

Confidential



Ariba Supplier Training

CÔNG TY TNHH
LỘC HÓA DẦU NGHĨ SƠN
NGHI SON REFINERY & PETROCHEMICAL LIMITED
LIABILITY COMPANY

Preface

Welcome,

This guide is created by NSRP to instruct you to register to become NSRP's Supplier on Ariba.

For any technical support on Ariba, please contact:

NSRP Procurement Vendor Management Team:

Email: vendor.management@nsrp.com.vn

Hot line: +84 (0) 237 873 8540, Ext 5092

Best Regards,

NSRP Vendor Management Team

Minimum system requirement

Supplier Login

User Name

Password

Login

Having trouble logging in?

New to Ariba?
Register Now or Learn More

Is your company registered?
Search

Supported browsers and plugins

BROWSER/PLUG-IN SUPPORT

Supported Browsers

- Microsoft Edge 32-bit
- Microsoft Internet Explorer 11 32-bit
- Chrome 54+ 64-bit
- Mozilla Firefox 49+ 64-bit
- Safari 9+ 64-bit
- Mozilla Firefox 17+
- Safari 5
- Mobile Safari on iPad (iOS 6 or above)


Deprecation Schedule

- Safari 4 through 8 (effective January 12, 2017)
- Microsoft Internet Explorer 9 and 10 (effective January 12, 2017)

OK

1. Internet connection
2. Web Browser – Go to <https://supplier.ariba.com> and click **Supported browsers and plugins** at the bottom left of the page to access a list of currently supported browsers.

Receive the invitation

SAP Ariba 

1



Register as a supplier with NSRP Procurement - TEST

Hello!

Ms Nguyen Hong Hai has invited you to register to become a supplier with NSRP Procurement - TEST. Start by creating an account with Ariba Network. It's free.

NSRP Procurement - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If UNITED INSURANCE COMPANY OF VIETNAM already has an account with Ariba Network, sign in with your username and password.

2



[Click Here](#) to create account now

Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA

[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

Registration using Email:

1. An email invitation will be triggered by NSRP.
2. On the body of the email click, **Click Here** hyperlink to create account now.

Log in page

SAP Ariba Proposals and Questionnaires

Welcome, Ha Manh Hoang

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **NSRP Procurement - TEST** on SAP Ariba.

NSRP Procurement - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by NSRP Procurement - TEST.

Sign up

Already have an account? **Log in**

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions from a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you complete your registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in a single location
- Strengthen your relationships with customers
- Review pending sourcing events for multiple customers
- Apply your Company Profile across Ariba Network

Moving to the Ariba Network allows you to log into:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities

If you are new to Ariba, click **Sign up** button

If you already have an existing account click **Log in** and Enter your existing credentials.

Company Information

Create Sourcing Account

1. Create Account window will appear. All fields mark with an * are mandatory.
2. Under Company Information, enter your basic information.

User account Information

1

User account information

2

Name: * Test Demo_Supplier_001

Email: * aribasupplierdemouser@gmail.com

Use my email as my username

Username: * test-aribasupplierdemouser@gmail.com

Password: * Enter Password

Repeat Password

Language: English

Ariba Privacy Statement * Indicates a required field

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

Must contain a minimum 8 characters including letters and numbers.

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

Create Sourcing Account

1. Scroll down to **User Account Information** section.
2. Populate the required fields:

Note : Your email address will serve as a username. If you do not wish this to be your user name, uncheck the box "use my email as my username". And populate your username. Please note that username should be in email format.

It is recommended to use your email address as your username

Tell us more about your business

Tell us more about your business

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

1 **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. ⓘ

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 the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

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

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

2

3

Create Sourcing Account

1. You are required to select the required fields
2. Review Terms of Use and the SAP Ariba Privacy Statement , by **clicking the tick box** you have read and agree to the Terms of Use and SAP Ariba Privacy Statement
3. Click **Create account and continue**

Review duplicate account

Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

1 [Review accounts](#)

Review duplicate Account

We noticed that your company may already be registered in Ariba Network. Please review the match results below, then:

- You can log in the account you are associated with.
- Or, you can view the profile and contact the account administrator from there.
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration.
- Or, you can [Go back to previous page](#).

