

Ariba – Supplier Onboarding

Supplier

What is Covered in this QRG?

► **How to Register as a Supplier**

02

How to register as a new supplier in SAP Ariba and complete the Supplier Registration Questionnaire.

Why Do I Need an SAP Ariba Account?

After you have successfully registered with South32, you can log into your SAP Ariba account to update your information. For example, changing your address, bank information, contact information and much more. It ultimately makes you responsible for your own data.

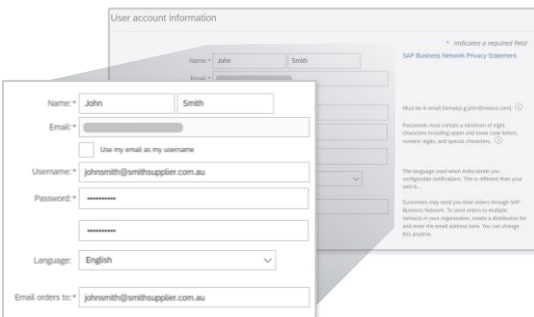
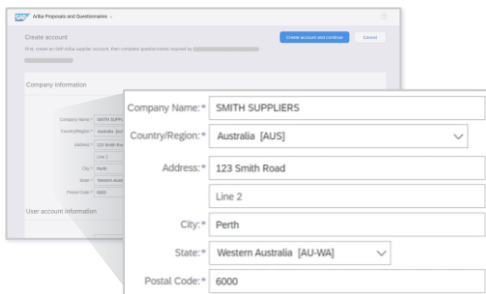
▶ How to Register as a Supplier

Email Invitation Received

1 You will receive an **email** with a link to register an **Ariba account**.

Note: This will be sent to the email that **South32** entered as the main contact.

2 Click on the **Click Here** link in the email.



Create SAP Ariba Account

1 Click **Sign up** to be taken to the account creation form.

Note: If you already have an **SAP Ariba** account, click on the **Log in** button and log in using your existing credentials. Your existing details will flow through.

2 Update and complete the **company information** fields.

3 Enter in your **User account information**. This will be how you will access **Ariba**.

Continued next page...

► How to Register as a Supplier - Continued...

4 Add your business's **product and service categories**.

5 Add your business's **ship-to or service locations**.

6 Enter the additional fields based on your location. In this example, the fields are **ABN** and **DUNS Number**.

7 Tick and agree to the **Terms of Use** and **SAP Business Network Privacy Statement** conditions.

8 Click **Create account and continue**.

★ **Note:** If an existing Ariba account is found, you can review the duplicates.

✔ Your account will be created, and you can now fill out the **supplier registration questionnaire**.

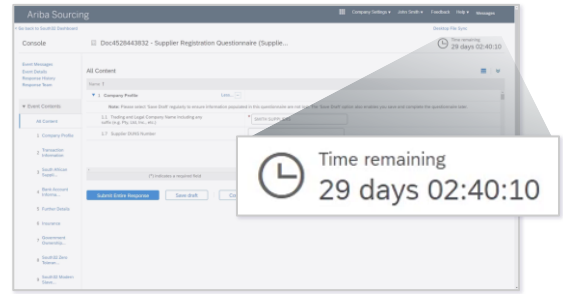
Supplier Registration Questionnaire

1 Once you have created your **Ariba** account, you will be required to complete the **Supplier Registration Questionnaire**. This consists of different questions related to your company.

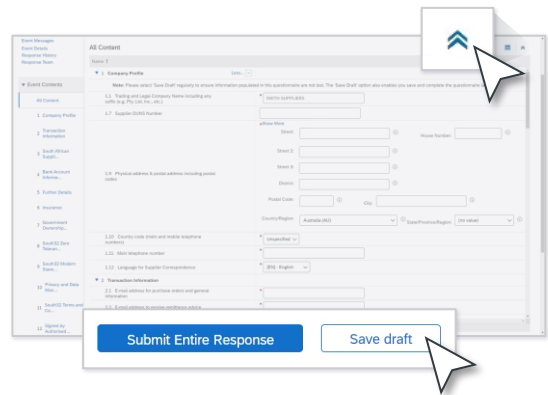
↻ *Continued next page...*

► How to Register as a Supplier - Continued...

2 You have a limited amount of time to complete the form which you can view with the **Time remaining** field. If you still have time and the request has not been reviewed by **South32** yet, you will still have the option to revise the submission. You can log into your **SAP Ariba** account to update the questionnaire.



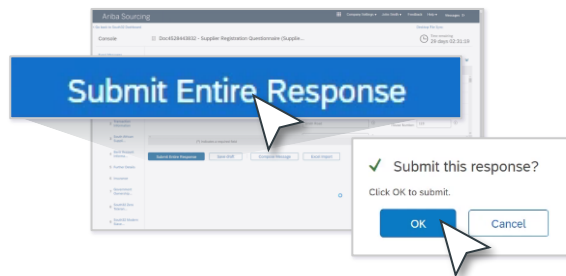
3 Click the **expand** button to enlarge the form and fill out all the mandatory fields, which are marked with red asterisks.



Note: Some fields may require you to attach a document or take you to another page to provide the necessary information.

4 If you want to come back at a later date to complete the registration questionnaire, click **Save draft**.

5 Once all mandatory fields have been completed, click **Submit Entire Response**. Then click **OK**.



The questionnaire will be submitted for approval to **South32**, and you will be notified when it is approved.

Note: You may be requested to provide additional information if incomplete during the review process by **South32**. You will receive an email notification.

Need help?

If you require additional support or have any questions when completing your registration questionnaire, please contact gbsvendorcreation@south32.net

