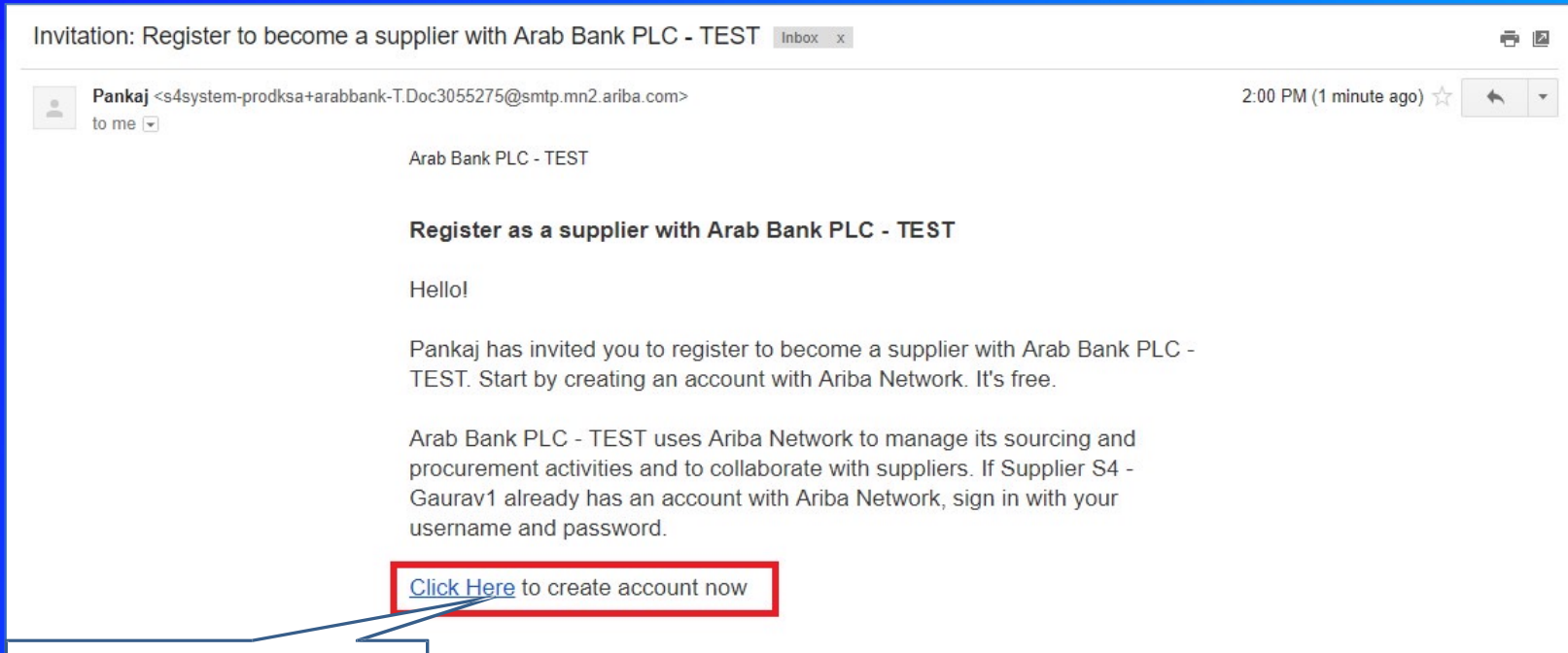




SAP Ariba Network Supplier Training Manual

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 displays the Ariba Sourcing web application. At the top, the header reads "Ariba Sourcing" on the left and "Help Center >>" on the right. Below the header, a personalized greeting says "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." The main content area has two options: "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 red box highlights the "Log in" button, and a callout box points to it with the text: "If the supplier already has an account, they can click here and will be redirected to Supplier login page." Below the login options is a section titled "About Ariba Network" which includes a paragraph about the Ariba Network being an entryway to seller solutions 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](#)

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

Ariba Sourcing

ARAB BANK PLC - TEST

Test Profile

Company Settings | Pricing Report | Help Center

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)			
SR-Test-001	Doe12345678	7/16/2018 12:54 PM	RFP

