



DIALOG

Dialog Group Berhad

SAP Ariba User Guide – Supplier Registration

Version 1.0

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Glossary

Abbreviation	Definition
SLP	Supplier Lifecycle and Performance
SR	Supplier Request

1. SAP Ariba Supplier Registration (For External Supplier)

1.1. Supplier Onboarding and Registration

Overview:

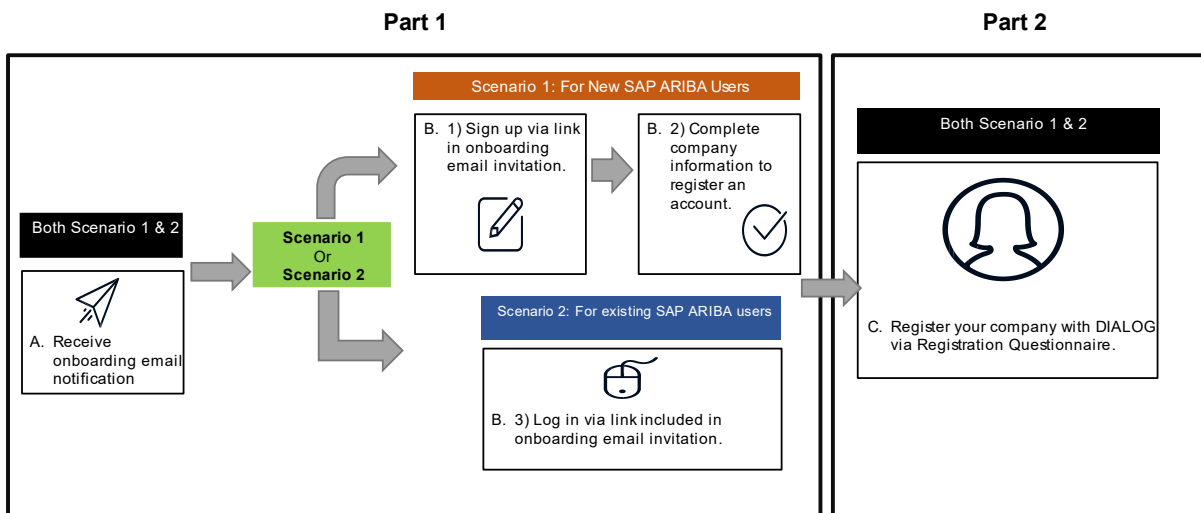
This section will describe the steps to create an account for Supplier Onboarding and Registration:

1. Supplier Onboarding to SAP Ariba
2. Supplier Registration Questionnaire
3. Revising Supplier Response to Registration Questionnaire

1.1.1 Lesson 1 - Supplier Onboarding to SAP Ariba

Supplier Onboarding Overview

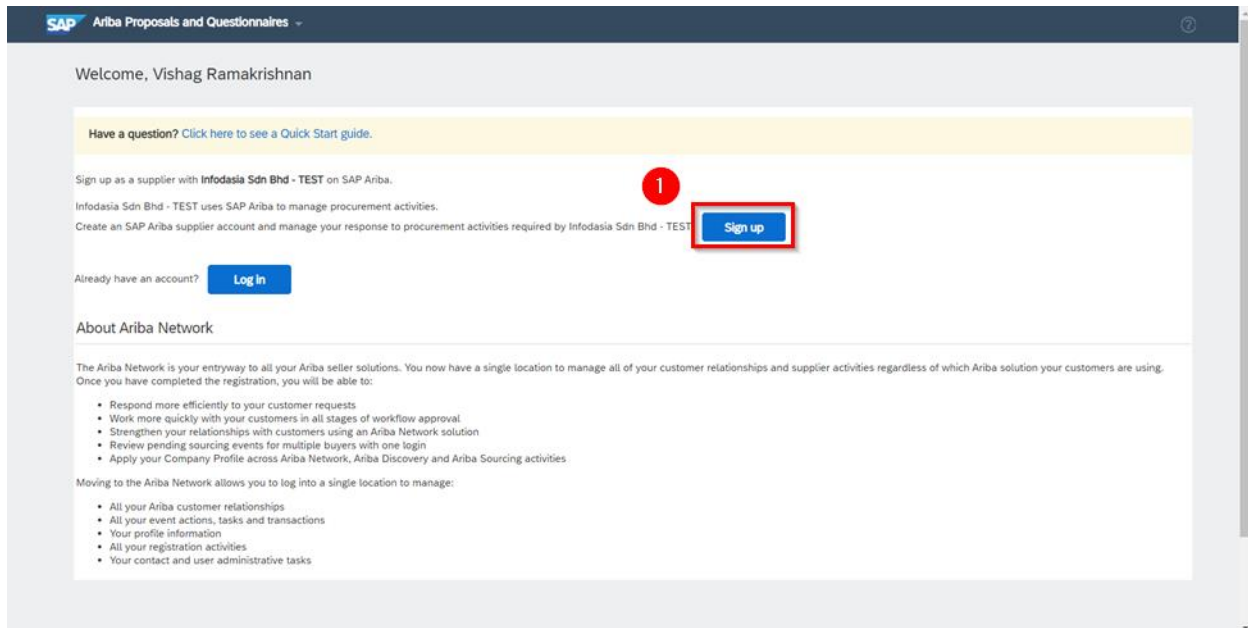
To register with DIALOG Group as a supplier, you are required to complete Part 1 & Part 2 of the process as follows:



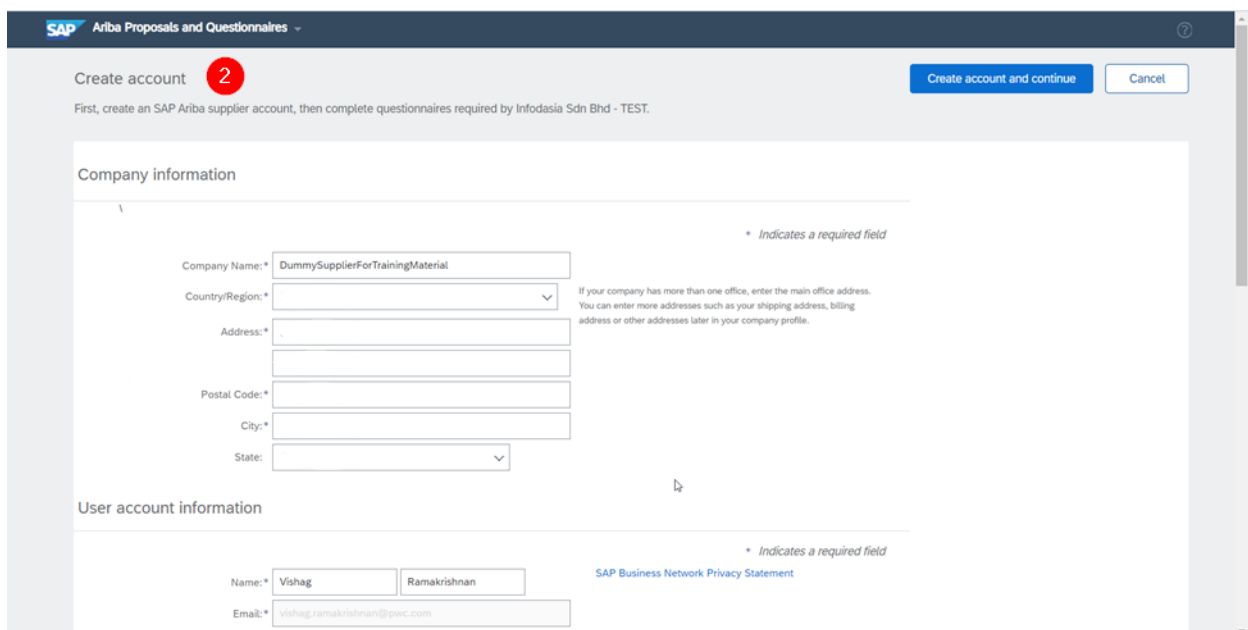
1. Suppliers who are keen on partnering with DIALOG as suppliers will receive an email invitation to create an account and get onboarded on SAP Ariba.

Scenario 1: For New SAP Ariba Users

Note: If you have **not previously registered** for an SAP Ariba Network Account, click on the link in the email and sign up for an SAP Ariba account.



1. Click on [Sign up](#) button to register as a new supplier on SAP Ariba.



User account information 2

* Indicates a required field

[SAP Business Network Privacy Statement](#)

Name:

Email:

Use my email as my username

Username:

Must be in email format(e.g john@newco.com) ⓘ

Password:

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ⓘ

Language:

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

Email orders to:

Customers may send you their 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.

Tell us more about your business

Product and Service Categories: -or- [Browse](#)

Ship-to or Service Locations: -or- [Browse](#)

Tax ID: Enter your Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ


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

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.


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- After clicking on , a <Create an SAP Ariba Supplier Account> screen appears. These are the snapshots of how the entire screen would appear.

- Under the section “Tell us more about your business”, for the **Product and Service Categories** field, click on ‘Add’ or ‘Browse’ to select the Product and Service category that you are providing. This information is for SAP Ariba account creation.

- Select the categories of the Product and Services that your company is providing. Click on  icon to add your selection.
- Click “OK” once you have selected the relevant answers to save and add your selection.

- Under the section “Tell us more about your business”, for the **Ship-to or Service Locations** field, click on ‘Add’ or ‘Browse’ to select the service location where you are currently operating.

- Select the territories that your company serves. Suppliers can choose the option ‘Global’ if their company offers global coverage. Click on  icon to add your selection.

- Click on “OK” once you have selected the relevant answers to save and add your selection.

