

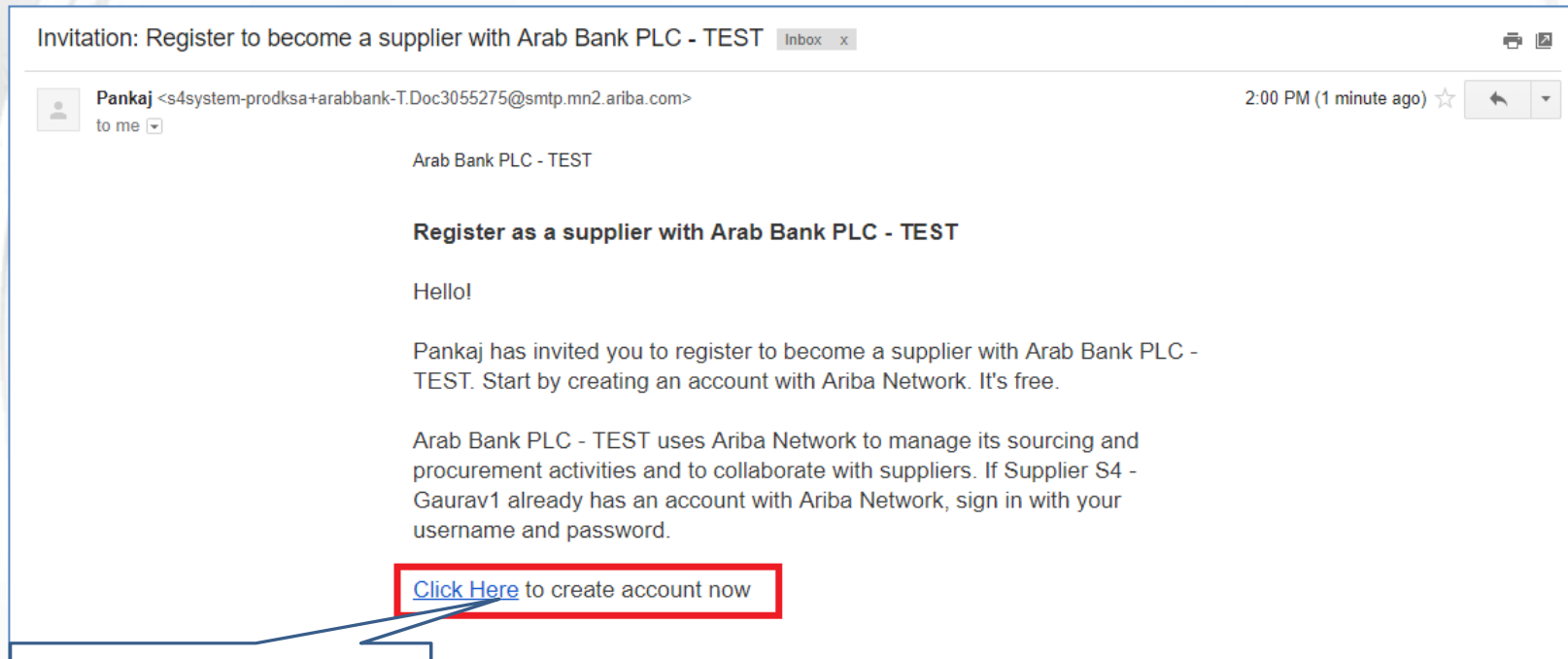


SAP Ariba Network Supplier Training Manual

البنك العربي
ARAB BANK



Supplier gets email invitation to register



Supplier will get email notification for registration and should click on the link to create an account.

Sign up for Supplier Account

The screenshot shows the Ariba Sourcing interface. At the top left, the text "Ariba Sourcing" is displayed. On the top right, there is a "Help Center" link with a right-pointing arrow. Below the header, a welcome message reads "Welcome, Pankaj Dayal". A yellow banner contains the text "Have a question? Click here to see a Quick Start guide." Below this, another message states "Welcome to the Ariba Network. Arab Bank PLC - TEST has invited you to a sourcing event." Two main navigation options are presented: "New to the Ariba Network? Sign up to register your user account." with a blue "Sign up" button, and "Already have an account?" with a blue "Log in" button. A callout box with a blue border and white background points to the "Log in" button, containing the text: "If the supplier already has an account, they can click here and will be redirected to Supplier login page." Below the navigation options is a section titled "About Ariba Network" which includes a paragraph and a bulleted list of benefits.

