# Supplier Registration in SAP Ariba

Kyiv – 2024

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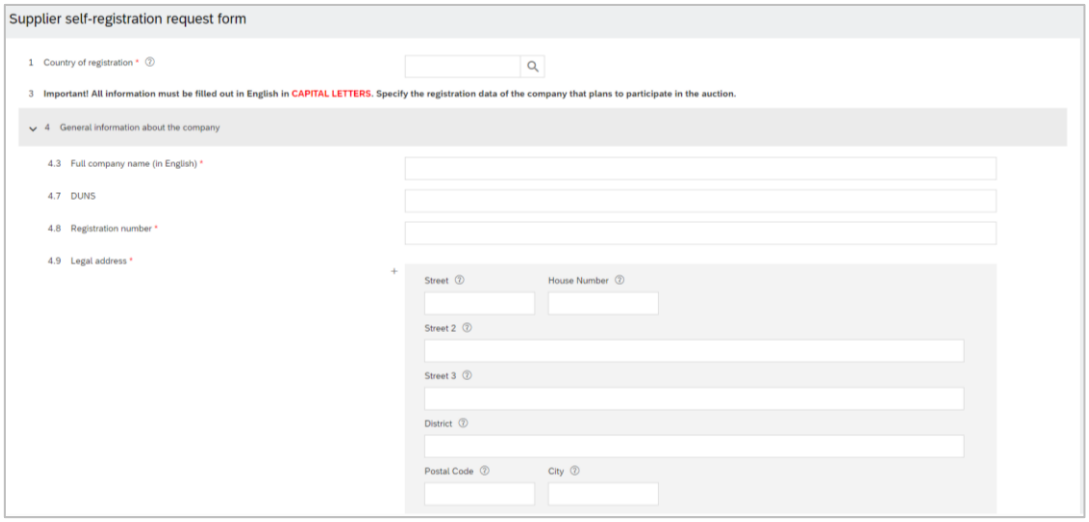
# 1. Supplier self-registration

The starting point for entering a supplier into the system is to create a self-registration request.

In order to create a request, you must follow the link:

Self-registration of DTEK suppliers

After clicking on the link, a window will open with the form (Picture 1.1), which must be filled.




Picture 1.1 Supplier Self-Registration Request Form

# 2. Filling in the Supplier Self-Registration Request Form

The Supplier Request Form (Pictures 2.1, 2.2, 2.3) consists of three sections:

- General information about the company (1);
- Contact details of the supplier (2);




Picture 2.1. General information about the company




Picture 2.2. Contact details of the supplier

Required questions are marked with a red asterix icon (*).

Next, the issues of each of the sections will be considered.

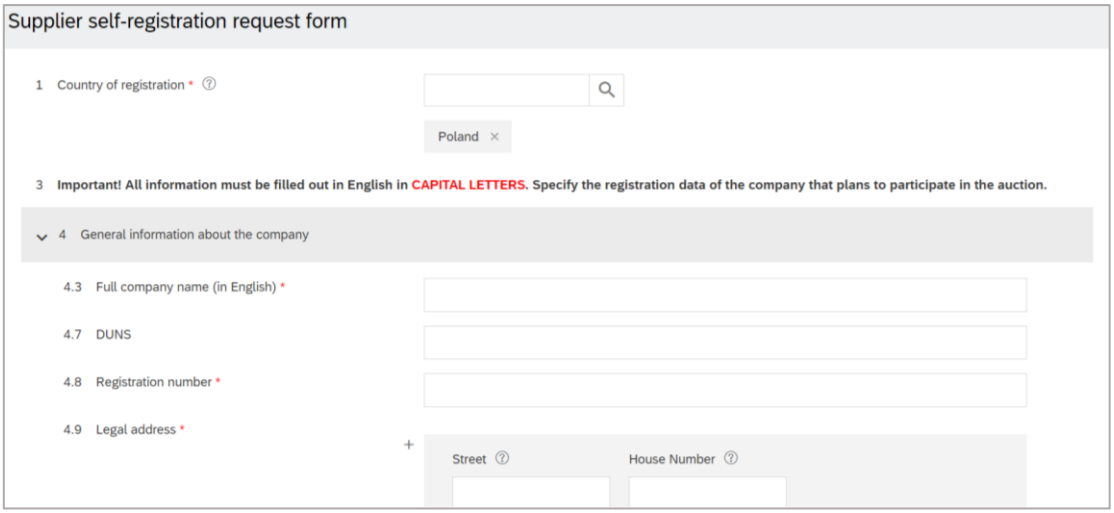
## 2.1. Self-registration form

### 2.1.1. Country of registration

The question "Country of registration" is outside the main sections, at the beginning of the questionnaire (Picture 2.1.1.1).

To select an answer, you must click on the , then expand the list of Country of registration by clicking on the , and select the desired Country of registration.

For this issue, text input of a value is also supported, while the system will look for values similar to the entered one.

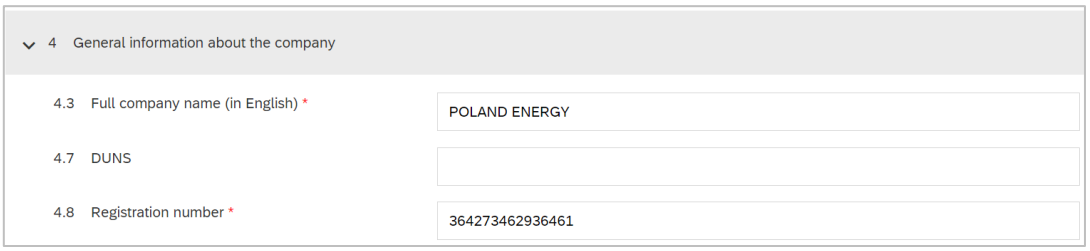



Picture 2.1.1.1 Country of registration

| | |
|---|---|
| | Please note! Answers to all open questions must be indicated in English in CAPITAL LETTERS! |

### 2.1.2. General information about the company

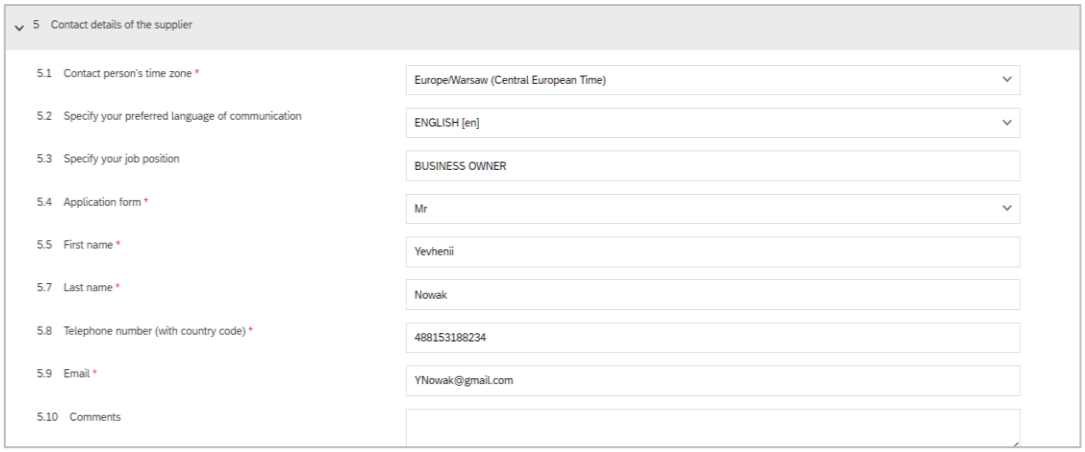
Let's move on to the first section "General information about the company". In the " General information about the company " section - 3 questions are displayed (Picture 2.1.2.2).




Picture 2.1.2.1 View of the “General Information” section

### 2.1.3. Supplier contact person data

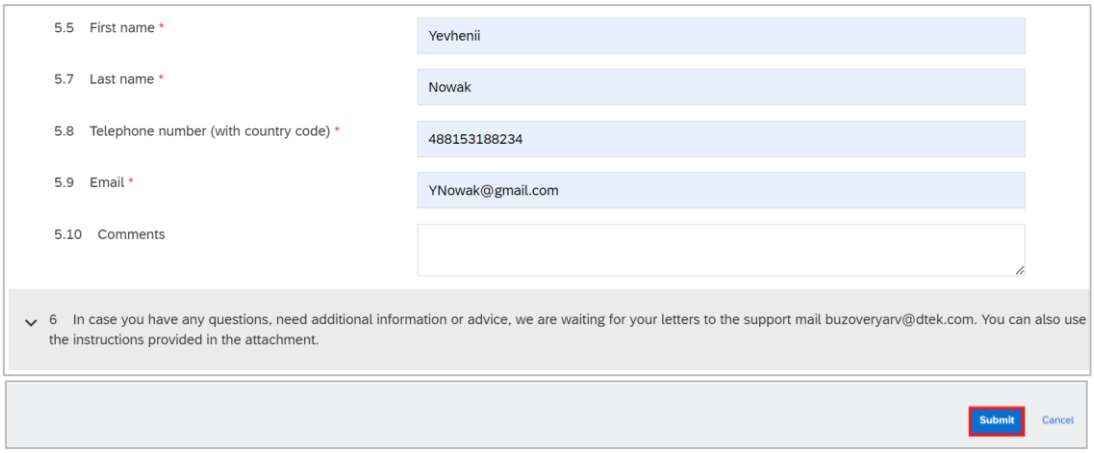
In the "Contact details of the supplier" section, 9 questions are displayed (Picture 2.1.3.1).