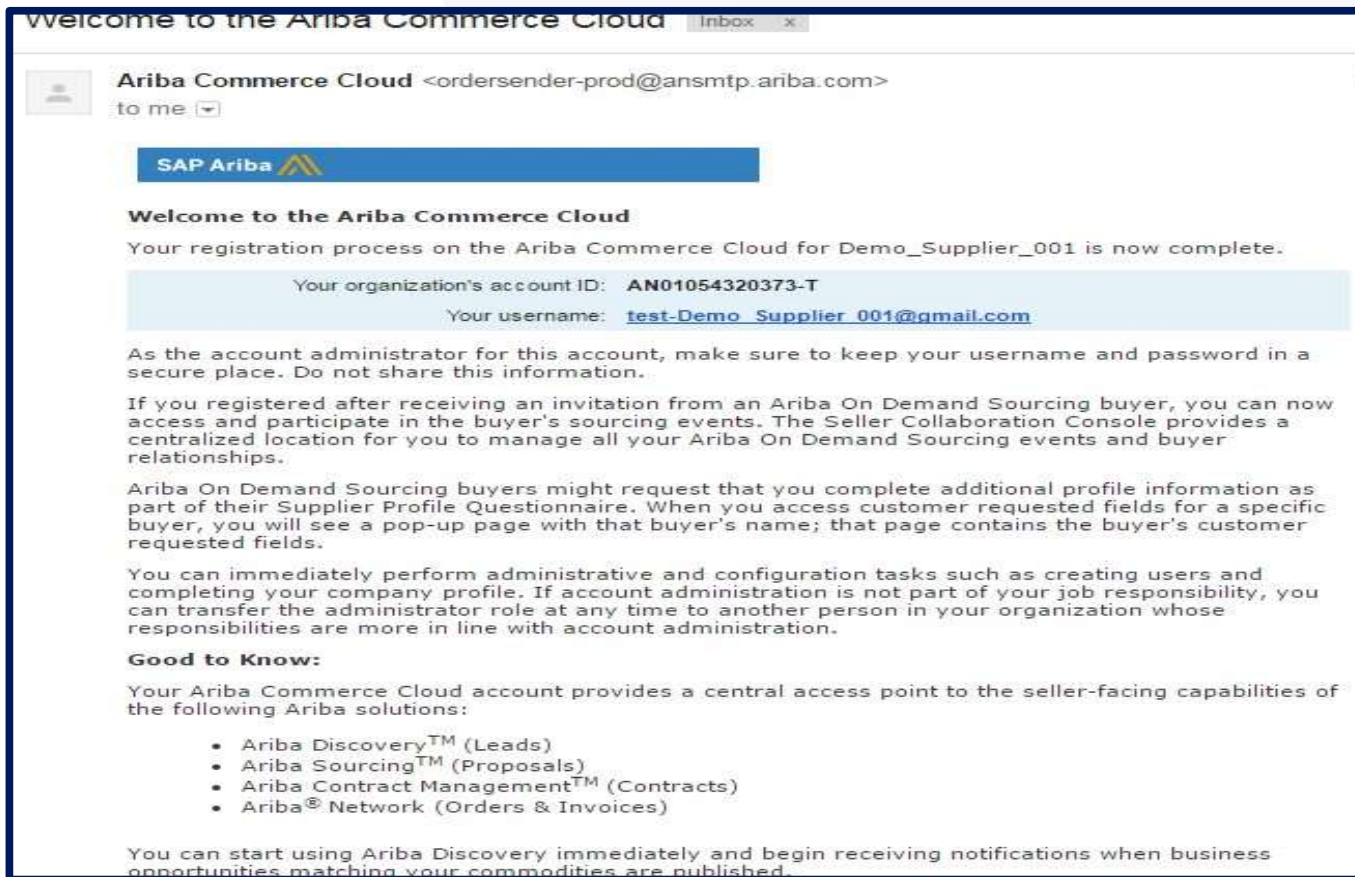
Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
Elijah Gibson Test Supplier- Onboarding Team	e.gibson@sap.com			140 Creek St Brisbane City QLD, Australia 4000

Review Duplicate Account

1. Ariba Network will provide some recommendation and potential existing account. When this appears click Review Account.
2. Review duplicate account displays. If there is no match click **Continue Account Creation** to progress the registration.

Account has been created



Welcome to the Ariba Commerce Cloud Inbox x

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
to me ▾

SAP Ariba

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for Demo_Supplier_001 is now complete.

Your organization's account ID: **AN01054320373-T**
Your username: test-Demo_Supplier_001@gmail.com

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

Good to Know:

Your Ariba Commerce Cloud account provides a central access point to the seller-facing capabilities of the following Ariba solutions:

- Ariba Discovery™ (Leads)
- Ariba Sourcing™ (Proposals)
- Ariba Contract Management™ (Contracts)
- Ariba® Network (Orders & Invoices)

You can start using Ariba Discovery immediately and begin receiving notifications when business opportunities matching your commodities are published.

