

**USER GUIDE:
SUPPLIER
REGISTRATION**



AA

SUPPLIER CREATION IN ARIBA - OVERVIEW

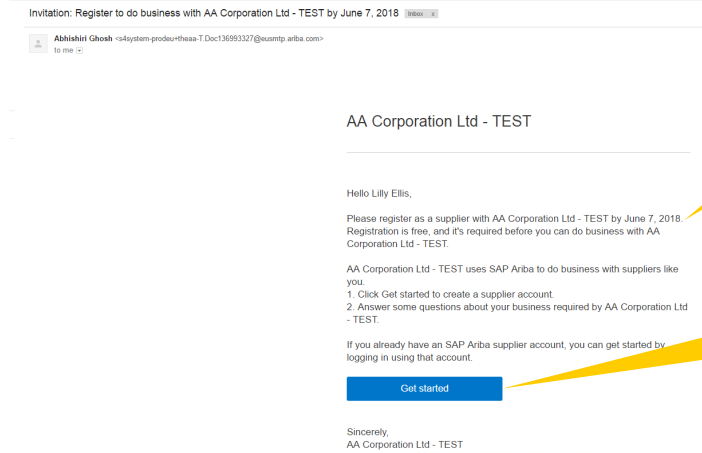
Any supplier wanting to work with the AA will need to register and qualify on the SAP Ariba network.

Once the below steps are completed a supplier will be set up and ready to work with the AA.

- ▶ Login to or create an account with SAP ARIBA
- ▶ Complete AA's Supplier registration form
- ▶ Complete AA's Supplier qualification forms

CREATING AN ACCOUNT OR LOGGING IN

The AA will send out an e-mail inviting you to log into the SAP Ariba portal in order to register as a company to work with:

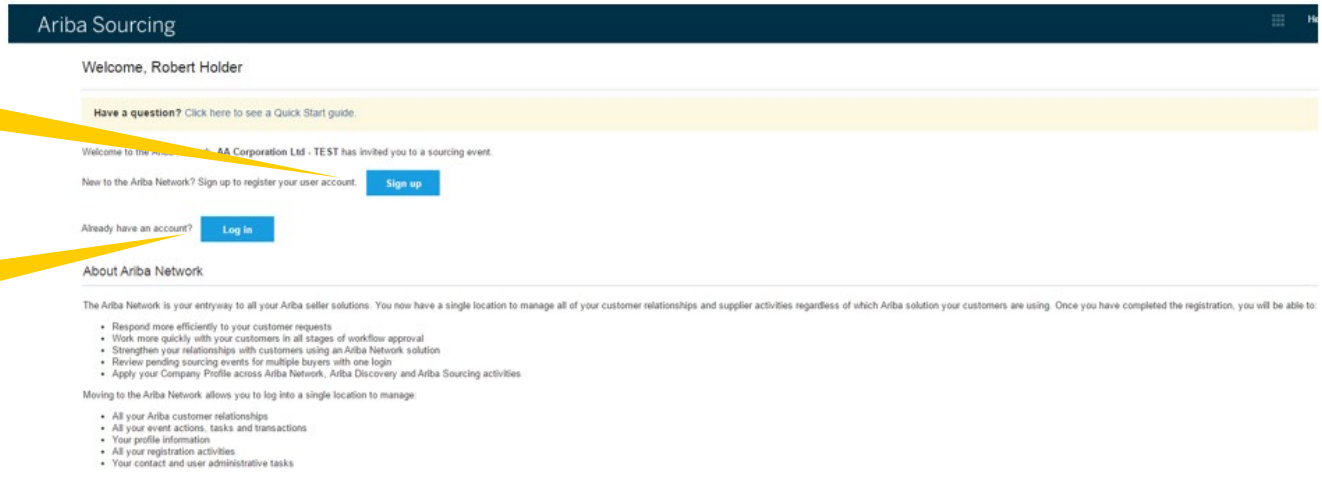


Date when the link will expire

Click Get Started to be taken to the Ariba platform

To create an account click here

If you already have an account, log in



Create account

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

Create account and continue

Cancel

Company name is pre-populated

Company information

* Indicates a required field

Company Name: *

Country: * ▼

Address: *
Line 1
Line 2
Line 3

City: *

State: * ▼

Zip: *

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.

Update country as required

Create account

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

Enter address

Company information

* Indicates a required field

Company Name: *

Country: * ▼

Address: *
Line 1
Line 2
Line 3
Line 4

City: *

State: *

Postal Code: *

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

Contact name and email address is pre-populated

Tick box if want to use e-mail address as user name – NB user name must be an in email address format

* Indicates a required field

[Ariba Privacy Statement](#)

Name:*

Email:*

Use my email as my username

Username:* Must be in email format(e.g john@newco.c

Password:* Must contain a minimum 8 charact...

Language: ▼

Email orders to:* 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.