Picture 2.1.3.1 Contact details of the supplier.

## 2.2. Sending the Self-Registration Request form

In order to submit the form, you must click the "Submit" button at the bottom of the form (Picture 2.2.1).




Picture 2.2.1 Submit button at the bottom of the form

After clicking the "Submit" button, a window with summary information about the submitted form is displayed to the user.

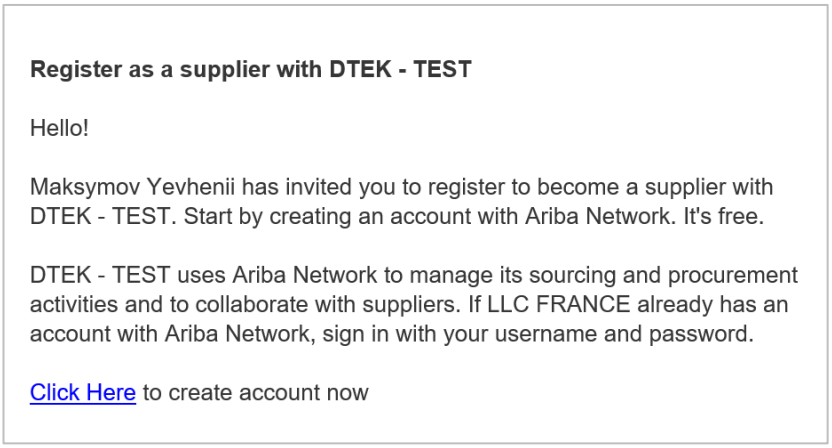
| | |
|---|---|
| | Please note! After clicking the "Submit" button in the Supplier self-registration Form, you will not be able to make changes yourself! |

After the manager approve your application, you will be notified about it.

# 3. Supplier Registration

The next step after the approval of the Self-Registration Request is the full registration of the supplier in the system. The Registration Questionnaire is designed to collect information necessary for the bidding process and may be updated after some time.

After approval of the Supplier's Self-Registration Request, the Supplier will be sent an invitation to complete the Registration Questionnaire (Picture 3.1.). Follow the link in the words “Click here” to the SAP Business Network portal (Picture 3.1.1)



**Register as a supplier with DTEK - TEST**

Hello!

Maksymov Yevhenii has invited you to register to become a supplier with DTEK - TEST. Start by creating an account with Ariba Network. It's free.

DTEK - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If LLC FRANCE already has an account with Ariba Network, sign in with your username and password.

Click Here to create account now

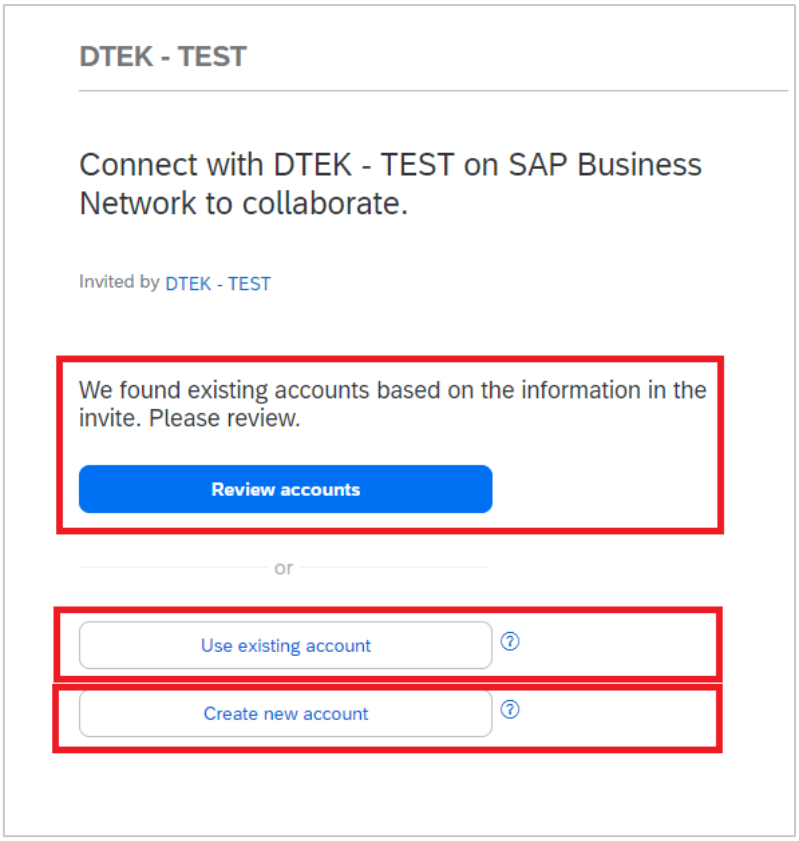
Picture 3.1 E-mail notification of the invitation to register

## 3.1. Registering a supplier account in the SAP Business Network

By clicking on the link to the SAP Business Network portal (Picture 3.1.1), the system will offer the following options:

- Check accounts;
- Use an existing account;
- Create a new account.

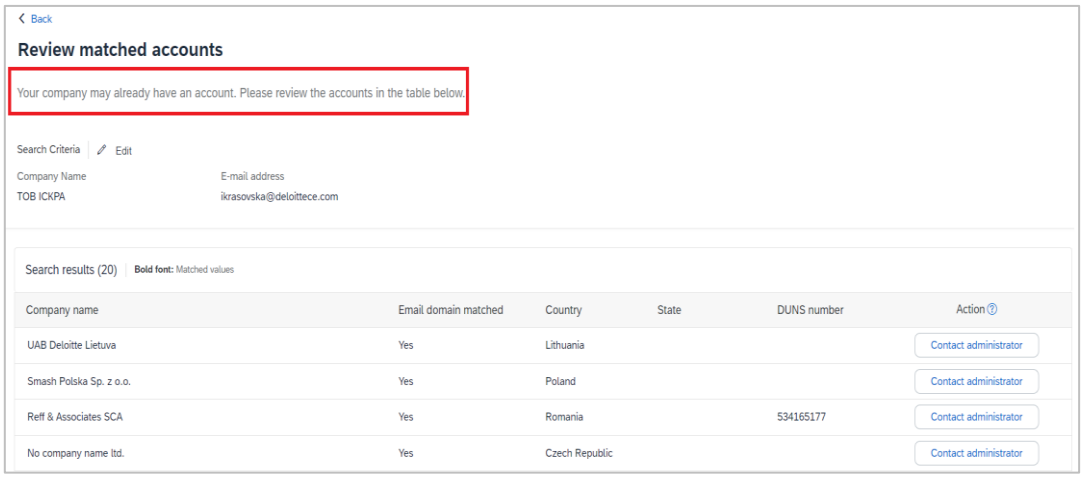
Let's consider each of these options separately.




Picture 3.1.1 SAP Business Network page

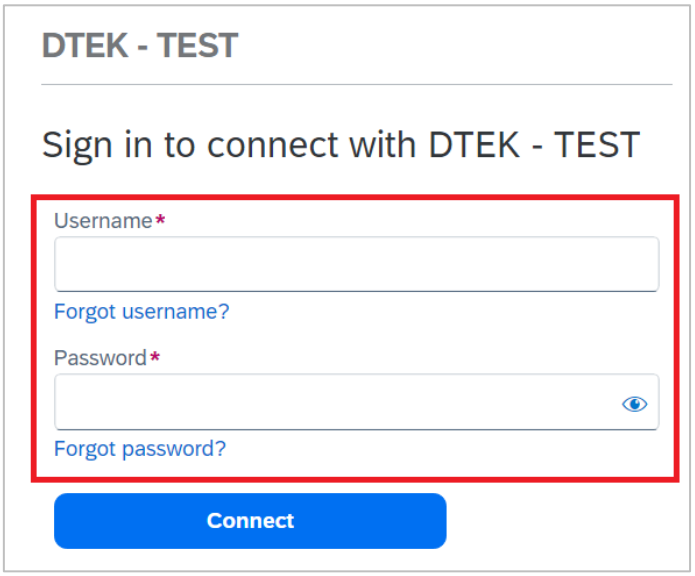
1. The message **"Review accounts"** means that the portal sees similar accounts registered on SAP Business Network.

After clicking on the **"Review accounts"** option, the user is prompted to see if there is an existing personal account of <u>your company</u> **in SAP Business Network** (Picture 3.1.2).




Picture 3.1.2 Option to view accounts

2. The **“Use existing account”** option corresponds to the situation when the user already has a registered profile in **SAP Business Network**. After clicking on this option, you need to fill in the “Username” and “Password” of the existing account (Picture 3.1.3).