1. Once account has been created, an email will be triggered by Ariba Commerce Cloud and you will receive it on your email.
2. Please save your log in credentials for future log ins.

Review duplicate account

Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

1 [Review accounts](#)

Review duplicate Account

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- You can log in the account you are associated with.
- Or, you can view the profile and contact the account administrator from there.
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration.
- Or, you can [Go back to previous page](#).

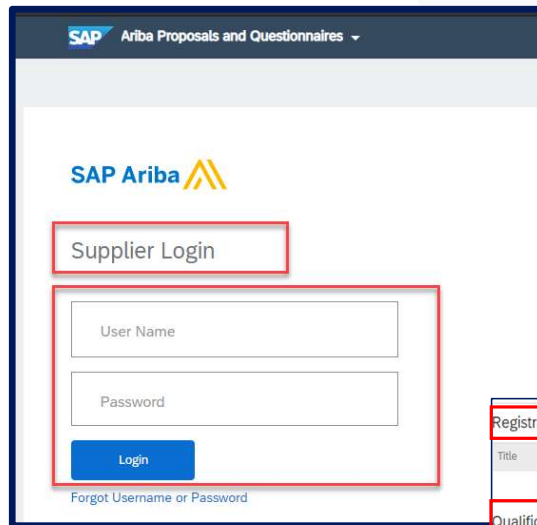
Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
Elijah Gibson Test Supplier- Onboarding Team	e.gibson@sap.com			140 Creek St Brisbane City QLD, Australia 4000

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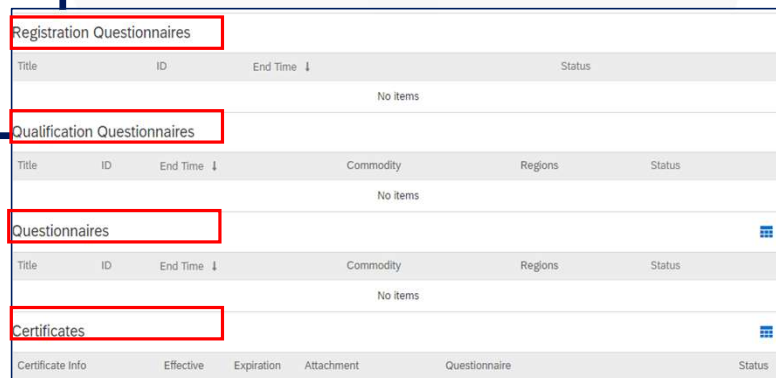
Complete Supplier Registration Questionnaire



The screenshot shows the SAP Ariba Supplier Login page. At the top, there is a header with the SAP logo and the text 'Ariba Proposals and Questionnaires'. Below this is the SAP Ariba logo. The main content area contains a 'Supplier Login' button, a 'User Name' input field, a 'Password' input field, and a 'Login' button. A link for 'Forgot Username or Password' is located at the bottom of the login form.

Complete Supplier Registration Questionnaire:

1. Log in as a supplier
2. Select the type of questionnaire to complete



The screenshot shows the SAP Ariba Questionnaire Selection page. It features four sections, each with a table of questionnaires. The sections are: 'Registration Questionnaires', 'Qualification Questionnaires', 'Questionnaires', and 'Certificates'. Each section has a table with columns for Title, ID, End Time, and Status. The 'Registration Questionnaires' table shows 'No items'. The 'Qualification Questionnaires' table shows 'No items'. The 'Questionnaires' table shows 'No items'. The 'Certificates' table shows 'No items'.

Registration Questionnaires			
Title	ID	End Time ↓	Status
No items			

Qualification Questionnaires					
Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires					
Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Certificates					
Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
No items					

Enter the response for questionnaires

Doc39106477 - ISO & Bizsafe Certificates time remaining 364 days 23:31:02

All Content


Name ↑	
1	Are you ISO 9001 Certified (Quality Management)? (If Yes, please attach the certificate) <input type="button" value="Yes"/> <input type="button" value="Details"/>
2	Are you ISO 14001 Certified (Environmental Management)? (If Yes, please attach the certificate) <input type="button" value="Unspecified"/>
3	Are you TS 22301 Certified? (If Yes, please attach the certificate) <input type="button" value="Unspecified"/>
4	Are you ISO 18001 Certified (Occupational Health and Safety requirements) <input type="button" value="Unspecified"/>
5	Are you minimally BizSafe Level 3 (or equivalent) certified? (If Yes, please attach the certificate) <input type="button" value="Unspecified"/>

(* indicates a required field)

Please follow the steps to complete questionnaire:

1. Answer questions in the questionnaire.
2. Click **"Detail"** to submit more information regarding the answer.
3. Click **"Submit Entire Response"** to send your response to NSRP.