**** Note:** Please provide and update your information in full as this section is intended for SAP Ariba Supplier Database record purpose.

Tell us more about your business

Product and Service Categories: -or- [Browse](#)

Ship-to or Service Locations: -or- [Browse](#)

Tax ID: Enter your Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "T" in test account. ⓘ

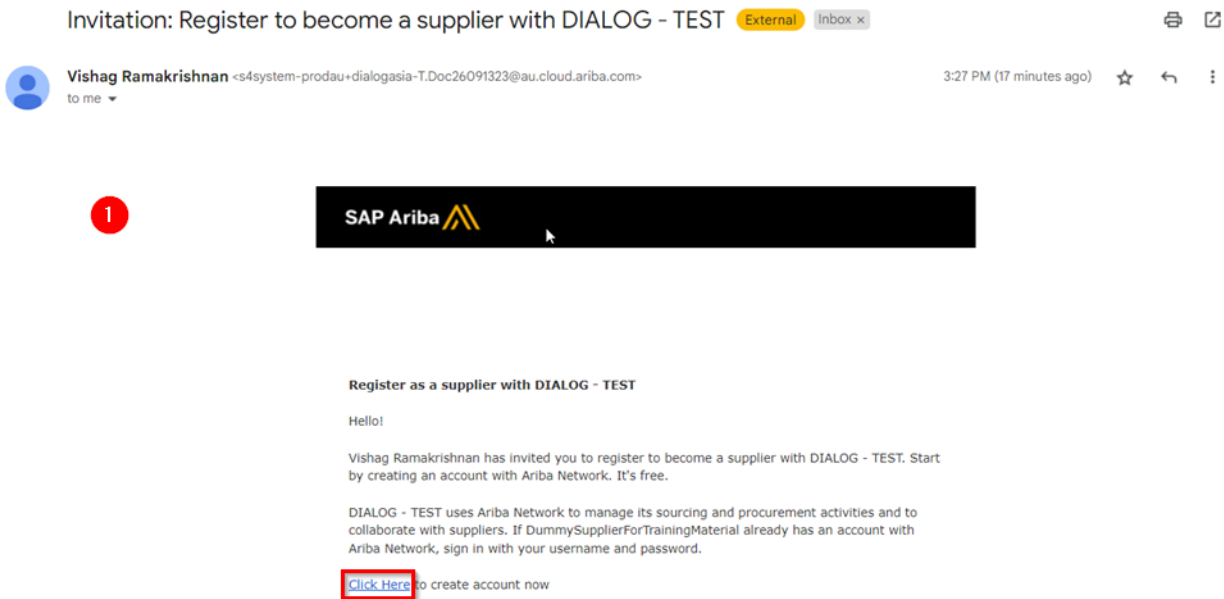
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I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

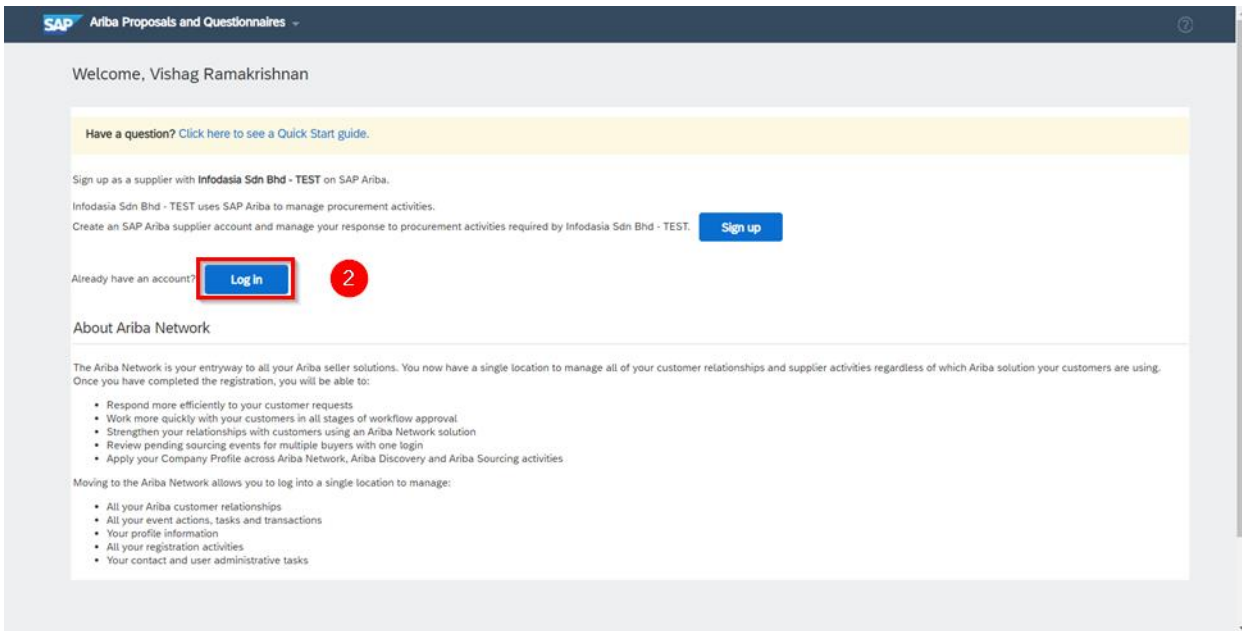
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9. After you have completed filling up the details on the <Create an SAP Ariba Supplier Account> screen, click on “Create account and continue”.

Scenario 2: For existing SAP Ariba Users



1. Suppliers who are keen on partnering with DIALOG as suppliers will receive an email invitation to create an account and get onboarded on SAP Ariba. Click on the link provided in the email invitation.

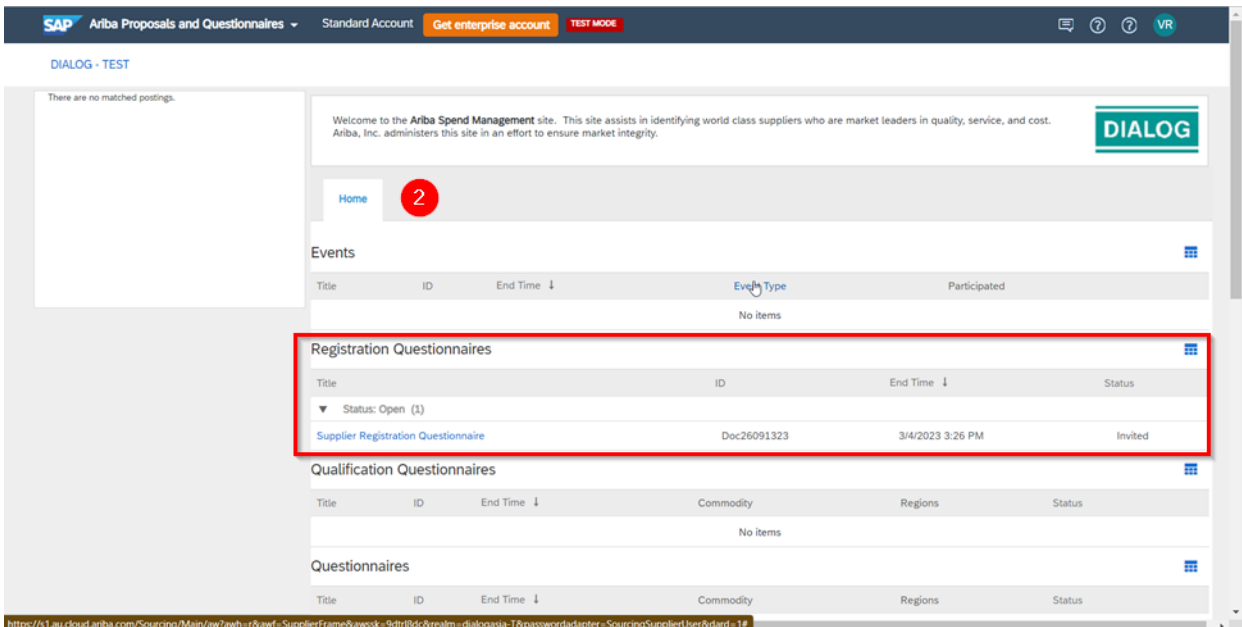


- For suppliers who are already on SAP Ariba, after clicking the link provided in the email invitation, log in using your existing username and password. Click “Log In” to enter your Username and Password as an existing supplier on SAP Ariba.