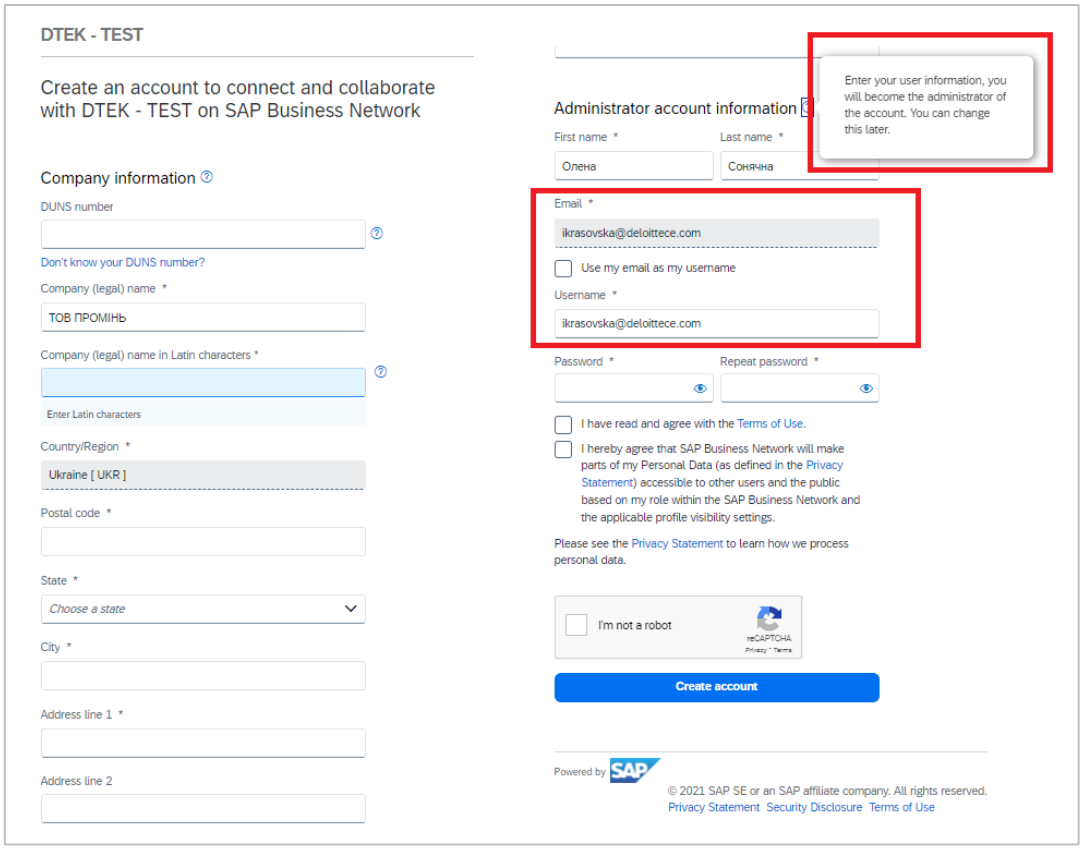

Picture 3.1.3 Login to the existing supplier account

If you have forgotten your username or password, click “Recover username” or “Recover password”. If necessary, please read the detailed instructions in paragraph 6. “Recovering the login and/or password of the supplier's account in SAP Business Network”.

3. The option **“Create new account”**. The supplier can create a new account.

| | |
|---|---|
| | Please note! Fields marked with an asterisk/Terms of Use/Privacy Statement/Capcha are required! |

The form for creating an account looks like this (Picture 3.1.4):

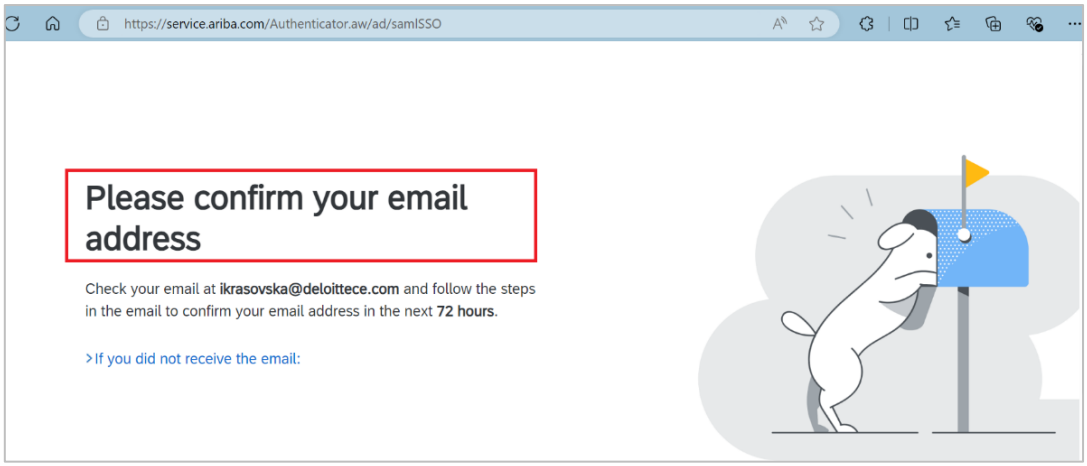



Picture 3.1.4 Form for creating a profile for a new supplier

- Some fields are already filled in automatically based on the data from the Supplier Self-Registration Form
- You can make your username the same as your e-mail address. If you have already registered for SAP Business Network with your e-mail address, you can create a different unique User Name for the same e-mail address. To do this, simply uncheck the box “Use my address as my username” and enter a new unique username.

| | |
|---|---|
| | Please note! A username that differs from the e-mail address must be sent in the format of an e-mail john.doe@newco.com |

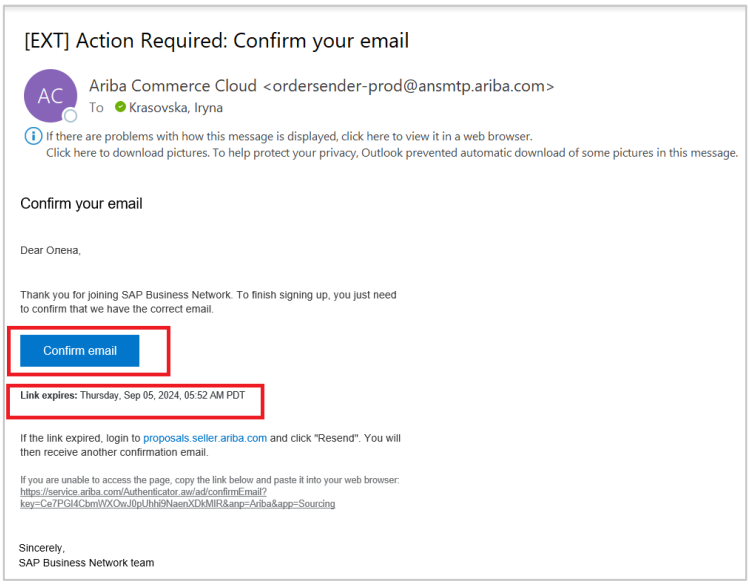
After successful registration, the supplier receives a request to confirm his e-mail address (Picture 3.1.5).




Picture 3.1.5 Confirmation of e-mail address

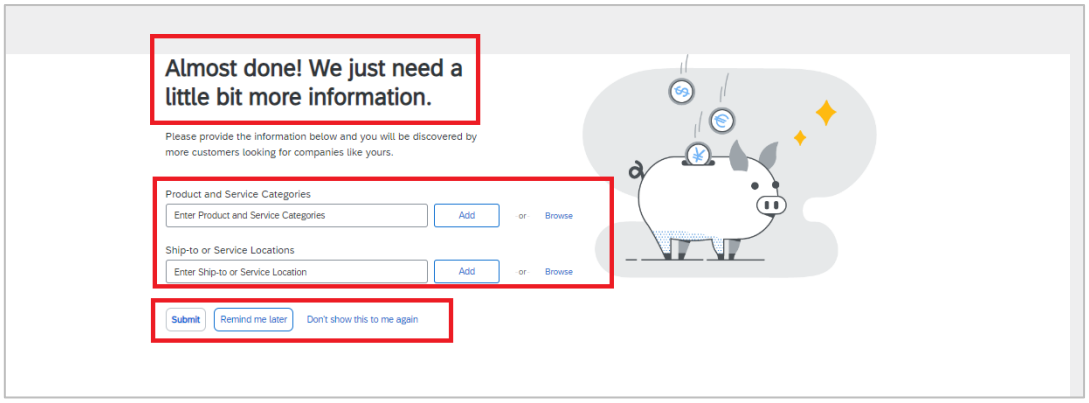
This is how the notification that the supplier receives on his e-mail looks like:

The notification contains the option “Confirm email” and the expiration date of the link (Picture 3.1.6).