Select language preference

Create and verify password, must be a minimum of 8 characters including letters and numbers

Amend email address to where any orders should be sent

Tell us more about your business

Product and Service*
Categories:

Add

-or- Browse

Ship-to or Service Locations*:

Add

-or- Browse

Start typing commodity or click Browse

Continue to select relevant commodity until you see a + sign

Click the relevant + signs and click OK

Browse Product and Service Categories Didn't find what you were looking for? Try Search »

Agricultural & Fishing Machinery >	Communications Devices & Accessories >	Data management and query software > ⊕	Bar coding software ⊕
Agricultural & Fishing Services >	Computer & Storage Hardware >	Development software > ⊕	Expert system software ✓
Apparel, Luggage & Personal Care >	Computers & Peripherals >	Educational or reference software > ⊕	Helpdesk or call center software ⊕
Chemicals >	Data, Voice & Mobile Networking >	Electrical equipment software > ✓	Human resources software ⊕
Cleaning Supplies >	Software >	Finance accounting and enterprise resource planning ERP software ⊕	Inventory management software ⊕
Computer Hardware, Software & Telecommunications >			Label making software ⊕
			License management ⊕

Tell us more about your business

Product and Service*
Categories: -or- Browse

Ship-to or Service Locations:* -or- Browse

Repeat for Ship-to or Service Locations

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](#)

Create account

Create account and continue

Cancel

Review and once comfortable tick boxes

COMPLETE THE AA SUPPLIER REGISTRATION QUESTIONNAIRE

The registration questionnaire comprises of three sections which all require to be completed.

User account logged in

Ariba Sourcing Test Mode

Company Settings Robert Holder Help Center >>

< Go back to AA Corporation Ltd - TEST Dashboard

Console Doc137311185 - Supplier registration questionnaire Desktop File Sync

Time remaining 29 days 23:26:39

Event Messages
Event Details
Response History
Response Team

Event Contents

- All Content
- 1 General Information
- 2 Information
- 3 Financial Information

All Content

1 General Information

1.1 On behalf of the entity registering as a potential supplier to the AA, you acknowledge and agree that:

- In dealing with the AA you may have access to confidential or proprietary information of the AA, which could include, but is not limited to, information relating to the AA's business, finances, intellectual property rights, customers, suppliers, employees, processes, products and/or market opportunities ("AA Confidential Information");
- You will keep all AA Confidential Information secret, hold it in strict confidence and not disclose or make it available to any person, firm or company, except with the AA's prior written consent or otherwise as required by law;
- You will use the AA Confidential Information only for the purpose of discussions with the AA and you will not use the AA Confidential Information to obtain a commercial, trading or other advantage or for any other purpose;
- You will store the AA Confidential Information securely and not make copies of the AA Confidential Information, except as strictly necessary;
- You will on request by the AA and/or at the end of your relationship with the AA, cease to use and destroy or return the AA Confidential Information.

* Unspecified

1.2 Please review and confirm that you agree to abide by the Supplier Code of Conduct policy attached here. [References](#)

* Unspecified

2 Information

2.1 Legal Name *

2.2 Trading Name *

(*) indicates a required field

Any questions with * are mandatory

Time left for link available to register

Quick links to all three sections

Click here to review the Supplier code of conduct

Basic supplier information is requested

Ariba Sourcing Test Mode Company Settings Robert Holder Help Center

< Go back to AA Corporation Ltd - TEST Dashboard Desktop File Sync

Console Doc137311185 - Supplier registration questionnaire Time remaining 29 days 23:16:10

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

- All Content
- 1 General Information
- 2 **Information**
- 3 Financial Information

Information (Section 2 of 3) Prev | Next

Name 1

▼ 2 Information

2.1 Legal Name *	<input type="text" value="Yellow Moon Ltd"/>
2.2 Trading Name *	<input type="text" value="Yellow Moon"/>
2.3 Main Address *	Street: <input type="text" value="75 Richmond Road"/>
	City: <input type="text" value="London"/>
	State/Province/Region: <input type="text" value=""/>
	Postal Code: <input type="text" value="SW15 1BZ"/>
	Country: <input type="text" value="United Kingdom"/>

Complete all information

2.4 Telephone Number

* 01189 896456

2.5 Fax Number

2.6 Product and Service Categories

*(select a value) [[select](#)]

2.7 Ship to or Service Locations

*(select a value) [[select](#)]

2.8 Duns Number

2.9 VAT Number / Tax ID

2.10 Corporate URL

Click here to bring up the AA commodity list

You can select multiple commodities (as appropriate), or at any level

To drill down from level one click on arrow, (commodities are mapped to 3 levels)

Tick box next to the commodity to select

Choose Values for Commodity

Add to Currently Selected

Name ▾

Search

<input type="checkbox"/>	Name ↑	ID
<input type="checkbox"/>	▼ All commodities	All
<input type="checkbox"/>	▶ Consultancy	612
<input type="checkbox"/>	▶ Facilities Management and Services	608
<input type="checkbox"/>	▶ Home services	610
<input type="checkbox"/>	▶ Insurance	605
<input type="checkbox"/>	▶ IT	607
<input type="checkbox"/>	▼ Marketing	604
<input type="checkbox"/>	▶ Direct Marketing	60402
<input type="checkbox"/>	▶ Fulfilment	60406
<input type="checkbox"/>	▶ Marketing Agencies	60404
<input type="checkbox"/>	▼ Market Research	60403
<input type="checkbox"/>	Market Research	6040301
<input type="checkbox"/>	▶ Online Marketing	60401
<input type="checkbox"/>	▶ Other Marketing	60405
<input type="checkbox"/>	▶ Media	606
<input type="checkbox"/>	▶ Memberships and Subscriptions	611
<input type="checkbox"/>	▶ Professional Services	609
<input type="checkbox"/>	▶ Road Services	603