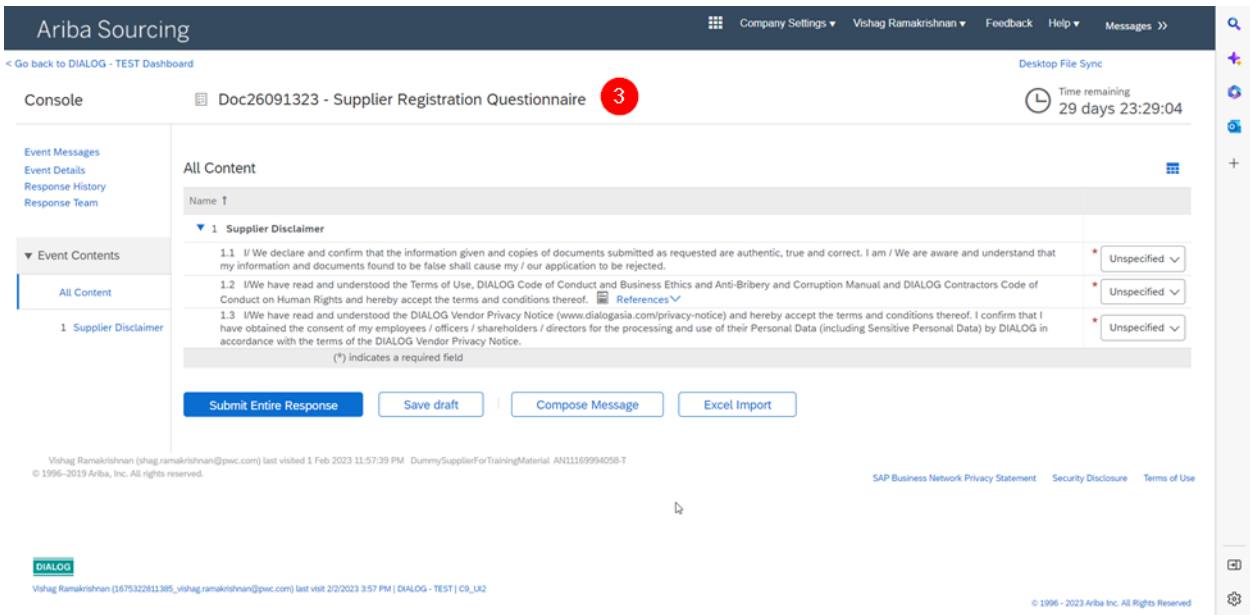
1.1.2 Lesson 2 - Supplier Registration Questionnaire

- After registering on SAP Ariba, suppliers are required to take note and remember their login ID. A **recommended step** would be to bookmark/ save the link used to login to SAP Ariba Network.

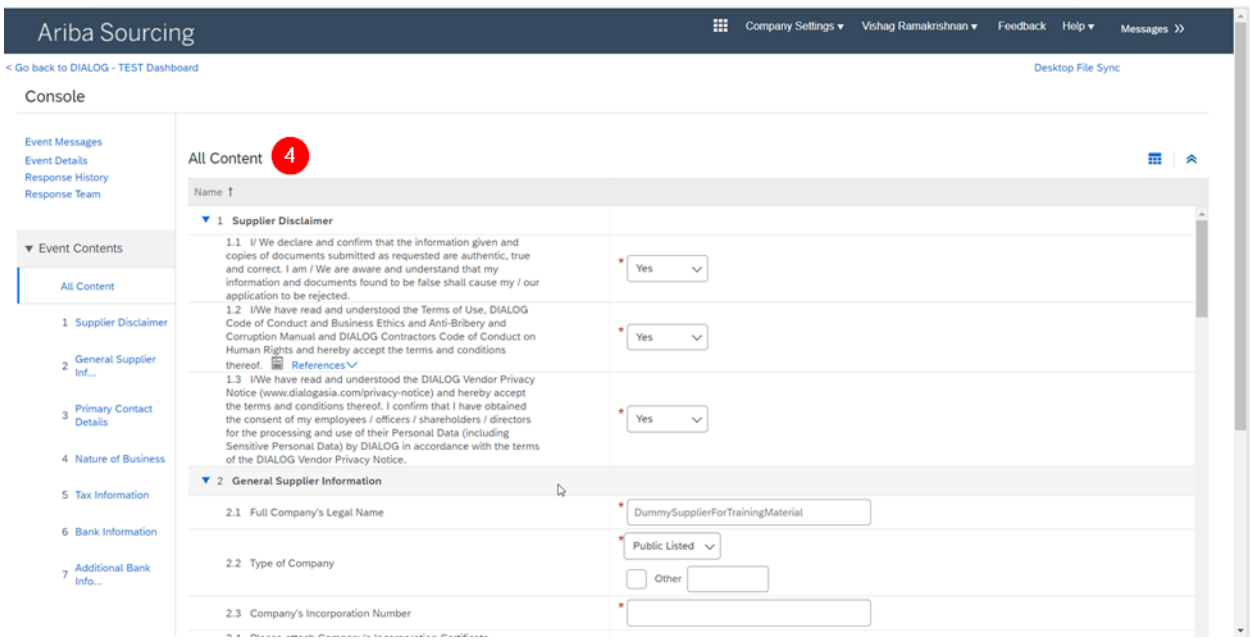
**** Note:** Supplier can bookmark/ save the link, supplier.ariba.com for future reference to login to SAP Ariba Network.



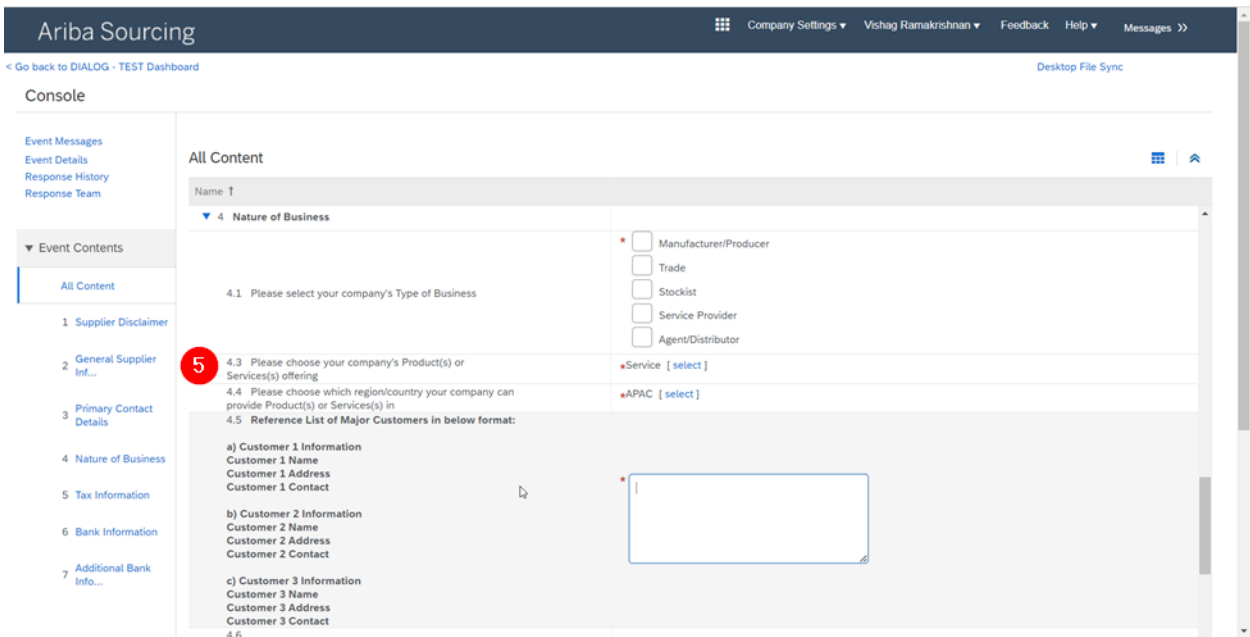
- After logging in, supplier will be able to see the “SAP Ariba Proposals and Questionnaire” page where the <SAP Ariba Spend Management> screen appears. Suppliers can view the Supplier Registration Questionnaire which has an “Open” and “Invited” status which indicates that they are required to fill up and complete the Registration Questionnaire with DIALOG. Click on the “Supplier Registration Questionnaire”.



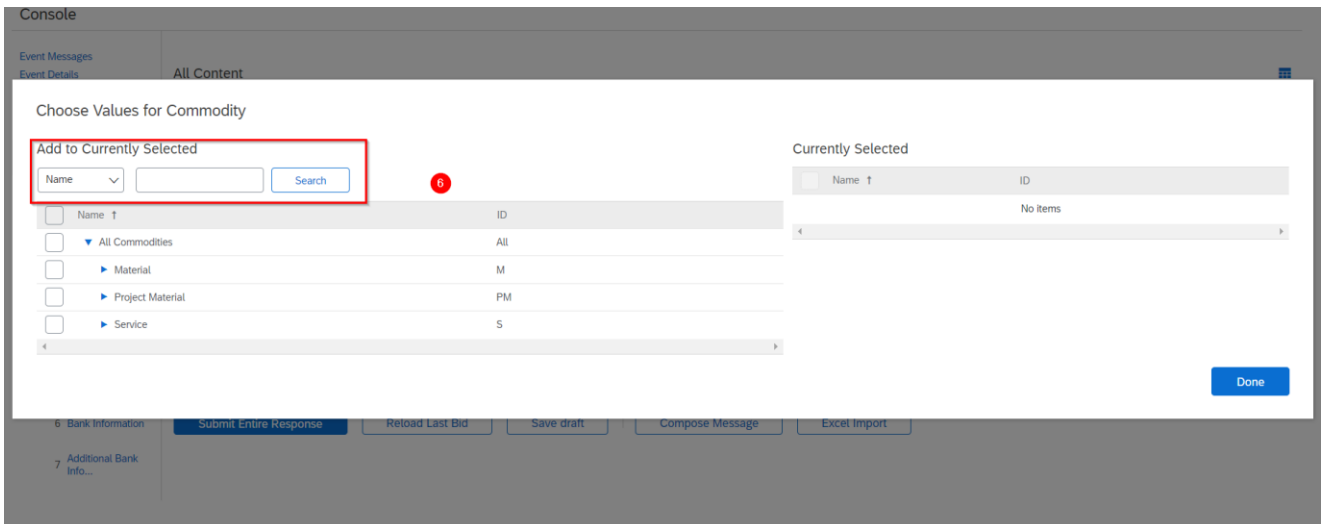
- The <Supplier Registration Questionnaire> screen appears. Refer Section 1 of the questionnaire, “Supplier Disclaimer” must be completed before proceeding to the rest of the questionnaire.