Registration Questionnaires

Title	ID	End Time	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doe2055275	7/22/2019 3:00 PM	Registered

Qualification Questionnaires

Title	ID	End Time	Community	Region	Status
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Sign up for Supplier Account

The screenshot displays the Ariba Sourcing web application. At the top, the header includes the 'Ariba Sourcing' logo and a 'Help Center' link. The main content area greets the user, 'Pankaj Dayal', and provides a link to a 'Quick Start guide'. A welcome message from 'Arab Bank PLC - TEST' mentions an invitation to a sourcing event. Below this, there are two primary options: 'Sign up' for new users and 'Log in' for existing users. The 'Sign up' button is highlighted with a red border and a callout box. The callout box contains the instruction: 'Supplier should click on Sign up button to create new account' and a note: 'Note: As all these suppliers are test supplier so all the suppliers should create new account.' At the bottom, there is an 'About Ariba Network' section with a brief description 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

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: * Supplier S4 - Gaurav1

Country: * Jordan [JOR] ✓

Address: * street1

Line 2

City: * Amman

Postal Code: * 20681

State:

Supplier should provide mandatory company information

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.

Enter Supplier User Information

User account information

* Indicates a required field

SAP Ariba Privacy Statement

Name:* Pankaj Dayal

Email:* pankajdayal77@gmail.com

☐ Use my email as my username

Username:* testG13-pankajdayal77@gmail.com

Password:*

.....

Language: English

Email orders to:* pankajdayal77@gmail.com

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

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.

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 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 transferred to Ariba.

☒ 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

Create account and continue Cancel

Supplier Dashboard after Login

Ariba Sourcing Test Mode Company Settings Pankaj Dayal Help Center

ARAB BANK P.L.C. - 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	Doc3055275	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

▼ 1 Supplier Information

1.1 Supplier Name

1.2 Supplier Trade Name

1.3 Main Address

(*) indicates a required field

Submit Entire Response Reload Last Bid Save Compose Message Excel Import

Supplier should provide these supplier information

Supplier S4 - Gaurav1

Supplier S4 - Gaurav1

Street

City Pune

State/Province/Region

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	

Supplier should provide these additional information

* Procurement ▾

*Cleaning Equipment and Supplies [select]

*APAC [select]

* Trade Registration Certificate.docx ▾ Update file Delete file +

* No ▾

* Yes ▾

* Tax Registration Certificate.docx ▾ Update file Delete file

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 ?	Yes ▾
3.3 Attach Trade Name Registration Certificate	* *Attach a 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

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 v 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 you have finished, click OK to add the attachment.