Ariba Sourcing Help Center >>

Welcome, Pankaj Dayal

Have a question? Click here to see a Quick Start guide.

Welcome to the Ariba Network. Arab Bank PLC - TEST has invited you to a sourcing event.

New to the Ariba Network? Sign up to register your user account. [Sign up](#)

Already have an account? [Log in](#)


If the supplier already has an account, they can click here and will be redirected to Supplier login page.

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

Login into existing Account

SAP Ariba  **Orders & Invoices** Powered by Ariba Network

Supplier Login

User Name

Password

Login

Having trouble logging in?

New to Ariba?
[Register Now](#) or [Learn More](#)

Ariba Sourcing
ARAB BANK PLC - TEST

There are no matched postings.

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 |
|-------------------------|------------|--------------------|------------|
| ▼ Status: Completed (1) | | | |
| SP-Teardrop | Dec1318200 | 7/20/2010 12:54 PM | RFP |

Registration Questionnaires

| Title | ID | End Time | Status |
|-------------------------------------|------------|-------------------|------------|
| ▼ Status: Open (1) | | | |
| Supplier Registration Questionnaire | Dec3055275 | 7/22/2010 3:00 PM | Registered |

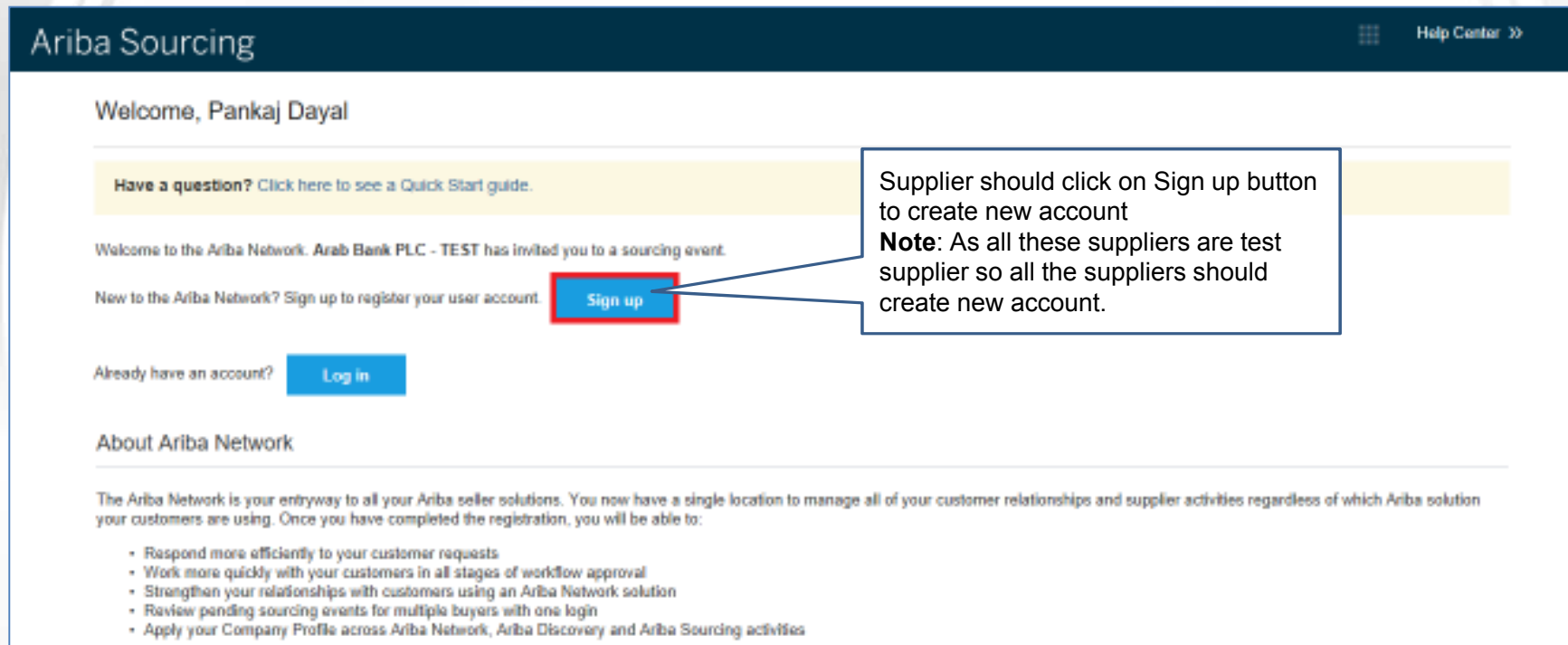
Qualification Questionnaires

| Title | ID | End Time | Commodity | Region | Status |
|-------|----|----------|-----------|--------|--------|
|-------|----|----------|-----------|--------|--------|

All existing documents will be displayed in supplier's dashboard.