Picture 3.1.6 Email confirmation notifications

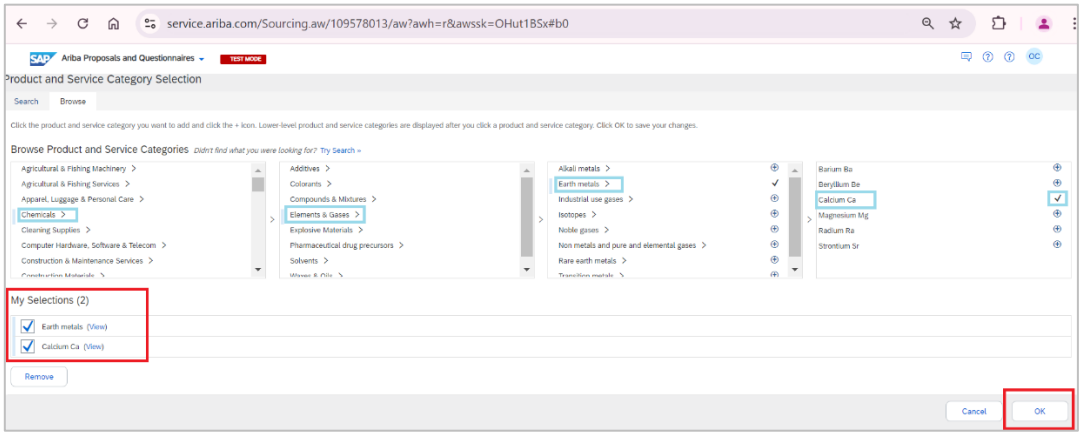
After successfully confirming the email address, SAP Business Network offers to expand your public profile with information about the Category of goods and services and the Supply Region (Picture 3.1.7).



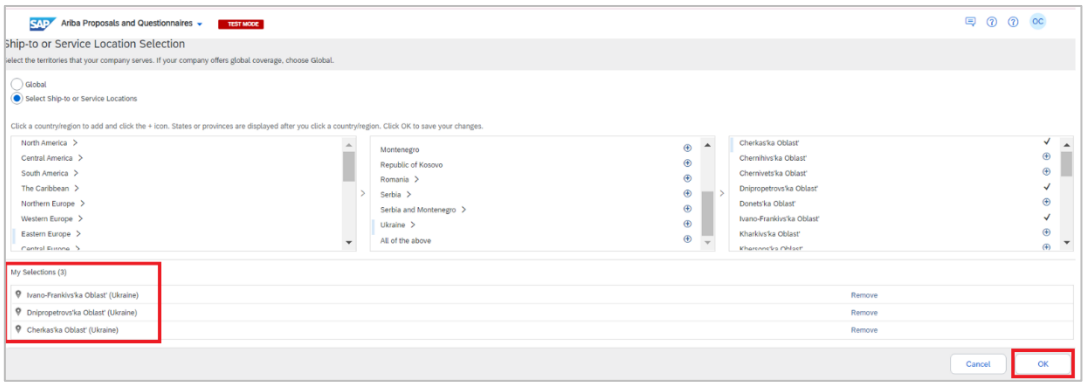

Picture 3.1.7 Product categories and Ship-to/Service Locations

You can fill in the information immediately or select the “Remind me later” option.

Interface when filling in product categories and ship-to/service locations (Picture 3.1.8-3.1.9):



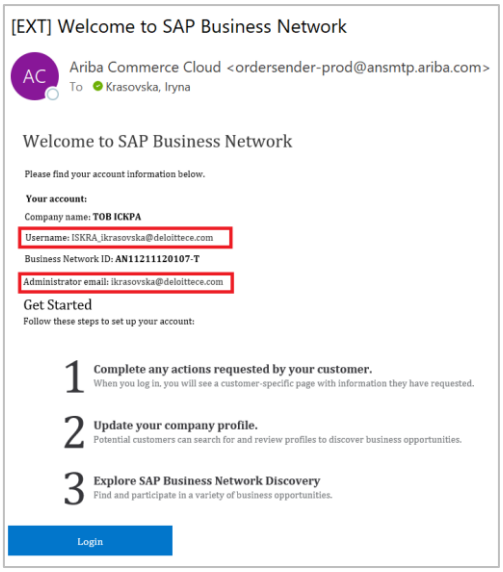

Picture 3.1.8 Selecting Categories of products and services




Picture 3.1.9 Selection of Ship-to/Service Locations

When all the data is filled in, the user needs to click the **“Ok”** button (Picture 3.1.9)

When the email is successfully verified, the supplier receives an email with their data




Picture 3.1.10 User account details on SAP Business Network

After the user clicks the “Login” option, the system directs him to the page for filling out the DTEK Energy Registration Form.

## 3.2. Supplier registration with DTEK Energy

The Supplier Registration form consists of two sections:

- General information about the company;
- Additional information.

Required questions are marked with a red asterisk (*).

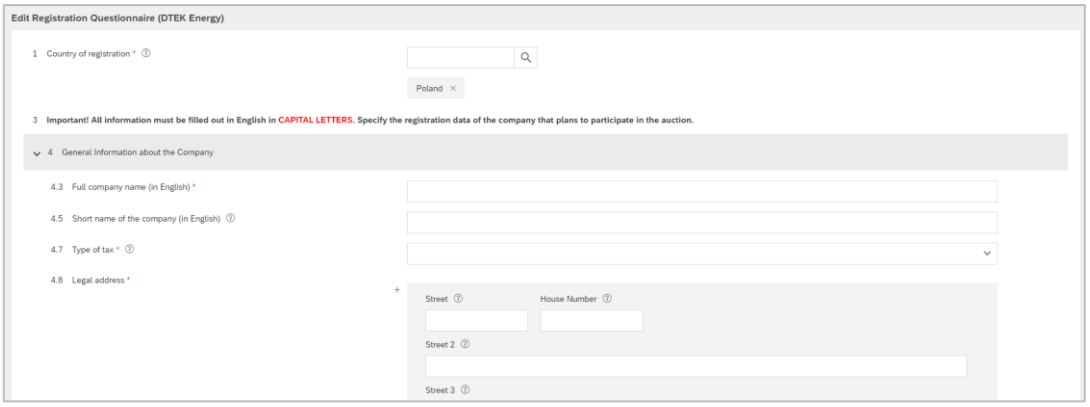
Below, we will discuss the questions in each section.

### 3.2.1. Country of registration

The question "Country of registration" is outside the main sections, at the beginning of the registration questionnaire (Picture 3.2.1.1).

To select an answer, you must click on the , then expand the list of Country of registration by clicking on the , and select the desired Country of registration.

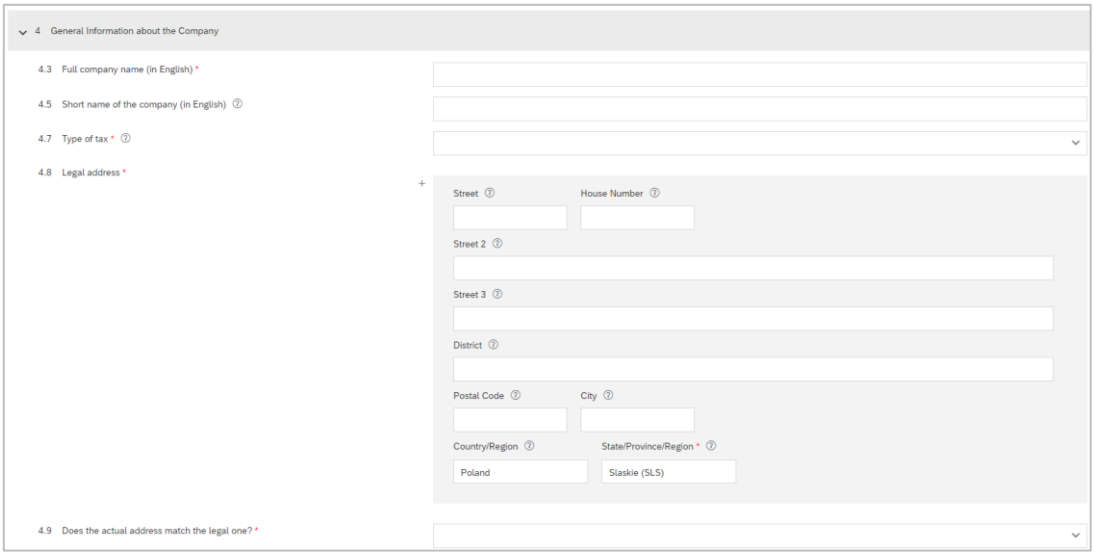
For this issue, text input of a value is also supported, while the system will look for values similar to the entered one.



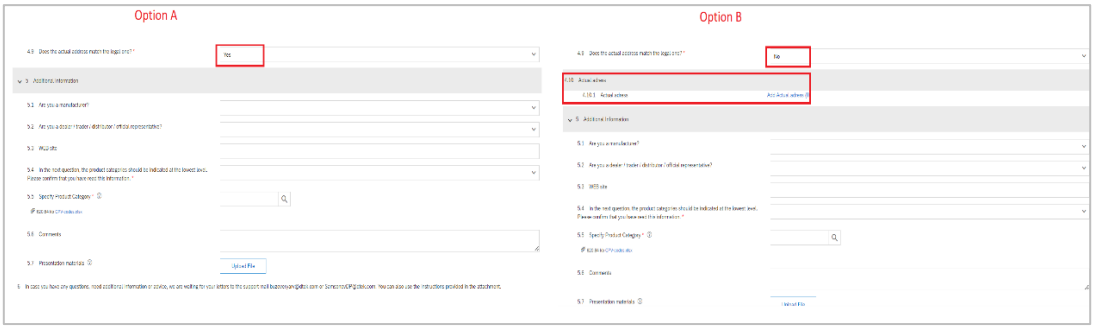

Picture 3.2.1.1 Section “Country of registration”

### 3.2.2. General information about the company

Let's move on to the first section “General information about the company”. In addition to additional conditional items to the “Country of registration” field, the form will also display a unique question depending on the answer to question 4.9 (Picture 3.2.2.1 - 3.2.2.2).