Attach files and comments

▼ 3.1 Contract	
3.1.1 Please review the attached draft contract	📎 Test.pptx ▾
3.1.2 Attached is the template for you to respond and attach if you have any feedback to the contract 📄 References ▾	*Attach a file 



Add Attachment	OK Cancel
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: ファイルを選択 Test.pptx 📄 Or drop file here	OK Cancel



▼ 3.1 Contract	
3.1.1 Please review the attached draft contract	📎 Test.pptx ▾
3.1.2 Attached is the template for you to respond and attach if you have any feedback to the contract 📄 References ▾	* 📎 Test.pptx ▾ Update file Delete file

If there is a file uploaded request, you can follow the steps below to upload the file.

1. Click **“Attach a file”**
2. Brower your computer to upload a file
3. Click **“OK”** to upload.

Note: In the case of uploading multiple files, please create a zip file to upload or upload them in the comment area (please refer to the next page)

Attach files and comments

3.5.2 Please attach your proposal *Attach a file 



Add/Edit Comment OK Cancel

Comment: *

Attachment:  Test.pptx Update file Delete file





3.5.2 Please attach your proposal *  Test.pptx Update file Delete file 





View Comments

The following are comments for this question/term. If you have privileges you can add/edit/remove specific comments or attachments.

Comment ↑	Attachment
<input type="radio"/> IRQ	 Internal Registration Questionnaire (3).xls
Edit Remove Add	

If there is icon [] beside response field, it shows you can add comments and attachments. In order to do that, please follow steps:

1. Click on the comment icon [] on the proposal submit field.
2. Comment field is a required field. Please write down the comment.
3. Upload the file by clicking [Attach a file] and click [OK].
4. After saving, the comment icon will change into [].
5. Click the comment icon again to confirm the uploaded file.

Note: In case of uploading multiple files, please create a zip file to upload or hit the "add" button to add more files.

Submit the response

Doc39106477 - ISO & Bizsafe Certificates Time remaining 364 days 23:31:02

All Content

Name 1	
1 Are you ISO 9001 Certified (Quality Management)? (If Yes, please attach the certificate)	* Yes ▾ Details
2 Are you ISO 14001 Certified (Environmental Management)? (If Yes, please attach the certificate)	* Unspecified ▾
3 Are you TS 22301 Certified? (If Yes, please attach the certificate)	* Unspecified ▾
4 Are you ISO 18001 Certified (Occupational Health and Safety requirements)	* Unspecified ▾
5 Are you minimally BizSafe Level 3 (or equivalent) certified? (If Yes, please attach the certificate)	* Unspecified ▾

(*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import

After answering questions, please:

1. Click **“Save draft”** to save the values
2. Click **“Submit entire response”** to submit the response.
3. A message will display when you successfully submit your response.

Doc77827313 - Supplier registration questionnaire

✓ Your response has been submitted. Thank you for participating in the event.

Revise the response

The screenshot displays a web interface for a supplier registration questionnaire. At the top left, a document icon and the text 'Doc77827313 - Supplier registration questionnaire' are enclosed in a red box. At the top right, a clock icon and the text 'Time remaining 29 days 01:45:09' are shown. Below the header, a yellow banner contains the message: 'You have submitted a response for this event. Thank you for participating.' In the center of the page, a blue button labeled 'Revise Response' is highlighted with a red box. Below this, the section 'All Content' is visible, followed by a table with the following data:

Name 1	
▼ 1 Supplier Information	
1.1 Company Name (as in ACRA)	Supplier ABCP
1.2 Are you a local Supplier (Singapore Based)	Yes
Show More	
Street: ABC ⓘ House Number: ⓘ	
Street 2: ⓘ	
Street 3: ⓘ	
District: ⓘ	
1.3 Main Address	

At the bottom left of the form, there is a 'Compose Message' button.

Revising Response on the Questionnaire

1. Click on Questionnaire that needs to be updated
2. Click **Revise Response**

The update Process remains same for all Questionnaire (Registration, Qualification and Bank)

How to do if I do not receive email from Ariba

Incase you do not receive email from Ariba, you can:

1. Recheck the email you register with NSRP
2. Check in your spam mailbox and add the domain of **@ansmtp.ariba.com** and **@eusmtp.ariba.com** to the safe senders
3. Check whether your company firewall block the email from Ariba address
4. Contact with email admin to check if email quarantined on email gateway
5. Check with NSRP for validation

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THANK YOU

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