Sign up for Supplier Account



The screenshot shows the Ariba Sourcing user interface. At the top left, the text "Ariba Sourcing" is displayed. At the top right, there is a "Help Center" link with a right-pointing arrow. Below the header, the user is greeted with "Welcome, Pankaj Dayal". A yellow banner contains the text "Have a question? Click here to see a Quick Start guide." Below this, a message states "Welcome to the Ariba Network. Arab Bank PLC - TEST has invited you to a sourcing event." Underneath, it says "New to the Ariba Network? Sign up to register your user account." A blue "Sign up" button is highlighted with a red border and a callout box. Below this is a "Log in" button for existing users. The "About Ariba Network" section follows, describing the platform as an entryway to Ariba seller solutions. A list of benefits is provided at the bottom of the section.

Supplier should click on Sign up button to create new account
Note: As all these suppliers are test supplier so all the suppliers should create new account.

Have a question? Click here to see a Quick Start guide.

Welcome to the Ariba Network. Arab Bank PLC - TEST has invited you to a sourcing event.

New to the Ariba Network? Sign up to register your user account. **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

Create Supplier Account

if supplier do not have an existing Ariba Network account

Create account

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

[Create account and continue](#) [Cancel](#)

Company information

| | |
|-----------------|---|
| Company Name: * | <input type="text" value="Supplier S4 - Gaurav1"/> |
| Country: * | <input type="text" value="Jordan [JOR]"/> |
| Address: * | <input type="text" value="street1"/> <input type="text" value="Line 2"/> |
| City: * | <input type="text" value="Amman"/> |
| Postal Code: * | <input type="text" value="20681"/> |
| State: | <input type="text"/> |

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 should provide mandatory company information



Enter Supplier User Information

User account information

* Indicates a required field

[SAP Ariba Privacy Statement](#)

Name: *

Email: *

Use my email as my username

Username: *

Password: *

Language: ▼

Email orders to: *

Must contain letters and numbers. ⓘ

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

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.

Supplier should provide Username and Password to create an account.
Note: username should be in email format and should have the @ symbol

Agreement of Terms of Use and Privacy Statement

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 SAP Ariba Inc. This consent shall be in effect from the moment it has been granted and may be revoked by you at any time. If you are a resident of the Russian Federation, you also expressly confirm that any of your personal data captured by your organization in a separate data repository residing within the Russian Federation is not transferred to SAP Ariba Inc.

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

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

Supplier should check the Terms of Use and Privacy Statement

Supplier Dashboard after Login

Ariba Sourcing Test Mode Company Settings Pankaj Dayal Help Center

ARAB BANK PLC - TEST

There are no matched postings.

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 |
|-------|----|----------|------------|
|-------|----|----------|------------|

Registration Questionnaires

| Title | ID | End Time | Status |
|---|-------------|-------------------|------------|
| ▼ Status: Open (1) | | | |
| Supplier Registration Questionnaire | Doc:3055275 | 7/22/2019 3:00 PM | Registered |

Qualification Questionnaires

| Title | ID | End Time | Commodity | Regions | Status |
|-----------|----|----------|-----------|---------|--------|
| No items. | | | | | |

Click here to complete the Registration form with the buyer

Fill Supplier Questionnaire

< Go back to Arab Bank PLC - TEST Dashboard Desktop File Sync

Console Doc3055275 - Supplier Registration Questionnaire Time remaining
364 days 00:23:19

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Supplier Information

2 Additional Information

3 Legal documents & Sc...

4 Authorized Signatories

All Content

Name 1

▼ 1 Supplier Information

1.1 Supplier Name

1.2 Supplier Trade Name

1.3 Main Address

(*) indicates a required field.