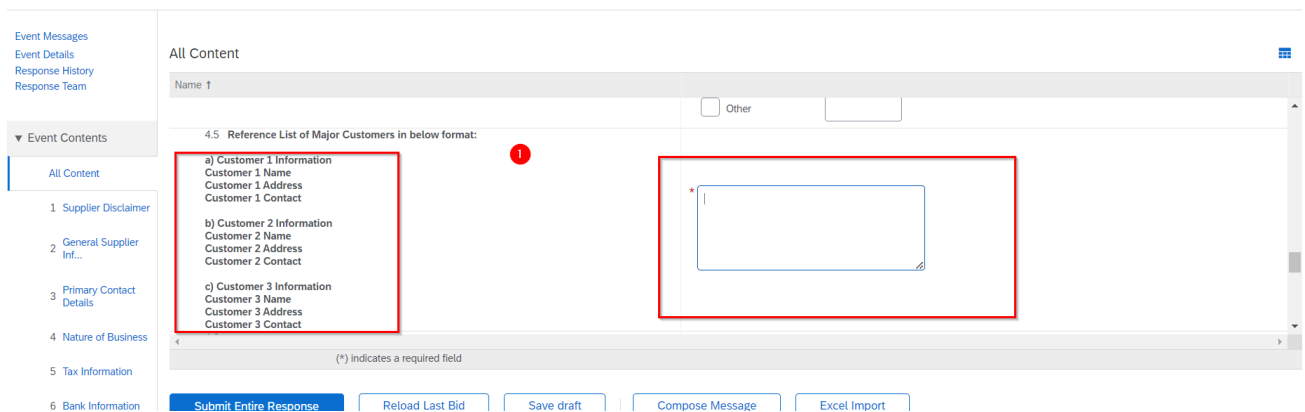
- After completing Section 1, Suppliers can proceed to complete the following sections and questions to review and update their information accordingly.



5. Refer section 4.3 “Please choose your company’s Product(s) or Service(s) offering”, click on ‘Select’ to further select specific options.

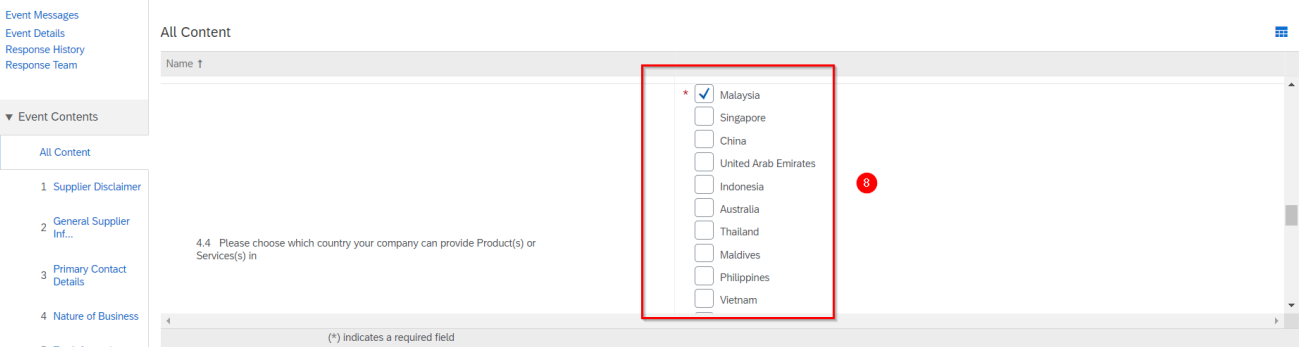


6. Suppliers can search and select ‘Material’, ‘Service’ or both categories if their company is a provider of both commodities. After expanding the selection, suppliers can further narrow down their choice of ‘Material’ or ‘Service’ they are providing. After selecting the relevant choices, click on “Done”.



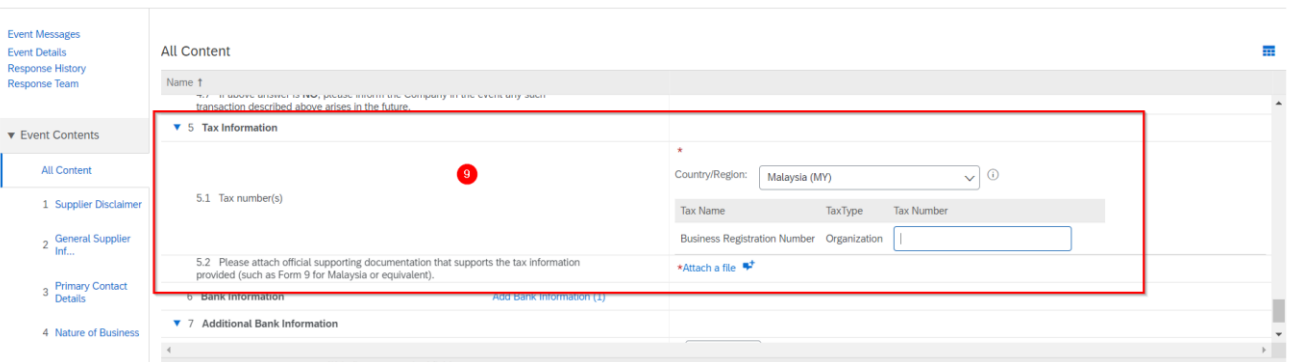
7. Refer Section 4.5, please provide supplier major top three customer information as per highlighted format.

Console



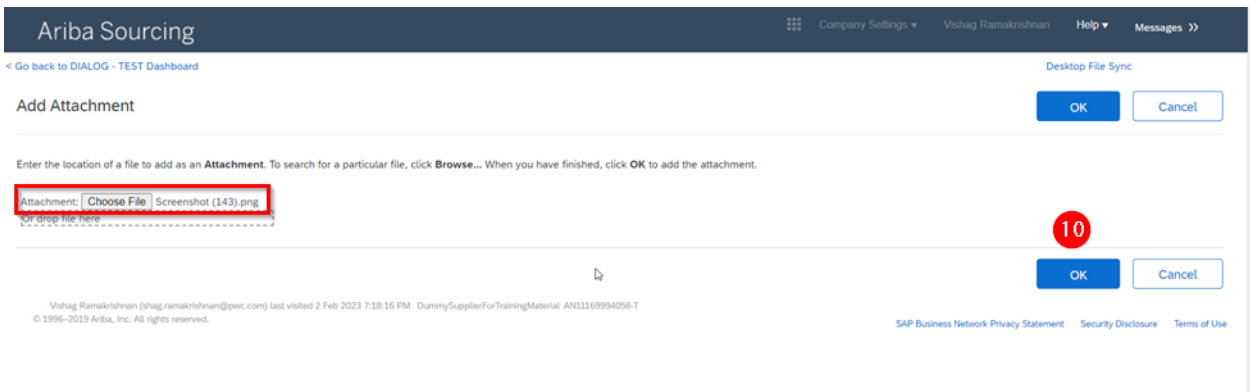
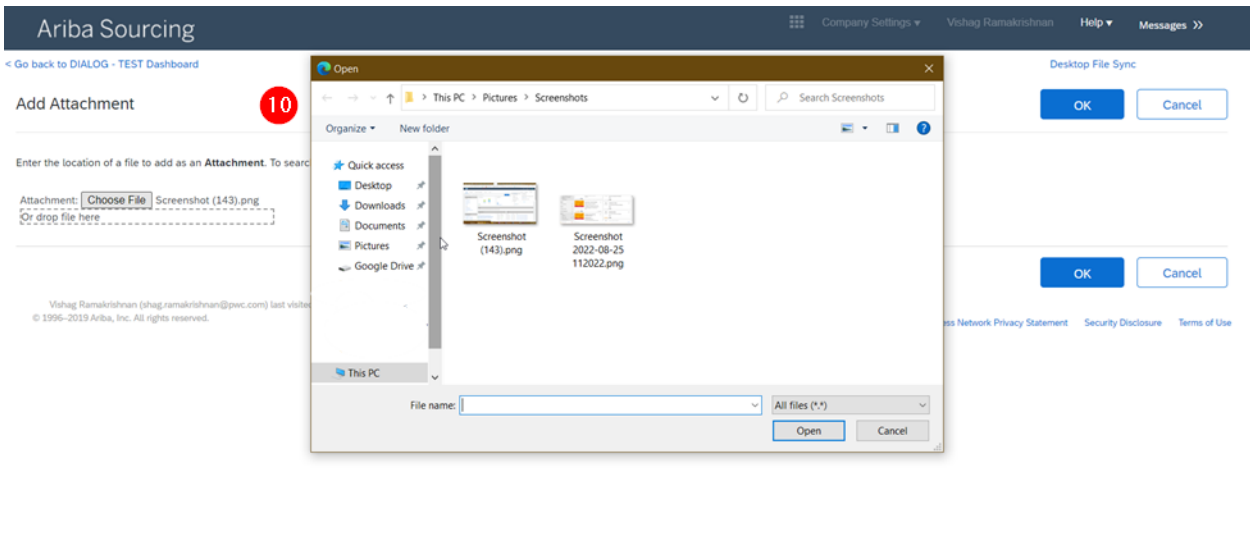
8. Suppliers can now select which region/ country they are able to provide their Product(s) or Services(s) to. Suppliers can expand the selection

