier Profile Questionnaire" (see below "References") and prepare the information needed before entering it into the system.  
If you suffer a connection break or other problems you may experience loss of data from when the "Save as Draft" or "Submit" icon was last clicked.

**Self Registration**  
Once your answers are submitted and evaluated by Sappi you will receive an approval email.

**Discard Draft** **Save as Draft** **Submit**

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Ariba Sourcing

Company Profile

Basic (2) Business (2) Marketing (2) Contacts Certifications (1) Customer Requested Additional Documents

Customer Requested Profile Information

Sappi - TEBT Incomplete

Public Profile Completeness: 100%

Short Description Website Annual Revenue

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Save Close

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



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

Welcome to Ariba

Thank you for confirming your registration on Ariba. As a seller on the Ariba Commerce Cloud, you have all of the tools you need to configure your account to attract buying organizations to your products or services and to transact with them in the way that best suits your organization. When you configure your company profile, it is important that you provide extensive information about your company from your address to your business policies, to better help buying organizations find your company.

- ✓ Your email address `carmen.sanchez@sap.com` has been verified.
- ✓ Your Ariba username `sanchez@roj.com` has been activated.

Complete Your Company Profile Now

Why is your company profile important?

Completing your company profile enables buying organizations to locate your company when searching for suppliers by commodity, industry, sales territory, or other criteria.

Buyers use your company profile to evaluate your capabilities.

Ariba uses information in your company profile to automatically match your capabilities with new opportunities.

Complete my Company Profile later

Go to my Company Profile

Company Profile

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

\* Indicates a required field

**Your Ariba Network account is created!**

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.