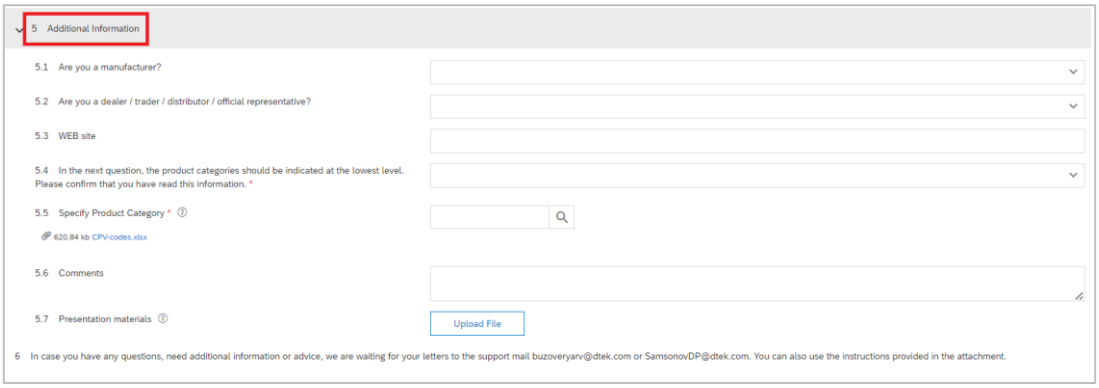

Picture 3.2.2.1 View of the section “General information about the company”




Picture 3.2.2.2 View of the section “General information about the company” depending on the answer to the question “Does the actual address match the legal one?”

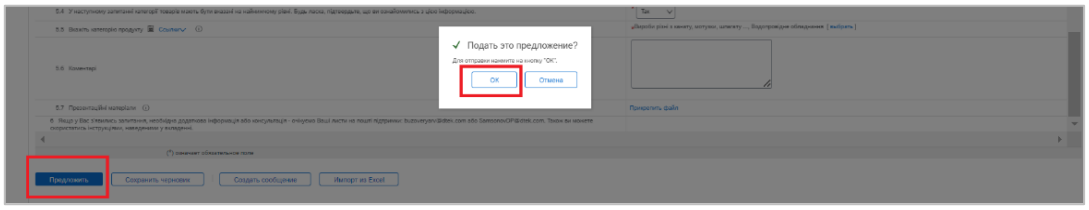
### 3.2.3. Additional Information

The “Additional Information” section contains 7 questions (Figure 3.2.3.1).




Picture 3.2.3.1 Section “Additional information”

When all the required fields are filled in, the system will allow you to save the questionnaire. Click the “Offer” option.



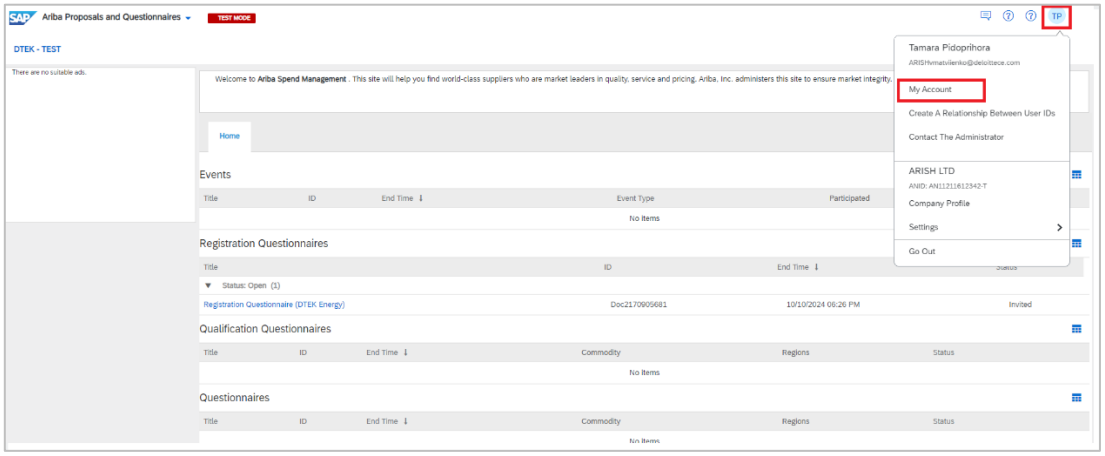

Picture 4.1.22 Filling out an extended questionnaire for Supplier Registration

After submitting the Application Form, expect a notification from DTEK Energy on the approval of the Registration process.

**Congratulations! You have completed the Registration process!**

## 4. Clarifying the contact details of the supplier

To clarify the contact person's information (name, e-mail, phone number, etc.), the supplier can access the account editing menu in the supplier's personal account in SAP Business Network.



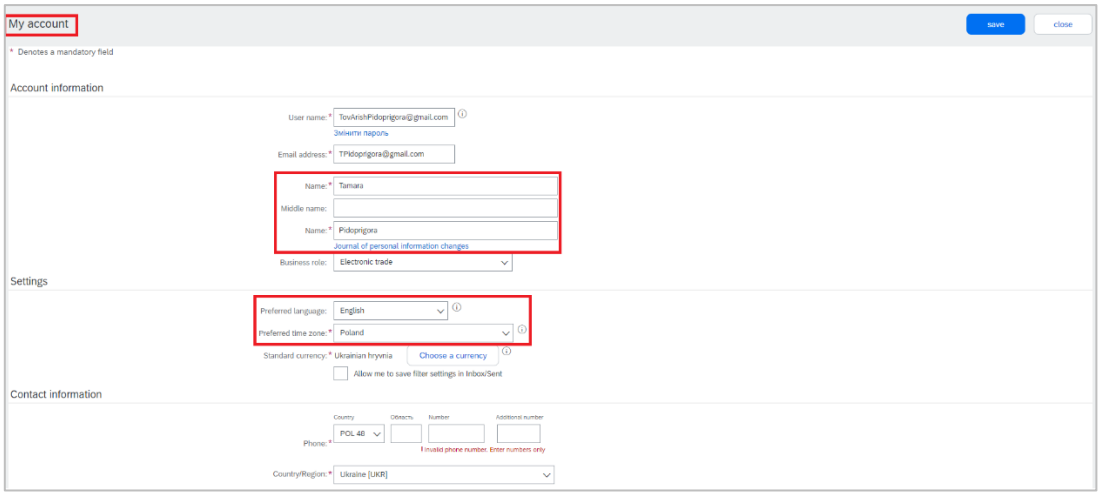

Picture 4.1 Login to the supplier account settings

The supplier can change it (Picture 4.2):

- Last name
- First name
- E-mail;
- Phone number;
- Time zone;
- Preferred language of communication.

After making changes, it is IMPORTANT to click the “Save” button.

| | |
|---|---|
| | Please note! The data listed above is automatically transferred to **DTEK Energy's SAP Ariba system** and will be used to communicate with the supplier. Please update them in case of any changes. |



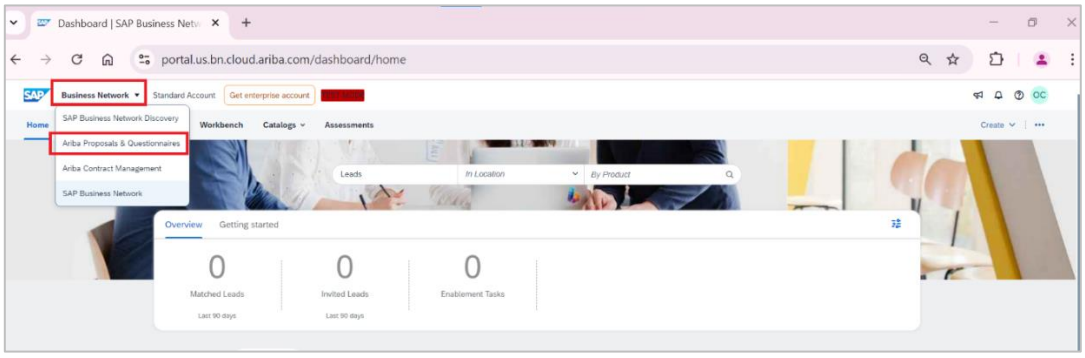

Picture 4.2 Editing an account (supplier profile) on the SAP Business Network platform

## 5. Update the registration form

If necessary, the Supplier may update the data provided by him when filling out the Registration Form (DTEK Energy) at any time.