Console

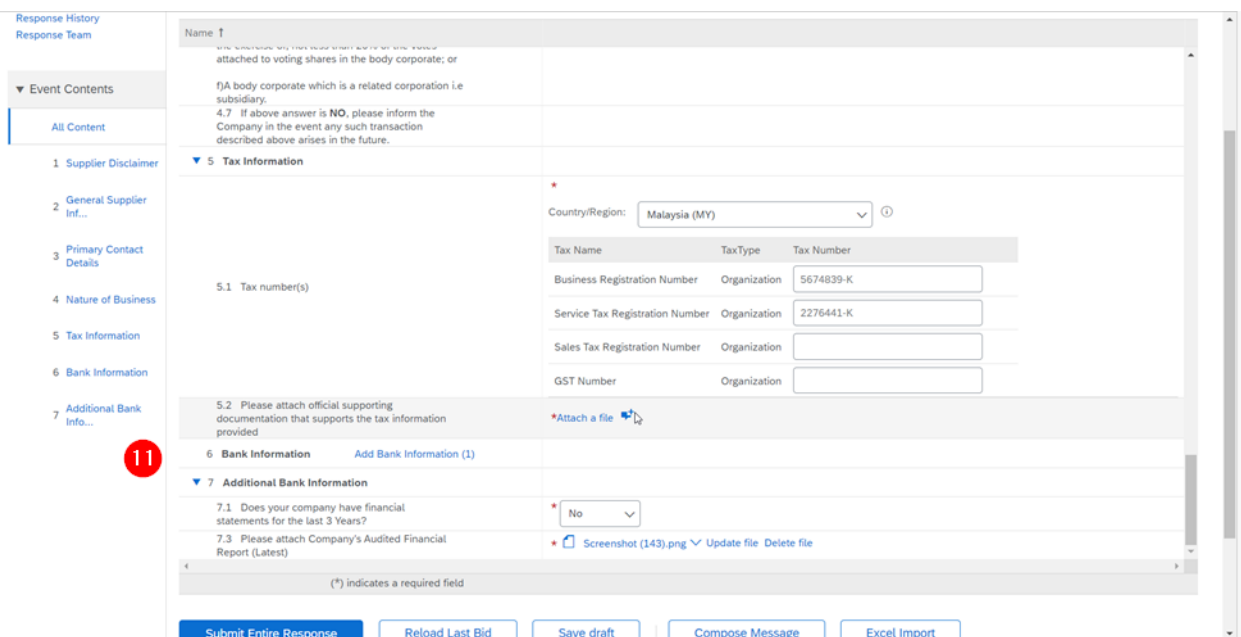


9. Refer section 5 “Tax Information”, suppliers are to fill up their tax information and upload a copy of their tax information supporting documents. Once suppliers have filled in section 5.1 “Tax number(s)”, head to section 5.2 “Please attach official supporting documentation that supports the tax information provided” and click on “*Attach a file” to upload the required tax information supporting documents.

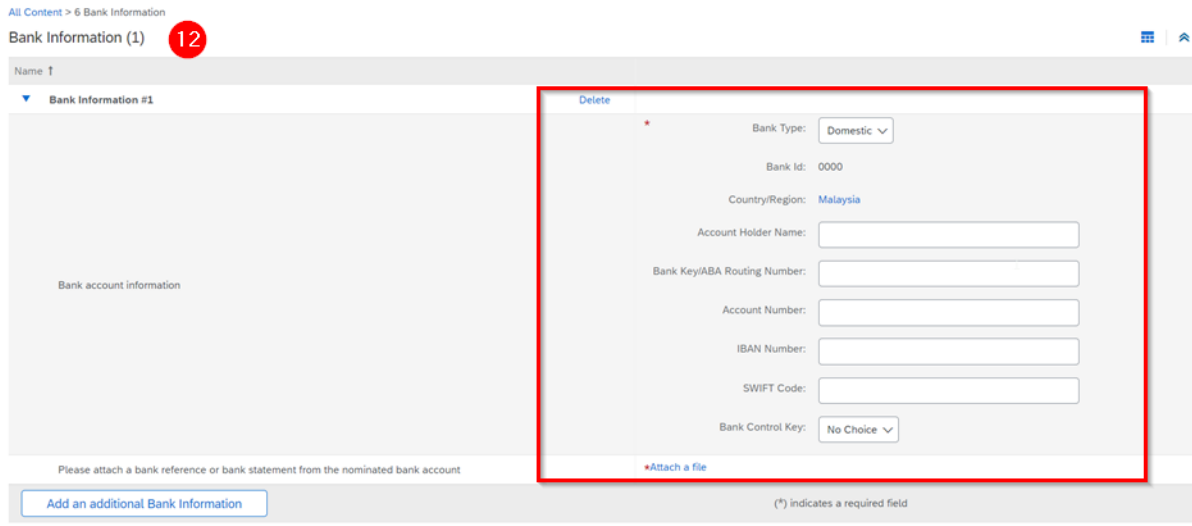




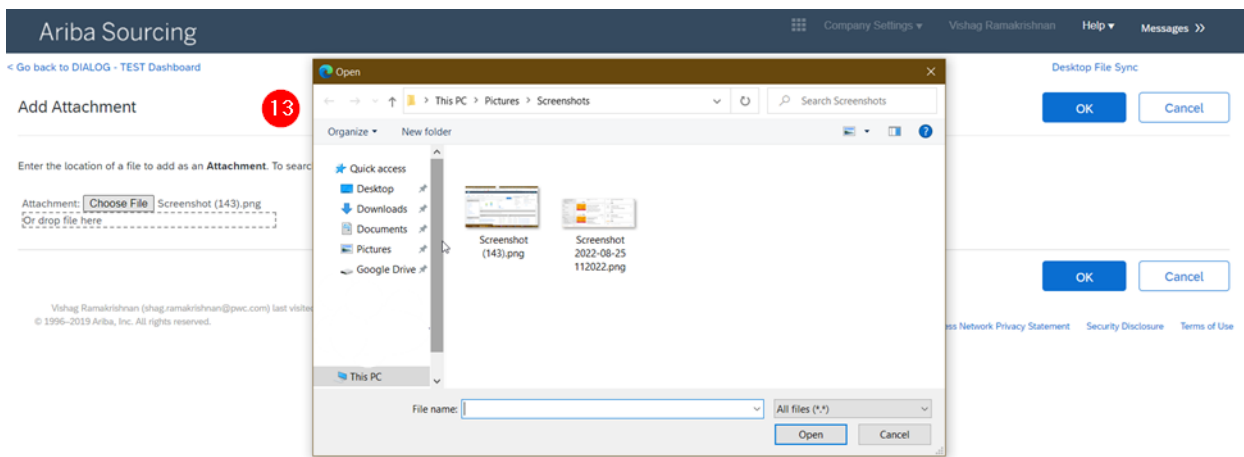
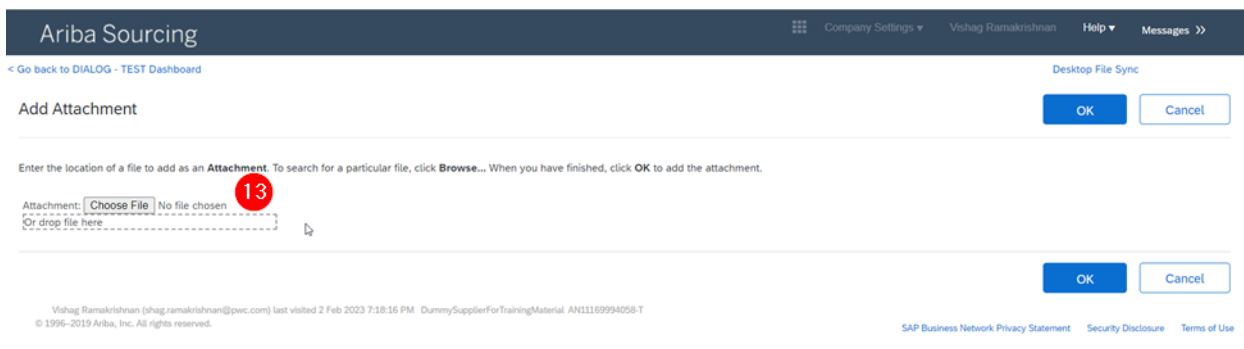
10. After clicking “*Attach a file”, the <Add Attachment> screen appears. Click on “Choose File” and a pop-up screen prompting suppliers to select required document(s) that need to be uploaded. After selecting the required document(s), you can view the attachment that you are choosing to upload. Click on ‘OK’ after ensuring that the right document is attached.

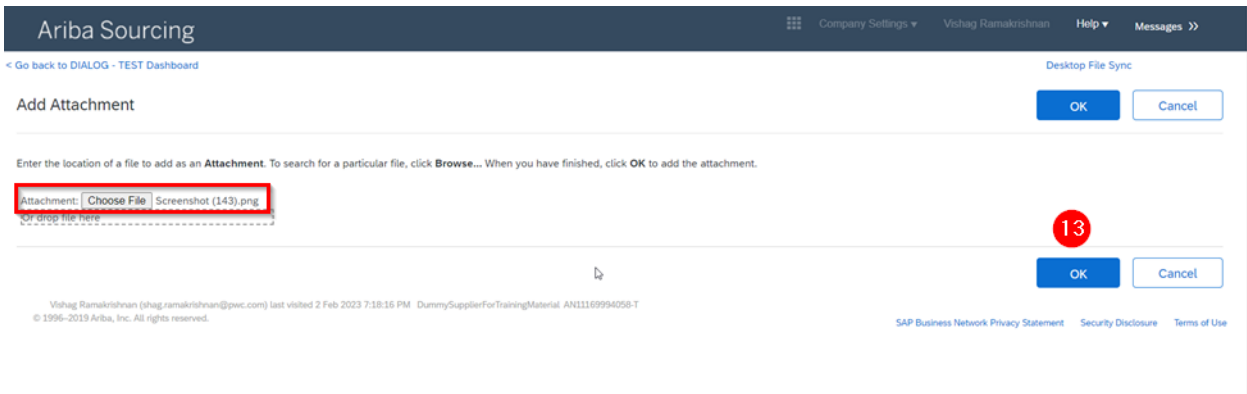


11. Refer section 6 “Bank Information”, suppliers will need to click on ‘Add Bank Information’ to add their bank details.

