ARIBA GUIDELINE
Supplier Registration Process

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# CONTENT

1. Overview and Purpose

I. Overview and Purpose of Supplier Registration on Ariba

➢ NSRP is transitioning to the SAP Ariba platform to manage our suppliers and procurement management processes.

➢ Suppliers need to create Ariba Account before participating in NSRP's procurement events.

➢ Suppliers those have not had any business connection with NSRP can actively complete self-registration on NSRP

   Website to become NSRP's suppliers.

➢ There is no subscription fee to get on board with SAP Ariba.

CONTENT

2. Supplier Registration with NSRP

II. Supplier Registration with NSRP

- Receive an invitation email from NSRP
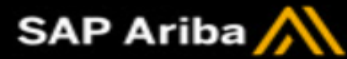
Invitation: Register to become a supplier with NSRP Procurement - TEST - R.   9:51AM

SAP Ariba

Register as a supplier with NSRP Procurement - TEST

Hello!

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 Company Test 12399 already has an account with Ariba Network, sign in with your username and password.

Click Here to create account now   Click on " Click here to continue "

II. Supplier Registration with NSRP

If you do not have an Ariba account -> choose **Create new account**
If you already have an Ariba account -> choose **Use existing account**

II. Supplier Registration with NSRP

If you choose **Create new account**
Fill in all required information (marked with asterisk symbol) then click on **Create account**

Create an account to connect and collaborate with NSRP Procurement - TEST on SAP Business Network

Company information ⓘ

DUNS number

Don't know your DUNS number?

Company (legal) name *

VIB

Country/Region *

Viet Nam [VNM]

Address line 1 *

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phamminhkhueclone1.1@gmail.com

Password *

••••••••••••

Repeat password *

••••••••••••

☑ I have read and agree with the Terms of Use.

☑ I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the Privacy Statement) 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 Privacy Statement to learn how we process personal data.

✓ I'm not a robot
reCAPTCHA
Privacy - Terms

Create account

II. Supplier Registration with NSRP

Check your email for the confirmation email and click on **Confirm email**

II. Supplier Registration with NSRP

Ariba will send you the new account information to your registered email.

II. Supplier Registration with NSRP

- After receiving an Ariba Account, log in Ariba via link invitation, you can see the registration questionnaires
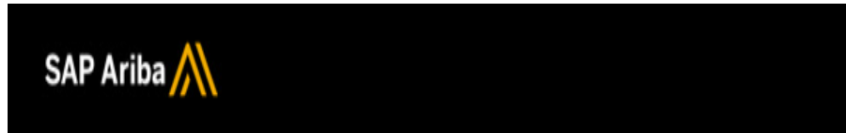
Register as a supplier with NSRP Procurement - TEST

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NSRP Procurement - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Company Test 12399 already has an account with Ariba Network, sign in with your username and password.

Click Here to create account now

Click on " Click here to continue "

SAP Ariba ⋀

Supplier Login

User Name

Password

Login

Forgot Username or Password

II. Supplier Registration with NSRP

When you log in Ariba, Ariba might ask you to provide information for your Ariba account, you can click on **Remind me later** to skip this step.
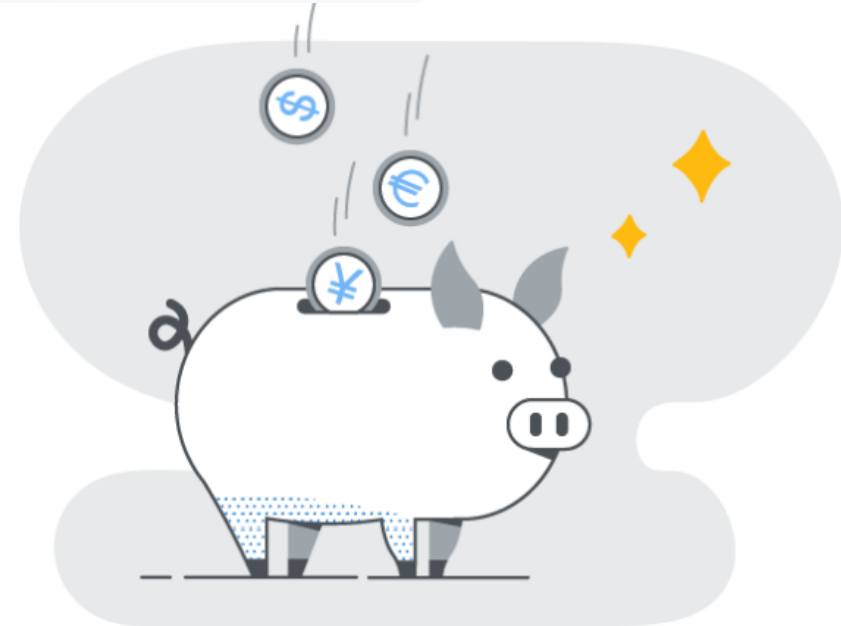
II. Supplier Registration with NSRP