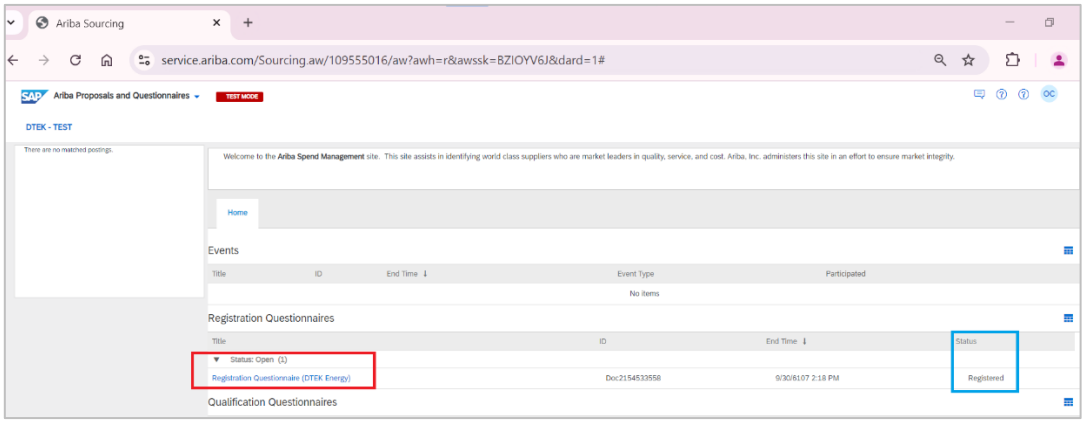
To update the Registration Form (DTEK Energy), it is necessary to:

- Log in to your SAP Business Network personal account https://service.ariba.com/Supplier.aw
- Select the Ariba Proposals & Questionnaires section

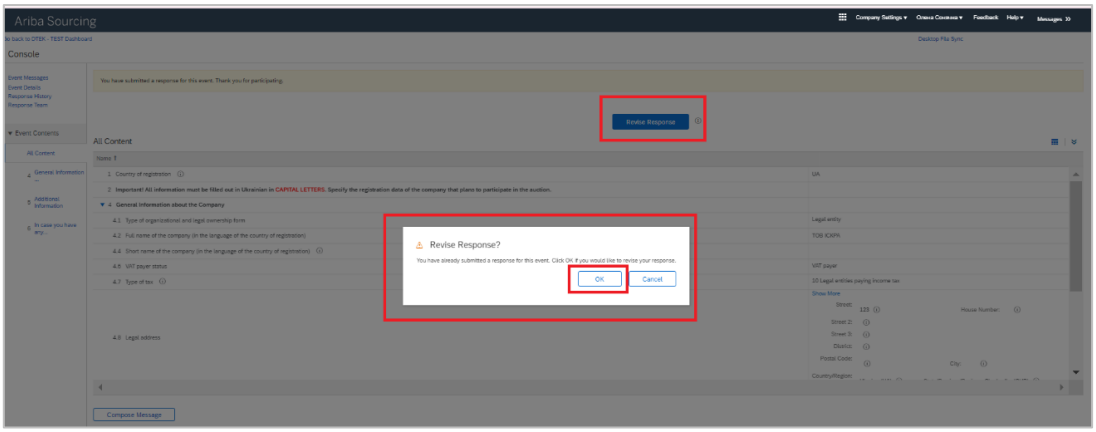



Picture 5.1 Go to the Ariba Proposals & Questionnaires section from the SAP Business Network home page

Open the questionnaire and click the “Revise Response” option, then click the “OK” button.

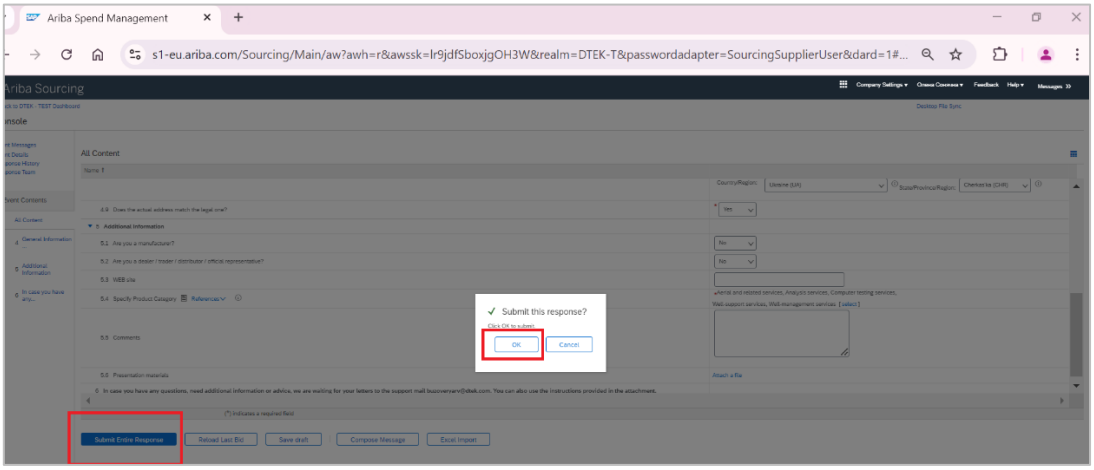



Picture 5.2 Ariba Proposals & Questionnaires section



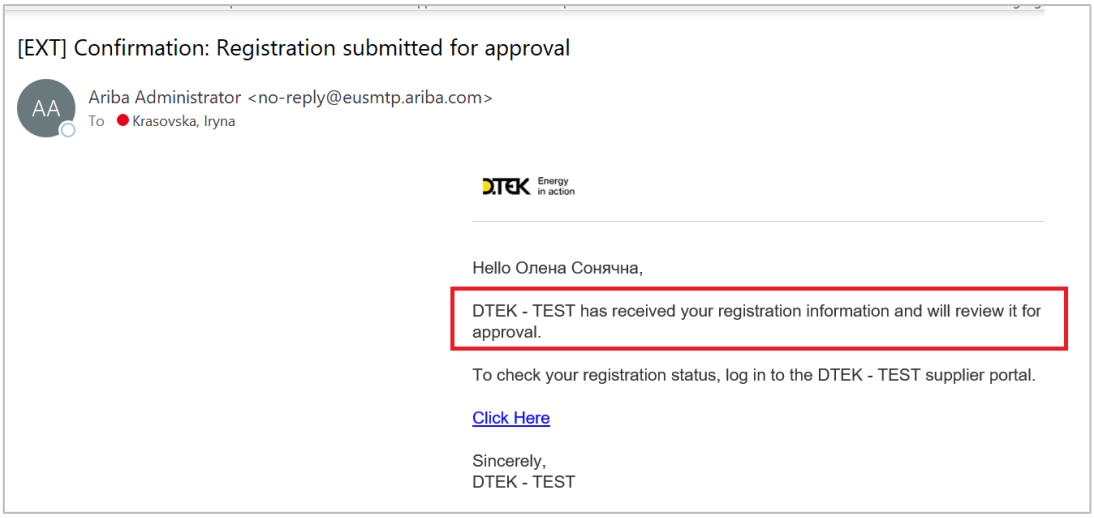

Picture 5.3 Editing the registration form on the supplier side

After the supplier has updated the Registration form, click the “Submit Entire Response” button.

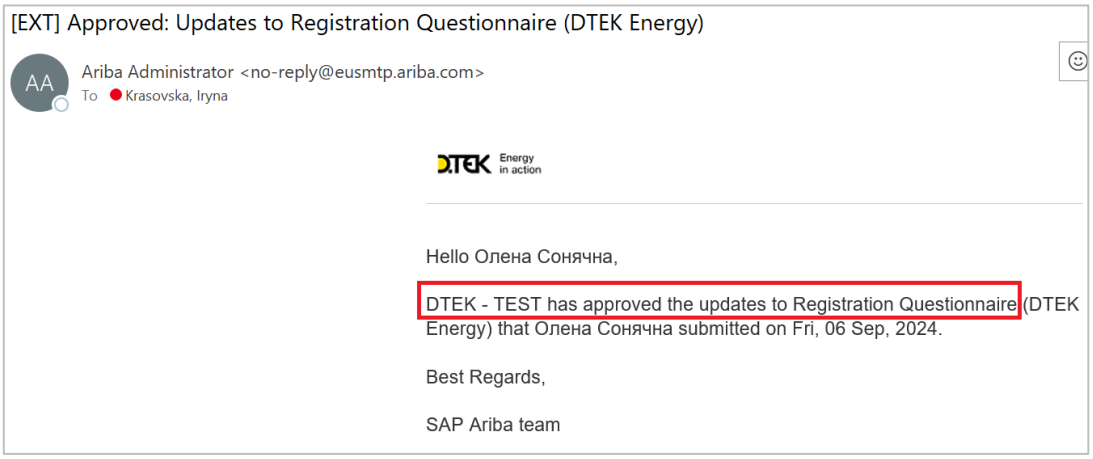



Picture 5.4 Confirmation of changes in the Supplier Registration form

The supplier receives a notification that the data has been updated and sent for approval to a DTEK employee (Picture 5.5). Once the updated Registration Form is approved by DTEK Energy, the Supplier will receive a notification.