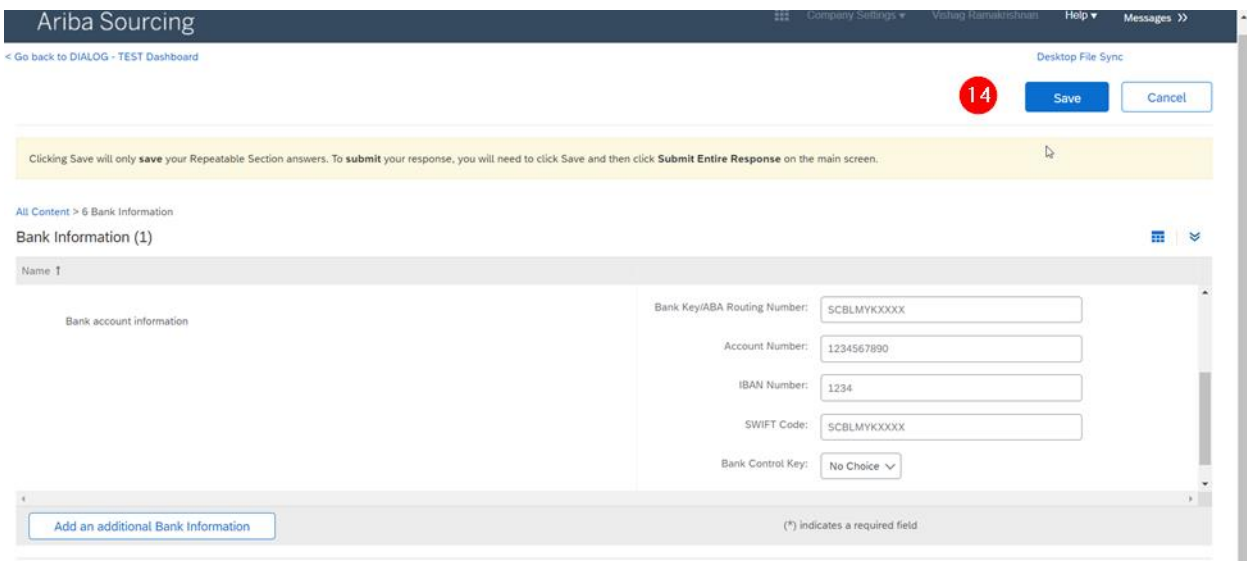


12. After clicking on “Add Bank Information” the <Bank Information> screen appears. Suppliers are required to fill up their bank details accordingly as shown in the above screenshot. After filling in the required details, suppliers will need to attach a bank reference or bank statement from the nominated bank account. Click on “*Attach a file” to upload the required bank information supporting document(s).

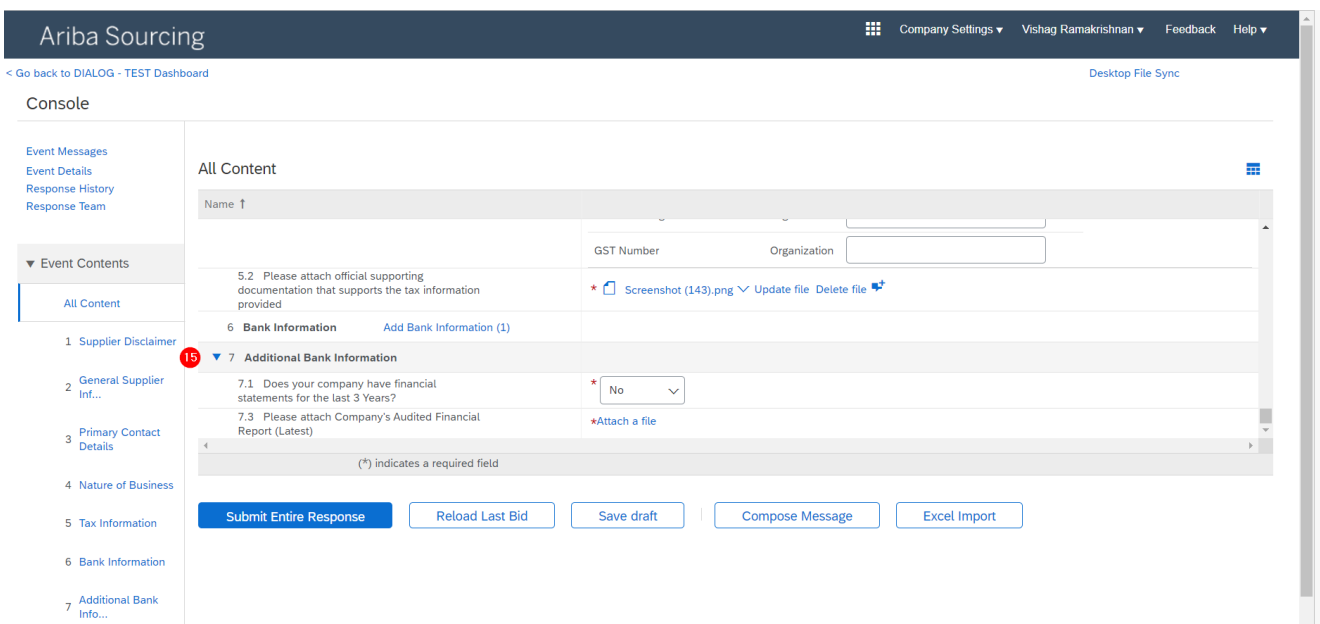




13. After clicking “*Attach a file”, the <Add Attachment> screen appears. Click on “Choose File” and a pop-up screen prompting suppliers to select required document(s) that need to be uploaded. After selecting the required document(s), you can view the attachment that you are choosing to upload. Click on ‘OK’ after ensuring that the right document is attached.

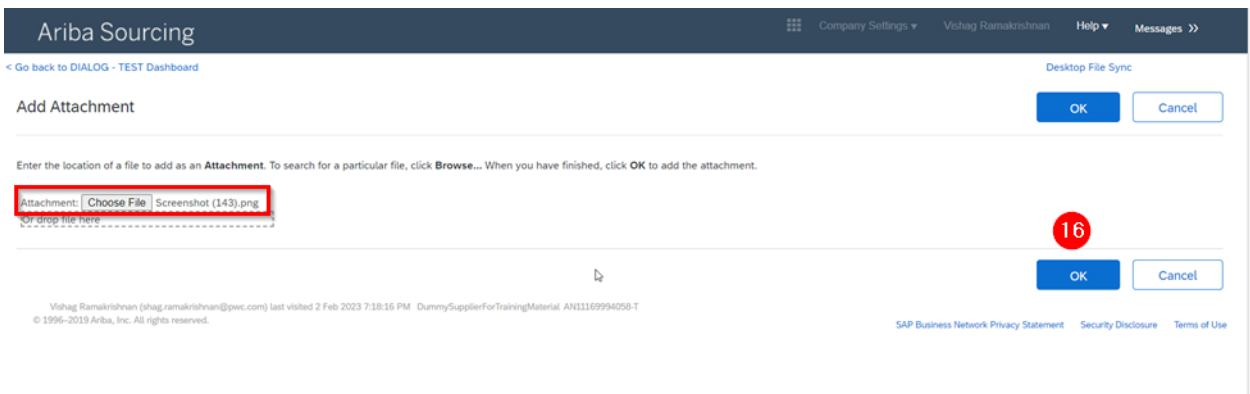
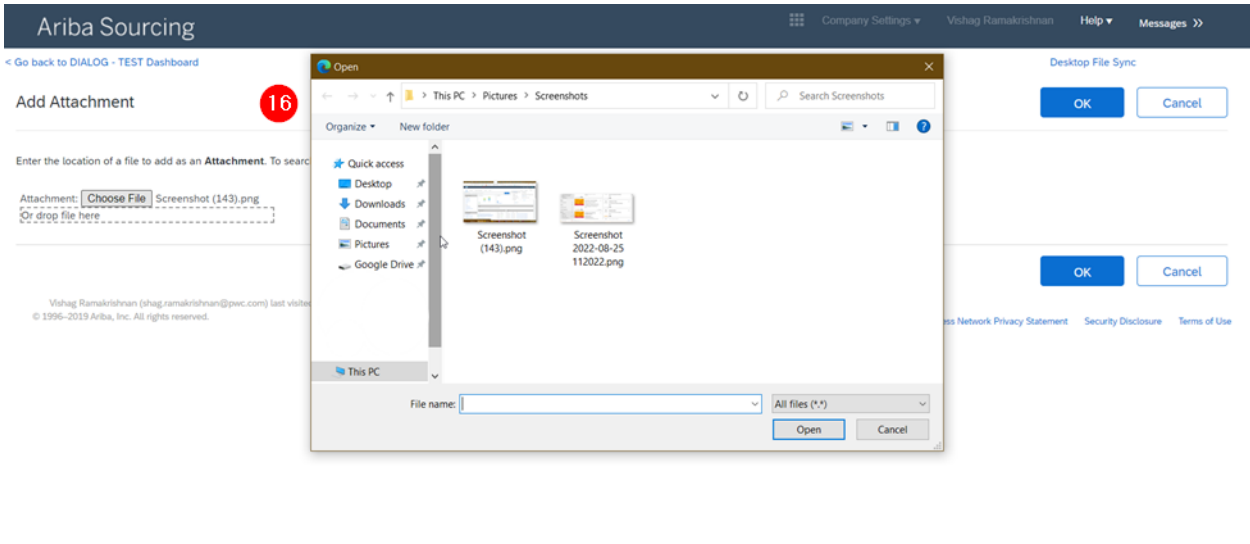
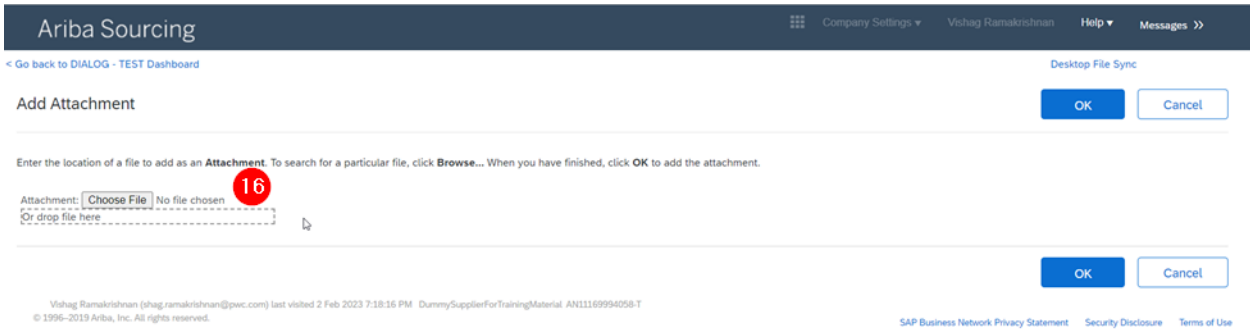