Supplier S4 - Gaurav1

Supplier S4 - Gaurav1

Street:

City: Pune

State/Province/Region:

Submit Entire Response | Reload Last Bid | Save | Compose Message | Excel Import

Supplier should provide these supplier information



Answer Mandatory questions

| | |
|--|--|
| ▼ 2 Additional Information | |
| 2.1 Business Unit | |
| 2.2 Category | |
| 2.3 Region | |
| 2.4 Comments | |
| ▼ 3 Legal documents & Screening process | |
| 3.1 Trade Registration Certificate | |
| 3.2 Is your company have trade name ? | |
| 3.4 Do you have Tax Registration Certificate? | |
| 3.5 Attach Tax Registration Certificate | |
| 4 Authorized Signatories | Add Authorized Signatories (0) |
| ▼ 5 Sustainability Indicators | |

* Procurement


*Cleaning Equipment and Supplies [[select](#)]

*APAC [[select](#)]

*  Trade Registration Certificate.docx [Update file](#) [Delete file](#) 





*

*

*  Tax Registration Certificate.docx [Update file](#) [Delete file](#)

Supplier should provide these additional information

Attach a File

| Name ↑ | |
|--|---|
| ▼ 3 Legal documents & Screening process | |
| 3.1 Trade Registration Certificate | *  Trade Registration Certificate.docx ▾ Update file Delete file  |
| 3.2 Is your company have trade name ? | <input type="text" value="Yes"/> ▾ |
| 3.3 Attach Trade Name Registration Certificate | *  Attach a file  |
| 3.4 Do you have Tax Registration Certificate? | * <input type="text" value="No"/> |
| 4 Authorized Signatories | Add Authorized Signatories (0) |

(*) indicates a required field

[Submit Entire Response](#) [Reload Last Bid](#) [Save](#) | [Compose Message](#) [Excel Import](#)

If supplier will select Yes for question 3.2

Supplier should attached related document by click on Attach a File link.



Search and Attach File as attachment

Ariba Sourcing

Test Mode Company Settings Pankaj Dayal Help Center

Go back to Arab Bank PLC - TEST Dashboard Desktop File Sync

OK Cancel

Add Attachment

Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When the file selection process is finished, click OK to add the attachment.