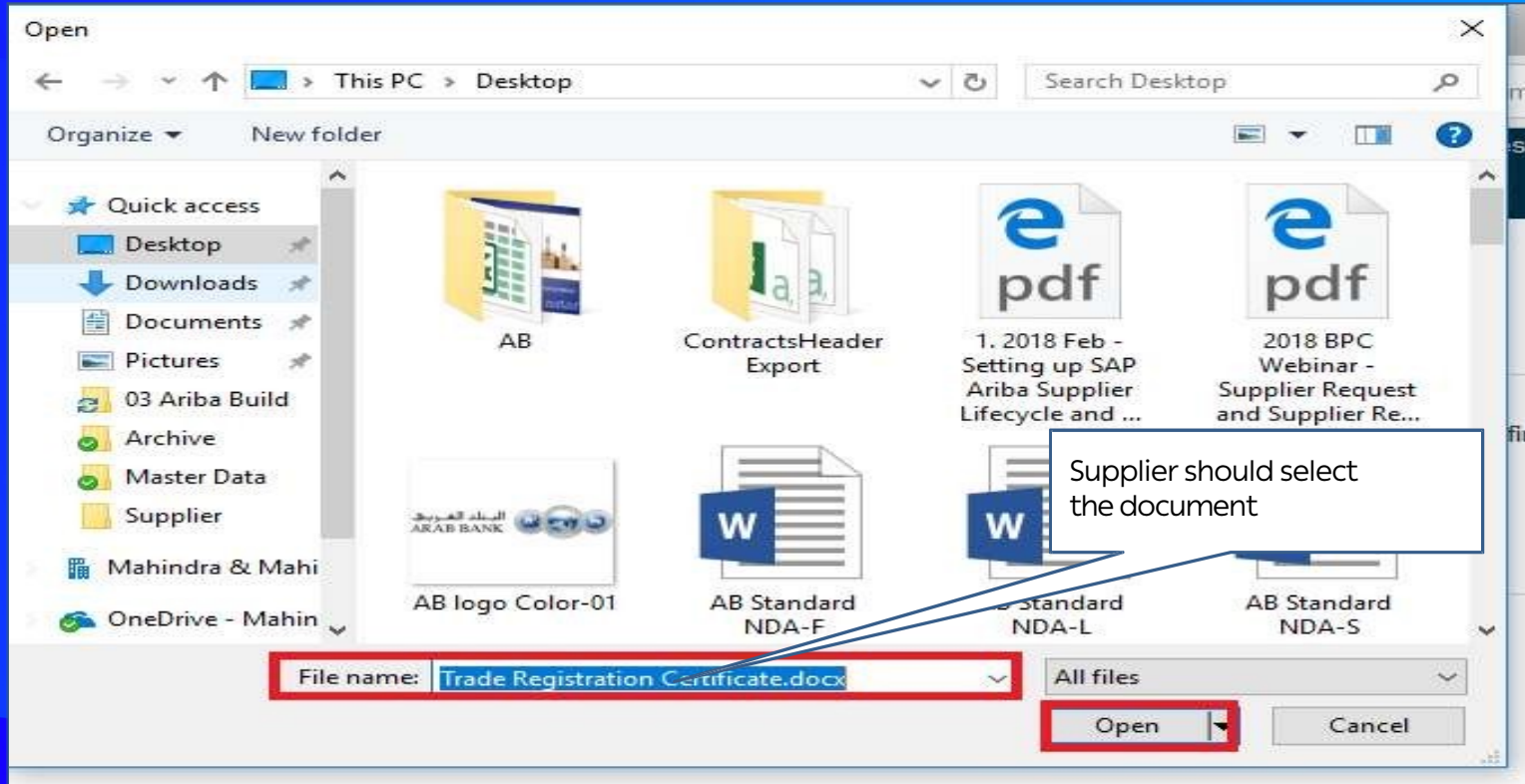
Attachment:

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 Deyal 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. 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.docx Browse...

OK 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

3.2 Is your company have trade name ?

3.3 Attach Trade Name Registration Certificate

3.4 Do you have Tax Registration Certificate?

4 Authorized Signatories [Add Authorized Signatories \(0\)](#)

(*) indicates a required field

Document has been uploaded successfully

Trade Registration Certificate.docx Update file Delete file

Yes

Trade Registration Certificate.docx Update file Delete file

No

Submit Entire Response

Reload Last Bid

Save

Compose Message

Excel Import

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 ▼
5.2 Follow published policies regarding green environmental practices?	No ▼
5.3 Provide brief of your company behavior toward sustainability	
6 Bank Details	Add Bank Details (0)
▼ 7 Withholding Details	
7.1 Country key	
7.2 withholding tax types	
7.3 withholding tax code	

(*) indicates a required field

[Submit Entire Response](#) [Save](#) | [Compose Message](#) [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

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 1

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 ↑	
▼ 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 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

Yes

Tax Registration Certificate.docx Update file Delete file

No

No

Confirmation on Supplier Registration

Ariba Sourcing

Go back to Arab Bank PLC - TEST Dashboard

Company Settings Pankaj Dayal Help Center >>

Desktop File Sync

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...