This is Supplier Registration Questionnaires

Time remaining: amount of time left for supplier to complete this questions.

Reference: This documents is a guideline for suppliers to answer the questions correctly.

Save draft: Supplier can save draft to save all answers and attachments. We recommend supplier use this function to avoid any internet connection issues.

Submit Entire response: After complete all questions, suppliers can submit entire response.

II. Supplier Registration with NSRP

Guideline for Section 6: Supplier Registration Form

- Click **Reference** to download Supplier Registration Form

- Fill in the form and get signed by company representative or non representative with DOA (Delegate of Authority).

- Click **attach a file** to attach scan file of Supplier Registration Form

- Deliver this form to NSRP as per latest updated **Attention** to complete this Registration process with NSRP.

II. Supplier Registration with NSRP

- In the case NSRP checked and need suppliers revise some information, Ariba will send them an email as below

II. Supplier Registration with NSRP

- Suppliers will log in Ariba and click on Revise Response in the Registration part to revise information as per NSRP's advice.
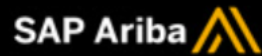
II. Supplier Registration with NSRP

- Supplier will get approved email after NSRP complete reviewing. When supplier receive this email, the registration process is completed.

Approved: Supplier registration with NSRP Procurement - TEST Inbox ×

Ariba Administrator <no-reply@ansmtp.ariba.com>   4:15 PM (0 minutes ago)

to me

SAP Ariba /\\

Registration with NSRP Procurement - TEST.

Congratulations! NSRP Procurement - TEST has approved your supplier registration. Company AAA1 has now been included in the supplier database of NSRP Procurement - TEST.

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

II. Supplier Registration with NSRP

Suppliers can check the status of their registration by themselves.
Registered: Suppliers completed this registration with NSRP.
Pending submission: NSRP returned to suppliers to revise and Suppliers have not resubmitted yet
Invited: NSRP invited suppliers and Suppliers has not submitted yet.

CONTENT

3. Update/Change Company information

III. Update or Change company information

If Suppliers would like to change any company information, suppliers can go to link Ariba Sourcing and login with your account.

When supplier log in successfully, In business Network, please choose second tab as below.

III. Update or Change company information

- All the events with NSRP will be here. Please choose supplier Registration Questionnaires to change your company information.

III. Update or Change company information

- Change information then click submit and OK

Click submit Entire Response to continue

Submit this response?
Click OK to submit.
OK   Cancel

All the questions can be changed in the future

CONTENT

4. Forgot Ariba Account

IV. Forgot Ariba Account

If you forget your Username, click on **Username**

IV. Forgot Ariba Account

Fill in your email address then click on **Submit**

IV. Forgot Ariba Account

Check your email, if your email is associated with an Ariba account, username will be displayed in the email
If your email is not associated with your Ariba account, you might try another email to find username.