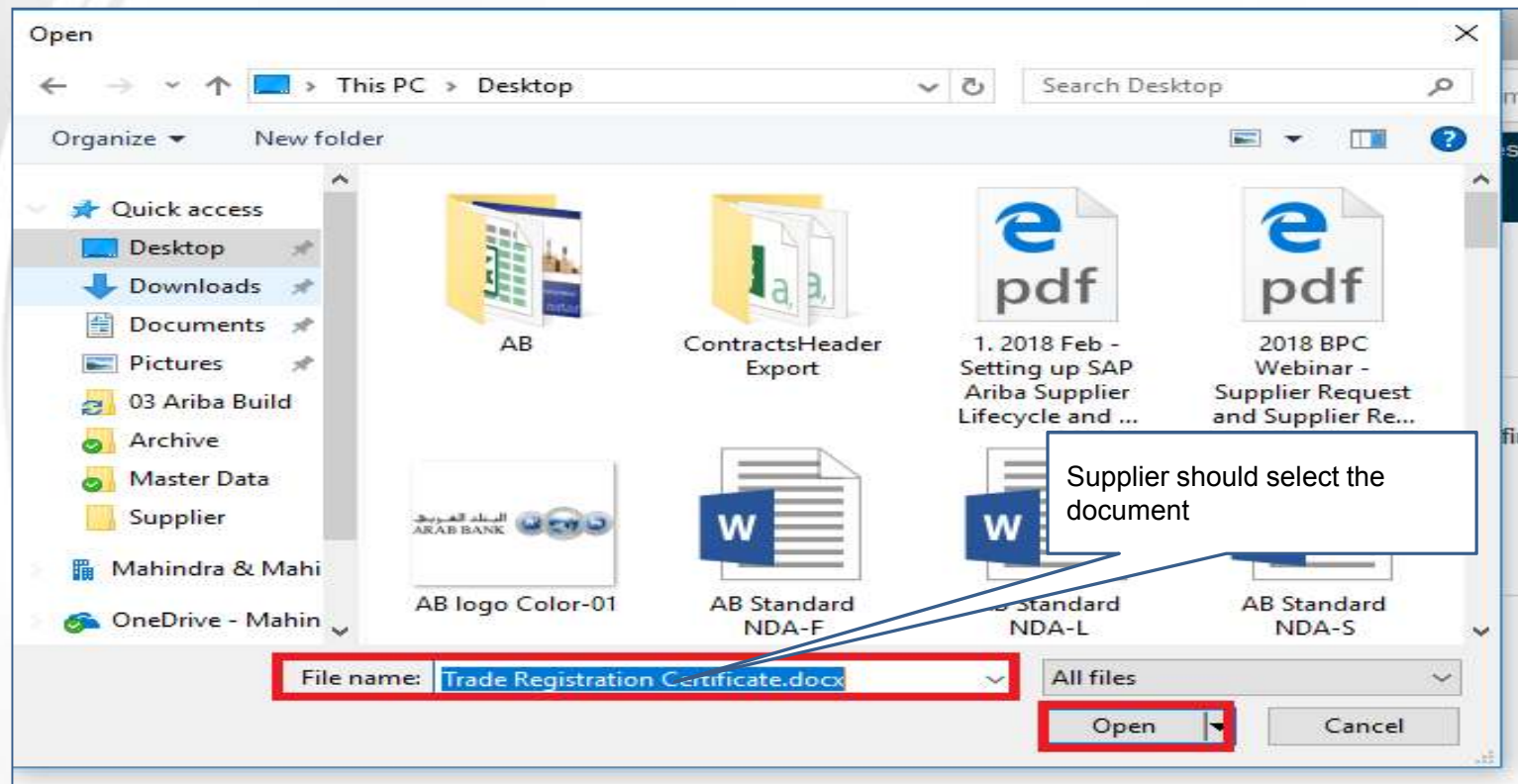
Attachment: **Browse...**

Or drop file here

OK Cancel

New page should open click on Browse to select the document

Fill Supplier Questionnaire Contd..



Confirmation of attached file

Ariba Sourcing Test Mode Company Settings Pankaj Dayal Help Center

Go back to Arab Bank PLC - TEST Dashboard Desktop File Sync

Add Attachment

Supplier has been selected the document

Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment.





Attachment: **C:\Users\pankaj.kumar\Desktop\Trade Registration Certificate.doc** Browse...

Or drop file here

Click OK to upload the document

OK Cancel

Fill Supplier Questionnaire Contd..

| Name ↑ | |
|--|---|
| ▼ 3 Legal documents & Screening process | |
| 3.1 Trade Registration Certificate | *  Trade Registration Certificate.docx ▾ Update file Delete file  |
| 3.2 Is your company have trade name ? | * Yes ▾ |
| 3.3 Attach Trade Name Registration Certificate | *  Trade Registration Certificate.docx ▾ Update file Delete file  |
| 3.4 Do you have Tax Registration Certificate? | * No ▾ |
| 4 Authorized Signatories | Add Authorized Signatories (0) |

(*) indicates a required field

[Submit Entire Response](#) [Reload Last Bid](#) [Save](#) [Compose Message](#) [Excel Import](#)

Document has been uploaded successfully

*  Trade Registration Certificate.docx ▾ Update file Delete file 

Supplier can choose to save the registration form here and complete at a later stage

For any additional clarification required, suppliers can send a message from here.

Fill Supplier Questionnaire –Add Bank Data

| | |
|--|--------------------------------------|
| ▼ 5 Sustainability Indicators | |
| 5.1 Does the supplier comply with any of fundamental principles that include the Applicable Jordanian Laws, the Universal Declaration of Human Rights, International Labor Organization standards? | No <input type="button" value="v"/> |
| 5.2 Follow published policies regarding green environmental practices? | No <input type="button" value="v"/> |
| 5.3 Provide brief of your company behavior toward sustainability | <input type="text"/> |
| 6 Bank Details | Add Bank Details (0) |
| ▼ 7 Withholding Details | |
| 7.1 Country key | <input type="text"/> |
| 7.2 withholding tax types | <input type="text"/> |
| 7.3 withholding tax code | <input type="text"/> |
| (*) indicates a required field | |
| <input type="button" value="Submit Entire Response"/> <input type="button" value="Save"/> <input type="button" value="Compose Message"/> <input type="button" value="Excel Import"/> | |

Supplier should click on the link to add Bank Details

Fill Supplier Questionnaire – Bank Name

Ariba Sourcing

< Go back to Arab Bank PLC - TEST Dashboard

Company Settings | Pankaj Doyal | Help Center

Desktop File Sync

OK Cancel

Clicking OK will only save your Repeatable Section answers. To submit your response, you will need to click OK and then click Submit Entire Response on the main screen.