You have submitted a response to the questionnaire

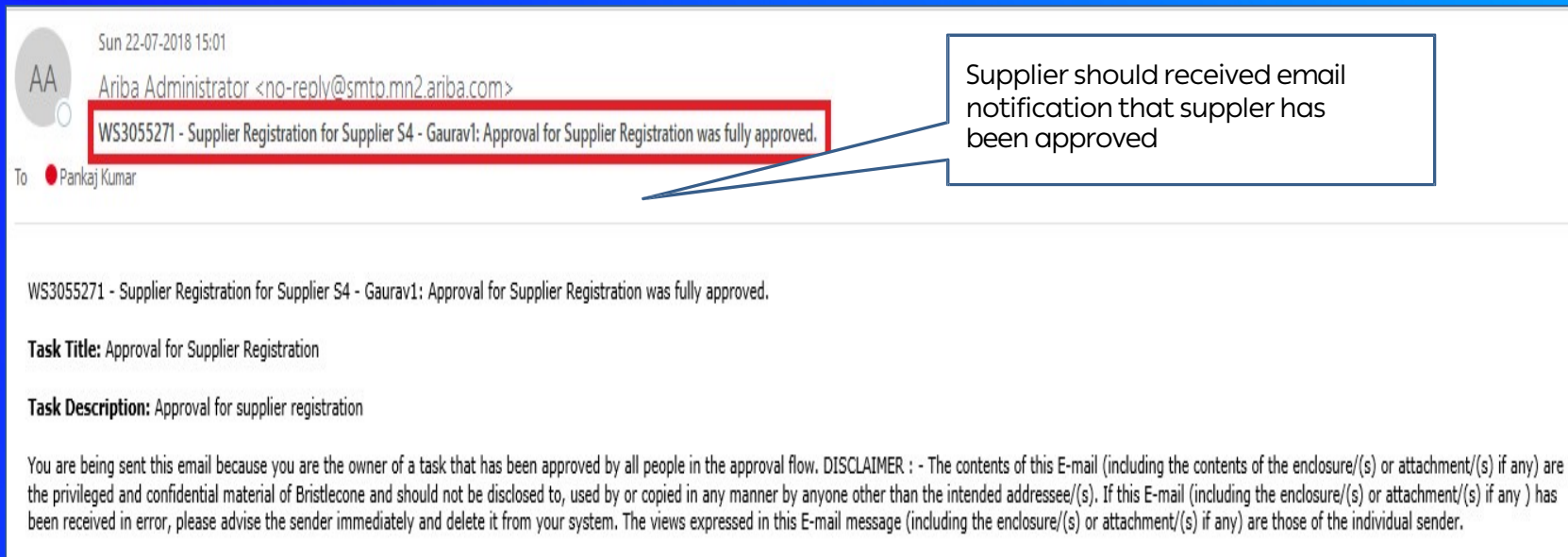
Supplier should be able to see the message that response has been submitted

Closed

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
1.7 Contact Phone	12345
▼ 2 Additional Information	

Email Confirmation on Supplier Registration



How to Log on (Supplier Login Page)

URL: supplier.ariba.com

The screenshot shows the SAP Ariba Supplier Login page. The browser address bar displays the URL: <https://service.ariba.com/Sourcing/aw/12860009/aw/awh-r8awsk-ngHDrtv&card=1>. The page header includes the SAP Ariba logo, the word "Proposals", and a "Help Center" link. The main content area features a "Supplier Login" section with a username field containing "pankajdayal77@gmail.com", a password field with masked characters, and a "Login" button. To the right, there is a promotional banner titled "How Does SAP Ariba Help Suppliers Find New Business?" with a video thumbnail and a "Learn More" button. Three white callout boxes with arrows point to the login fields and button:

- Enter your USERNAME
- Enter your PASSWORD
- Click Login

Revise Registration Response

Ariba Sourcing

Go back to Arab Bank PLC - TEST Dashboard

Company Settings ▼ Pankaj Dayal ▼ Help Center >>

Desktop File Sync

Time remaining 362 days 23:15:20

Console Doc3055275 - Supplier Registration Questionnaire

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

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.

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

< Go back to Arab Bank PLC - TEST Dashboard

Company Settings ▾ Pankaj Dayal ▾ Help Center >>

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 Main

(*) 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