Picture 5.5 Notification of sending the Registration form for approval



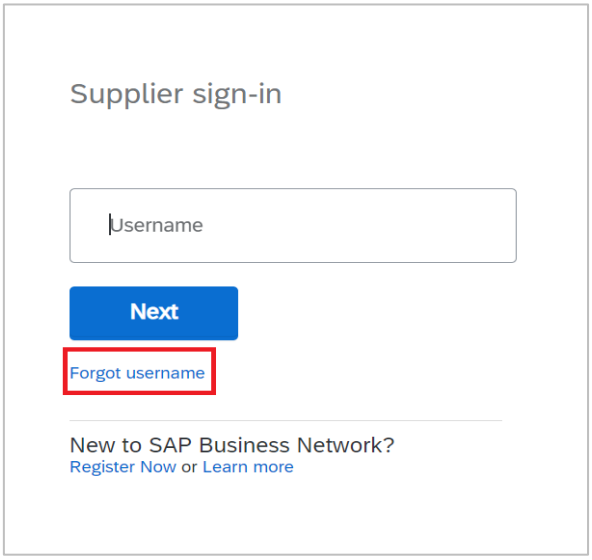

Picture 5.6 Notification of successful approval of the Registration form

## 6. Restore the login and/or password of the supplier's account in SAP Business Network

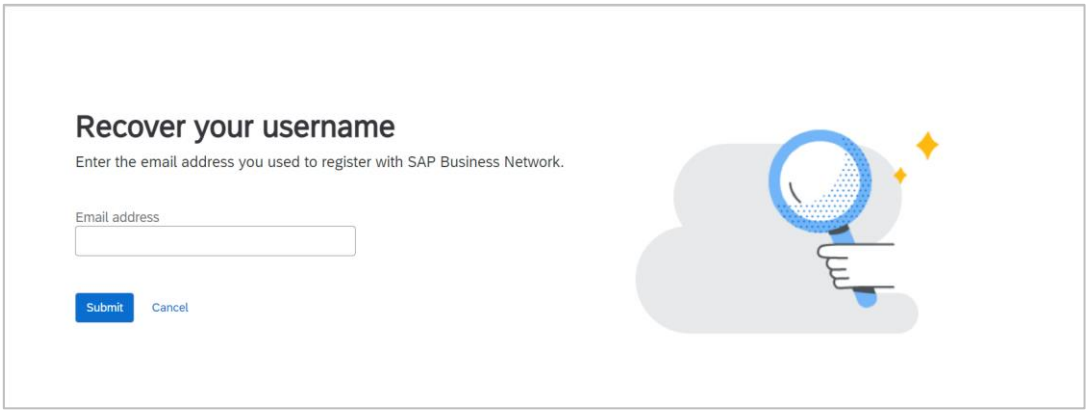
To recover the login and/or password, you need to go to SAP Business Network.

### 6.1. Restoring the login of the supplier's account in SAP Business Network

To restore the User Name, select the “Forgot Name” option. After that, enter the e-mail address where the account was registered (Picture 6.1.1-6.1.2).

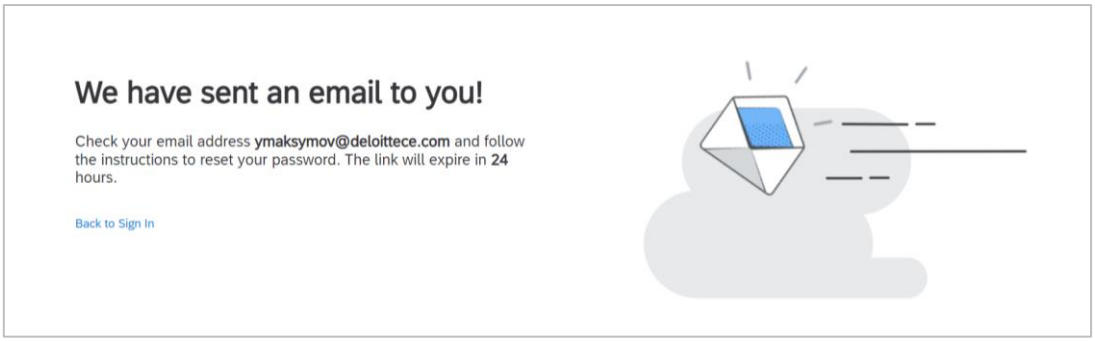



Picture 6.1.1 Forgot username



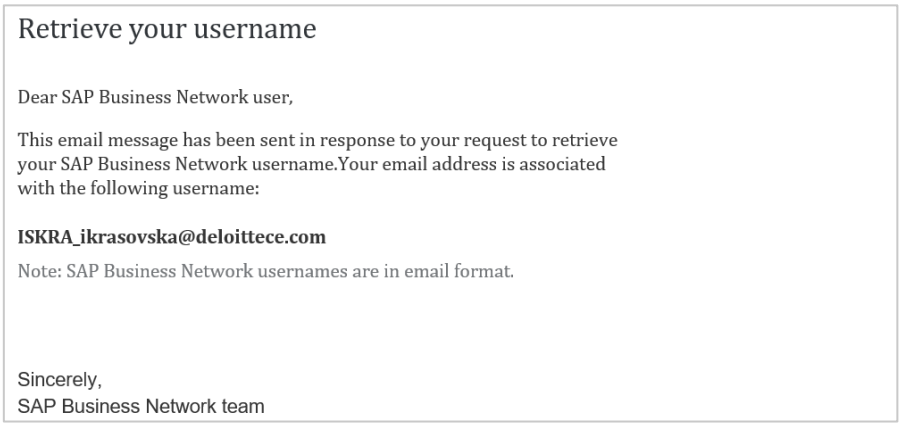

Picture 6.1.2 Entering the user's e-mail address

After entering the e-mail address, the system sends notifications to the specified mailbox.




Picture 6.1.3 A username recovery email was sent

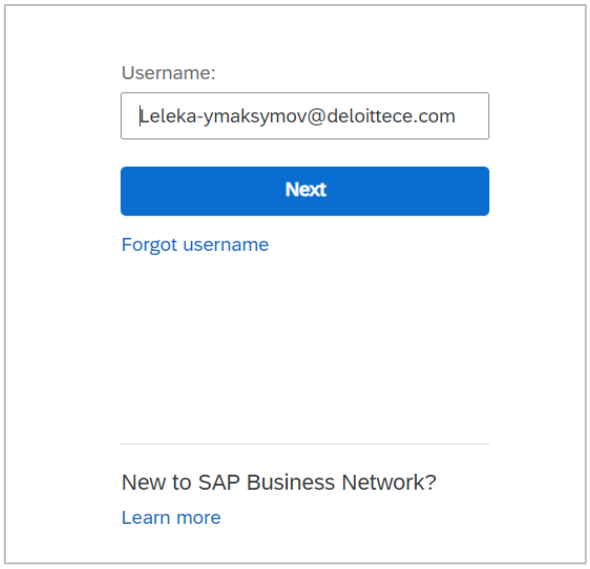
After that, the supplier will receive the following information message by e-mail with the existing supplier logins (Picture 6.1.4)



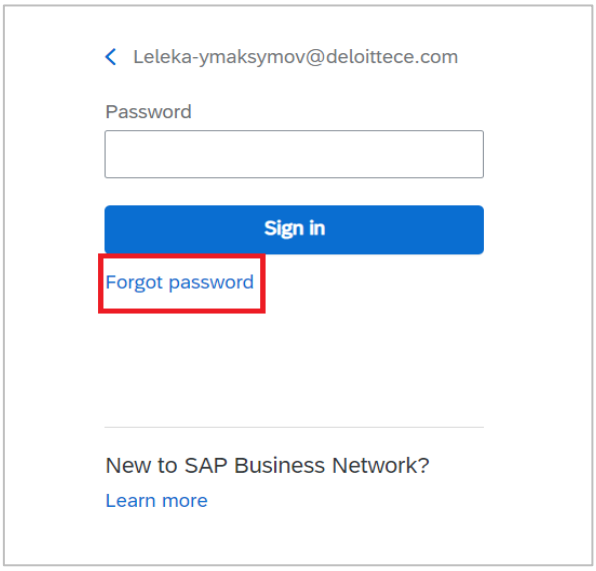

Picture 6.1.4 Reminder email Username Username

## 6.2. Recovering the password to the supplier account in SAP Business Network

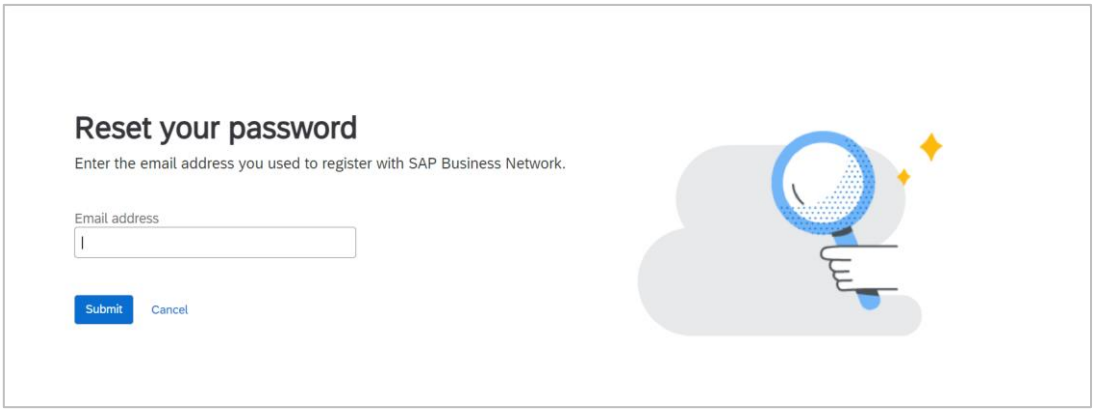
To recover a user's password, you need to enter a username. Most often, the username is the same as the user's e-mail address. Click “Next” and select the “Forgot password” option. After that, enter the e-mail address with which the account was registered (Picture 6.2.1-6.2.3)