14. After providing the required bank information details, click on “Save” to save your information and progress.

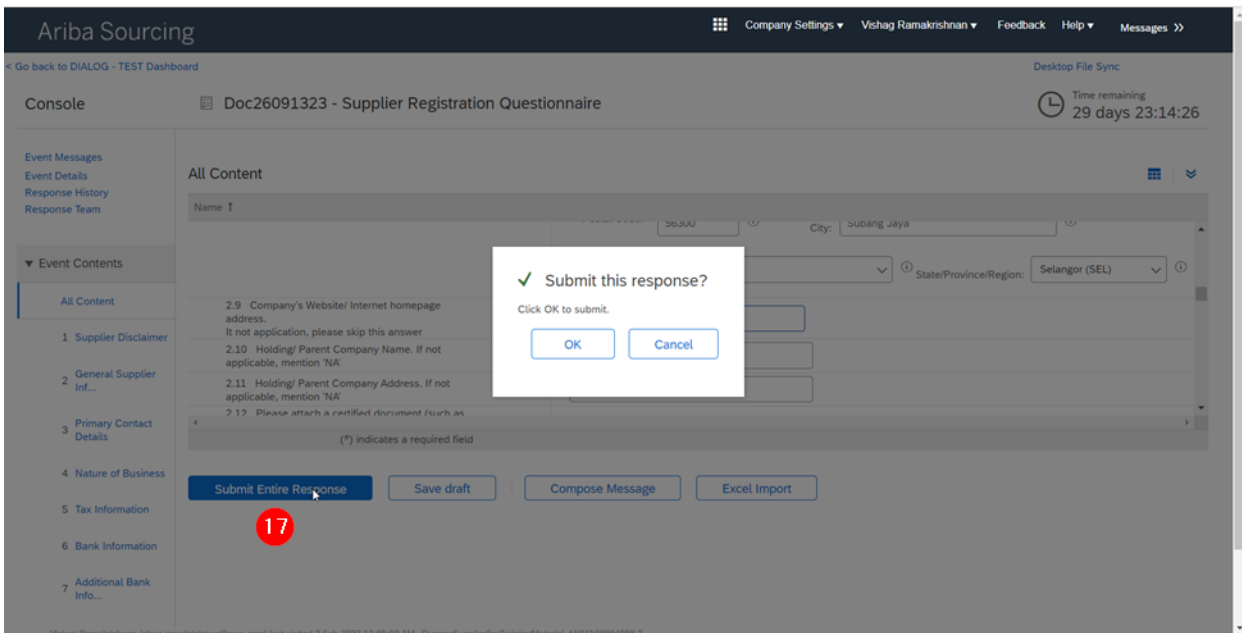


15. Refer section 7 “Additional Bank Information”, suppliers are prompted to select an option and provide a response if their company has any financial statements for the last 3 years. After selecting their response, suppliers are required to fill up the questions accordingly and upload a copy of their Company’s Audited

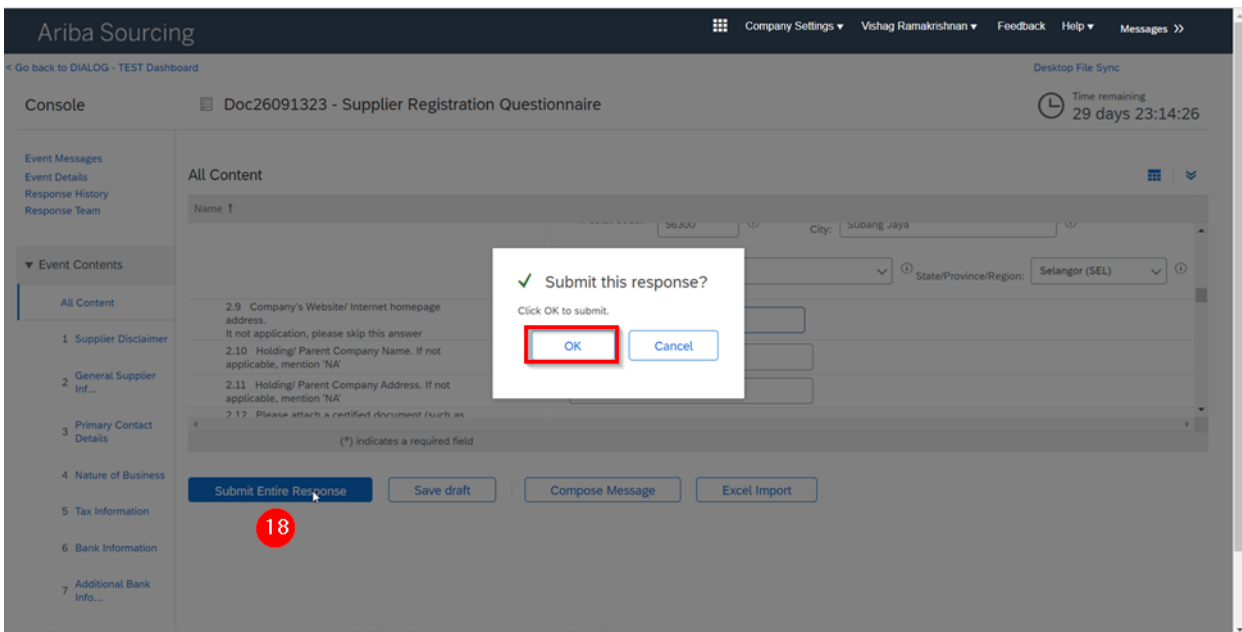
Financial Report (Latest). Click on “*Attach a file” to upload the latest copy of Company’s Audited Financial Report.



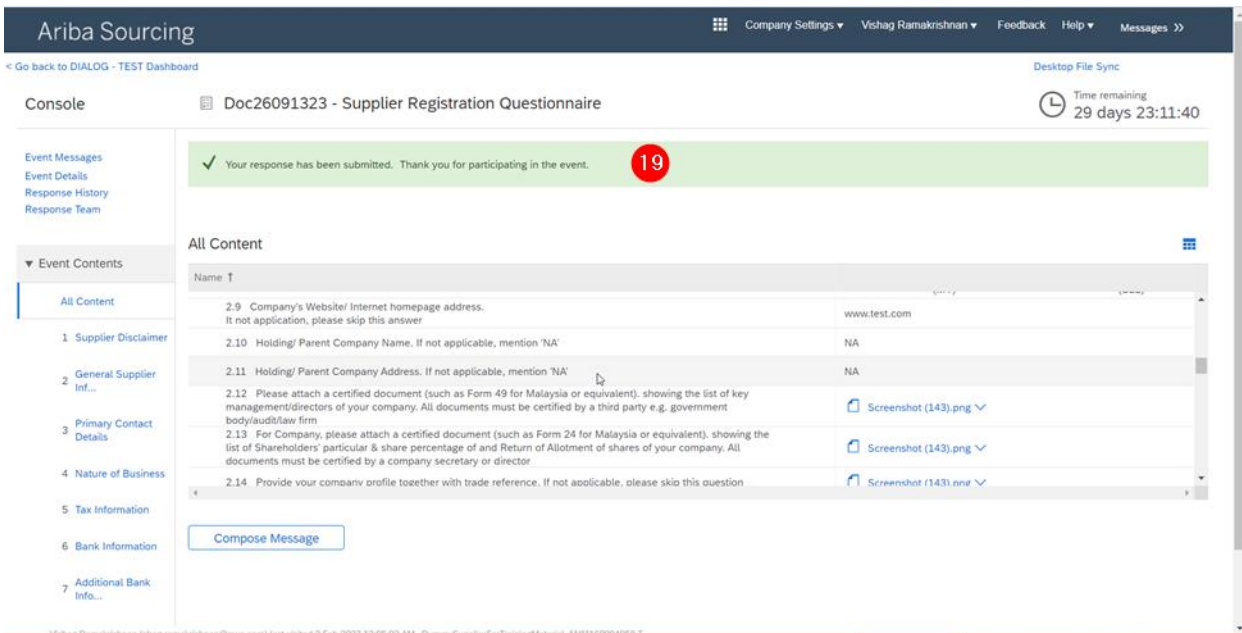
16. After clicking “*Attach a file”, the <Add Attachment> screen appears. Click on “Choose File” and a pop-up screen prompting suppliers to select the attachment. After selecting the required document(s), you can view the attachment that you are choosing to upload. Click on ‘OK’ after ensuring that the right document is attached.