All Content > 6 Bank Details

Bank Details (0)

Name *

No Items

(*) indicates a required field

Add Bank Name

Supplier should click on Add Bank Name button to add bank data.

Fill Supplier Questionnaire – Other Bank Details

Clicking OK will only save your Repeatable Section answers. To submit your response, you will need to click OK and then click Submit Entire Response on

All Content > 6 Bank Details

Bank Details (1)

| Name 1 | |
|---------------------|---------------------|
| Bank Name #1 | Delete |
| Bank Name | * Test Bank Name |
| Bank Account Number | * 123456789 |
| Account Name | * Test Account Name |
| SWIFT Code | |
| Bank Country | * Jordan |
| Bank Key | * 123 |
| Bank Reference | * 12345 |
| Valid from | * 1-Jan-2010 |

(*) indicates a required field

Add Bank Name

Supplier should provide bank details

Submit Supplier Questionnaire –Withholding Tax

The screenshot shows a web form with a sidebar on the left containing a menu with the following items:

- 6 Bank Details
- ▼ 7 Withholding Details
 - 7.1 Country key
 - 7.2 withholding tax type
 - 7.3 withholding tax co

The main content area has a table with the following data:

| Add Bank Details (1) | |
|----------------------|--|
| JOD | |
| Tax1 | |
| Tax123 | |

Annotations and callouts:

- A callout box points to the **Submit Entire Response** button: "Supplier should click on the button to Submit Entire Response".
- A callout box points to the **Save** button: "Supplier should click on the Save button to save the questionnaire as a draft and come back to it later".
- A callout box points to the **Compose Message** button: "Supplier should click on the button to compose a message to the requestor if you have questions about filling out the form".
- A callout box points to the Tax1 and Tax123 rows in the table: "Supplier should provide withholding details if required".

At the bottom of the form, there is a note: "() indicates a required field".

Submit Supplier Registration Questionnaire

Ariba Sourcing

Go back to Arab Bank PLC - TEST Dashboard

Company Settings Pankaj Dayal Help Center

Desktop File Sync

Time remaining 29 days 23:28:46

Console Doc3055275 - Supplier Registration Questionnaire

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Supplier Information

2 Additional Information

3 Legal documents & Sc...

All Content

3.4 Do you have Tax Registration Certificate?

3.5 Attach Tax Registration Certificate

4 Authorized Signatories

5 Sustainability Indicators

5.1 Does the supplier comply with any of fundamental principles that include the Applicable Jordanian Laws, the Universal Declaration of Human Rights, International Labor Organization standards?

5.2 Follow published policies regarding green environmental practices?

Submit this response?

Click OK to submit

OK Cancel

Supplier should click OK to submit the response

Confirmation on Supplier Registration

The screenshot shows the Ariba Sourcing interface. At the top, the header includes 'Ariba Sourcing', 'Company Settings', 'Pankaj Dayal', and 'Help Center'. Below the header, there is a navigation bar with 'Go back to Arab Bank PLC - TEST Dashboard' and 'Desktop File Sync'. The main content area is titled 'Doc3055275 - Supplier Registration Questionnaire'. A yellow notification banner at the top right contains a 'Closed' button. A red box highlights a message: 'You have submitted a response to the questionnaire'. A blue callout box points to this message with the text: 'Supplier should be able to see the message that response has been submitted'. Below the notification, there is a table titled 'All Content' with a single entry 'Name 1'. The table has two sections: '1 Supplier Information' and '2 Additional Information'. The 'Supplier Information' section contains the following data:

| 1 Supplier Information | |
|-------------------------|-------------------------|
| 1.1 Supplier Name | Supplier S4 - Gaurav1 |
| 1.2 Supplier Trade Name | Supplier S4 - Gaurav1 |
| 1.3 Main Address | Pune 411015 India |
| 1.4 Contact First Name | Pankaj |
| 1.5 Contact Last Name | Dayal |
| 1.6 Contact Email | pankajdayal77@gmail.com |
| 1.7 Contact Phone | 12345 |

Email Confirmation on Supplier Registration

Sun 22-07-2018 15:01

AA Ariba Administrator <no-reply@smtp.mn2.ariba.com>

WS3055271 - Supplier Registration for Supplier S4 - Gaurav1: Approval for Supplier Registration was fully approved.

To Pankaj Kumar

Supplier should received email notification that supplier has been approved

WS3055271 - Supplier Registration for Supplier S4 - Gaurav1: Approval for Supplier Registration was fully approved.