Currently Selected

Name ↑ ID

No items

Selected commodities will appear on the right hand side

Done

All Content

1 General Information

2 Information

3 Financial Information

2.4 Telephone Number

01189 896456

2.5 Fax Number

2.6 Product and Service Categories

*IT, Market Research [select]

2.7 Ship to or Service Locations

*(select a value) [select]

2.8 Duns Number

*

Selected commodities
will appear here

2.5 Fax Number

2.6 Product and Service Categories

*IT, Market Research [select]

2.7 Ship to or Service Locations

*(select a value) [select]

2.8 Duns Number

*

2.9 VAT Number / Tax ID

2.10 Corporate URL

(*) indicates a required field

Click here to bring
up locations

Select shipping country for
goods/services to the AA –
generally will be United
Kingdom

Choose Values for Region

Add to Currently Selected

Region

Currently Selected

Description ↑ Region

No Items

Description ↑	Region
<input type="checkbox"/> Europe	EMEA
<input type="checkbox"/> Albania	ALB
<input type="checkbox"/> Andorra	AD
<input type="checkbox"/> Austria	AT
<input type="checkbox"/> Belarus	BY
<input type="checkbox"/> Belgium	BE
<input type="checkbox"/> Bosnia and Herzegovina	BA
<input type="checkbox"/> Bulgaria	BG
<input type="checkbox"/> Croatia	HR
<input type="checkbox"/> Cyprus	CY
<input type="checkbox"/> Czech Republic	CZ
<input type="checkbox"/> Denmark	DK
<input type="checkbox"/> Estonia	EE
<input type="checkbox"/> Finland	FI
<input type="checkbox"/> France	FR
<input type="checkbox"/> Germany	DEU
<input type="checkbox"/> Gibraltar	GI

Done

All Content

Name ↑	
2.8 Duns Number	* <input type="text"/>
2.9 VAT Number / Tax ID	<input type="text"/>
2.10 Corporate URL	<input type="text"/>
2.11 Main email address	* <input type="text"/>
2.12 PO email address	* <input type="text"/>
2.13 Remittance email address	* <input type="text"/>

If you don't know your Duns number logo onto the Dun and Bradstreet website to obtain search

All Content

Name ↑	
2.14 Is your company registered?	* Yes ▾
2.15 Registered company number	* <input type="text"/>
2.16 Is your company a subsidiary of another company?	* Yes ▾
2.17 Please provide the name & registered office of the holding or parent company.	* <input type="text"/>

Questions 2.18 and 2.20 are drop down questions, only appear if answer yes to 2.17 and 2.19

All Content

Name ↑	
3.1 Has your company ever filed for bankruptcy?	* <input type="text" value="Yes"/>
3.2 If yes, please elaborate in detail.	* <input type="text"/>
3.3 Has your company been trading for 3 years or more?	* <input type="text" value="No"/>
3.4 If not, please confirm how long the company has been trading for?	* <input type="text"/>

(*) indicates a required field

Questions 3.2 and 3.4 are drop down questions, only appear if answer yes to 3.1 and 3.3

3.2 – specify when bankruptcy occurred and any other relevant details

Submit Entire Response

Save

Compose Message

Excel Import

Once fully completed submit

If need to return later can save, and not submit

Create and send message to the AA

Not required for submitting details

Confirm via "OK" ready to send response to the AA for review

✓ Submit this response?

Click OK to submit.

OK

Cancel

Count down clock amends to "closed" as response submitted

Final screen will appear with messaging to say response has been submitted

Doc137313363 - Supplier registration questionnaire

Closed

Able to review current response here

✓ Your response has been submitted. Thank you for participating in the event.

All Content

Name ↑

▼ 1 General Information

1.1 On behalf of the entity registering as a potential supplier to the AA, you acknowledge and agree that:

- In dealing with the AA you may have access to confidential or proprietary information of the AA, which could include, but is not limited to, information relating to the AA's business, finances, intellectual property rights, customers, suppliers, employees, processes, products and/or market opportunities ("AA Confidential Information");
- You will keep all AA Confidential Information secret, hold it in strict confidence and not disclose or make it available to any person, firm or company, except with the AA's prior written consent or otherwise as required by law;
- You will use the AA Confidential Information only for the purpose of discussions with the AA and you will not use the AA Confidential Information to obtain a commercial, trading or other advantage or for any other purpose;
- You will store the AA Confidential Information securely and not make copies of the AA Confidential Information, except as strictly necessary;
- You will on request by the AA and/or at the end of your relationship with the AA, cease to use and destroy or return the AA Confidential Information.

I Agree

Compose Message

Additionally an e-mail will be sent to confirm registration created.