17. After reviewing all the details, suppliers can click on 'Submit Entire Response' to submit response. A pop-up screen will appear asking to submit the response.

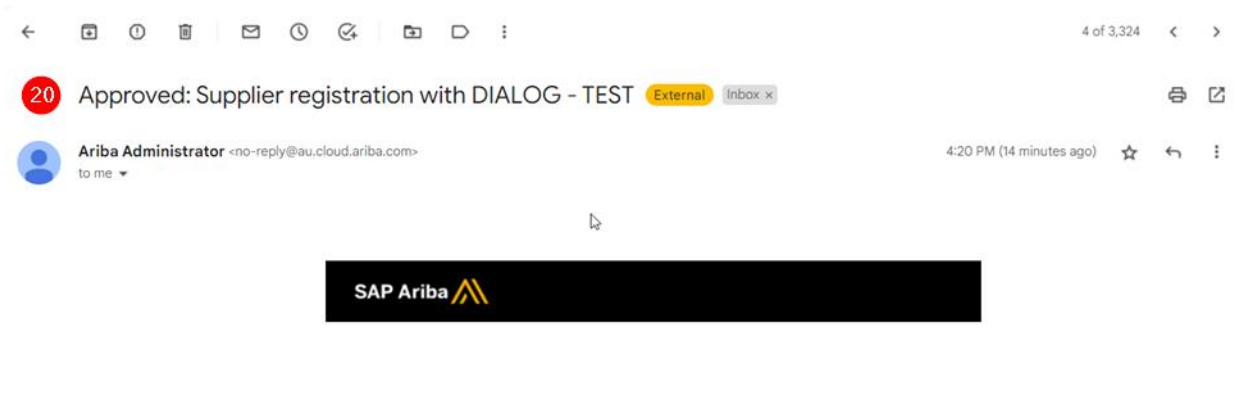


18. Click 'OK' to submit the response.



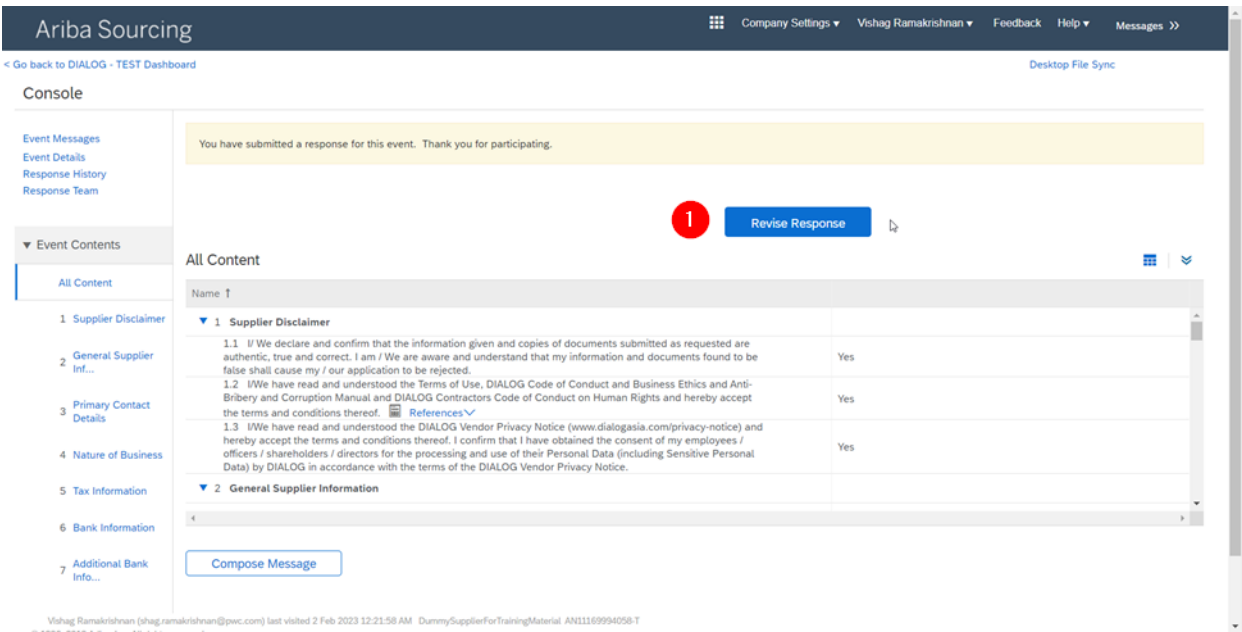
19. After submitting, suppliers will receive the notification in green stating “Your response has been submitted. Thank you for participating in the event.” This is an indication that the supplier has successfully submitted their response.

**** Note:** *If in case of any additional information required, suppliers will receive the respective email notification requesting for additional information by DIALOG. Please be sure to provide the necessary additional information when requested.*



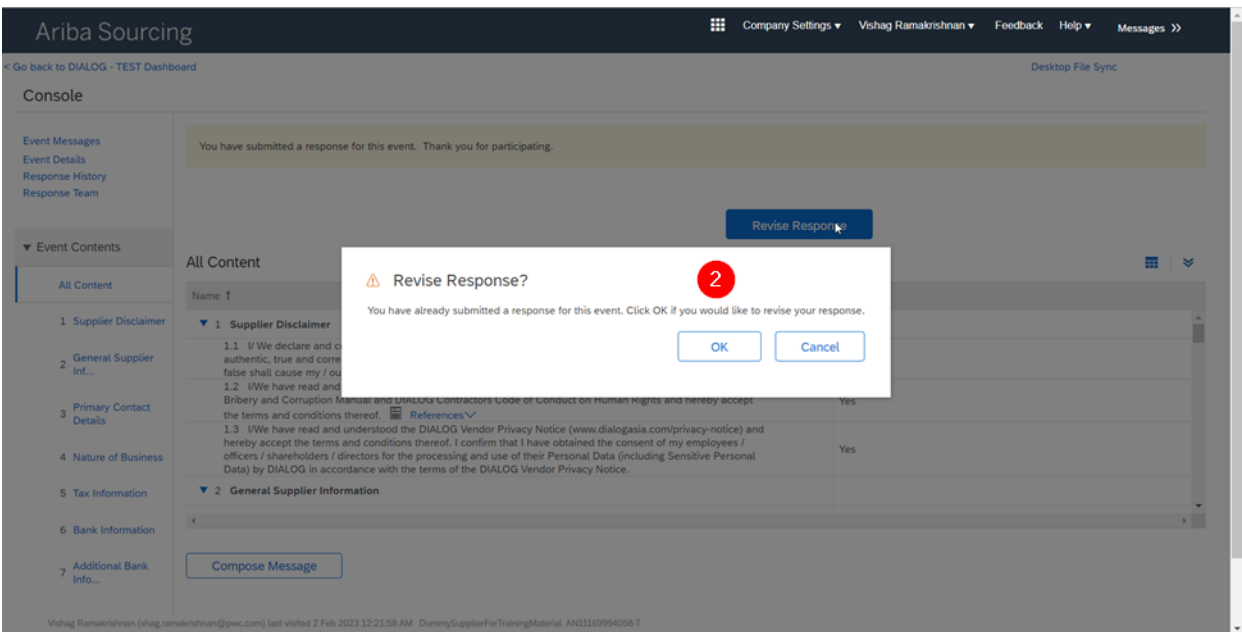
20. After reviewed and approved by DIALOG representative, suppliers who have submitted the Supplier Registration Questionnaire will receive an email notification indicating that they completed their registration. The above snapshot is the email notification that suppliers will receive after their supplier registration has been successfully completed.

1.1.3 Lesson 3 - Revising Supplier Response to Registration Questionnaire

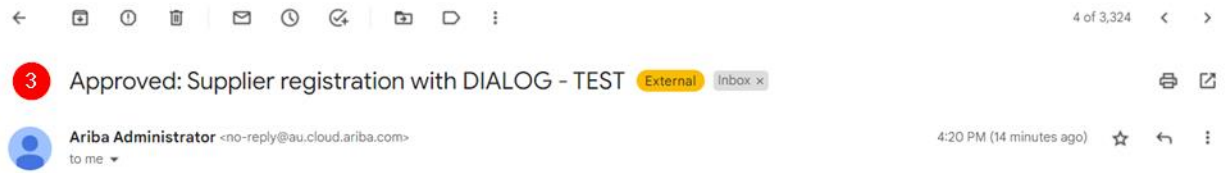


1. If suppliers are looking to make changes to their response which they have already submitted, they can do so by clicking on the 'Revise Response' button.

**** Note:** Supplier will only get this 'Revise Response' option once the registration has been approved. During the approval stage, if any changes the Supplier wants to amend, notify to DIALOG.



2. After clicking on 'Revise Response', a pop-up screen appears prompting the supplier to revise the response. Click on 'OK' and now, the supplier will be able to make changes to their response.



Registration with DIALOG - TEST.

Congratulations! DIALOG - TEST has approved your supplier registration. DummySupplierForTrainingMaterial has now been included in the supplier database of DIALOG - TEST.

You will be notified when next steps of the supplier onboarding process require your attention.

3. After the response reviewed by DIALOG team, suppliers who have submitted the Supplier Registration Questionnaire will receive an email notification indicating that they completed their registration. The above snapshot is the email notification that suppliers will receive after their supplier registration has been successfully completed.

**** Note:** Please note that the response icon is open for a limited time. In the future, if there are any updates that are required, please reach out to DIALOG's representative for assistance.