Picture 6.2.1 Enter a Username

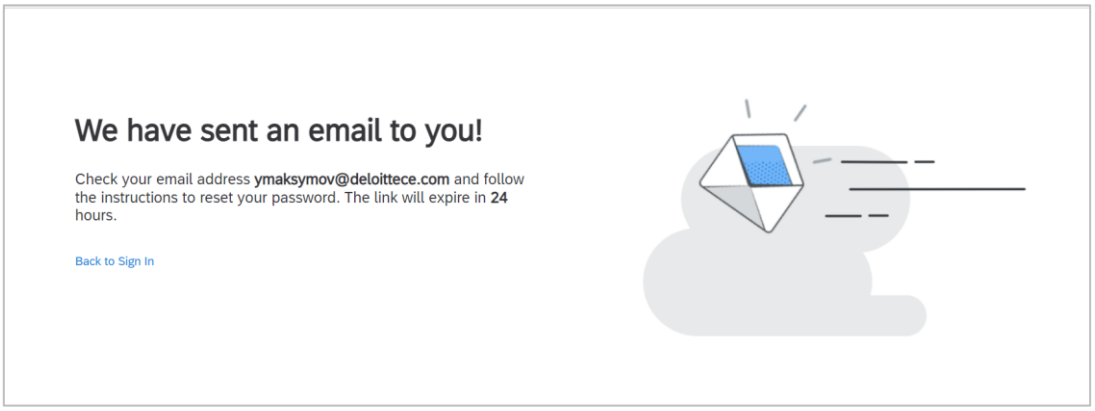



Picture 6.2.2 Forgot password

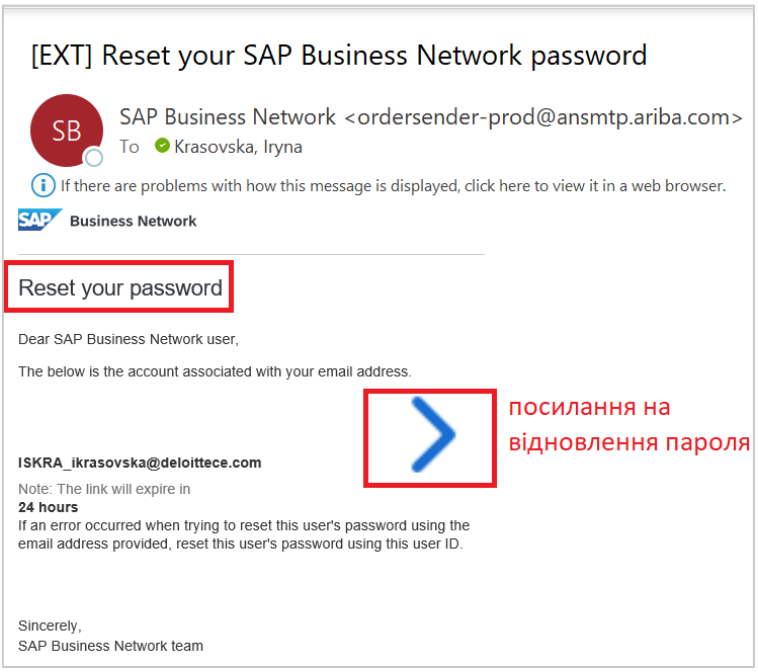



Picture 6.2.3 Entering the user's e-mail address

After entering the e-mail address, the system sends a notification to the specified mailbox (Pictures 6.2.4-6.2.5):

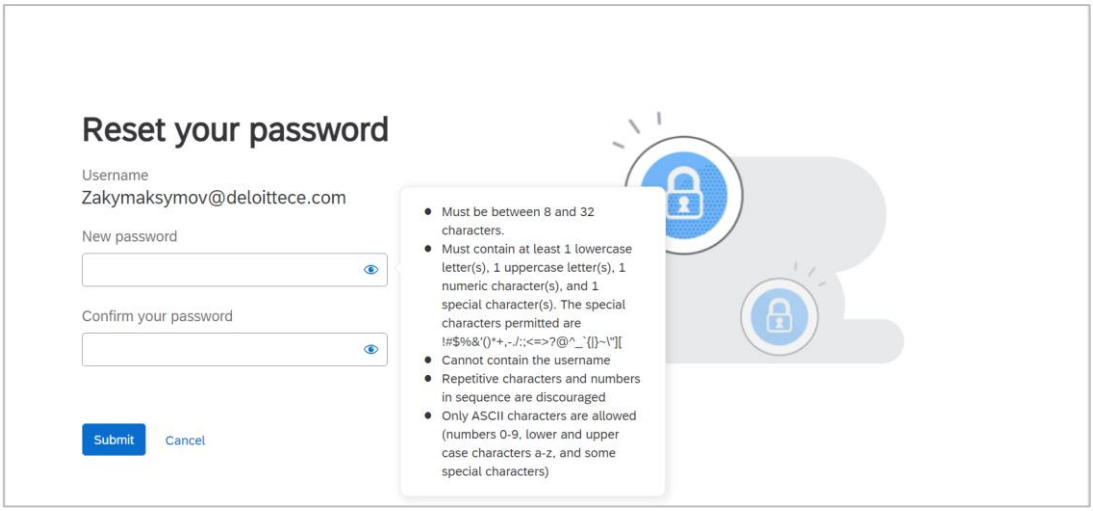



Picture 6.2.4 User password recovery email sent




Picture 6.2.5 E-mail with notification for password recovery

After the user clicks on the corresponding link, the System opens a page for password recovery. Pay attention to the rules for creating a new password. Click the Send button (Picture 6.2.6).




Picture 6.2.6 Password recovery

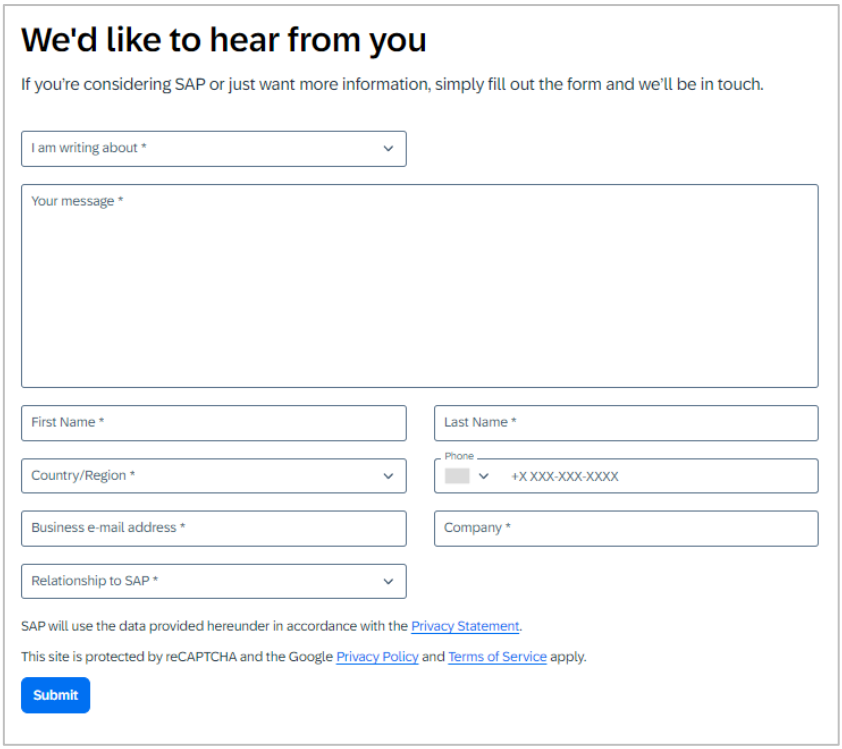
**Congratulations! Your login/password to your supplier account in SAP Business Network has been updated!**

## 7. SAP Business Network Support

If you have any questions while working with SAP Business Network, you can contact the official support service, which is available here.

The service provides an opportunity to view interesting materials on SAP Business Network and find answers to the most frequently asked questions.

If you do not find an answer to your question, SAP Business Network provides free consultations using the appropriate form available here (Picture 7.1). You can change the site's localization in the upper right corner of the web page.




Picture 7.1 SAP Business Network support request form