Task Title: Approval for Supplier Registration

Task Description: Approval for supplier registration

You are being sent this email because you are the owner of a task that has been approved by all people in the approval flow. **DISCLAIMER :** - The contents of this E-mail (including the contents of the enclosure/(s) or attachment/(s) if any) are the privileged and confidential material of Bristlecone and should not be disclosed to, used by or copied in any manner by anyone other than the intended addressee/(s). If this E-mail (including the enclosure/(s) or attachment/(s) if any) has been received in error, please advise the sender immediately and delete it from your system. The views expressed in this E-mail message (including the enclosure/(s) or attachment/(s) if any) are those of the individual sender.

How to Log on (Supplier Login Page)

URL: supplier.ariba.com

The screenshot shows a web browser window displaying the SAP Ariba Supplier Login page. The browser's address bar shows the URL: <https://service.ariba.com/Sourcing/aw/128610009/aw?awh-r&awssk-ngHDrtzv&cdart=1>. The page header includes the SAP Ariba logo and the text "Proposals Powered by Ariba Sourcing". The main content area features a "Supplier Login" form with a "Login" button. A callout box points to the username field with the text "Enter your USERNAME". Another callout box points to the password field with the text "Enter your PASSWORD". A third callout box points to the "Login" button with the text "Click Login". To the right of the login form is a promotional banner titled "How Does SAP Ariba Help Suppliers Find New Business?" with a "Learn More" button.

Revise Registration Response

Ariba Sourcing interface showing a supplier registration questionnaire response for Doc3055275. The page includes a navigation menu, a console area, and a table of response details. A callout box highlights the "Revise Response" button.

Go back to Arab Bank PLC - TEST Dashboard Desktop File Sync

Company Settings Pankaj Dayal Help Center

Console Doc3055275 - Supplier Registration Questionnaire Time remaining 362 days 23:15:20

You have submitted a response for this event. Thank you for participating.

Click on Revise Response to update the registration questionnaire

Revise Response

Event Messages
Event Details
Response History
Response Team

Event Contents

- All Content
- 1 Supplier Information
- 2 Additional Information
- 3 Legal documents & Sc...
- 4 Authorized Signatories
- 5 Sustainability

All Content

| Name 1 | |
|--------------------------|-------------------------|
| ▼ 1 Supplier Information | |
| 1.1 Supplier Name | Supplier S4 - Gaurav1 |
| 1.2 Supplier Trade Name | Supplier S4 - Gaurav1 |
| 1.3 Main Address | Pune 411015 India |
| 1.4 Contact First Name | Pankaj |
| 1.5 Contact Last Name | Dayal |
| 1.6 Contact Email | pankajdayal77@gmail.com |

Confirmation on Revise Response Initiation

Doc3055275 - Supplier Registration Questionnaire Time remaining
362 days 23:14:26

You have submitted a response for this event. Thank you for participating.

⚠ Revise Response?
You have already submitted a response for this event. Click OK if you would like to revise your response.

OK Cancel

All Content

| Name ↑ | |
|--------------------------|-------------------------|
| ▼ 1 Supplier Information | |
| 1.1 Supplier name | Supplier S4 - Gaurav1 |
| 1.2 Supplier Trade Name | Supplier S4 - Gaurav1 |
| 1.3 Main Address | Pune 411015 India |
| 1.4 Contact First Name | Pankaj |
| 1.5 Contact Last Name | Dayal |
| 1.6 Contact Email | pankajdayal77@gmail.com |

Click OK to proceed for update

Submit Revised Response

Ariba Sourcing

Company Settings | Pankaj Dayal | Help Center >>

< Go back to Arab Bank PLC - TEST Dashboard

Desktop File Sync

Time remaining 362 days 23:13:48

Console Doc3055275 - Supplier Registration Questionnaire

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Supplier Information

2 Additional Information

3 Legal documents & Sc...

4 Authorized Signatories

5 Sustainability Indic...

All Content

1.1 Supplier Name

1.2 Supplier Trade Name

1.3 Mail

(*) indicates a required field

Update the revised information. Fields marked as "*" are mandatory

Supplier S4 - Gaurav1

* Supplier S4 - Gaurav1

Street:

City: * Pune

State/Province/Region:

Click on Submit Entire Response to submit the updated registration questionnaire

Submit Entire Response

Reload Last Bid

Save

Compose Message

Excel Import