IV. Forgot Ariba Account

If you forget your Password, click on **Password**

IV. Forgot Ariba Account

Fill in your email address then click on **Submit**

IV. Forgot Ariba Account

Ariba will send suppliers one email to reset their password, open this email and follow the instruction

IV. Forgot Ariba Account

Fill in new password then click on **Submit**

Reset your password

Username
phamminhkhueclone1@gmail.com

New password

Confirm your password
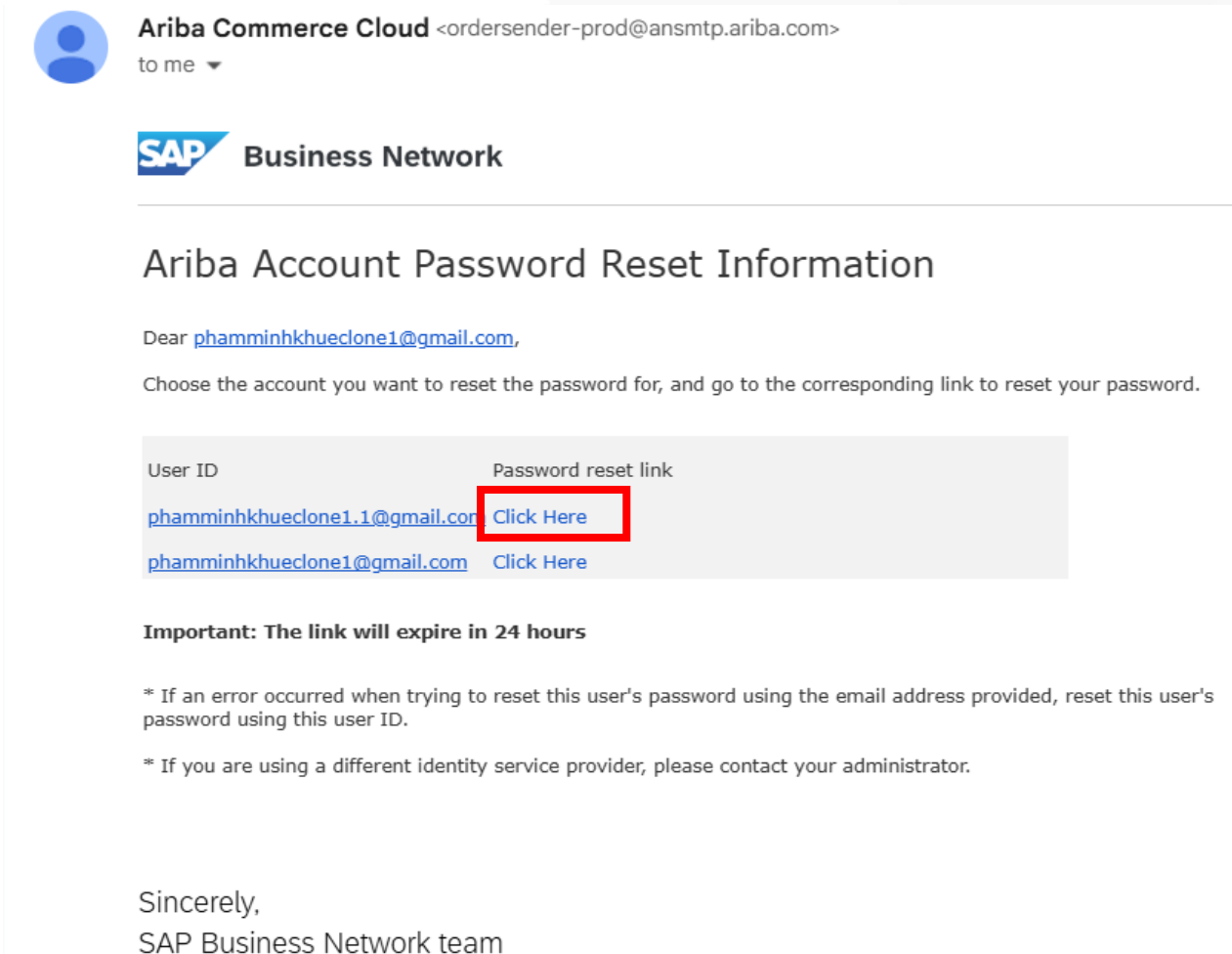
Submit   Cancel

IV. Forgot Ariba Account

Click on **Back to Sign In**

Your password has been updated.

You can now login using **phamminhkhueclone1.1@gmail.com** and new password.

Back to Sign In

IV. Forgot Ariba Account

Log in screen will be available for your to log in again.

THANK YOU